



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
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APO Board Meeting
Thursday, January 10, 2018 - 5:00 p.m.
Waite Park City Hall,
19 - 13th Avenue North, Waite Park

Note:
Location of
Meeting

1. Approval of Agenda
2. Public Comment Period
3. Consideration of Consent Agenda Items (*Attachments A - M*)
 - a. Minutes of August 9, 2018 Executive Board and October 25, 2018 Policy Board Meeting (*Attachments A and B*)
 - b. Bill List for October and November 2018 (*Attachments C and D*)
 - c. Proposed Bills List for December 2018 and January 2019 (*Attachment E*)
 - d. WACOSA Contract for 2019 (*Attachment F*)
 - e. Pay Equity Report (*Attachment G*)
 - f. Reimbursement Payment to City of Saint Cloud for CSAH 75 Corridor Study (*Attachment H*)
 - g. Annual Resolutions
 - i. Resolution for Investment Procedures (*Attachment I*)
 - ii. Resolution for Payment of Claims (*Attachment J*)
 - iii. Resolution for Official Newspaper (*Attachment K*)
 - h. Declaration of Gifts (*Attachment L*)
 - i. 2019 Board Meeting Calendar (*Attachment M*)
4. Consideration of Bylaws (*Attachment N*): *Brian Gibson, Executive Director*
 - a. **Suggested Motion: Approve**
5. Election of Officers (*Attachment O*): *Brian Gibson, Executive Director*
 - a. **Suggested Motion: Elect a Chair and 3 Vice-Chairs for Calendar Year 2019**
6. Consideration of FY 2019-2023 Transportation Improvement Program (TIP) Amendment (*Attachment P*): *Vicki Johnson, Associate Planner*
 - a. **Suggested Motion: Approve**
7. Consideration of Amendment to the Stakeholder Engagement Plan (*Attachment Q*): *Vicki Johnson, Associate Planner*
 - a. **Suggested Motion: Approve**
8. Consideration of Purchase of Streetlight Data (*Attachment R*): *Brian Gibson, Executive Director*
 - a. **Suggested Motion: Approve**
9. Consider Annual Congressional Education Trip to Washington, D.C. and Discussion of Regional Transportation Priorities (*Attachment S*): *Brian Gibson, Executive Director*
 - a. **Suggested Motion: Approve**
10. Other Business & Announcements
11. Adjournment

English

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898, Executive Order 13116 and related statutes and regulations. The APO is accessible to all persons of all abilities. A person who requires a modification or accommodation, auxiliary aids, translation services, interpreter services, etc., in order to participate in a public meeting, including receiving this agenda and/or attachments in an alternative format, or language please contact the APO at 320-252-7568 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali

Ururka Qorsheynta Agagaarka Saint Cloud (APO) waxay si buuxda ugu hoggaansantay Qodobka VI ee Xeerka Xuquuqda Dadweynaha ee 1964, Sharciga Dadka Maraykanka ah ee Naafada ah ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo xeerarka iyo sharciyada la xiriiira. APO waxa heli kara dhamaan dadka leh awoodaha kala duwan. Qofka u baahan in waxka bedel ama qaabilaad, qalabka caawinta, adeegyada tarjumaadda qoraalka, adeegyada turjumaadda hadalka, iwm, si uu uga qaybgalo kulan dadweyne, oo uu kamid yahay yihiin helitaanka ajandahan iyo/ama waxyaabaha ku lifaaqan oo qaab kale ama luqad kale ah fadlan kala xiriir APO 320-252-7568 ama admin@stcloudapo.org ugu yaraan toddoba (7) maalmood ah kahor kulanka.

Hmong

Lub koom haum Saint Cloud Area Planning Organization (APO) tau ua raws nraim li Nqe Lus VI ntawm Tsoom fwv Cov Cai Pej Xeem xyoo 1964, Tsab Kev Cai Hai Txog Kev Xiam Oob Khab ntawm Haiv Neeg Mes Kas xyoo 1990, Tsab Cai 12898, Tsab Cai 13116 thiab cov cai thiab kev tswj fwm uas cuam tshuam. APO tuaj yeem nkag tau rau txhua tus neeg uas muaj peev xwm. Tus neeg uas xav tau kev hloov kho lossis pab cuam, pab lwm tus, pab txhais ntawv, pab txhais lus, thiab lwm yam, txhawm rau kom koom tau rau hauv lub rooj sab laj nrog pej xeem, nrog rau kev txais cov txheej txheem no thiab / lossis cov ntawv uas sau ua lwm hom ntawv, lossis lwm hom lus thov hu rau APO ntawm 320-252-7568 lossis sau ntawv tuaj tau ntawm admin@stcloudapo.org tsawg kawg yog xya (7) hnub ua ntej ntawm lub rooj sib tham.

Spanish

La Saint Cloud Area Planning Organization (Organización de Planificación del Área de Saint Cloud, APO) cumple plenamente con el Título VI de la Civil Rights Act (Ley de Derechos Civiles) de 1964, la Americans with Disabilities Act (Ley de Estadounidenses con Discapacidades) de 1990, el Decreto 13116 y estatutos y normas asociados. La APO está disponible para todo tipo de personas con todo tipo de capacidades. Las personas que requieran modificaciones o adaptaciones, ayudas auxiliares, servicios de traducción e interpretación, etc., con el fin de participar en una reunión pública, lo que incluye recibir esta agenda o documentos adjuntos en un formato o lenguaje distinto, deben comunicarse con la APO llamando al 320-252-7568 o escribiendo a la dirección admin@stcloudapo.org al menos siete (7) días antes de la reunión.

Laotian

ອົງການວາງແຜນເຂດພື້ນທີ່ Saint Cloud (APO) ປະຕິບັດຕາມ Title VI ຂອງກົດໝາຍວ່າດ້ວຍສິດທິພົນລະເມືອງປີ 1964, ກົດໝາຍວ່າດ້ວຍຄົນພິການຊາວອາເມລິກາປີ 1990, ຄໍາສັ່ງປະທານະທີ່ບໍດີເລກທີ 12898, ຄໍາສັ່ງປະທານະທີ່ບໍດີເລກທີ 13116 ແລະ ກົດໝາຍ ແລະ ກົດລະບຽບທີ່ກ່ຽວຂ້ອງຢ່າງຄົບຖ້ວນ. ຄົນທຸກຊົນຊັ້ນວັນນະສາມາດເຂົ້າເຖິງ APO ໄດ້. ບຸກຄົນທີ່ຈຳເປັນຕ້ອງມີ ການດັດແປງແກ້ໄຂ ຫຼື ການອໍານວຍຄວາມສະດວກ, ອຸປະກອນຊ່ວຍ, ການບໍລິການແປເອກະສານ, ການບໍລິການລ່າມແປພາສາ ແລະ ອື່ນໆ ເພື່ອເຂົ້າຮ່ວມການຊຸມນຸມສາທາລະນະ ລວມທັງການໄດ້ຮັບວາລະນີ້ ແລະ/ຫຼື ເອກະສານຄັດຕິດໃນຮູບແບບ ຫຼື ເປັນພາສາ ອື່ນໃດໜຶ່ງ ກະລຸນາຕິດຕໍ່ຫາ APO ທີ່ເບີ 320-252-7568 ຫຼື ອີເມວ admin@stcloudapo.org ຢ່າງໜ້ອຍເຈັດ (7) ວັນ ລ່ວງໜ້າການຊຸມນຸມ.

**Saint Cloud Area Planning Organization
EXECUTIVE BOARD COMMITTEE MINUTES
August 9, 2018**

A regular meeting of the Saint Cloud Area Planning Organization's (APO) Executive Board Meeting was held on Thursday, August 9, 2018 in the Array Room of the Great River Regional Library in Saint Cloud. Chair Jeff Goerger presided with the following members present:

Mayor Dave Kleis	Saint Cloud
Council Member John Libert	Saint Cloud
Council Member Jeff Goerger	Saint Cloud
Mayor Rick Schultz	Saint Joseph
Council Member Mike Chisum (alt)	Sartell
Council Member Nick Sauer	Sauk Rapids
Mayor Rick Miller	Waite Park
Township Supervisor Jeff Westerlund	LeSauk Township
Commissioner Spencer Buerkle (alt)	Benton County

Also Present:

Brian Gibson	Executive Director, APO
Vicki Johnson	APO
Joseph Mueller	APO
Alison Henning	APO
Alex McKenzie	APO
Dorothy Sweet	APO
Kim Pettman	Community Member

APPROVAL OF AGENDA: The agenda was changed to move item #4 (TIP Approval) to #2 on the agenda to accommodate a board member who had to leave the meeting early.

Mr. Westerlund motioned to approve the agenda with the change, and Mr. Sauer seconded the motion. Motion carried.

CONSIDERATION OF FY 2019-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FINAL DRAFT:

Ms. Johnson summarized the background history and the most recent changes for the board members. The contents of each chapter were briefly described: Introduction, Chapter One (FY 2019-23 TIP Projects), Chapter Two (Environmental Justice), Chapter Three Performance Measures, Chapter Four (Financial Capacity Analysis), Chapter Five (Public Involvement) and Chapter Six (Monitoring Progress). Ms. Johnson distributed an updated Project Table for review and stressed the importance of the project table in Chapter One. The draft TIP was out for public comment from June 27 through July 27, during which time two comments from TAC members were received which were included in the Final Draft of the TIP. Minor changes to clarify the language were also incorporated. After Executive Board

approval, the TIP will go to the District level and will then be incorporated into the area TIP and then finally to the State level.

Mayor Miller motioned to approve the FY 2019-2023 TIP, and Mr. Libert seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD:

Ms. Kim Pettman, community member, suggested that with the creation of and upcoming approval of the RTCC, the committee members, vendors, and APO staff receive one hour of disability awareness/sensitivity training. Ms. Pettman felt by completing this training, the RTCC would be more inclusive and understanding of the elderly and disabled. Mr. Goerger thanked her for her comments.

CONSIDERATION OF CONSENT AGENDA ITEMS: (MINUTES OF JUNE 14, 2018 EXEC BOARD MEETING, BILLS LIST, CONTRACT WITH WSB & ASSOCIATES FOR RTCC PHASE I PLANNING).

Mr. Libert motioned and Mayor Schultz seconded to approve the three consent agenda items (June 14 Meeting Minutes, Bills and WSB & Associates Contract for RTCC Phase I Planning). Motion carried.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson noted that for the past several months, we have had some difficulty meeting quorum and a few members have asked about participating via telephone. Mr. Gibson said that while state law permits this, the meeting agendas would need to state that some members will be participating by electronic means and that the public also has the option of participating by electronic means. Several members expressed their opposition to this possibility. ***By consensus, most members agreed that calling in to board meetings should not be an option.***

ADJOURNMENT:

Mayor Kleis motioned and Mayor Miller seconded to adjourn the public session. Motion carried.

CLOSED SESSION

Immediately following the Public Session of the Executive Board, the board members held a closed session in which the Board Chair, Jeff Goerger, reported on the Executive Director's Performance Evaluation. Input for Brian Gibson's evaluation had been previously solicited from APO staff members, APO Officers and some TAC members. Members who were present for the Closed Session included Mayor Dave Kleis, Council Member John Libert, Council Member Jeff Goerger, Mayor Rick Schultz, Council Member Nick Sauer, Mayor Rick Miller, Township Supervisor Jeff Westerlund and Commissioner Spencer Buerkle.

ST. CLOUD AREA PLANNING ORGANIZATION

A meeting of the St. Cloud Area Planning Organization was held on Thursday, October 25, 2018, 7:00 p.m. at Waite Park City Hall. Chairman Jeff Goerger presided, with the following members present:

Mayor Kleis	City of St. Cloud	Tony Steineman (alt)	City of Sauk Rapids
Jeff Goerger	City of St. Cloud	Mayor Miller	City of Waite Park
Jeff Johnson	City of St. Cloud	Frank Theisen	City of Waite Park
Sue Ek	City of St. Cloud	Vic Schulz	City of Waite Park
Steve Laraway	City of St. Cloud	Jeff Westerlund	Town of LeSauk
John Libert	City of St. Cloud	Dan Heim	Town of LeSauk
Dave Masters	City of St. Cloud	Shawn Omann	Town of LeSauk
Mayor Schultz	City of St. Joseph	A Jake Bauerly	Benton County
Bob Loso	City of St. Joseph	Spencer Buerkle	Benton County
Mayor Nicoll	City of Sartell	Ewald Petersen	Sherburne County
David Peterson	City of Sartell	Joe Perske	Stearns County
Nick Sauer	City of Sauk Rapids	Leigh Lenzmeier	Stearns County

Absent Members:

Marty Czech	City of St. Cloud	Jason Ellering	City of Sauk Rapids
George Hontos(Exc)	City of St. Cloud	Ed Popp	Benton County
Carol Lewis	City of St. Cloud	Felix Schmiesing	Sherburne County
Ryan Daniel	City of St. Cloud	Tim Dolan	Sherburne County
Troy Goracke	City of St. Joseph	Steve Notch (Exc)	Stearns County
Mike Chisum	City of Sartell		

Also Present:

Brian Gibson	St. Cloud APO	Dorothy Sweet	St. Cloud APO
Vicki Johnson	St. Cloud APO	Joseph Mueller	St. Cloud APO
Alex McKenzie	St. Cloud APO	Alison Henning	St. Cloud APO

PUBLIC COMMENT PERIOD: No comments

CONSENT AGENDA (Approval of Agenda, Minutes of Feb. 22 and May 10, Bills List, Financial Reports, Travel Request for Executive Director):

The Chair recommended that the Regular Agenda be amended to add "Administrative Modification to TIP" as item 5.5. **Mr. Laraway motioned to approve the consent agenda items (Approval of Amended Agenda, Minutes, Bills List, Financial Reports, and Travel Request), and Mr. Masters seconded the motion. Motion carried.**

FY 2019-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT FOR MNDOT DISTRICT 3:

Mrs. Johnson reviewed the necessity for the TIP amendment which related to the decrease in the 2019 project cost to rehab/redeck bridge 73872 at CR 159 over I-94 near Collegeville. The estimated cost of the project was being decreased from \$1,501,000 to \$588,000 based upon the latest engineering estimate. Fiscal constraint has been maintained. The 30-day public comment period was completed on October 17. No public comments were received. The TAC members recommended Policy Board approval for the change. **Mayor Miller motioned to approve the TIP amendment, and Mr. V. Schulz seconded the motion. Motion carried.**

ADMINISTRATIVE MODIFICATION TO APO 2019-2023

Mrs. Johnson reported that an Administrative Modification was necessary for a MN Hwy 15 Kimball to Saint Augusta reclaim project due to higher than anticipated bituminous prices. The increase for the project is just under \$2 million. The project scope does not change. Fiscal constraint is maintained. No public comment period is needed for an administrative modification. Five TAC members had electronically given their approval and recommended this for approval by the Policy Board. **Mr. Sauer motioned to approve the Administrative Modification, and Mr. Bauerly seconded the motion. Motion carried.**

2017 ANNUAL TRANSPORTATION PERFORMANCE REPORT:

Mr. McKenzie presented the 2017 Annual Transportation Performance Measures Report for approval. The report serves as an annual snapshot of the region to assist the APO and its planning partners to better understand current and anticipated performance of the transportation system and how well it is moving towards achieving the goals stated in the Metropolitan Transportation Plan (MTP) along with federally required performance measures. Mr. McKenzie created the report with editing assistance from Mrs. Johnson. Mr. Goerger expressed his gratitude to Mr. McKenzie and Mrs. Johnson on their hard work and the resulting product. **Mr. Laraway motioned to approve the Performance Report, and Mr. Libert seconded the motion. Motion carried.**

CONSIDER SAFETY TARGETS FOR 2019:

Mr. McKenzie reported that all MPOs are required to set safety performance targets. The goal of the measures is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. The proposed safety targets, which are based on a five year rolling average, for the APO calendar year 2019 include:

- Traffic Fatalities – 8.8
- Fatality Rate – 0.764/100 MVMT
- Serious Injuries – 26.0
- Serious Injury Rate – 2.216/100 MVMT
- Non-motorized Fatalities and Serious Injuries – 8.2

Mr. Theisen motioned to approve the proposed safety targets, and Mayor Kleis seconded the motion. Motion carried.

CONSIDER LETTER OF SUPPORT FOR SECOND DAILY AMTRAK TRAIN:

Mr. Gibson announced that he, as well as a few Policy Board members, recently attended an “All Aboard Minnesota” meeting where public support was sought for getting a second Amtrak train to stop in Saint Cloud during the day. Letter writing expressing support to our legislators was encouraged. Mr. Gibson asked the board members if they wanted to send a letter of support to the local legislators, and if so, Mr. Gibson would work with the Chair to create a letter of support. Mayor Kleis added that we should not lose sight of the fact that the APO has been supporting Northstar coming to Saint Cloud for several years. **Mayor Kleis motioned that we send a letter supporting both Northstar and the second Empire Builder train (Amtrak) coming to or through Saint Cloud. Mr. Theisen seconded the motion. The motion was carried with one person opposing support for the Empire Builder coming through Saint Cloud.**

CONSIDER CHANGES TO APO JOINT POWERS AGREEMENT:

Mr. Gibson reviewed the background history of the changes to the Joint Powers Agreement. He stated that the Executive Board members have reviewed the Agreement, made changes and recommended Policy Board approval. If approved, the major change would be to do away with the Executive Board, and call the current Executive Board the Policy Board. If approved, representation would include one member from each jurisdiction except for Saint Cloud, which would get three members. This would reduce the size of the APO Policy Board to a more reasonable size, since our APO is one of the largest MPOs in the United States. The two versions

of the Joint Powers Agreement included a clean copy which contains all the changes, and the original Agreements with the changes and deletions indicated in red. Mr. Gibson briefly reviewed the major changes for the members. The APO will proceed under the existing Joint Powers Agreement until if or when the revised agreement is approved. The next step requires all the jurisdictions to approve the revised Joint Powers Agreement. Mayor Miller corrected Mr. Gibson, stating that the Executive Board did not recommend approval of the changes, but rather wanted to bring the document to the Policy Board to get their reaction and thoughts. Federal law requires jurisdictions representing 75% of the planning area population must be part of the APO in order for the APO to exist. ***Mr. Libert motioned to move the revised Joint Powers Agreement to the individual jurisdictions for approval, and Mr. Masters seconded the motion. Motion carried with three members opposing.***

REPORT ON EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW:

Mr. Goerger reviewed the process used to evaluate Mr. Gibson's yearly performance. Feedback for his evaluation was solicited from the four officers (Goerger, Libert, Miller, Westerlund), APO staff, and some TAC members. Feedback showed that Mr. Gibson is doing a superior job in performing the duties that we have asked him to do.

CLOSED SESSION:

The APO Executive Director and APO staff left the room and the Policy Board meeting went into a Closed Session to discuss the process used for **the Executive Director's compensation**. The compensation and bonus for the Executive Director were approved and given this year following **the HR consultant's recommendations, but the main discussion centered around** the method of future compensation for the Executive Director. It was decided to continue to use the current process of evaluation for the Executive Director but to set the compensation by combining the step increase with the bonus, thereby eliminating the word bonus.

ADJOURNMENT:

The meeting was adjourned at 7:54 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

October 2018

11:03 AM

11/07/2018

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
		Net Payroll (including insurance reimbursement)	10/5/2018 Payroll Paid	
Direct Dep.	10/5/18			8,747.29
Electronic	10/5/18	Social Security, Medicare & Federal Tax F	10/5/2018 Payroll Paid	3,498.15
Electronic	10/5/18	MN Department of Revenue-Withholding I	10/5/2018 Payroll Paid	698.60
Electronic	10/5/18	PERA	10/5/2018 Payroll Paid	1,801.97
Electronic	10/5/18	Great West Annuity	10/5/2018 Payroll Paid	239.23
Electronic	10/5/18	Minnesota State Retirement System	10/5/2018 Payroll Paid	119.22
Electronic	10/5/18	Select Account (H.S.A.)	10/5/2018 Payroll Paid	228.34
		Net Payroll (including insurance reimbursement)	10/19/2018 Payroll Paid	
Direct Dep.	10/19/18			8,197.34
Electronic	10/19/18	Social Security, Medicare & Federal Tax F	10/19/2018 Payroll Paid	3,487.74
Electronic	10/19/18	MN Department of Revenue-Withholding I	10/19/2018 Payroll Paid	696.56
Electronic	10/19/18	PERA	10/19/2018 Payroll Paid	1,796.63
Electronic	10/19/18	Great West Annuity	10/19/2018 Payroll Paid	239.23
Electronic	10/19/18	Minnesota State Retirement System	10/19/2018 Payroll Paid	119.22
Electronic	10/19/18	Select Account (H.S.A.)	10/19/2018 Payroll Paid	228.34
		AAA / Able Sewer Drain Cleaning		
Bill Pmt -Check	10/29/2018		Maintenance - building	175.00
		Amazon Market Place		
Credit Card Charge	10/01/2018		6601 · Office Supplies	18.12
		BCBS of MN		
Check	10/22/2018		6600.5 · Health/Dental/Life Insurance	2,090.75
		Best Buy - St Cloud MN		
Credit Card Charge	10/18/2018		902.2 · Office Expenses	129.14
		Cloudnet		
Bill Pmt -Check	10/15/2018		6603.1 · Telephone	25.00
		David Turch & Associates		
Bill Pmt -Check	10/11/2018		902.10 · Washington Lobbyist	4,000.00
Bill Pmt -Check	10/29/2018		902.10 · Washington Lobbyist	4,000.00
		Delta Dental		
Check	10/01/2018		6600.5 · Health/Dental/Life Insurance	168.00
		Design Electrical Contractor Inc.		
Bill Pmt -Check	10/29/2018		6606.2 · Maintenance	174.73
		Eco-Counter Inc		
Credit Card Charge	10/17/2018		6611 · Miscellaneous Expenses	118.00
Bill Pmt -CCard	10/30/2018		6611 · Miscellaneous Expenses	220.00
		Google Inc.		
Credit Card Charge	10/31/2018		6603.1 · Telephone	25.00
		Highway 23 Coalition		
Bill Pmt -Check	10/29/2018		Dues for 2007	100.00
		Institute of Transportation Engineers		

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

October 2018

11:03 AM

11/07/2018

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
Credit Card Charge	10/22/2018		6600.9 · Employee Incentives and Bonuses	305.00
		Liberty Savings Bank		
Check	10/11/2018		VISA 2733	2,311.87
		Loffler Companies		
Bill Pmt -Check	10/04/2018		6608 · Copy Machine	36.10
Bill Pmt -Check	10/29/2018		6608 · Copy Machine	146.72
		Minnesota Translations		
Bill Pmt -Check	10/29/2018		converting english into other languages	200.00
		Neopost USA, Inc.		
Credit Card Charge	10/01/2018		6603.2 · Postage	59.25
Bill Pmt -Check	10/29/2018		6603.2 · Postage	59.25
		Premium Waters, Inc.		
Bill Pmt -Check	10/26/2018		Office drinking water	35.65
		Principal Mutual Life Insurance		
Bill Pmt -Check	10/11/2018		6600.5 · Health/Dental/Life Insurance	233.66
		SC Times		
Bill Pmt -Check	10/29/2018		9/15/18 SC Times - Notification of Public Inp	126.97
		SCR		
Bill Pmt -Check	10/29/2018		Service Both Furnaces and Condensing Unit	278.00
		Spectrum Business (Charter)		
Bill Pmt -Check	10/11/2018		internet services	274.54
		SRF Consulting Group, Inc.		
Bill Pmt -Check	10/29/2018		6622.15 · Travel Demand Model Support	7,082.90
		St. Cloud Area Chamber of Commerce		
Credit Card Charge	10/01/2018		6610 · Dues & Subscriptions	195.00
Bill Pmt -Check	10/29/2018		6618 · Professional Development	20.00
		Stearns Electric Association		
Bill Pmt -Check	10/25/2018		Utilities - electric	208.85
		Sunset Mowing, LLC		
Bill Pmt -Check	10/11/2018		6606.2 · Maintenance	105.00
Bill Pmt -Check	10/29/2018		6606.2 · Maintenance	175.00
		Total Lawn Care, Inc.		
Bill Pmt -Check	10/29/2018		6606.2 · Maintenance	341.44
		Traut Companies		
Bill Pmt -Check	10/29/2018		6606.2 · Maintenance	95.00
		TriMark		
Bill Pmt -Check	10/29/2018		6601 · Office Supplies	28.50
		WACOSA		
Bill Pmt -Check	10/29/2018		Office Cleaning Services	122.18
		West Central Sanitation, Inc		
Bill Pmt -Check	10/26/2018		Utilities - garbage	30.17

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
October 2018

11:03 AM

11/07/2018

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
		WSB & Associates, Inc.		
Bill Pmt -Check	10/29/2018		Services thru 8/31/2018 - Project RTCC Pha	1,131.71
		Xcel Energy		
Bill Pmt -Check	10/03/2018		Utilities - gas	55.42
		Your CFO Inc		
Bill Pmt -Check	10/01/2018		6602.2 · Accounting Services	1,460.00
				<u>\$ 56,459.78</u>
		LIBERTY BANK DEPOSITS		
		<u>Deposit Date</u>	<u>Amount</u>	
MN DOT - CPG			-	
			0	
Liberty Bank - Interest Earned	10/31/2018		19.59	
			<u>19.59</u>	

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

November 2018

2:02 PM

12/10/2018

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
		Net Payroll (including insurance reimbursement)	11/2/2018 Payroll Paid	
Direct Dep.	11/2/18			\$ 8,181.11
Electronic	11/2/18	Social Security, Medicare & Feder	11/2/2018 Payroll Paid	\$ 3,484.83
Electronic	11/2/18	MN Department of Revenue-Witht	11/2/2018 Payroll Paid	\$ 695.98
Electronic	11/2/18	PERA	11/2/2018 Payroll Paid	\$ 1,795.10
Electronic	11/2/18	Great West Annuity	11/2/2018 Payroll Paid	\$ 239.23
Electronic	11/2/18	Minnesota State Retirement Syste	11/2/2018 Payroll Paid	\$ 119.22
Electronic	11/2/18	Select Account (H.S.A.)	11/2/2018 Payroll Paid	\$ 228.34
		Net Payroll (including insurance reimbursement)	11/16/2018 Payroll Paid	
Direct Dep.	11/16/18			\$ 9,001.07
Electronic	11/16/18	Social Security, Medicare & Feder	11/16/2018 Payroll Paid	\$ 3,397.29
Electronic	11/16/18	MN Department of Revenue-Witht	11/16/2018 Payroll Paid	\$ 678.82
Electronic	11/16/18	PERA	11/16/2018 Payroll Paid	\$ 1,828.72
Electronic	11/16/18	Great West Annuity	11/16/2018 Payroll Paid	\$ 239.23
Electronic	11/16/18	Minnesota State Retirement Syste	11/16/2018 Payroll Paid	\$ 119.22
Electronic	11/16/18	Select Account (H.S.A.)	11/16/2018 Payroll Paid	\$ 228.34
		Net Payroll (including insurance reimbursement)	11/30/2018 Payroll Paid	
Direct Dep.	11/30/18			\$ 8,295.52
Electronic	11/30/18	Social Security, Medicare & Feder	11/30/2018 Payroll Paid	\$ 3,532.35
Electronic	11/30/18	MN Department of Revenue-Witht	11/30/2018 Payroll Paid	\$ 706.22
Electronic	11/30/18	PERA	11/30/2018 Payroll Paid	\$ 1,792.81
Electronic	11/30/18	Great West Annuity	11/30/2018 Payroll Paid	\$ 239.23
Electronic	11/30/18	Minnesota State Retirement Syste	11/30/2018 Payroll Paid	\$ 119.22
Electronic	11/30/18	Select Account (H.S.A.)	11/30/2018 Payroll Paid	\$ 228.34
Amazon Market Place				
Credit Card Charge	11/01/2018		6611 - Miscellaneous Expenses	75.28
BCBS of MN				
Check	11/20/2018		6600.5 - Health/Dental/Life Insurance	3,062.90
City of St. Cloud - Water/Sewer				
Bill Pmt -Check	11/20/2018		2000 - Accounts Payable	227.17
Cloudnet				
Bill Pmt -Check	11/15/2018		2000 - Accounts Payable	25.00
David Turch & Associates				
Bill Pmt -Check	11/26/2018		2000 - Accounts Payable	4,000.00
Delta Dental				
Check	11/01/2018		6600.5 - Health/Dental/Life Insurance	168.00
Eco-Counter Inc				
Credit Card Charge	11/15/2018		6611 - Miscellaneous Expenses	118.00
Google Inc.				
Credit Card Charge	11/30/2018		6603.1 - Telephone	25.00
Liberty Savings Bank				
Check	11/13/2018		VISA 2733	399.32

Premium Waters, Inc.			
Bill Pmt -Check	11/26/2018	2000 · Accounts Payable	35.65
Principal Mutual Life Insurance			
Bill Pmt -Check	11/09/2018	2000 · Accounts Payable	269.58
Quill.com			
Credit Card Charge	11/19/2018	6601 · Office Supplies	115.75
SC Times			
Bill Pmt -Check	11/15/2018	2000 · Accounts Payable	103.70
SelectAccount			
Check	11/07/2018	6600.6 · HSA Account	375.00
Spectrum Business (Charter)			
Bill Pmt -Check	11/07/2018	2000 · Accounts Payable	277.04
SRF Consulting Group, Inc.			
Bill Pmt -Check	11/15/2018	2000 · Accounts Payable	5,654.63
St. Cloud Area Chamber of Commerce			
Bill Pmt -Check	11/15/2018	2000 · Accounts Payable	195.00
Credit Card Charge	11/26/2018	6618 · Professional Development	195.00
Stearns Electric Association			
Bill Pmt -Check	11/23/2018	2000 · Accounts Payable	187.65
WACOSA			
Bill Pmt -Check	11/15/2018	2000 · Accounts Payable	122.18
West Central Sanitation, Inc			
Bill Pmt -Check	11/26/2018	2000 · Accounts Payable	30.29
WSB & Associates, Inc.			
Bill Pmt -Check	11/15/2018	2000 · Accounts Payable	6,806.46
Xcel Energy			
Bill Pmt -Check	11/02/2018	2000 · Accounts Payable	55.95
Your CFO Inc			
Bill Pmt -Check	11/01/2018	2000 · Accounts Payable	1,460.00
			<u><u>\$ 69,134.74</u></u>

LIBERTY BANK DEPOSITS

	<u>Deposit Date</u>	<u>Amount</u>
MN DOT - State Grant - 3rd Qtr 2018	11/7/2018	15,703.75
MN DOT - CPG August and September 2018		65,549.61
WSB Associates - over payment	11/15/2018	1,131.71
Neopost Check Returned	11/16/2018	59.25
Stearns Electric Coop - Capital Credit	11/26/2018	16.51
MN DOT - CPG October 2018		31,545.24
Liberty Bank - Interest Earned	11/30/2018	19.68
		<u><u>114,025.75</u></u>

PROPOSED December 2018 and January 2019 DISBURSEMENTS
prepared 12/10/2018

Attachment E
Agenda Item #3 c.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	12/14/2018 Payroll Paid	Payroll	\$ 8,181.11
Electronic	Social Security, Medicare & Federal Tax PAID	12/14/2018 Payroll Paid	Payroll	\$ 3,484.83
Electronic	MN Department of Revenue-Withholding PAID	12/14/2018 Payroll Paid	Payroll	\$ 695.98
Electronic	PERA	12/14/2018 Payroll Paid	Payroll	\$ 1,795.10
Electronic	Great West Annuity	12/14/2018 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	12/14/2018 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	12/14/2018 Payroll Paid	Payroll	\$ 228.34
Direct Dep.	Net Payroll (including insurance reimbursement)	12/28/2018 Payroll Paid	Payroll	\$ 8,181.11
Electronic	Social Security, Medicare & Federal Tax PAID	12/28/2018 Payroll Paid	Payroll	\$ 3,484.83
Electronic	MN Department of Revenue-Withholding PAID	12/28/2018 Payroll Paid	Payroll	\$ 695.98
Electronic	PERA	12/28/2018 Payroll Paid	Payroll	\$ 1,795.10
Electronic	Great West Annuity	12/28/2018 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	12/28/2018 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	12/28/2018 Payroll Paid	Payroll	\$ 228.34
Direct Dep.	Net Payroll (including insurance reimbursement)	01/11/2019 Payroll Paid	Payroll	\$ 8,181.11
Electronic	Social Security, Medicare & Federal Tax PAID	01/11/2019 Payroll Paid	Payroll	\$ 3,484.83
Electronic	MN Department of Revenue-Withholding PAID	01/11/2019 Payroll Paid	Payroll	\$ 695.98
Electronic	PERA	01/11/2019 Payroll Paid	Payroll	\$ 1,795.10
Electronic	Great West Annuity	01/11/2019 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	01/11/2019 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	01/11/2019 Payroll Paid	Payroll	\$ 228.34
Direct Dep.	Net Payroll (including insurance reimbursement)	01/25/2019 Payroll Paid	Payroll	\$ 8,181.11
Electronic	Social Security, Medicare & Federal Tax PAID	01/25/2019 Payroll Paid	Payroll	\$ 3,484.83
Electronic	MN Department of Revenue-Withholding PAID	01/25/2019 Payroll Paid	Payroll	\$ 695.98
Electronic	PERA	01/25/2019 Payroll Paid	Payroll	\$ 1,795.10
Electronic	Great West Annuity	01/25/2019 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	01/25/2019 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	01/25/2019 Payroll Paid	Payroll	\$ 228.34
Electronic	BCBS of MN - December	Employee Health Insurance	Payroll	\$ 2,628.08
Electronic	BCBS of MN - January 2019	Employee Health Insurance	Payroll	\$ 2,628.08
Check	City of St Cloud - Water/Sewer - estimate - December	Utilities - water / sewer	Utilities	\$ 50.00
Check	City of St Cloud - Water/Sewer - estimate - January 2019	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet - December	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - January 2019	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates - estimate - December	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - December	Employee dental insurance	Payroll	\$ 168.00
Check	Delta Dental - January 2019	Employee dental insurance	Payroll	\$ 168.00
Credit Card	Google Inc - December	G Suite Basic - Commitment	Utilities	\$ 25.00
Credit Card	Google Inc - January 2019	G Suite Basic - Commitment	Utilities	\$ 25.00
		Year 2019 Annual Corp Investment - Advocate Level		
Check	Greater St Cloud Dev Corp		Dues and Subscriptions	\$ 500.00
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 876.98
Check	Loffler Companies - estimate - December	Copier Supplies	Copy Machine	\$ 150.00
Check	Loffler Companies - estimate - January 2019	Copier Supplies	Copy Machine	\$ 150.00
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Premium Water Inc - December	office drinking water	Utilities	\$ 35.65
Check	Premium Water Inc - January 2019	office drinking water	Utilities	\$ 35.65
Check	Principal Financial - December	Employee disability insurance	Payroll	\$ 269.58
Check	Principal Financial - January 2019	Employee disability insurance	Payroll	\$ 269.58
Check	Schroden's Inc	November 2018 snow removal	Maintenance	\$ 180.00
Check	Schroden's Inc	Estimate - December 2018 snow removal	Maintenance	\$ 180.00
Check	Spectrum Business (Charter) - estimate - December	Internet Service	Utilities	\$ 281.78
Check	Spectrum Business (Charter) - estimate - January 2019	Internet Service	Utilities	\$ 281.78

January 10, 2019

PROPOSED December 2018 and January 2019 DISBURSEMENTS
prepared 12/10/2018

Attachment E
Agenda Item #3 c.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
		Period through 10 31 2018 - Invoice recd 12 03 18 -		
Check	SRF Consulting Group	2018 Travel Demand Model Support	CPG - 2018 Travel Demand Model Support	\$ 7,069.50
Electronic	Stearns Electric Association - estimate - December	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - January 2019	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - December	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - January 2019	Public Postings	Printing/Publishing	\$ 250.00
Check	Sunset Mowing LLC	1 - grass cutting \$35 - October 2018	Maintenance	\$ 35.00
		Brian Gibson registration - 1/13 to 1/17/2019 TRB		
Credit Card	TRB	Annual Conference	Professional Development	\$ 670.00
Check	TriMark - estimate - December	Office Supplies	Office Supplies	\$ 50.00
Check	WACOSA - estimate - December	Office Cleaning Services	Maintenance	\$ 122.18
Check	WACOSA - estimate - January 2019	Office Cleaning Services	Maintenance	\$ 122.18
Check	West Central Sanitation Inc - estimate - December	Utility - garbage	Utilities	\$ 30.17
Check	West Central Sanitation Inc - estimate - January 2019	Utility - garbage	Utilities	\$ 30.17
Electronic	Xce;l Energy - estimate - December	Utilities - gas	Utilities	\$ 150.00
Electronic	Xce;l Energy - estimate - January 2019	Utilities - gas	Utilities	\$ 150.00
Check	WSB & Associates, Inc.	Services thru 10/31/2018 - Project RTCC Phase 1	22 - CPG Passthrough Expense RTCC Phase 1 Plann	\$ 3,406.19
Check	Your CFO Inc	2018 accounting services - December	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2018 accounting services - January 2019	Accounting Services	\$ 1,460.00
	TOTAL			<u>\$ 87,933.79</u>



Saint Cloud
Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Wacosa Service Agreement for 2019
DATE: December 19, 2018

Wacosa provides cleaning services for the APO office on every other Wednesday. The attached contract for \$62.92 per hour is a 2.99% increase over the 2018 contract.

The APO Board approves an "Office Building Maintenance" budget with the approval of each Unified Planning Work Program. This contract represents annually about \$1,635 of the \$8,500 approved maintenance and utilities budget. The contract became effective as of January 1st, and is provided here for your information.



www.WACOSA.org

2019 Contract

Attachment F-2
Agenda Item #3 d.

WACOSA Can Do! - Community Crew Purchase of Service Agreement

320 Sundial Drive, PO Box 757
Waite Park, MN 56387

Telephone (320) 251-0087
Fax (320) 259-4679

712 Lincoln Loop, PO Box 4
Sauk Centre, MN 56378

Telephone (320) 352-6759
Fax (320) 352-3369

Customer

Customer Name: St. Cloud Area Planning Organization
Billing Address: 1040 County Road 4
City, State, Zip: St. Cloud, MN 56303

Contact Name: Dorothy Sweet
Phone Number: 320-252-7568
Email Address: admin@stcloudapo.org

WACOSA Sales Representative

Sales Contact: Ann Kennedy
Direct Number: 320-309-0917
Email Address: akennedy@wacosa.org

WACOSA Contract Manager

Contract Manager: Sue Steven
Direct Number: 320-251-0087 ext. 230
Email Address: ssteven@wacosa.org

Date Bid Created: November 14, 2018
Projected Start Date: On-going
Length of Agreement: 1-1-19 to 12-31-19

Description of Duties to be Completed

See attached list of duties to be completed. See list of days WACOSA is closed and will not provide cleaning services to your company.

Crew Specifications

WACOSA crew will clean every other Wednesday of every month between the hours of 4:30pm and 5:30 pm. Crew may clean up to 1 hour with a minimum billing rate of 1 hour per day. WACOSA work crew will consist of 4 workers and 1 WACOSA supervisor.

Billing Rate

\$62.92 Per Crew Hour

WACOSA will be responsible for training of all workers at worksite. A supervisor from WACOSA will be present during the complete work shift. WACOSA will be responsible for administration of payroll and related costs for the WACOSA Community Crew. Either party reserves the right to cancel this agreement upon a written 30 day notice. Billing will be submitted monthly. WACOSA will supply all cleaning supplies and chemicals (not to include garbage bags, toilet paper, paper towels or hand soap) unless noted.

We understand the above description to be an accurate description of the work we want performed by WACOSA. We agree to the bid price stated and understand any changes in the job may result in price changes. As a quote, this price is only valid for 60 days beyond the date of origin.


Dorothy Sweet, St. Cloud Area Planning Organization

Brian Gibson
11/21/18
Date


Sue Steven, WACOSA

11-19-18
Date



WACOSA will be CLOSED and will not provide services for your business the following days:

Tuesday January 1st 2019

Friday April 19th 2019

Monday May 27th 2019

Thursday July 4th 2019

Friday July 5th 2019

Monday September 2nd 2019

Thursday November 28th 2019

Friday November 29th 2019

Tuesday December 24th 2019

Wednesday December 25th 2019

Saint Cloud APO Policy Board Meeting



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: 2018 Pay Equity Data
DATE: December 20, 2018

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Our next report is due January 31, 2019. This report must show data in place as of December 31, 2018.

Once the Minnesota Office of Management and Budget reviews our report, we will receive a notice informing us whether we are **"in compliance"** or **"out of compliance."**

Jurisdictions receiving a notice of non-compliance will have an opportunity to make adjustments to achieve compliance. A jurisdiction which remains out of compliance, past the grace period specified in the notice, will receive a second notice of non-compliance and will be subject to a penalty. The penalty is a five percent reduction in state aid payments or \$100 per day, whichever is greater, from January 1, 2019.

I have entered our job data into the State database (see next page). Your approval today is to verify that the data is correct. Following your approval, I will formally submit our information to the Minnesota Office of Management and Budget. They will then notify us if we are in compliance or not. I did request a "preliminary review" and was notified that we did appear to be in compliance.

Requested Action Today: Recommend Approval.

Job Class Data Entry Verification List

Case: 2018 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Administrative Assistant	0	1	F	141	\$2,739.87	\$3,909.65	10.00		
6	Transportation Planner	0	1	F	238	\$3,412.50	\$4,875.00	10.00		
3	Associate Planner	0	1	F	275	\$3,837.17	\$5,494.67	10.00		
2	Transportation Planning Technician	1	0	M	300	\$4,008.33	\$5,724.33	10.00		
4	Senior Transportation Planner	1	0	M	332	\$4,723.33	\$6,751.33	10.00		
5	Executive Director	1	0	M	483	\$6,911.67	\$9,875.67	10.00		

Job Number Count: 6



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Reimbursement for CSAH 75 Corridor Study
DATE: December 20, 2018

When I was developing the 2018 work plan, I included Federal planning funds for both the Benton County ADA Transition Plan and the Saint Cloud CSAH 75 Corridor Study. Following approval of the work plan, the State informed me that our Federal funds were going to be less than originally thought due to some changes at the State. Specifically, they switched from Federal Transit Administration oversight of the MPO planning program to Federal Highway Administration oversight. Therefore, "left-over" funds from previous years were not going to be available because all accounts had to be audited and the funds transferred from one Federal agency to another – a process that was expected to take many months.

In January 2018, the APO Executive Board decided to honor their commitment to completing these important planning projects, but would reimburse the jurisdictions using local dollars from the APO savings account rather than Federal dollars.

The CSAH 75 study is now complete. The City's costs are shown on the next page. Our commitment is to reimburse them for 80% of their totally costs, as shown:

Total Cost = \$83,627.72
APO Share = 0.80
APO Cost = \$66,902.18

The APO's current savings account balance is \$110,350.

Requested Action Today: Approve the reimbursement payment of \$66,902.18 to the City of Saint Cloud for the APO's share of the CSAH 75 Corridor Study.

City of St Cloud, MN
Payable Transactions by Vendor

Invoice Number	Invoice Date	Post Date	Check Date	Due Date	Requestor	Description	Product ID	Contract	PO #	Check #	Check Date	Status	Tax Code	Amount
V0001250 STONEBROOKE ENGINEERING INC					GL Key/Object: 2254094480 301					JL Key/Object:	N/A..N/A		04/06/18	
00671.1	03/29/2018	04/06/2018	04/06/2018	04/29/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00033129	04/06/2018	PD		14,007.19
00671.10	11/26/2018	11/29/2018	11/30/2018	12/26/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00039986	11/30/2018	PD		2,449.50
00671.2	05/03/2018	05/08/2018	05/08/2018	06/02/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00034015	05/08/2018	PD		5,761.50
00671.3	05/23/2018	05/29/2018	05/30/2018	06/22/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00034649	05/30/2018	PD		5,550.00
00671.4	06/11/2018	06/20/2018	06/22/2018	07/11/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00035396	06/22/2018	PD		6,025.00
00671.5	06/20/2018	06/28/2018	06/29/2018	07/20/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00035580	06/29/2018	PD		6,316.00
00671.6	07/18/2018	07/24/2018	07/24/2018	08/17/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00036260	07/24/2018	PD		3,422.50
00671.7	08/21/2018	08/28/2018	08/28/2018	09/21/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00037497	08/28/2018	PD		16,825.25
00671.8	09/11/2018	09/18/2018	09/18/2018	10/11/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00038060	09/18/2018	PD		12,105.00
00671.9	10/11/2018	10/16/2018	10/16/2018	11/14/2018	ASKAGGS	CSAH 75 CORRIDOR STUD'				00038841	10/16/2018	PD		11,165.78
Total STONEBROOKE ENGINEERING INC														83,627.72
													Grand Total	83,627.72

OHDTL.[oh_post_dt] >= '1/1/2018' AND OHDTL.[oh_post_dt]
 <= '12/7/2018' AND OHDTL.[oh_gl_gr] = 'GL' AND
 PE_NAME_MSTR.[pe_id] = 'v0001250' AND ((OHDTL.
 [oh_ck_dt] >= '1/1/2018' AND OHDTL.[oh_ck_dt]
 <= '12/7/2018') OR OHDTL.[oh_ck_dt] = '' OR OHDTL.
 [oh_ck_dt] is NULL)

End of Report

**Establishment of CY 2019 Investment Procedures
Resolution #2019-01**

WHEREAS; the St. Cloud Area Planning Organization (APO) maintains a cash and investment pool; and

WHEREAS; in accordance with Minnesota Statutes the APO maintains deposits at financial institutions for the purpose of; funding long-term liabilities, interruptions in cash flow and increasing earning through investment; and

WHEREAS; Minnesota Statutes SS 118A.04 and 118.05 authorize various types of investments for local units of government; and

WHEREAS; of these authorized types, APO investments shall be further limited to those with at least a AA rating by Standard and Poor's to protect principal; and

WHEREAS; the APO shall diversify securities and minimize concentration of investments, with no more than 75% of the investment pool in one security or within one financial/brokerage firm; and

WHEREAS; to minimize interest rate losses the APO shall invest operation funds primarily in short-term securities; and

WHEREAS; the Executive Board shall authorize investment transactions greater than \$100,000, in any one transaction, prior to the Executive Director's execution of the transaction; and

WHEREAS; the Executive Board shall authorize preferred financial institutions and preferred brokerage firms that can be used for investing purposes by the Executive Director; and

WHEREAS; qualifications for a broker/dealer shall include an association or affiliation with a regional or nationally known brokerage firm and hold a valid National Association of Security Dealers (NASD) security license.

NOW, THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization, hereby, identifies the following four financial institutions and three brokerage firms as the preferred investment businesses for APO transactions.

Financial Institutions

- Wells Fargo
- U. S. Bank
- Liberty Savings Bank Investments
- Bremer Bank

Brokerage Firms

- UBS Financial
- Edward Jones
- RBC Dain Rauscher

Adopted by the St. Cloud Area Planning Organization Executive Board January 10, 2019.

ATTEST:

Jeff Goerger
St. Cloud APO Chair

January 10, 2019
Date

Brian Gibson, PTP
St. Cloud APO Executive Director

January 10, 2019
Date



Saint Cloud
Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

**Delegation of Authority for Paying Certain Claims
Resolution #2019-02**

WHEREAS, Minnesota Statute 412.271; Subd. 8 states that "a city council [Elected Board], at its discretion, may delegate its authority to pay certain claims made against the city [Organization] to an administrative official"; and

WHEREAS, Elected Boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, The procedures shall include regular and frequent review of the administrative officials' actions by the Elected Board; and

WHEREAS, A list of all claims paid under the procedures established by the elected Board shall be presented to the Elected Board for informational purposes only at the next regularly scheduled meeting after payment of the claim; and

WHEREAS, An Elected Board that delegates its authority to pay certain claims made against the organization must adopt a resolution authorizing a specified administrative official to pay the claims that meet the standards and procedures established by the Elected Board; and

WHEREAS, the APO currently utilizes auto-pay prior to Elected Board approval for BlueCross Blue Shield, Delta Dental, Stearns Electric, Xcel Energy, Google, Inc., Loffler (copier maintenance agreement) payments and Neopost;

THEREFORE, BE IT RESOLVED, that the APO authorizes the Executive Director to auto-pay the claims as identified above that meet the standards and procedures established by this resolution and established by the APO Procurement Policy.

ATTEST:

Jeff Goerger
St. Cloud APO Chair

Brian Gibson, PTP
St. Cloud APO Executive Director

January 10, 2019
Date

January 10, 2019
Date



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

Designation of Official Newspaper Resolution #2019-03

WHEREAS, Minnesota Statute 412.831 requires the annual designation of a legal newspaper of general circulation in the political subdivision as an official newspaper; and

WHEREAS, Matters as are required by law and other matters as deemed advisable and in the public interest are to be so published; and

WHEREAS, the St. Cloud Times is a qualified, legal newspaper with general circulation in the locality;

THEREFORE, BE IT RESOLVED, that the St. Cloud Area Planning Organization designates the St. Cloud Times as its official newspaper.

ATTEST:

Jeff Goerger
St. Cloud APO Chair

January 10, 2019
Date

Brian Gibson, PTP
St. Cloud APO Executive Director

January 10, 2019
Date



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Declaration of Gifts
DATE: December 19, 2018

APO Ethical Standards state, in part:

"No employee shall solicit nor accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors. However, unsolicited gifts or favors valued at \$25 or less per calendar year may be accepted without consequence, but shall be reported to the Executive Board."

In December, APO staff received a box of See's candy and peanut brittle from WSB & Associates and a plate of cookies from Sunset Mowing.

(They were delicious.)

St. Cloud APO 2019 Policy Board Meetings Calendar

Meeting	Date	Location	Time
Policy Board	Thursday, January 10	<i>Waite Park City Hall *</i>	5:00 P.M.
Policy Board	Thursday, February 14	<i>Waite Park City Hall *</i>	5:00 P.M.
Policy Board	Thursday, March 14	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, April 11	<i>Waite Park City Hall *</i>	5:00 P.M.
Policy Board	Thursday, May 9	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, June 13	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, July 11	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, August 8	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, Sept 12	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, October 10	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, Nov 14	St. Cloud Library-Bremer	5:00 P.M.
Policy Board	Thursday, Dec 12	St. Cloud Library-Bremer	5:00 P.M.

Note: Schedule is subject to change, as determined necessary by APO Policy Board

***Note:** Change in location of meeting. Bremer room @ St. Cloud Library is not available.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Bylaws
DATE: December 20, 2018

With the approval of the new Joint Powers Agreement, new bylaws are needed that reflect the new structure of the APO.

The attached bylaws were last reviewed by the APO Executive Board on June 14, 2018. No changes have been made since that time.

Please take a few minutes to familiarize yourself with the bylaws prior to the meeting.

Requested Action Today: Approve New Bylaws.

BYLAWS
OF
ST. CLOUD AREA PLANNING ORGANIZATION

ARTICLE I
MISSION STATEMENT

The Saint Cloud Area Planning Organization (APO) is an association of townships, cities, and counties committed to coordinated planning – in a fair and mutually beneficial manner – on select issues transcending jurisdictional boundaries for the betterment of the entire Saint Cloud Metropolitan Planning Area. This mission is accomplished through professional planning initiatives and technical assistance, the provision of objective information, and building collaborative partnerships that foster consensus.

ARTICLE II
DEFINITIONS

SECTION 1. Governmental Unit: A Governmental Unit means the State of Minnesota, a County, City, Township, federally recognized Indian Tribe, or other political subdivision of the United States.

SECTION 2. Agency Unit: An Agency Unit is an agency, department, organization, council, commission, business, or other body that is not a Governmental Unit. An Agency Unit may be a department, commission, or other agent of a Governmental Unit, such as a city transit commission, a pollution control agency, a public safety commission, a department of public health, etc.

SECTION 3. Party: Party means a Governmental Unit which has approved the Joint Powers Agreement and is a member of the APO.

SECTION 4. APO: APO means the organization created pursuant to this agreement, which will be formally known as the "St. Cloud Area Planning Organization."

SECTION 5. Primary Voting Representative: The Primary Voting Representative of a Party or Agency Unit member is the person who serves as the principal representative of that member on the Policy Board.

SECTION 6. Alternate Voting Representative: The Alternate Voting Representative of a Party or Agency Unit member is the person who serves

as the representative of that member on the Policy Board only in the absence of the Primary Voting Representative.

ARTICLE II POWERS AND DUTIES

The APO is the recognized **Metropolitan Planning Organization (“MPO”)** and decision-making body for the continuing, cooperative, and comprehensive multi-modal transportation planning process for the Saint Cloud urban area. As such, it is responsible for carrying out the provisions and responsibilities defined in applicable Federal law and regulations¹. The powers and duties of the APO are more specifically defined in Article V of the Joint Powers Agreement.

In addition, the APO may take on responsibilities over and above those specifically defined in the Joint Powers Agreement. As a regional planning body, the APO has in place a cooperative, decision-making process that may serve well for other regional issues.

- For items requiring only discussion by the Board, the Board Chair shall approve the inclusion of the item on the Board agenda, or the Board agenda may be amended to include **the item per Robert’s Rules of Order**.
- Items requiring staff time shall be included in or shall be amended into **the APO’s Unified Planning Work Program, and an eligible source of funding to pay all costs for the budgeted staff time shall be identified.**

ARTICLE III MEMBERSHIP AND DUES

SECTION 1. Membership: Membership in this Organization shall be as outlined in the Joint Powers Agreement under Article IV – Organization.

SECTION 2. Appointment of Primary Voting Representatives: Primary Voting Representatives shall be appointed by the voting member units. Primary Voting Representatives shall serve until replaced or until the member unit withdraws their APO membership. Primary Voting Representatives may be changed at any time by the member unit, however the appointment of a Primary Voting Representative must be made in writing or by email to the Executive Director at least 24 hours prior to the next

¹ See 23 U.S.C. Section 134, 23 CFR Part 450 Subpart C, 49 U.S.C. Section 5303, and any related laws and regulations.

scheduled meeting of the APO Policy Board. Failure to provide sufficient **notice may result in the member's** Primary Voting Representative not be recognized as the duly appointment representative for that member.

SECTION 3. Alternate Voting Representatives: Members may also appoint Alternate Voting Representatives who shall be recognized as the **member's** official voting representative only if the **member's** Primary Voting Representative is absent from a meeting. **If a member's** Primary Voting Representative and Alternate Voting Representative both attend the same meeting at the same time, only the Primary Voting **Representative's vote** shall count and the presence of the Alternate Voting Representative shall not be considered for purposes of determining quorum. Alternate Voting Representatives may be changed at any time by the member unit, but the appointment of an Alternate Voting Representative must be made in writing or by email to the Executive Director at least 24 hours prior to the next scheduled meeting of the APO Policy Board. Failure to provide sufficient **notice may result in the member's** Alternate Voting Representative not be recognized as the duly appointment representative for that member.

SECTION 4. Dues for Government Units: Operating funds will be obtained by assessing member units of government on a per capita basis. The most recent population figures published by the U.S. Census Bureau or subsequent updates in "Minnesota Population and Household Estimates" published by the Office of State Demographer will be used for Government Unit assessments. Individual County assessments will be based on the Planning Area population in that County, regardless of the township's or city's membership status in the APO.

SECTION 5. Dues for Agency Unit Voting Members: Agency Unit voting members of the APO shall annually be assessed a flat fee of \$3,500 per member.

SECTION 6. Dues for Agency Unit Non-Voting Members: Non-voting Agency Unit members shall not pay any dues for fees.

SECTION 7. Attendance: There are no attendance requirements for individual representatives. However, attendance records of each Primary Voting Representative and Alternate Voting Representative will be kept and annually reported to member units to help ensure that each member unit is being represented to the extent that they so desire.

ARTICLE IV OFFICERS

SECTION 1. Officers: The officers of APO shall be a Chair, a 1st Vice-Chair, a 2nd Vice-Chair, and a 3rd Vice Chair. The election of officers shall occur annually at the first Policy Board meeting following January 1st.

SECTION 2. Terms: The officers shall serve for a one-year term. No officer shall serve more than two consecutive terms in any one office.

ARTICLE V OFFICER'S DUTIES

SECTION 1. Chair: It shall be the duty of the Chair to preside at all meetings of the APO. The Chair shall have general responsibility for the affairs of the APO including signatory authority on all contracts, documents and other official instruments of the APO.

SECTION 2. 1st Vice-Chair: The 1st Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the 1st Vice-Chair shall perform the duties of the Chair until such time as the Policy Board shall elect a new Chair. The 1st Vice-Chair shall have signatory authority on all contracts, documents and other official instruments of the APO.

SECTION 3. 2nd Vice-Chair: The 2nd Vice-Chair shall perform the duties of the Chair in the absence or incapacity of both the Chair and 1st Vice-Chair. The 2nd Vice-Chair shall have signatory authority on all contracts, documents, and other official instruments of the APO.

SECTION 4. 3rd Vice-Chair: The 3rd Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair, 1st Vice-Chair, and 2nd Vice-Chair. The 3rd Vice-Chair shall have signatory authority on all contracts, documents, and other official instruments of the APO.

SECTION 5. Vacancies: Should the office of Chair, 1st Vice-Chair, 2nd Vice-Chair, or 3rd Vice-Chair become vacant prior to the end of the term, the Policy Board shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

ARTICLE VI EXECUTIVE COMMITTEE

SECTION 1. Representatives: The Officers of APO shall constitute the Executive Committee.

SECTION 2. Purpose and Role: The Executive Committee shall have the following purpose and role:

- A. Serving as an informal advisor to the Executive Director for discussion or further development of matters relevant to the APO.
- B. Providing the Executive Director with guidance regarding sensitive or private personnel matters.
- C. Completing the Executive Director's annual performance review and reporting it to the Policy Board.
- D. Speaking publically for the APO.
- E. Developing and recommending action and policy to the full Policy Board.

The Executive Committee shall not vote or take formal action on any items. Their role is as a working group and advisor only.

SECTION 3. Meetings: The Executive Committee shall meet on an ad hoc basis. Any member of the Executive Committee or the Executive Director may request a meeting of the Executive Committee. The Policy Board may refer items to the Executive Committee for further development, investigation, or recommendation before reporting back to the full Policy Board for formal action.

ARTICLE VII MEETINGS

SECTION 1. Meetings: All Policy Board meetings shall be held in accordance with Minnesota Statutes Chapter 13D, and shall be open to the public. If any part of these bylaws conflict with Chapter 13D, the State Statutes shall prevail. Pursuant to the Americans with Disabilities Act and the policies of the Stakeholder Engagement Plan, meeting locations shall be accessible to all people of all abilities.

SECTION 2. Regular Meetings: Regular Meetings of the Policy Board will normally be held monthly based upon a schedule adopted by the Policy Board annually. The Policy Board shall determine meeting location and time. Notices of Regular Meetings shall be mailed or emailed to the representatives at least seven (7) days in advance of the meeting.

SECTION 4. Special Meetings: The Chair or Acting Chair of the Policy Board may, when he/she deems it necessary, call a Special Meeting of the Policy Board. At least one representative from each unit must be contacted personally seven (7) days in advance of the meeting for such Special Meeting to be valid. Member units of the APO may also call Special Meetings. A written petition signed by one-third (1/3) of the member units and presented to the Chair and/or Executive Director ten business days prior to the requested date for a Special Meeting shall constitute a call for such meeting. The call for any Special Meeting shall designate the date, time, place, the business to be transacted and who called the meeting. At such Special Meetings, no business shall be considered other than as designated in the call. The agenda for said meeting may be delivered or mailed to each representative of the APO at least three days prior to the date of such Special Meeting.

SECTION 5. Emergency Meetings: An Emergency Meeting is a special meeting called because of circumstances that, in the judgement of the APO Chair or Acting Chair, require immediate consideration by the Policy Board. The call for any Emergency Meeting shall designate the date, time, place, the business to be transacted, and who called the meeting. At such Emergency Meetings, no business shall be considered other than as designated in the call. APO staff shall make a good faith effort to notify at least one representative from each member unit of the Policy Board as far in advance of the Emergency Meeting as practicable. APO staff shall also make a good faith effort to provide notice of Emergency Meetings to each news medium that has filed a written request for notice of such meetings. Notices shall be provided to each such news medium as soon as reasonably practicable after notice has been given to members.

SECTION 6. Rules of Order: Roberts Rules of Order (Revised) shall govern all proceedings, and meetings of the Policy Board, insofar as they do not conflict with or are inconsistent with the provisions of these Bylaws.

SECTION 7. Agendas: The Executive Director shall draft all meeting agendas. The Chair or Acting Chair shall review and approve the agendas. Regular Meeting agendas may be amended at the meeting pursuant to **Robert's Rules for amending agendas**. However, Special Meeting and Emergency Meeting agendas are restricted to the business designated in the meeting notice.

SECTION 8. Quorum: A majority of Policy Board voting representatives shall constitute a quorum for the purpose of conducting business.

SECTION 9. Voting: Voting privileges will be afforded to the representatives of dues paying member units, which may be Governmental Units or Agency Units.

ARTICLE VIII COMMITTEES

SECTION 1. Technical Advisory Committee: The Policy Board shall establish a Technical Advisory Committee for the purpose of research, analysis, and reporting on all issues of a technical nature. Bylaws governing all proceedings of this committee shall be approved by the Policy Board.

SECTION 2. Other Permanent Advisory Committees: The Policy Board may, by a sixty-six percent (66%) vote of voting representatives present at a duly called meeting noticed for such purpose, approve the formation or dissolution of other permanent advisory committees. Pursuant to Article X, such votes shall be understood to be approval to amend these Bylaws to include or delete the advisory committee.

SECTION 3. Temporary Committees: From time to time temporary working groups or advisory committees may be appointed by the Policy Board for a specific task or function by majority vote of voting representatives present at a duly called meeting.

ARTICLE IX STAFF

SECTION 1. Executive Director: The Executive Director of the APO shall be responsible for:

1. The general supervision, management and administration of staff; and
2. The general supervision, management, and administration of the business and affairs of the APO; and
3. The care and custody of all funds of the APO and shall deposit the same in the name of the APO in such bank or banks as the Policy Board may select
 - a. He/She shall have signatory authority for the disbursement of all monies under the direction of the Policy Board.
 - b. In general, the Policy Board shall approve the work items of the APO – including all contracts – when approving the Unified Planning Work Program (UPWP), which shall include a proposed budget for each work item. In doing so, the Policy Board shall

be granting authority to the Executive Director for the disbursement of monies for those work items.

- c. The Executive Director shall request an amendment to the UPWP if:
 - i. Any change results in adding federal funds to the existing approved UPWP, or
 - ii. Adding a new work item not previously listed in the UPWP, or
 - iii. Expenditures are anticipated to exceed the total UPWP budget by more than ten-percent (10%), or
 - iv. A reduction in work or deletion of a work item will exceed 10% of the total funds identified in the UPWP budget, or
 - v. A significant change in the scope-of-work for a work item, or
 - vi. Contracting out or otherwise obtaining the services of a third party to perform activities previously identified to be completed by APO staff.
- d. He/She shall have signatory authority on all contracts, documents and other official instruments of the APO following their approval by the Policy Board.
- e. He/She shall keep all official records and financial accounts of the APO.

The Executive Director shall be appointed or terminated upon an affirmative vote of the majority of the voting representatives present at a duly called Regular, Special, or Emergency Meeting noticed for such purpose.

SECTION 2. Additional Staff: The APO may employ such personnel as it deems necessary to exercise its powers, duties, and functions. The Policy Board, subject to the laws of the State of Minnesota, shall determine and approve the creation or elimination of staff positions and the pay ranges of each position. The Executive Director shall be responsible for the management of said staff. The Executive Director may delegate specific duties to staff members as necessary.

SECTION 3. Personnel Policies: In order to maintain a uniform and equitable system of personnel administration, the Policy Board shall approve a set of personnel policies.

ARTICLE X AMENDMENT OF BY-LAWS

SECTION 1. Amendments: The Bylaws of the Organization may be amended only upon a sixty-six percent (66%) vote of the total representatives present at a duly called meeting noticed for such purpose.

SECTION 2. Recording of Amendments: All amendments shall be recorded by date with clearly identified changes and permanently appended to these Bylaws in an appendix.

ARTICLE XI NON-DISCRIMINATION

SECTION 1. Non-Discrimination: The APO is an equal opportunity employer and shall not unlawfully discriminate against employees or applicants for **employment on the basis of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, genetics, marital status, veteran status or any other status protected by applicable law.**



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Election of Officers
DATE: December 20, 2018

The new bylaws state, in part:

"The officers of APO shall be a Chair, a 1st Vice-Chair, a 2nd Vice-Chair, and a 3rd Vice Chair. The election of officers shall occur annually at the first Policy Board meeting following January 1st."

"The officers shall serve for a one-year term. No officer shall serve more than two consecutive terms in any one office."

Requested Action Today: Elect a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive (Policy) Board
FROM: Vicki Johnson (Ikeogu), Associate Planner
RE: FY 2019-2023 Transportation Improvement Program Amendment
DATE: Jan. 3, 2019

Several changes in project scope and cost have warranted an amendment to the Saint Cloud Area Planning Organization's (APO's) FY 2019-2023 Transportation Improvement Program (TIP).

The following changes are broken down by year and jurisdiction:

2019

Sartell: The City of Sartell is adding on to the scope of project number 220-591-005. Originally, this project was to construct Safe Routes to School (SRTS) infrastructure improvements along Seventh Street N and Fifth Street N in Sartell with total funds programmed at \$248,970. This project has since changed to improvements along Second Avenue N, Fifth Avenue N, and 2-1/2 Street N in Sartell. The total cost for this project has increased to \$2,467,154. The Federal contributions have remained the same for this project -- \$199,176 -- however, the local share has increased from \$49,794 to \$2,267,978. Fiscal constraint on this project has been maintained.

2020

Metro Bus: Saint Cloud Metropolitan Transit Commission -- more commonly known as Metro Bus -- has adjusted the total dollar amount for the purchase of three standard 35-foot replacement CNG fixed route buses (project number TRS-0048-20TA). The total project cost has decreased from \$2,250,000 to \$1,800,000. Fiscal constraint has been maintained.

2021

Metro Bus: Metro Bus has increased the number of less than 30-foot replacement CNG DAR replacement buses from one to three for project number TRS-0048-21TA. This has resulted in the increase of the total project cost from \$460,000 to \$690,000. Fiscal constraint has been maintained.

2023

Metro Bus: Metro Bus has made several changes to the projects currently programmed in FY 2023. These include:

- An increase in the total funding allocated for operating assistance. This has increased from \$9,500,000 originally programmed into the TIP to \$9,600,000.
- An increase in the total funding allocated for preventative maintenance. This has increased from \$1,300,000 originally programmed into the TIP to \$1,400,000.

- An increase in the total funding allocated for paratransit operating. This has increased from \$4,600,000 originally programmed into the TIP to \$4,700,000.
- An increase in the total funding allocated for Northstar Commuter operating. This has increased from \$1,300,000 originally programmed into the TIP to \$1,400,000.
- The secondary transit hubs project – a total of \$1,000,000 allocated under STBGP funding – has been deleted from the TIP.
- An increase in the total funding allocated for facility improvements and additions. This has increased from \$450,000 originally programmed into the TIP to \$1,450,000.
- The addition of the purchase of six less than 30-foot CNG DAR replacement buses. The total cost for this project is \$1,410,000 utilizing FTA funding.

No project numbers were available for Metro Bus for FY 2023. Fiscal constraint has been maintained for all of these changes.

These changes have been reviewed by the APO's Technical Advisory Committee (TAC) at its Jan. 3 meeting. The TAC has recommended board approval.

Requested action: Approval.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Vicki Johnson, Associate Planner
RE: Amendment to the Stakeholder Engagement Plan (SEP)
DATE: Jan. 3, 2019

In order to better align the Transportation Improvement Program (TIP) amendment and TIP modification process with that of the Minnesota Department of Transportation's (MnDOT) process, staff at the APO are electing to amend the Stakeholder Engagement Plan's policy on such changes to the TIP.

As required per Federal regulations, amendments to the SEP require a forty-five (45) day public comment period. That public comment period ran from Wednesday, Oct. 31, 2018 through Monday, Dec. 17, 2018.

Several changes were made to the document including the addition of demographic information.

Those changes include:

- **Page 8:** Changing the term Long Range Transportation Plan (LRTP) to Metropolitan Transportation Plan (MTP). Subsequent references to LRTP throughout the document have been changed to MTP.
- **Page 18:** The following language has been included under Section 2: Federal and State Requirements and Regulations
 - **"Other Minnesota Regulations: While not a state agency, board, commission, department, or committee, the APO will not conduct public meetings on the day of the state primary or general election. This decision is in accordance with Public Meetings Prohibited on Election Day documented in Minnesota State Statue 204C.03 Sub. 4."**
- **Page 20:** A new map of the APO Metropolitan Planning Area has been added – no changes other than color and design of the map.
- **Page 22:** The addition of the number of people-of-color in each of the APO's member jurisdictions. The following disclaimer has been added to this table in reference to this inclusion: **"Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."**
- **Page 24:** The addition of the number of people-living in poverty in each of the APO's member jurisdictions. The following disclaimer has been added to this table in reference to this inclusion: **"Raw numbers reflect the approximate percentage of the**

targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."

- **Page 27:** The addition of the number of people identifying as having a disability in each of the APO's member jurisdictions. The following disclaimer has been added to this table in reference to this inclusion: "Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."
- **Page 27:** The addition of a totals column at the bottom of the table.
- **Pages 30-32:** The addition of the number of people that speak English only, people that speak English less than "very well," Spanish speakers who speak English less than "very well," Other Indo-European Language speakers who speak English less than "very well," Asian and Pacific Island Language speakers who speak English less than "very well," and Other Language Speakers who speak English less than "very well." Total columns have been added at the bottom of these tables. The following disclaimer has also been added to these tables: "Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."
- **Page 35:** The addition of the number of housing units without a vehicle in each of the APO's member jurisdictions. The following disclaimer has been added to this table in reference to this inclusion: "Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."
- **Page 38:** The addition of the number of people age 65 and older in each of the APO's member jurisdictions. The following disclaimer has been added to this table in reference to this inclusion: "Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers."
- **Pages 41-43:** The addition of Persons Age 18 and Younger demographic segment. This section includes a comparison table between the 2010 Census and the 2011-2015 ACS 5-Year Estimates; a table of the 2015 population, population age 18 and younger and percent of population age 18 and younger by APO member jurisdiction; a graph of this information; and a map.
- **Page 45:** The addition of a new Title VI/EJ/demographic area map showcasing sensitivity areas by Census block groups.
- **Pages 46-54:** The addition of the section on EJ and the Transportation Improvement Program. This section discusses the updated dollar amounts allocated for the FY 2019-2023 TIP. The section includes updated FY 2019-2023 TIP maps – the overall project map, the project map with high concentrations of minority populations, the project map with high concentrations of people with low-income – project investment tables comparing Environmental Justice populations with the dollar amount and percentage of investment in TIP projects and the inclusion of the FY 2019-2023 projects that are within an EJ area.
- **Page 55:** The elimination of social media references when it comes to ensuring materials are accessible to vision impaired users due to the use of a third party platform to convey messages.

- **Page 62:** Under the section "Development of the Transportation Improvement Program" the following statement has been eliminated from the minimum requirements that the TIP shall include:
 - "A list of additional 'illustrative' projects that would be included in the approved TIP if reasonable additional resources beyond the funds recognized in the required financial plan were available;"
- **Page 62:** Under the section "Development of the Transportation Improvement Program" the following statement has been added:
 - "Additionally, the TIP may also include a list of "illustrative" projects, which are projects that are desired or prioritized very highly, but for which funding is not currently available."
- **Page 62:** Under the section "Engagement tactics for the TIP" the following statement has been added:
 - "The presentation and question-and-answer portions of all public input meetings will be video recorded and posted to the APO website."
- **Pages 63-65:** Under the section "Changing the TIP," the APO has aligned its TIP amendment and modification policy to coincide with MnDOT. See page 4 of this memo for complete changes.
- **Pages 69-70:** The addition of stakeholders to the interested stakeholder list (Opportunity Services, Benton County Veteran Services Office, Care Cab, Tri-CAP, Elite Taxi, Stearns County Veteran Service Office, Sherburne County Veteran Service Office, Saint Cloud MTC, Greater St. Cloud Development Corp.). The addition also includes the following statement:
 - "All contractors and subcontractors performing work for the Saint Cloud APO will be required to follow the Title VI guidelines. Such assurance will be made at the time of establishing the contract."
- **Pages 101-105:** The addition of public comments received during this latest solicitation.

The APO's Technical Advisory Committee (TAC) recommended Executive Board approval at its Jan. 3 meeting.

Recommended action: Approval.

Changing the TIP

Changes to the TIP are defined as either technical corrections, administrative modifications, or amendments. Any changes to the TIP through the use of technical corrections, administrative modifications, or amendments must be reported to MnDOT to be accurately reflected in the Statewide Transportation Improvement Program (STIP).

In order to align the development process of the APO's TIP with MnDOT's STIP, the APO has elected to base its policies on the amendment and administrative modifications policies outlined in the memo ["FHWA/FTA and MnDOT Guidance for Formal STIP Amendments and Administrative STIP Modifications"](https://bit.ly/2O3AVRV) (<https://bit.ly/2O3AVRV>).

- **Technical Corrections:** Minor error corrections that do not change the substance of the TIP can be made by APO staff without public notice, TAC review, or Board approval. Examples of such errors include, but are not necessarily limited to, spelling, syntax, punctuation, verb agreement, project number changes to the TIP, and mathematical calculation errors as long as the correction of such errors does not substantially change the content of the TIP.
- **Administrative Modifications:** More than a minor error correction, administrative modifications make substantial changes to the content of the TIP, but do not require a coordinated review by FHWA or FTA, or a determination of conformity by these entities. No public notifications are required for administrative modifications. Administrative modifications require coordination with MnDOT. Administrative modifications shall be reviewed by the TAC and considered for approval by the APO Board.
 - **FHWA Administrative Modifications:** For projects using highway funds, administrative modifications are required based on the following criteria:
 - The increase or decrease in cost estimate meeting FHWA Administrative STIP Modification thresholds. Justification is required to maintain fiscal constraint. See Figure 37.
 - Identifying a new project from a federal set-aside in the same state fiscal year.
 - Change in TIP or STIP year. Projects are advanced or deferred within TIP/STIP years with no changes to cost or scope. Justification is required to maintain fiscal constraint.
 - The addition of a state funded project to the TIP, which is not regionally significant.
 - Converting a state funded project to a federally funded project with no changes to scope or cost. Justification is required to maintain fiscal constraint.
 - The change adds a locally funded project to an existing federally funded project in the TIP if the revised total project cost is greater than \$2 million. This applies to both MnDOT let and local let projects. No action required if the revised total project cost is less than \$2 million.
 - Adding or removing Advance Construction (AC) – includes adding new AC, increase or decrease existing AC amount, or taking an existing AC off a project.
 - Removing a project currently programmed in the TIP.
 - Splitting a project into two (2) or more projects. Splitting projects have to be located within the original planned location, no change in

combined total cost, and no shift in state fiscal year (MnDOT's Office of Transportation System Management's prior approval is required).

STIP (and TIP) Total Project Estimate Cost	Administrative STIP Modification required if increase/decrease more than:
<\$1,000,000	No Administrative STIP/TIP Modification is required when a STIP/TIP total project estimate cost is less than \$1 million AND the proposed total cost estimate remains less than \$1 million.
\$1,000,001 to \$10,000,000	20%
\$10,000,001 to \$100,000,000	10%
>\$100,000,000	Processing an Administrative STIP/TIP Modification for high profile projects (greater than \$100 million), which the change impacts financial constraint, requires prior collaborative discussion between MnDOT and FHWA.

Figure 41: FHWA Administrative STIP Modification Thresholds.

- **FTA Administrative Modifications:** For projects using transit funds, administrative modifications are required based on the following criteria:
 - Moving projects between years of the current approved TIP.
 - Changing FTA funding source such as changing from Section 5307 funds to Section 5339 funds or vice versa.
 - Changing federal funding from FTA funds to FHWA funds or vice versa. Fiscal constraint justification required.
- **Amendments:** Major changes to the TIP shall require an amendment.
 - **FHWA TIP Amendments:** For projects using highway funds, TIP amendments are required based on the following criteria:
 - The change adds a new individual FHWA funded project.
 - The change adds a regionally significant project as defined as a project that adds one (1) or more travel lanes for over one (1) mile, it involves the addition of an interchange on the National Highway System (NHS), and/or it involves the reconfiguration of an NHS interchange such that a movement is added or eliminated.
 - The change impacts financial constraint, including total cost increases or decreases meeting the Formal STIP Amendment thresholds. See Figure 38.
 - The change adds or removes a phase of work such as preliminary engineering, right-of-way, construction, etc. to the project which increases or decreases the total project cost.
 - The change results in project scope change to include, but is not limited to, changing work type such as bridge rehabilitation to replacement, resurface to reconstruct, adding additional work/bridge/lane/intersection/route.
 - The change in project limit/termini greater than 0.3 miles in any direction.
 - The change impacts air quality conformity for projects in an MPO.

STIP (and TIP) Total Project Estimate Cost	FHWA STIP (and TIP) Amendment required if increase/decrease more than:
<\$1,000,000	No STIP/TIP Amendment is required when the STIP/TIP total project estimate cost is less than \$1 million AND the proposed total estimate cost remains less than \$1 million.
\$1,000,001 to \$3,000,000	50%
\$3,000,001 to \$10,000,000	35%
\$10,000,001 to \$50,000,000	20%
\$50,000,001 to \$100,000,000	15%
>\$100,000,000	10%

Figure 42: FHWA STIP Amendment Thresholds.

- FTA TIP Amendments: For projects using transit funds, TIP amendments are required based on the following criteria:
 - The change adds new individual FTA funded projects to the current approved STIP/TIP.
 - The change increases the STIP/TIP total project estimate cost by more than 20 percent.
 - The change impacts air quality conformity for projects in an MPO.

An amendment to the TIP is also subject to the requirements of the public involvement process outlined herein. The public notice requirements as outlined earlier in this section are followed for amendments to the TIP. Following the public input process, amendments are reviewed by the TAC and considered for approval by the Board.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Purchase of Streetlight Data
DATE: December 20, 2018

Streetlight Data is a company that purchases realtime vehicle tracking data from smartphone app makers and GPS/Navigation device makers, anonymizes and consolidates the data, and provides various analytical tools to help make sense of the data. This data allows transportation planners to get massive and sophisticated analysis of vehicle patterns, origins and destinations of trips, real travel-time and speed data for specific corridors, and other kinds of information that are highly valuable.

MnDOT recently signed a contract with Streetlight Data to provide statewide coverage in Minnesota. The contract allows for MPOs like us to buy access to that data set, but instead of paying hundreds of thousands of dollars for the data, we can get it for only \$5,000 per year. In my opinion, the benefit-cost ratio is overwhelmingly positive. Streetlight Data can provide the APO with understanding and insight into traffic and travel patterns that were nearly impossible just a few years ago.

Want to know what the average speed of traffic was on TH15 between Veterans' Drive and 3rd Street NE last week? Streetlight Data can tell us that.

Want to know where those vehicles came from and where they went? Streetlight Data can tell us that.

Want to see the changes in travel speed minute-by-minute? Streetlight Data can tell us that.

Want that data but only for the heavy commercial trucks? Streetlight Data can tell us that.

As we continue to implement a performance-based planning and programming process, Streetlight Data will be invaluable.

Requested Action Today: Approve the purchase of one seat of Streetlight Data for \$5,000.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Washington, D.C. and Regional Transportation Priorities
DATE: December 21, 2018

Each year the APO budgets funds for the Chair and Executive Director to travel to Washington, D.C. and meet with members of Congress and other officials to educate them about our regional transportation priorities. In 2019, we have budgeted \$5,000 of local funds for this purpose.

I have been coordinating the 2019 trip with Kodiak Hill-Davis from David Turch & Associates, our lobbying firm. Currently, we are planning for meetings that would occur sometime the week of February 11th. As of the date of this memo, Kodiak is in the process of contacting staff members of the Minnesota Congressional delegation to set specific times and dates for the meetings.

In terms of our regional transportation priorities, in the past we have presented **members of Congress with a booklet detailing four or five “top tier” priorities** and about ten smaller projects in need of funding. **I’m pleased to report that significant progress** has been achieved on almost all of our top tier priorities from last year:

2018 Priority	Current Status
Widen I-94 from Albertville to Saint Cloud	MnDOT has programmed a project to widen I-94 to six lanes from Saint Michael to Albertville. Additionally, they have announced that a 2021 project to resurface I-94 from Monticello to Clearwater will now include the construction of permanent third lane in each direction.
Widen TH-23 to four lanes	In May 2018 the Governor signed a public works bill which provided funding for a project that will result in TH-23 being a continuous divided four lane highway from Saint Cloud to Willmar.
Develop Saint Cloud Regional Airport into a Regional Air Hub	The Greater Saint Cloud Development Corporation was successful in leading efforts to obtain \$250,000 to complete a comprehensive and broad-based planning study with the goal of optimizing the growth and development of the Saint Cloud Regional Airport and increasing its economic impact on the region. That study is still underway, but is nearing completion.
Connect Northstar Commuter Rail to Saint Cloud	No progress

Given our relative success in achieving significant progress on the first three priorities, **I'd like to propose that we focus our energy and attention in 2019 on achieving** significant progress on the Northstar train. I believe the time is right to focus on this issue for the following reasons:

1. Since the Northstar train began operating as far as Big Lake in 2009, BNSF has completed substantial capacity upgrades on its tracks between Big Lake and Saint Cloud;
2. The oil trains that were taking up capacity on the BNSF tracks in 2009 have been reduced substantially, and there is now a pipeline providing some distribution of the oil from the Bakken Field so it seems unlikely that the oil trains will be returning in the numbers that were there before;
3. Minnesota House District 14B has a new representative who has publically supported the extension of the Northstar train to Saint Cloud;
4. The current surface transportation bill expires in 2020 and negotiations for the new bill are likely to begin in the 2019 session. Kodiak has advised me that there appears to be growing support on Capitol Hill for the return of Congressional earmarks to help fund larger projects which are difficult to fund through the regular formula programs.

Therefore, rather than spending time developing an updated priorities booklet with new additional projects, I suggest that we focus our time and energy in 2019 only on the extension of the Northstar train.

Requested Action Today: Approve travel expenditure for Chair and Executive Director to go to Washington DC in 2019 for a cost not to exceed \$5,000.