



Saint Cloud Area Planning Organization

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APO Board Meeting Thursday, May 9, 2019 - 5:00 p.m. Great River Regional Library, 1300 West Saint Germain Street, Saint Cloud

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment Period
4. Consideration of Consent Agenda Items (*Attachments A - G*)
 - a. Approve Minutes of March 14, 2019 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists for March and April; Approve Anticipated Bills for May (*Attachments B1 - B3*)
 - c. Approve Contract for Rebuilding the APO Website (*Attachment C*)
 - d. Approve Resolution Committing to Completion of the RTCC Phase 2 Implementation (*Attachment D*)
 - e. Approve Resolution Adopting the 2017 Human Resources Transportation Coordination Plan (*Attachment E1 & E2*)
 - f. Approve 2019-2023 Transportation Improvement Program (TIP) Changes (*Attachments F1 - F3*)
 - g. Approve Travel Request for Executive Director (*Attachment G1 & G2*)
5. Consider Draft 2020-2023 Transportation Improvement Program (TIP) (*Attachments H1 - H2*): Vicki Ikeogu, Associate Planner
 - a. **Suggested Motion: Approve**
6. Consideration of 2015 Travel Demand Model Calibration Results (*Attachment I1 & I2*): Brian Gibson, Executive Director and Alex McKenzie, Planning Technician
 - a. **Suggested Motion: Approve**
7. Report on 2018 APO Year-End Financials: Brian Gibson, Executive Director (*Attachments J1 & J2*)
 - a. **Suggested Motion: Accept Report**
8. Report on Risk Exposure for Hosting Central Minnesota Transportation Council: Brian Gibson, Executive Director (*Attachment K*)
 - a. **Suggested Motion: None, discussion only**
9. Other Business & Announcements
10. 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 POLICY BOARD

**Thursday, March 14, 2019 – 5:00 p.m.
Great River Regional Library, Saint Cloud**

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, March 14, 2019 at 5 p.m. at the Great River Regional Library. Chair Jeff Westerlund presided with the following members present:

Council Member Jeff Goerger	Saint Cloud
Council Member Paul Brandmire	Saint Cloud
Mayor Dave Kleis	Saint Cloud
Council Member Nick Sauer	Sauk Rapids
Mayor Rick Miller	Waite Park
Supervisor Jeff Westerlund	LeSauk Township
Commissioner A. Jake Bauerly	Benton County
Commissioner Joe Perske	Stearns County
Ryan Daniel, Exec Director	Metro Bus

Also Present:

Brian Gibson	Exec Director, Saint Cloud APO
Joseph Miller	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Alison Henning	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Kim Pettman	Community Member
Nate Keller	Sartell

APPROVAL OF AGENDA:

Mr. Goerger motioned to approve and Mayor Miller seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD:

Ms. Kim Pettman, community member, requested and was granted five minutes to make comments. She expressed her concerns over the Saint Cloud APO hosting the staff of the RTCC. She was concerned that people do not understand what the RTCC does. She found errors in the RTCC document. Transit coordination involves many organizations. Transit dependent population includes people of varying disabilities and people of color. Ms. Pettman stated she has tried to get the APO to understand people of disability. She felt that it is very important that the Policy Board and APO change to improve reaching out to the public in an equitable manner. She said 7E was an excellent example of providing outreach to the public. She felt the RTCC is in big trouble and felt people needed to better understand transit. She encouraged the Board to learn more about the Minnesota Council on Transportation Access (MCOTA) and their goals. She felt there was a big need to include more of the public in the RTCC. She offered to speak more about this to members after the meeting. **Mr. Goerger asked if the Board members could receive a response, via e-mail, from the Executive Director about Ms. Pettman's comments and concerns.**

CONSIDERATION OF CONSENT AGENDA ITEMS:

Mayor Miller motioned to approve the Consent Agenda items, and Mr. Goerger seconded the motion. Motion carried. The consent agenda items include the Approval of January 2019 Policy Board meeting minutes, Approval of Bills List for Jan, Feb and March, Approval of Contract for Metropolitan Transportation Plan Support and Assistance, Approval of Contract for Pavement Condition Data Update, Approval of

Intelligent Transportation System Resolution, Approval of Not Waiving Tort Liability Limits for Property and Casualty Insurance and Approval of 2019-23 Transportation Improvement Pgm Administrative Modification.

CONSIDERATION OF 2019 TRANSPORTATION ALTERNATIVES (TA) PROJECT RANKING:

Mrs. Johnson reviewed the TA project ranking process where MnDOT solicits TA projects every year. Once the projects are solicited and submitted, they go to the TA subcommittee for awarding of funds. District #3 has received \$1.6 million which will be divided among eight projects. Two projects were submitted from the APO and will be awarded an additional 10 or 5 bonus points, depending upon their priority ranking. The TAC met on February 7 and listened to the presentations from Sartell and Saint Cloud. The TAC recommended awarding 10 bonus points to the City of Sartell's Heritage Drive Connection and 5 bonus points to the City of Saint Cloud's County Road 136 Reconstruction from 22nd Street South to 33rd Street South. Because of the delay and eventual cancellation of the February Policy Board meeting, our final awarding decision was delayed. ***Mr. Goerger agreed with the TAC recommendation and motioned to award Sartell the 10 bonus points and Saint Cloud 5 bonus points. Mr. Bauerly seconded the motion. Motion carried.***

CONSIDERATION OF 2019-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT

Mrs. Johnson reported that we have received two amendments to the 2019-23 TIP. WACOSA was granted funding for a replacement bus. The cost is \$81,000, with federal funds comprising \$64,800 and local funds completing the remaining \$16,200. Fiscal constraint has been maintained.

The second Amendment is for increased costs on a Stearns County project to cover increases not originally considered in the first cost estimate. The original cost estimate was for \$528,742, but has since increased to \$1,186,277. The increased dollar amount is being covered by a combination of state aid construction and local levy funding. Fiscal constraint is maintained. The TAC has recommended approval of both amendments. ***Mayor Miller motioned to approve the TIP Amendments as recommended by the TAC, and Mr. Goerger seconded the motion. Motion carried.***

CONSIDERATION OF HOSTING ARRANGEMENTS FOR REGIONAL TRANSPORTATION COORDINATING COUNCIL:

Mr. Gibson reported that the APO staff has been working with stakeholders across a six-county region to help develop a Regional Transportation Coordinating Council (RTCC). The six county area includes Stearns, Benton, Sherburne, Wright, Morrison, and Mille Lacs. Several transportation providers operating within the six county area are among the providers. RTCC's, as envisioned by MnDOT, would provide a forum for transportation service providers to meet, discuss common issues and opportunities, and better coordinate their services. The goal of the RTCC's is to 1) coordinate volunteer drivers across providers; 2) explore and develop a vehicle sharing program for providers, and 3) provide a one-call/one-click ride-scheduling center for the public. One possible solution for our region is for the RTCC staff to be housed at the APO Office. WSB has been hired to oversee the formation of this project. Tom Cruikshank is the Project Manager.

Mr. Gibson presented a PowerPoint presentation which provided information on the several aspects of the RTCC

- Definition of a RTCC
- Goals of an RTCC
- Participants involved in setting this up: Participants in RTCC's in other areas of MN and other states in US

- Where
- Costs/Budget:
- Where will Local Match come from:
- Who would take this project on
- **What "Hosting" means if the APO takes this on**
- Who runs the RTCC

Although we are still in the development and outreach phase, the name of **Central Minnesota Transportation Council (CMTC)** has been chosen. MnDOT requires participation of four contiguous counties in order for this to project to exist. MnDOT will provide 80 percent of the funding for the first two years. Local match will be required and may come from membership fees paid by transportation providers, grants and other independent sources. County Boards will need to provide resolutions. Seed money will be requested from participating counties based on their population. A Mobility Manager will need to be hired initially, with two additional staff members later on once the seed money is in place. The APO has one empty office which could hold up to three people. The APO and CMTC would share resources such as heat, electricity, phones, and office supplies. The CMTC staff will not be APO employees. The APO would act as the **CMTC's** Fiscal Agent and would receive and oversee grants to the CMTC. The funds would be kept separate from the APO. Our Accountant is willing to take on the accounting work of the CMTC. Mr. Gibson said he felt he would be able to take on the additional responsibilities of Fiscal Agent for the CMTC in addition to his Executive Director duties.

Once established, the CMTC will need to show results quickly in order to continue financial support. The CMTC board would direct the expenditure of funds. There is the possibility of our local jurisdiction assessments being reduced. Since the APO is considered a regional body, it would make the most sense for the APO to house the CMTC staff for two years or until the CMTC outgrows the space. Several Board members were concerned that the APO could be liable for anything related to the CMTC. Mr. Gibson responded that he would meet with the APO lawyer to respond to this concern. An agreement between the CMTC and the APO would need to be done should the APO end up hosting the CMTC.

Mayor Kleis motioned to put this forward to the public process, and Mayor Miller seconded the motion. Motion carried.

REPORT ON WASHINGTON DC TRIP AND DISCUSSION OF LOBBYIST CONTRACT:

Chair Jeff Westerlund reported on the annual Washington DC trip he and the Executive Director had to meet with various legislators and/or staff. The three main topics covered in their meetings were the extension of Northstar to Saint Cloud and possibly up to Camp Ripley, I-94 projects, and the Airport. Mr. Westerlund raised the question if we could possibly arrange the annual trip coordination and meetings with various staff and legislators without our lobbyist, and was the yearly cost of the lobbyist worth what we get. Board members responded that you have more power when you go in a group. They questioned if would we be able to see the legislators and/or their staff without a lobbyist. Several members said the **"follow-up" Turch provides** is invaluable. Mayor Kleis felt that we have received more federal funding for our projects because of our lobbyist. Mr. Turch, who is from this area, seems to be well connected and knows many people in Washington. Mr. Westerlund expressed his appreciation and gratitude to Mr. Gibson, and said Brian is a great asset to the APO.

OTHER BUSINESS & ANNOUNCEMENTS:

- Mr. Gibson shared and distributed a list of frequently used acronyms by the APO staff. Thanks was given to Ms. Henning, our Transportation Planner, for creating the list.
- Kodiak Hill-Davis, a staff member from Turch & Associates, has left the firm.

- Mr. Perske announced that Minnesota Transportation Commissioner Kelliher will be in St. Cloud next Friday.

ADJOURNMENT:

The Policy Board meeting was adjourned at 6:25 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

March 2019

3:10 PM

04/01/2019

What Check is for

Type	Date	Memo and Vendor Name	Amount Paid
		Net Payroll (including insurance reimbursement)	3/8/2019 Payroll Paid
Direct Dep.	3/8/19		8,918.15
Electronic	3/8/19	Social Security, Medicare & Federal Tax	3/8/2019 Payroll Paid
Electronic	3/8/19	MN Department of Revenue-Withholding	3/8/2019 Payroll Paid
Electronic	3/8/19	PERA	3/8/2019 Payroll Paid
Electronic	3/8/19	Great West Annuity	3/8/2019 Payroll Paid
Electronic	3/8/19	Minnesota State Retirement System	3/8/2019 Payroll Paid
Electronic	3/8/19	Select Account (H.S.A.)	3/8/2019 Payroll Paid
		Net Payroll (including insurance reimbursement)	3/22/2019 Payroll Paid
Direct Dep.	3/8/19		8,202.78
Electronic	3/8/19	Social Security, Medicare & Federal Tax	3/22/2019 Payroll Paid
Electronic	3/8/19	MN Department of Revenue-Withholding	3/22/2019 Payroll Paid
Electronic	3/8/19	PERA	3/22/2019 Payroll Paid
Electronic	3/8/19	Great West Annuity	3/22/2019 Payroll Paid
Electronic	3/8/19	Minnesota State Retirement System	3/22/2019 Payroll Paid
Electronic	3/8/19	Select Account (H.S.A.)	3/22/2019 Payroll Paid

AMPO - Assoc of Metropol Planning Org

Bill Pmt -Check	03/01/2019	1002 · Liberty Checking account	663.73
Credit Card Charge	03/05/2019	Brian Gibson - 2019 AMPO Planning Tools Train	375.00
Credit Card Charge	03/05/2019	professional development	375.00
Credit Card Charge	03/05/2019	professional development	375.00
Credit Card Charge	03/18/2019	professional development	375.00

BCBS of MN

Check	03/20/2019	6600.5 · Health/Dental/Life Insurance	2,628.08
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City of St. Cloud - Water/Sewer

Bill Pmt -Check	03/21/2019	6606.1 · Utilities	35.90
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Cloudnet

Bill Pmt -Check	03/14/2019	6603.1 · Telephone	25.00
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David Turch & Associates

Bill Pmt -Check	03/01/2019	902.10 · Washington Lobbyist	4,000.00
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Delta Dental

Check	03/01/2019	6600.5 · Health/Dental/Life Insurance	168.00
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Google Inc.

Credit Card Charge	03/31/2019	6603.1 · Telephone	25.00
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Jeff S Westerlund

Bill Pmt -Check	03/01/2019	Washington DC	Expense Reimbursement
			40.61

Liberty Savings Bank

Check	03/11/2019	VISA 2733	754.64
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Loffler Companies

Bill Pmt -Check	03/15/2019	6608 · Copy Machine	86.09
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National Academy Scien - Washington DC

What Check is for

Type	Date	Memo and Vendor Name	Amount Paid
Credit Card Charge	03/05/2019	professional development	540.00
Premium Waters, Inc.			
Bill Pmt -Check	03/25/2019	Office Drinking Water	6601 · Office Supplies 50.20
Principal Mutual Life Insurance			
Bill Pmt -Check	03/13/2019	6600.5 · Health/Dental/Life Insurance	269.58
SC Times			
Bill Pmt -Check	03/15/2019	239213 Printing and Publishing	171.72
Schroden's Inc.			
Bill Pmt -Check	03/15/2019	snow removal 02/4,6,7,8,11,12,13,20,24,27 2019	6606.2 · Maintenance 800.00
SCR			
Bill Pmt -Check	03/15/2019	6606.2 · Maintenance	521.09
Spectrum Business (Charter)			
Bill Pmt -Check	03/14/2019	internet and telephone	Telephone and internet 272.00
Stearns Electric Association			
Bill Pmt -Check	03/25/2019	Utilities - electric	6606.1 · Utilities 185.79
Streetlight Data			
Bill Pmt -Check	03/01/2019	Services thru 09 30 2019 Received 01 23 2019	6622.19 · Street Light Data 5,000.00
Target Store			
Credit Card Charge	03/05/2019	6601 · Office Supplies	7.46
USBank Corp Investments			
Check	03/27/2019	Transfer from UBS to USBancorp CD's	1100.7 · UBS Financial Services, Inc. 92,106.05
WACOSA			
Bill Pmt -Check	03/15/2019	office cleaning - February 2019	6606.2 · Maintenance 125.84
West Central Sanitation, Inc			
Bill Pmt -Check	03/25/2019	garbage collection	6606.2 · Maintenance 30.69
WSB & Associates, Inc.			
Bill Pmt -Check	03/01/2019	RTCC Phase 1 Planning	3,189.62
Xcel Energy			
Bill Pmt -Check	03/06/2019	6606.1 · Utilities	244.26
Your CFO Inc			
Bill Pmt -Check	03/01/2019	6602.2 · Accounting Services	1,460.00
			145,162.06

LIBERTY BANK DEPOSITS

	Deposit Date	Amount
MN DOT - 12/31/2018 Grant Payment	3/1/2019	15,703.75
MN DOT - January 2019 UPWP	3/27/2019	36,056.66
MN DOT - February 2019 UPWP	3/27/2019	25,092.55
Liberty Bank - interest earned	3/31/2019	16.59
		76,869.55

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

April 2019

11:06 AM

04/29/2019

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
		Net Payroll (including insurance reimbursement)	04/05/2019 Payroll Paid	
Direct Dep.	4/5/2019			\$ 8,614.77
Electronic	4/5/2019	Social Security, Medicare & Fe	04/05/2019 Payroll Paid	\$ 3,454.59
Electronic	4/5/2019	MN Department of Revenue-W	04/05/2019 Payroll Paid	\$ 688.14
Electronic	4/5/2019	PERA	04/05/2019 Payroll Paid	\$ 1,795.89
Electronic	4/5/2019	Great West Annuity	04/05/2019 Payroll Paid	\$ 239.23
Electronic	4/5/2019	Minnesota State Retirement Sy	04/05/2019 Payroll Paid	\$ 119.22
Electronic	4/5/2019	Select Account (H.S.A.)	04/05/2019 Payroll Paid	\$ 228.34
		Net Payroll (including insurance reimbursement)	04/19/2019 Payroll Paid	
Direct Dep.	4/19/2019			\$ 8,086.73
Electronic	4/19/2019	Social Security, Medicare & Fe	04/19/2019 Payroll Paid	\$ 3,420.31
Electronic	4/19/2019	MN Department of Revenue-W	04/19/2019 Payroll Paid	\$ 681.42
Electronic	4/19/2019	PERA	04/19/2019 Payroll Paid	\$ 1,778.30
Electronic	4/19/2019	Great West Annuity	04/19/2019 Payroll Paid	\$ 239.23
Electronic	4/19/2019	Minnesota State Retirement Sy	04/19/2019 Payroll Paid	\$ 119.22
Electronic	4/19/2019	Select Account (H.S.A.)	04/19/2019 Payroll Paid	\$ 228.34
APBP				
Credit Card Charge	4/8/2019		6618 · Professional Development	575.00
BCBS of MN				
Check	4/22/2019		6600.5 · Health/Dental/Life Insurance	2,628.08
Cannon Solutions America				
Bill Pmt -Check	4/1/2019	Office Supplies - Toner & Paper	6608 · Copy Machine	359.47
Carbonite Online Backup				
Credit Card Charge	4/16/2019		6609 · IT Support & Software	799.99
Cloudnet				
Bill Pmt -Check	4/17/2019		6603.1 · Telephone	25.00
David Turch & Associates				
Bill Pmt -Check	4/29/2019		902.10 · Washington Lobbyist	8,000.00
Delta Dental				
Check	4/1/2019		6600.5 · Health/Dental/Life Insurance	168.00
edco.com				
Credit Card Charge	4/22/2019		6611 · Miscellaneous Expenses	61.63
Google Inc.				
Credit Card Charge	4/30/2019		6603.1 · Telephone	25.00
Liberty Savings Bank				
Check	4/11/2019		VISA 2733	2,072.46
Premium Waters, Inc.				
Bill Pmt -Check	4/24/2019		6601 · Office Supplies	44.20
Principal Mutual Life Insurance				
Bill Pmt -Check	4/17/2019		6600.5 · Health/Dental/Life Insurance	269.58
Quill.com				
Credit Card Charge	4/18/2019		6601 · Office Supplies	201.16

Type	Date	Memo and Vendor Name	What Check is for	Amount Paid
		SC Times		
Bill Pmt -Check	4/17/2019		6600.5 · Health/Dental/Life Insurance	461.58
		Schroden's Inc.		
Bill Pmt -Check	4/17/2019	snow removal	6606.2 · Maintenance	200.00
		Spectrum Business (Charter)		
Bill Pmt -Check	4/17/2019		Telephone and internet	272.22
		Stearns Electric Association		
Bill Pmt -Check	4/25/2019		6606.1 · Utilities	193.89
		WACOSA		
Bill Pmt -Check	4/17/2019	Office Cleaning	6606.2 · Maintenance	125.84
		West Central Sanitation, Inc		
Bill Pmt -Check	4/24/2019	garbage collection	6606.2 · Maintenance	30.77
		WSB & Associates, Inc.		
Bill Pmt -Check	4/17/2019		RTCC Phase 1 Planning	8,457.02
		Xcel Energy		
Bill Pmt -Check	4/2/2019		6606.1 · Utilities	288.20
		Your CFO Inc		
Bill Pmt -Check	4/1/2019		6602.2 · Accounting Services	1,460.00
				<u>\$ 56,412.82</u>
		LIBERTY BANK DEPOSITS		
		<u>Deposit Date</u>	<u>Amount</u>	
MN State - MMB AC	12/31/18 MN DOT	4/3/2019	28,806.93	
MN State - MMB AC - 10/2018 & 11/2018 RTCC Reimb		4/12/2019	11,852.59	

PROPOSED May and June 2019 DISBURSEMENTS
prepared 04/29/2019

Attachment B-3
Agenda Item #4 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	05/03/2019 Payroll Paid	Payroll	\$ 8,302.12
Electronic	Social Security, Medicare & Federal Tax PAID	05/03/2019 Payroll Paid	Payroll	\$ 3,475.37
Electronic	MN Department of Revenue-Withholding PAID	05/03/2019 Payroll Paid	Payroll	\$ 692.22
Electronic	PERA	05/03/2019 Payroll Paid	Payroll	\$ 1,805.80
Electronic	Great West Annuity	05/03/2019 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	05/03/2019 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	05/03/2019 Payroll Paid	Payroll	\$ 228.34
Direct Dep.	Net Payroll (including insurance reimbursement)	05/17/2019 Payroll Paid	Payroll	\$ 8,302.12
Electronic	Social Security, Medicare & Federal Tax PAID	05/17/2019 Payroll Paid	Payroll	\$ 3,475.37
Electronic	MN Department of Revenue-Withholding PAID	05/17/2019 Payroll Paid	Payroll	\$ 692.22
Electronic	PERA	05/17/2019 Payroll Paid	Payroll	\$ 1,805.80
Electronic	Great West Annuity	05/17/2019 Payroll Paid	Payroll	\$ 239.23
Electronic	Minnesota State Retirement System	05/17/2019 Payroll Paid	Payroll	\$ 119.22
Electronic	Select Account (H.S.A.)	05/17/2019 Payroll Paid	Payroll	\$ 228.34
Direct Dep.	Net Payroll (including insurance reimbursement)	05/31/2019 Payroll Paid	Payroll	\$ 6,856.63
Electronic	Social Security, Medicare & Federal Tax PAID	05/31/2019 Payroll Paid	Payroll	\$ 3,015.91
Electronic	MN Department of Revenue-Withholding PAID	05/31/2019 Payroll Paid	Payroll	\$ 564.43
Electronic	PERA	05/31/2019 Payroll Paid	Payroll	\$ 1,495.36
Electronic	Great West Annuity	05/31/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	05/31/2019 Payroll Paid	Payroll	\$ 95.34
Electronic	Select Account (H.S.A.)	05/31/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	06/14/2019 Payroll Paid	Payroll	\$ 6,856.63
Electronic	Social Security, Medicare & Federal Tax PAID	06/14/2019 Payroll Paid	Payroll	\$ 3,015.91
Electronic	MN Department of Revenue-Withholding PAID	06/14/2019 Payroll Paid	Payroll	\$ 564.43
Electronic	PERA	06/14/2019 Payroll Paid	Payroll	\$ 1,495.36
Electronic	Great West Annuity	06/14/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	06/14/2019 Payroll Paid	Payroll	\$ 95.34
Electronic	Select Account (H.S.A.)	06/14/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	06/28/2019 Payroll Paid	Payroll	\$ 6,856.63
Electronic	Social Security, Medicare & Federal Tax PAID	06/28/2019 Payroll Paid	Payroll	\$ 3,015.91
Electronic	MN Department of Revenue-Withholding PAID	06/28/2019 Payroll Paid	Payroll	\$ 564.43
Electronic	PERA	06/28/2019 Payroll Paid	Payroll	\$ 1,495.36
Electronic	Great West Annuity	06/28/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	06/28/2019 Payroll Paid	Payroll	\$ 95.34
Electronic	Select Account (H.S.A.)	06/28/2019 Payroll Paid	Payroll	\$ 151.42
Check	Aitkin Independent Age	Legals - Phse 2 Implenentation Grant	Printing and Publishing	\$ 54.75
Electronic	BCBS of MN - May	Employee Health Insurance	Payroll	\$ 2,628.08
Electronic	BCBS of MN - June	Employee Health Insurance	Payroll	\$ 2,628.08
Check	City of St Cloud - Water/Sewer - estimate - May	Utilities - water / sewer	Utilities	\$ 50.00
Check	City of St Cloud - Water/Sewer - estimate - June	Utilities - water / sewer	Utilities	\$ 50.00
Check	Cloudnet - May	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - June	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates - estimate - May	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - May	Employee dental insurance	Payroll	\$ 168.00
Check	Delta Dental - June	Employee dental insurance	Payroll	\$ 100.00
Check	ECM Publishers Inc	Star News - APO Grant	Printing/Publishing	\$ 80.00
Check	ECM Publishers Inc	Morrison Cty Rec - APO Grant - MCR	Printing/Publishing	\$ 49.28
Credit Card	Google Inc - May	G Suite Basic - Commitment	Utilities	\$ 25.00
Credit Card	Google Inc - June	G Suite Basic - Commitment	Utilities	\$ 25.00
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 2,075.00
Check	Loffler Companies - estimate - May	Copier Supplies	Copy Machine	\$ 150.00
Check	Loffler Companies - estimate - June	Copier Supplies	Copy Machine	\$ 150.00

May 9, 2019

PROPOSED May and June 2019 DISBURSEMENTS
prepared 04/29/2019

Attachment B-3
Agenda Item #4 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Premium Water Inc - May	office drinking water	Utilities	\$ 44.20
Check	Premium Water Inc - June	office drinking water	Utilities	\$ 44.20
Check	Principal Financial - May	Employee disability insurance	Payroll	\$ 269.58
Check	Principal Financial - June	Employee disability insurance	Payroll	\$ 235.00
Check	Spectrum Business (Charter) - estimate - May	Internet Service	Utilities	\$ 281.78
Check	Spectrum Business (Charter) - estimate - June	Internet Service	Utilities	\$ 281.78
Electronic	Stearns Electric Association - estimate - May	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - June	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - May	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - June	Public Postings	Printing/Publishing	\$ 250.00
Check	SFM	Period 5/17/19 - Policy 32894.212	Workers Compensation Insurance	\$ 811.00
Check	Summit Companies	Annual Fire Extinguisher Maintenance	Maintenance	\$ 47.50
Check	TriMark - estimate - May	Office Supplies	Office Supplies	\$ 50.00
Check	WACOSA - estimate - May	Office Cleaning Services	Maintenance	\$ 125.84
Check	WACOSA - estimate - June	Office Cleaning Services	Maintenance	\$ 125.84
Check	West Central Sanitation Inc - estimate - May	Utility - garbage	Utilities	\$ 30.69
Check	West Central Sanitation Inc - estimate - June	Utility - garbage	Utilities	\$ 300.00
Check	Wright County Journal Press	Notification - apply regional transport coord council		
Check	WSB & Associates Inc	phase 2 - implement grant	Printing/Publishing	\$ 55.49
Electronic	Xce;l Energy - estimate - May	RTCC Phase 1 Planning	03/31/2019 - Project RTCC Phase 1 Planning - Rec	\$ 12,525.63
Electronic	Xce;l Energy - estimate - June	Utilities - gas	Utilities	\$ 175.00
Check	Your CFO Inc	Utilities - gas	Utilities	\$ 150.00
Check	Your CFO Inc	2019 accounting services - May	Accounting Services	\$ 1,460.00
		2019 accounting services - June	Accounting Services	\$ 1,460.00
	TOTAL			<u>\$ 98,337.84</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 Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Website Rebuild Contract
DATE: April 1, 2019

During our internal assessment of the APO's compliance with the Americans with Disabilities Act (ADA), we noted that our website was not fully compliant. The Board approved funding for rebuilding the website to make it ADA compliant, and staff has followed our procurement procedures to solicit and evaluate proposals for rebuilding the website.

We received four proposals, but staff ranked the proposal from Gaslight Creative as our top choice. We successfully negotiated a contract with them for \$15,000. The work plan budgeted \$15,000 for this task, so the contract price is the same as the available budget.

MnDOT has already reviewed and approved the contract. With your approval, I will obtain the necessary signatures on the contract and then staff from Gaslight Creative will begin work.

Staff recommends approving the contract with Gaslight Creative for \$15,000.

SAINT CLOUD AREA PLANNING ORGANIZATION
AUTHORIZING SUBMISSION OF A REGIONAL TRANSPORTATION
COORDINATING COUNCIL PHASE 2 IMPLEMENTATION GRANT AND EXECUTION
OF A SUBSEQUENT GRANT AGREEMENT WITH THE STATE OF MINNESOTA
RESOLUTION 2019-06

WHEREAS the Saint Cloud Area Planning Organization (APO) is the body responsible for the continuous and comprehensive coordination of surface transportation options and alternatives for the Saint Cloud Metropolitan Area; and

WHEREAS one of the goals of APO to increase accessibility and mobility options for residents of the Saint Cloud Metropolitan Area; and

WHEREAS the APO Policy Board and staff has many years' experience in the administration of MnDOT grants; and

WHEREAS the staff of the APO, working in cooperation with a group of stakeholders from across the region, recently completed the development of a draft Operational Implementation Plan for a Regional Transportation Coordinating Council; and

NOW THEREFORE BE IT RESOLVED that the Saint Cloud Area Planning Organization Executive Director is hereby authorized to submit an application to MnDOT for a Regional Transportation Coordinating Council Phase 2 Implementation Grant and to subsequently execute a grant agreement with the State of Minnesota should the APO be successfully awarded such a grant.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 11th day of April, 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

Jeff Westerlund, Chair

Brian Gibson, Executive Director

Date

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

SAINT CLOUD AREA PLANNING ORGANIZATION
APPROVAL OF HUMAN SERVICES TRANSPORTATION COORDINATION PLAN
FOR REGION 7W
RESOLUTION 2019-07

WHEREAS, the Saint Cloud Area Planning Organization (APO) is the designated Metropolitan Planning Organization for the Saint Cloud Metropolitan Area; and

WHEREAS, pursuant to federal legislation under the Fixing America's Surface Transportation Act (FAST Act), projects eligible for funding under the Transportation for Elderly Persons and Persons with Disabilities (Section 5310) program must advance strategies identified in a local Human Service Public Transit Coordination Plan; and

WHEREAS, the development of the 2017 Human Service Public Transit Coordination Plan for Economic Development Region 7W was initiated by the Minnesota Department of Transportation and has been completed with extensive stakeholder outreach; and

NOW, THEREFORE, BE IT RESOLVED, the APO Policy Board approves the 2017 Human Service Public Transit Coordination Plan; and

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 9th day of May, 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

Jeff Westerlund, Chair

Brian Gibson, Executive Director

Date

Date

Region 7W/St. Cloud APO 2016 Local Human Service Public Transit Coordination Plan

Prepared by:

Jon Mason
Minnesota Department of Transportation
7694 Industrial Park Road
Baxter, MN, 56425

Adopted by:

Region 7W **Date**
St. Cloud Area Planning Organization **Date**
Date

Executive Summary

The purpose of coordination between human services and public transit coordination is to improve transportation services for all, but with special focus on persons with disabilities, older adults, and individuals with low incomes. Beyond fulfilling federal requirements, this planning process encouraged representatives of diverse organizations to join together in articulating specific projects that could advance transportation services in Region 7W/St. Cloud APO.

The Region 7W is located fifty miles northwest of the Twin Cities in Central Minnesota and includes the counties of Benton, Sherburne, Stearns and Wright. The St. Cloud Area Planning Organization (APO) is a designated metropolitan planning organization (MPO) for the area and is located entirely within the Region 7W. The Region includes large urban centers, such as St. Cloud, and also low density rural areas. The total population of Region 7W, including the St. Cloud Metropolitan Area, was 402,292 according to the 2010 Census.

The transportation providers in the Region 7W/St. Cloud APO are diverse and include public transit, volunteer driver programs, specialized transportation services, taxis, and private providers. Transportation services are provided by various agencies serving their clients including county social services, county public health, county veteran's services and agencies serving the elderly and disabled.

Region 7W worked together with the St. Cloud APO in developing this plan to coordinate transit services offered by public transit providers, human service agencies or private providers. A project steering committee analyzed the status of the 2011 Region 7W/St. Cloud APO Local Human Service Public Transit Coordination plan provided direction in the development of this plan update.

In January/February 2017, Region 7W/St. Cloud APO developed an inventory meant to capture service information for all public, private, school district, human service, and non-profit transportation providers in the region. Human service and private providers also worked with their riders to complete surveys meant to assist in the evaluation of the unmet transportation needs of human service agency clients. In addition to the survey data collection efforts, three focus group meetings (one for providers and two for consumers) were held for participants to discuss their current perceptions of transportation services, opportunities, short and longer-term needs, trends and challenges.

A Planning Workshop was held on May 8th 2017, which brought together 42 transportation stakeholders to identify issues and barriers to meeting the transportation needs and brainstorm potential strategies and projects that could meet those needs.

Throughout the planning process, many needs and gaps were discussed and possible solutions identified in the strategy prioritization and project idea process. Many of these needs and gaps could be further refined through participation in a Regional Transportation Coordinating Council. Convening a regional coordination body through

this planning process assisted in identifying issues and possible solutions, but a coordinating group working to implement projects would help ensure projects are completed. Centralizing information, staffing a mobility manager position, and marketing transit assets in the region could help improve the conditions of nearly all of the gaps and needs identified in this process.

Priority strategies for the Region 7W/St. Cloud APO area were grouped into three categories, including Coordinate and Consolidate Transportation Services and Resources; Mobility; and Communication, Training, and Organizational Support. The projects and strategies from the planning workshop were then evaluated by the Steering Committee for how much effort each project idea would take as well as how much impact each project could have in the region.

<p>Difficult to do/Minor impact projects</p> <ul style="list-style-type: none"> • Improve transportation services at senior housing centers (ex. Keller Lake Commons). • Educate regional professionals of transportation options. • Increase availability of smart phone applications for trip planning. • Increase service hours during non-typical travel times. • Coordinate volunteer driver programs/organize volunteers to provide rides. • Work with area schools/colleges to help coordinate mobility strategies and transportation services. • Work with Uber/Lyft, and others to help improve fee/fare structures. 	<p>Difficult to do/Major impact projects</p> <ul style="list-style-type: none"> • Create a centralized database of available transportation resources. • Hire a mobility manager. • Create public awareness campaign to educate the public. • Increase service hours throughout the day. • Increase travel options to county seats. • Expand weekend and holiday hours. • Expand services in St. Cloud Metro outer lying area. • Collect ride denials from private transportation partners.
<p>Easy to do/Minor impact projects</p> <ul style="list-style-type: none"> • Improve community engagement activities. • Continue/expand customer travel training programs. • Provide technical training for coordination staff. • Improve school access for children at the Salvation Army in St. Cloud. • Job access for veterans. • Improve private sector involvement through full participation of private enterprise participation. • Contact between agencies with set base prices. 	<p>Easy to do/Major impact projects</p> <ul style="list-style-type: none"> • Contract with common carrier to permit co-mingling of capital resources. • Convene regional coordination body.



Saint Cloud Area Planning Organization

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TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson (Ikeogu), Associate Planner
RE: FY 2019-2023 Transportation Improvement Program Amendments,
Administrative Modifications, and Technical Corrections
DATE: April 26, 2019

One of the responsibilities of the Saint Cloud Area Planning Organization (APO), as outlined by the Federal government, is to develop and maintain a Transportation Improvement Program (TIP). The TIP is the document that programs federal funds for transportation improvements in the **APO's** Metropolitan Planning Area (MPA). Decisions about transportation investments require collaboration and cooperation between different levels of government and neighboring jurisdictions and agencies. As a document, the TIP reports how the various jurisdictions and agencies within the MPA have prioritized their use of limited Federal highway and transit funding.

Several changes have been proposed to the APO's FY 2019-2023 TIP. For details of all changes please view the attachment provided.

With all of the proposed changes, fiscal constraint has been maintained for each jurisdiction and agency.

The APO's Technical Advisory Committee (TAC) met on April 4, 2019, to discuss these changes and recommended approval.

An approval vote would authorize the changes detailed in the attachment to be incorporated **into the state's Statewide Transportation Improvement Program (STIP) and allow for federal dollars to be designated for these projects.**

Requested action: Approval.

Changes to FY 2019-2023 Transportation Improvement Program

The following is a list of proposed changes (separated by fiscal year) to the Saint Cloud Area Planning Organizations (APO's) FY 2019-2023 Transportation Improvement Program.

Comments and feedback from members of the public is encouraged. Please submit all comments by no later than **5 p.m. on Monday, April 8, 2019** to Vicki Johnson (Ikeogu). Comments can be submitted via [email \(ikeogu@stcloudapo.org\)](mailto:ikeogu@stcloudapo.org), by phone (320)-252-7568, or in person at the APO Office (1040 County Road 4, Saint Cloud, MN 56303).

These proposed changes will be addressed by the APO's Policy Board on **Thursday, May 9, 2019**.

2019:

- **Stearns County** SP 073-675-037AC1: Dist C AC Payback reduced from \$631,828 to \$631,323. (Admin)
- **Stearns County** SP 073-070-020: Project cost has increased from \$237,500 to \$324,000.
- **Saint Cloud** SP 162-090-008: Technical correction in description from CR 47 to CR 74.
- **MnDOT** SP 73-00137: Project reduced from \$200,000 (Dist C FHWA \$180,000/ Other \$20,000) to \$194,984 (\$175,486 for FHWA, \$19,498 for other).
- **MnDOT** SP 73-00138: Project reduced from \$350,000 (Dist C FHWA \$5,000/ Other \$345,000) to \$212,992 (\$191,693 for FHWA/ \$21,299 other) (Admin)
- **MnDOT** SP 7380-246: Project increased from \$588,000 (FHWA \$529,200/ State \$58,800) to \$887,392 (FHWA \$798,653 and \$88,739 State)
- **MnDOT** SP 7303-50: Project has increased from \$8,070,000 (FHWA \$6,456,000, state \$1,614,000) to \$8,727,923 (FHWA \$6,980,738, state \$1,747,185)
- **MnDOT** SP 8823-338: Project increased from \$3,000,000 to \$3,639,000. All state funded.

2020:

- **Metro Bus** SP TRF-0048-20B: Technical correction in project number. Changed to TRS-0048-20TD. Removal of Section 5307 from description.
- **Metro Bus** SP TRF-0048-20C: Technical correction in project number. Changed to TRS-0048-20TE. Removal of Section 5307 from description.
- **Metro Bus** SP TRF-0048-20D: Technical correction in project number. Changed to TRS-0048-20TF. Removal of Section 5307 from description.
- **MnDOT** SP 0503-90: Addition of clarification language "at Benton CSAH 8 East of St Cloud." Change in project cost from \$2,300,000 (FHWA \$1,840,000/ \$460,000 state) to \$3,027,000 (FHWA \$2,421,600/state \$605,400).
- **MnDOT** SP 0503-90S: Addition of clarification language "at Benton CSAH 8 East of St Cloud."
- **MnDOT** SP 8803-AM-20: Project cost decreased from \$1,300,000 to \$1,100,000.
- **MnDOT** SP 8803-CA-20: Project cost increased from \$3,500,000 to \$5,650,000.
- **MnDOT** SP 8803-CA-20A: Project cost decreased from, \$3,992,000 to \$2,220,700.
- **MnDOT** SP 8803-PM-20: Project cost decreased from \$3,500,000 to \$2,900,000.

2021:

- **Saint Cloud** SP 162-175-001: Technical correction in project description. Changing the terminology from reclamation to reconstruction. No change in project scope or work type.
- **MnDOT** SP 8823-344: Project has been removed from FY 2021. (HSIP \$750,000/ FHWA \$675,000/Other \$75,000)
- **MnDOT** SP 8803-AM-21: Project cost decreased from \$1,300,000 to \$1,100,000.
- **MnDOT** SP 8803-CA-21: Project cost increased from \$3,500,000 to \$4,600,000.
- **MnDOT** SP 8803-CA-21A: Project cost decreased from \$2,586,700 to \$1,586,000.
- **MnDOT** SP 8803-PM-21: Project cost decreased from \$3,500,000 to \$3,000,000.
- **MnDOT** SP 8803-SA-21: Project cost increased from \$4,800,000 to \$7,440,000.
- **MnDOT** SP 0502-116: Project has been added to the FY 2019-2023 TIP. \$1,750,000 HSIP (\$1,575,000 FHWA; \$175,000 State).
- **MnDOT** SP 8803-SHL-21: Project has been deleted from the FY 2019-2023 TIP. (\$473,503 total/ FHWA \$426,153/\$47,350 other).

2022:

- **MnDOT** SP 0503-91: Project has been removed from the TIP (Placed in FY 2023) (Total \$30,300,000 FHWA \$24,240,000, State \$6,060,000).
- **MnDOT** SP 7380-259: Project has been removed from the TIP (Placed in FY 2023) (Total \$6,054,000 FHWA \$5,448,600, State \$605,400).
- **MnDOT** SP 8803-SHS-22: Project has been removed from the TIP (HSIP \$2,555,556, FHWA \$2,300,000; State \$255,556).
- **MnDOT** SP 8803-AM-22: Project cost has decreased from \$1,300,000 to \$1,200,000.
- **MnDOT** SP 8803-CA-22: Project cost increased from \$3,548,444 to \$4,169,000.
- **MnDOT** SP 8803-CA-22A: Project cost decreased from \$1,525,800 to \$661,800.
- **MnDOT** SP 8803-PM-22: Project cost decreased from \$3,500,000 to \$2,050,000.
- **MnDOT** SP 8803-SA-22: Project cost increased from \$4,400,000 to \$7,100,000.

2023:

- **Metro Bus:** Technical correction. Project number TRF-0048-23H added for Operating Assistance.
- **Metro Bus:** Technical correction. Project number TRF-0048-23C added for Preventive Maintenance.
- **Metro Bus:** Technical correction. Project number TRF-0048-23A added for paratransit operating.
- **Metro Bus:** Technical correction. Project number TRF-0048-23B added for Northstar Commuter Operating.
- **Metro Bus:** Technical correction. Project number TRF-0048-23D added for Office Equip, IT & Communication Projects.
- **Metro Bus:** Technical Correction. Project number TRS-0048-23T added for facility improvements and additions.
- **Metro Bus:** Technical correction. Project number TRF-0048-23G added for maintenance tools and equipment.
- **Metro Bus:** Technical correction. Project number TRF-0048-23F added for purchase bus shelters.
- **Metro Bus:** Technical correction. Project number TRF-0048-23E added for purchase six <30 ft. CNG DAR replacement buses.
- **Metro Bus:** SP TRF-0048-23E: Funding source change from FTA to STBGP 5K-200K.

- **MnDOT:** SP 0503-91: Added project to FY 2023 with AC Payback. (STIP total \$24,260,000/ NHPP (FHWA) \$18,200,000/ State \$6,060,000/ Total AC \$6,285,000/ Project Total: \$30,545,000). This project increased from \$30,300,000 to \$30,545,000.
- **MnDOT:** SP 7380-259: Project added to FY 2023 (\$6,054,000 STIP total, FHWA \$5,448,600; State: \$605,400.)
- **MnDOT:** SP 8823-344: Project added (originally from FY 2021). \$750,000 total cost, \$675,000 Federal, \$75,000 State.
- **MnDOT:** SP 8823-354: Project added. Districtwide signal retiming project on MN 23, MN 25 and MN 371 (HSIP PROJECT). Total cost \$330,000. Federal \$297,000. State \$33,000.
- **MnDOT:** SP XXXX-XX: Project added. Greater MN Reliability Funding. Total cost \$3,770,000. Federal \$2,900,000. State \$870,000. **Will need a funding source.**
- **MnDOT:** SP 8803-SHS-23. Project added. D3 HSIP Share. Total cost \$1,475,556. Federal \$1,328,000. State \$147,556.
- **MnDOT:** SP 8803-AM-23. Project added. Local partnership program. Total cost/state \$1,200,000.
- **MnDOT:** SP 8803-CA-23. Project added External project development. Total cost/state \$3,548,000.
- **MnDOT:** SP 8803-CA-23A. Project added **17NEW** **CHAP3** Project development. Total/BF \$420,950.
- **MnDOT:** SP 8803-PD-23. Project added. Internal project development. Total/state \$2,100,000.
- **MnDOT:** SP 8803-MA-23 Project added. Misc. Agreements. Total/state \$400,000.
- **MnDOT:** SP 8803-RB-23. Project added. Landscaping. Total/state \$30,000.
- **MnDOT:** SP 8803-RW-23. Project added. ROW. Total/state \$2,000,000.
- **MnDOT:** SP 8803-PM-23: Project added. Preventative maintenance. Total/state \$3,500,000.
- **MnDOT:** SP 8803-RX-23: Project added. BARC. Total/State \$2,500,000.
- **MnDOT:** SP 8803-SA-23: Project added. Supplemental agreements/overruns. Total/state: \$4,400,000.
- **MnDOT:** SP 8803-SC-23: Project added. Safety Improvements. Total/state \$300,000.



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: Mark Fiers, Minnesota Department of Transportation State Program Senior Administrator; Trang Chu, Minnesota Department of Transportation Planning Director

FROM: Saint Cloud Area Planning Organization Policy Board

RE: FY 2019-2023 Transportation Improvement Program Amendments, Administrative Modifications, and Technical Corrections

DATE: May 10, 2019

The Saint Cloud Area Planning Organization (APO) Policy Board took action at its May 9, 2019, meeting on several changes to the APO's FY 2019-2023 Transportation Improvement Program.

A complete list of those changes has been provided in the subsequent attachment.

The APO Board has approved the changes to the FY 2019-2023 TIP as listed in the aforementioned attachment.

Jeff Westerlund Date
Chair, APO Policy Board

Brian Gibson, PTP Date
Executive Director, APO

Changes to FY 2019-2023 Transportation Improvement Program

The following is a list of proposed changes (separated by fiscal year) to the Saint Cloud Area Planning Organizations (APO's) FY 2019-2023 Transportation Improvement Program.

Comments and feedback from members of the public is encouraged. Please submit all comments by no later than **5 p.m. on Monday, April 8, 2019** to Vicki Johnson (Ikeogu). Comments can be submitted via [email \(ikeogu@stcloudapo.org\)](mailto:ikeogu@stcloudapo.org), by phone (320)-252-7568, or in person at the APO Office (1040 County Road 4, Saint Cloud, MN 56303).

These proposed changes will be addressed by the APO's Policy Board on **Thursday, May 9, 2019**.

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- **Saint Cloud** SP 162-090-008: Technical correction in description from CR 47 to CR 74.
- **MnDOT** SP 73-00137: Project reduced from \$200,000 (Dist C FHWA \$180,000/ Other \$20,000) to \$194,984 (\$175,486 for FHWA, \$19,498 for other).
- **MnDOT** SP 73-00138: Project reduced from \$350,000 (Dist C FHWA \$5,000/ Other \$345,000) to \$212,992 (\$191,693 for FHWA/ \$21,299 other) (Admin)
- **MnDOT** SP 7380-246: Project increased from \$588,000 (FHWA \$529,200/ State \$58,800) to \$887,392 (FHWA \$798,653 and \$88,739 State)
- **MnDOT** SP 7303-50: Project has increased from \$8,070,000 (FHWA \$6,456,000, state \$1,614,000) to \$8,727,923 (FHWA \$6,980,738, state \$1,747,185)
- **MnDOT** SP 8823-338: Project increased from \$3,000,000 to \$3,639,000. All state funded.

2020:

- **Metro Bus** SP TRF-0048-20B: Technical correction in project number. Changed to TRS-0048-20TD. Removal of Section 5307 from description.
- **Metro Bus** SP TRF-0048-20C: Technical correction in project number. Changed to TRS-0048-20TE. Removal of Section 5307 from description.
- **Metro Bus** SP TRF-0048-20D: Technical correction in project number. Changed to TRS-0048-20TF. Removal of Section 5307 from description.
- **MnDOT** SP 0503-90: Addition of clarification language "at Benton CSAH 8 East of St Cloud." Change in project cost from \$2,300,000 (FHWA \$1,840,000/ \$460,000 state) to \$3,027,000 (FHWA \$2,421,600/state \$605,400).
- **MnDOT** SP 0503-90S: Addition of clarification language "at Benton CSAH 8 East of St Cloud."
- **MnDOT** SP 8803-AM-20: Project cost decreased from \$1,300,000 to \$1,100,000.
- **MnDOT** SP 8803-CA-20: Project cost increased from \$3,500,000 to \$5,650,000.
- **MnDOT** SP 8803-CA-20A: Project cost decreased from, \$3,992,000 to \$2,220,700.
- **MnDOT** SP 8803-PM-20: Project cost decreased from \$3,500,000 to \$2,900,000.

2021:

- **Saint Cloud** SP 162-175-001: Technical correction in project description. Changing the terminology from reclamation to reconstruction. No change in project scope or work type.
- **MnDOT** SP 8823-344: Project has been removed from FY 2021. (HSIP \$750,000/ FHWA \$675,000/Other \$75,000)
- **MnDOT** SP 8803-AM-21: Project cost decreased from \$1,300,000 to \$1,100,000.
- **MnDOT** SP 8803-CA-21: Project cost increased from \$3,500,000 to \$4,600,000.
- **MnDOT** SP 8803-CA-21A: Project cost decreased from \$2,586,700 to \$1,586,000.
- **MnDOT** SP 8803-PM-21: Project cost decreased from \$3,500,000 to \$3,000,000.
- **MnDOT** SP 8803-SA-21: Project cost increased from \$4,800,000 to \$7,440,000.
- **MnDOT** SP 0502-116: Project has been added to the FY 2019-2023 TIP. \$1,750,000 HSIP (\$1,575,000 FHWA; \$175,000 State).
- **MnDOT** SP 8803-SHL-21: Project has been deleted from the FY 2019-2023 TIP. (\$473,503 total/ FHWA \$426,153/\$47,350 other).

2022:

- **Sartell** SP 220-113-002: STBGP funding target for FY 2023 decreased causing local match to increase. Target AC dropped from \$1,970,800 to \$1,929,820. Local match increased from \$2,699,020 to \$2,740,000.
- **MnDOT** SP 0503-91: Project has been removed from the TIP (Placed in FY 2023) (Total \$30,300,000 FHWA \$24,240,000, State \$6,060,000).
- **MnDOT** SP 7380-259: Project has been removed from the TIP (Placed in FY 2023) (Total \$6,054,000 FHWA \$5,448,600, State \$605,400).
- **MnDOT** SP 8803-SHS-22: Project has been removed from the TIP (HSIP \$2,555,556, FHWA \$2,300,000; State \$255,556).
- **MnDOT** SP 8803-AM-22: Project cost has decreased from \$1,300,000 to \$1,200,000.
- **MnDOT** SP 8803-CA-22: Project cost increased from \$3,548,444 to \$4,169,000.
- **MnDOT** SP 8803-CA-22A: Project cost decreased from \$1,525,800 to \$661,800.
- **MnDOT** SP 8803-PM-22: Project cost decreased from \$3,500,000 to \$2,050,000.
- **MnDOT** SP 8803-SA-22: Project cost increased from \$4,400,000 to \$7,100,000.

2023:

- **Metro Bus:** Technical correction. Project number TRF-0048-23H added for Operating Assistance.
- **Metro Bus:** Technical correction. Project number TRF-0048-23C added for Preventive Maintenance.
- **Metro Bus:** Technical correction. Project number TRF-0048-23A added for paratransit operating.
- **Metro Bus:** Technical correction. Project number TRF-0048-23B added for Northstar Commuter Operating.
- **Metro Bus:** Technical correction. Project number TRF-0048-23D added for Office Equip, IT & Communication Projects.
- **Metro Bus:** Technical Correction. Project number TRS-0048-23T added for facility improvements and additions.
- **Metro Bus:** Technical correction. Project number TRF-0048-23G added for maintenance tools and equipment.
- **Metro Bus:** Technical correction. Project number TRF-0048-23F added for purchase bus shelters.

- **Metro Bus:** Technical correction. Project number TRF-0048-23E added for purchase six <30 ft. CNG DAR replacement buses.
- **Metro Bus:** SP TRF-0048-23E: Funding source change from FTA to STBGP 5K-200K.
- **Sartell** SP 220-113-002AC: Target AC Payback decreased from \$1,970,800 to \$1,929,820.
- **MnDOT:** SP 0503-91: Added project to FY 2023 with AC Payback. (STIP total \$24,260,000/ NHPP (FHWA) \$18,200,000/ State \$6,060,000/ Total AC \$6,285,000/ Project Total: \$30,545,000). This project increased from \$30,300,000 to \$30,545,000.
- **MnDOT:** SP 7380-259: Project added to FY 2023 (\$6,054,000 STIP total, FHWA \$5,448,600; State: \$605,400.)
- **MnDOT:** SP 8823-344: Project added (originally from FY 2021). \$750,000 total cost, \$675,000 Federal, \$75,000 State.
- **MnDOT:** SP 8823-354: Project added. Districtwide signal retiming project on MN 23, MN 25 and MN 371 (HSIP PROJECT). Total cost \$330,000. Federal \$297,000. State \$33,000.
- **MnDOT:** SP XXXX-XX: Project added. Greater MN Reliability Funding. Total cost \$3,770,000. Federal \$2,900,000. State \$870,000. **Will need a funding source.**
- **MnDOT:** SP 8803-SHS-23. Project added. D3 HSIP Share. Total cost \$1,475,556. Federal \$1,328,000. State \$147,556.
- **MnDOT:** SP 8803-AM-23. Project added. Local partnership program. Total cost/state \$1,200,000.
- **MnDOT:** SP 8803-CA-23. Project added External project development. Total cost/state \$3,548,000.
- **MnDOT:** SP 8803-CA-23A. Project added ****17NEW** **CHAP3**** Project development. Total/BF \$420,950.
- **MnDOT:** SP 8803-PD-23. Project added. Internal project development. Total/state \$2,100,000.
- **MnDOT:** SP 8803-MA-23 Project added. Misc. Agreements. Total/state \$400,000.
- **MnDOT:** SP 8803-RB-23. Project added. Landscaping. Total/state \$30,000.
- **MnDOT:** SP 8803-RW-23. Project added. ROW. Total/state \$2,000,000.
- **MnDOT:** SP 8803-PM-23: Project added. Preventative maintenance. Total/state \$3,500,000.
- **MnDOT:** SP 8803-RX-23: Project added. BARC. Total/State \$2,500,000.
- **MnDOT:** SP 8803-SA-23: Project added. Supplemental agreements/overruns. Total/state: \$4,400,000.
- **MnDOT:** SP 8803-SC-23: Project added. Safety Improvements. Total/state \$300,000.



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 APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Overnight Travel Request for the Executive Director
DATE: April 25, 2019

I currently serve on a sub-committee of the Transportation Research Board that is responsible for developing a bi-**annual conference known as "Tools of the Trade"**. The conference focuses specifically on methods, tools, and solutions for small- and mid-sized urban areas. The sub-committee is meeting on June 27 and 28 in Atlanta. Per policy, the Board must approve any out-of-state travel by the Executive Director.

A travel request form and cost estimate is attached for your consideration. The APO currently has sufficient funds for the trip.

Saint Cloud APO Travel Request Form

Name of Traveler: Brian Gibson Title of Conference/Meeting/Workshop: TRB ADA30 Subcommittee Meeting

Starting Date: 6/27/2019 (mm/dd/yyyy)

Ending Date: 6/28/2019 (mm/dd/yyyy)

Travel Destination: Atlanta, GA

Cost Estimation: *(Include all taxes and fees in estimates)*

A - Airfare: \$385.00 *Enter Coach Rate*

B - Ground Transportation: \$10.00 [Mileage is reimbursed at the current GSA rate.](#)
Include parking fees, if any. Use of public transportation is strongly encouraged where appropriate.

C - Lodging: \$500.00 *Include all taxes and fees.*

D - Meals: \$231.00 [Meal costs reimbursed at GSA rate.](#)
Do not include costs of meals that are provided for free.

E - Registration Fees: \$0.00

F - Other: _____ Explain Other Costs: _____

Total Est. Cost: \$1,126.00 *Costs will not be reimbursed without a receipt or proof of purchase.*

Travel Approval:

Signature

Date of 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 Policy Board
FROM: Vicki Johnson (Ikeogu), Associate Planner
RE: Draft FY 2020-2023 APO Transportation Improvement Program
DATE: April 26, 2019

The Transportation Improvement Program (TIP) is a federally mandated, annually prepared document that contains highway, transit, and other transportation projects that are being recommended for Federal funding during the next four (4) years in the metropolitan area.

The projects included in each year's TIP ultimately are derived from the APO's Metropolitan Transportation Plan (MTP), and are aimed at meeting the long-range needs of the area's transportation system.

Within the Saint Cloud Metropolitan Planning Area (MPA), the TIP includes projects from the **Minnesota Department of Transportation (MnDOT) District 3 (D3) in the APO's planning area**, Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus), and local projects from member jurisdictions that receive Federal funding or are regionally significant.

All projects programmed into the TIP must comply with regulations issued by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

This draft update to the TIP spans a period of four (4) fiscal years – FY 2020 through 2023.

Per the TIP development schedule approved in late 2018, a draft copy of the TIP will be **presented to the APO's Policy Board at its May meeting. This meeting is currently scheduled for Thursday, May 9, 2019.**

The anticipated public comment period for the FY 2019-2023 TIP will be announced at the end of May with a final review of the draft document coming before the TAC and Policy Board at the August meeting.

Members of the APO's Technical Advisory Committee (TAC) reviewed the draft TIP table and document at its May 2 meeting. Recommendations made by the TAC at that meeting will be addressed at the May 9 Policy Board meeting.

Requested action: Approval of the draft FY 2020-2023 Transportation Improvement Program to be released for thirty (30) day public comment period.

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
BB	TRF-0048-20	2020	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,400,000								1,340,000					8,060,000	9,400,000
BB	TRF-0048-20E	2020	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,200,000								960,000					240,000	1,200,000
BB	TRF-0048-20F	2020	METRO BUS	ST. CLOUD MTC -- PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,500,000													4,500,000	4,500,000
BB	TRF-0048-20G	2020	METRO BUS	ST. CLOUD MTC -- NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRS-0048-20TD	2020	METRO BUS	ST. CLOUD MTC; PURCHASE ITS EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	35,000										28,000	28,000		7,000	35,000
BB	TRS-0048-20TE	2020	METRO BUS	ST. CLOUD MTC; PURCHASE MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	15,000										12,000	12,000		3,000	15,000
BB	TRS-0048-20TF	2020	METRO BUS	ST. CLOUD MTC; TRANSIT SIGNAL PRIORITY PROJECTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	30,000										24,000	24,000		6,000	30,000
BB	TRS-0048-20T	2020	METRO BUS	ST. CLOUD MTC; PURCHASE (5) <30 FT. REPLACEMENT CNG DAR BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	1,150,000		920,000	920,000										230,000	1,150,000
BB	TRS-0048-20TA	2020	METRO BUS	ST. CLOUD MTC; PURCHASE (3) STD 35 FT. REPLACEMENT CNG FIXED ROUTE BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	1,800,000		1,440,000	1,440,000										360,000	1,800,000
BB	TRS-0048-20TC	2020	METRO BUS	ST. CLOUD MTC; FARE COLLECTION SYSTEM UPGRADE		TR	TRANSIT GRANT CAP IMP (NON-VEHICLE)	STBGP 5K-200K	1,000,000		800,000	800,000										200,000	1,000,000
CSAH 75	073-675-039AC1	2020	STEARNS COUNTY	CSAH 75, FROM 0.1 MILES S OF 33RD ST S TO 0.1 MILES N OF 33RD ST S IN ST. CLOUD, INTERSECTION IMPROVEMENTS (AC PROJECT, PAYBACK 1 OF 2)	0.3	SC	TURN LANES	STBGP 5K-200K	180,689				180,689		180,689								
CSAH 75	073-675-037AC2	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM OLD COLLEGEVILLE ROAD TO CSAH 81 IN STEARNS COUNTY, RESURFACING (AC PROJECT, PAYBACK 2 OF 3)	5.7	RS	BITUMINOUS OVERLAY	STBGP 5K-200K	751,047				751,047		751,047								
CSAH 75	073-675-040	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM 15TH AVE IN WAITE PARK TO PARK AVE IN ST CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT	1.4	RD	CONCRETE PAVEMENT REHAB	STBGP 5K-200K	908,520	449,640		449,640				191,480						458,880	1,100,000

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
				(AC PROJECT PAYBACK 2022)																			
MSAS 109	191-109-006	2020	SAUK RAPIDS	SAUK RAPIDS MSAS 109, FROM SUMMIT AVE S TO US 10, IN SAUK RAPIDS, RECONSTRUCTION BENTON DR INCL ROADWAY, SIDEWALK, DRAINAGE AND LIGHTING	0.51	RC	URBAN RECONST.	STBGP 5K-200K	2,528,678	1,624,703		1,624,703										903,975	2,528,678
PED/BIKE	162-090-007	2020	ST. CLOUD	CONSTRUCT BEAVER ISLAND TRAIL PHASE 8 FROM THE EXISTING TRAIL AT ST CLOUD'S WASTE WATER TREATMENT FACILITY TO THE SOUTH ST CLOUD CITY LIMITS	0	EN	NEW TRAIL	STBGTAP 5K-200K	600,000	480,000		480,000										120,000	600,000
MN 23	0503-90	2020	MNDOT	MN 23, FROM 0.1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST. CLOUD	3.7	SH	MILL AND OVERLAY	NHPP	3,027,000	2,421,600		2,421,600						605,400		605,400			3,027,000
MN 23	0503-90S	2020	MNDOT	MN 23, FROM 0.1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST. CLOUD (HSIP PROJECT)	3.7	SH	TURN LANES	HSIP	500,000	450,000		450,000						50,000		50,000			500,000
I 94	7380-237	2020	MNDOT	I-94, AT MN 23 INTERCHANGE SOUTH OF WAITE PARK, INTERCHANGE SAFETY REVISIONS	0	SC	SAFETY IMPROVEMENT	BF	2,200,000												2,200,000		2,200,000
RR	73-00139	2020	MNDOT	NLR RR, INSTALL GATES AT CSAH 138, 54TH AVE N, WAITE PARK, STEARNS COUNTY	0	SR	RAILROADS	RRS	240,000		216,000	216,000										24,000	240,000
MN 999	8803-AM-20	2020	MNDOT	DISTRICTWIDE SETASIDE - LOCAL PARTNERSHIP PROGRAM - 2020		AM	COOP. CONST. AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000
MN 999	8803-MA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - MISC AGREEMENTS - 2020		MA	MISCELLANEOUS	SF	400,000									400,000		400,000			400,000

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									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803- CA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - EXTERNAL PROJECT DEVELOPMENT - 2020		CA	MISCELLANEOUS	SF	7,920,000									5,650,000		5,650,000	2,270,000		7,920,000
MN 999	8803- PD-20	2020	MNDOT	DISTRICTWIDE SETASIDE - INTERNAL PROJECT DEVELOPMENT - 2020		CA	MISCELLANEOUS	SF	2,000,000									2,000,000		2,000,000			2,000,000
MN 999	8803- PM-20	2020	MNDOT	DISTRICTIWDIE SETASIDE - PREVENTATIVE MAINTENANCE - 2020		PM	PREVENTIVE MAINTENANCE	SF	2,900,000									2,900,000		2,900,000			2,900,000
MN 999	8803- RB-20	2020	MNDOT	DISTRICTWIDE SETASIDE - LANDSCAPING - 2020		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803- RW-20	2020	MNDOT	DISTRICTWIDE SETASIDE - RIGHT OF WAY - 2020		RW	RIGHT OF WAY	SF	5,000,000									2,000,000		2,000,000	3,000,000		5,000,000
MN 999	8803- RX-20	2020	MNDOT	DISTRICTWIDE SETASIDE - MISC ROAD & BRIDGE REPAIR (BARC) - 2020		RX	ROAD REPAIR	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803- SA-20	2020	MNDOT	DISTRICTWIDE SETASIDE - SUPPLEMENTAL AGREEMENTS - 2020		SA	SUPP. AGREE & COST OVERRUNS	SF	4,100,000									4,100,000		4,100,000			4,100,000
MN 999	8803- SC-20	2020	MNDOT	DISTRICTWIDE SETASIDE - SAFETY IMPROVEMENTS - 2020		SC	TRAFFIC MGMT. SYSTEM	SF	300,000									300,000		300,000			300,000
BB	TRF- 0048- 21	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,400,000								1,340,000					8,060,000	9,400,000
BB	TRF- 0048- 21E	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,200,000								960,000					240,000	1,200,000
BB	TRF- 0048- 21J	2021	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,500,000													4,500,000	4,500,000
BB	TRF- 0048- 21K	2021	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRF- 0048- 21A	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; BUS SHELTERS		B9	TRANSIT GRANT CAP IMP (NON- VEHICLE)	FTA	25,000								20,000					5,000	25,000
BB	TRF- 0048- 21B	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PURCHASE THREE (3) REPLACEMENT OPERATIONS VEHICLES		B9	TRANSIT VEHICLE PURCHASE	FTA	120,000								96,000					24,000	120,000
BB	TRF- 0048- 21C	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT GRANT CAP IMP (NON- VEHICLE)	FTA	86,500								69,200					17,300	86,500
BB	TRF- 0048- 21F	2021	METRO BUS	SECT 5307: ST. CLOUD MTC; PURCHASE MAINTENANCE TOOLS AND EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON- VEHICLE)	FTA	135,000								108,000					27,000	135,000

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									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
BB	TRS-0048-21TC	2021	METRO BUS	ST. CLOUD MTC; PURCHASE 2 <30 FT. REPLACEMENT CNG DAR EXPANSION BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	460,000		368,000	368,000										92,000	460,000
BB	TRS-0048-21TA	2021	METRO BUS	ST. CLOUD MTC; PURCHASE (3) <30 FT. REPLACEMENT CNG DAR REPLACEMENT BUSES		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	690,000		552,000	552,000										138,000	690,000
BB	TRF-0048-21L	2021	METRO BUS	ST. CLOUD MTC; OPERATIONS FACILITY IMPROVEMENTS		TR	TRANSIT GRANT CAP IMP (NON-VEHICLE)	LF	1,250,000													1,250,000	1,250,000
CSAH 8	005-070-007	2021	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RUMBLE STRIPE (TIED TO SP 005-608-009)	1.6	SH	EDGE LINE RUMBLE STRIPS	HSIP	5,250	4,725		4,725										525	5,250
CSAH 8	005-608-009	2021	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RECLAMATION (TIED TO SP 005-070-007)	1.6	RD	BITUMINOUS RECLAMATION	STBGP 5K-200K	650,000	391,152		391,152										258,848	650,000
CSAH 75	073-675-039AC2	2021	STEARNS COUNTY	CSAH 75, FROM 0.1 MILES S OF 33RD ST S TO 0.1 MILES N OF 33RD ST S IN ST CLOUD, INTERSECTION IMPROVEMENTS (AC PAYBACK 2 OF 2)	0.3	SC	TURN LANES	STBGP 5K-200K	148,939				148,939		148,939								
CSAH 75	073-675-037AC3	2021	STEARNS COUNTY	STEARNS CSAH 75, FROM OLD COLLEGEVILLE ROAD TO CSAH 81 IN STEARNS COUNTY, RESURFACING (AC PROJECT, PAYBACK 3 OF 3)	5.7	RS	BITUMINOUS OVERLAY	STBGP 5K-200K	751,047				751,047		751,047								
PED/BIKE	073-090-011	2021	STEARNS COUNTY	CONSTRUCT PHASE 3 OF THE ROCORI TRAIL ALONG RR CORRIDOR FROM COLD SPRING TO ROCKVILLE	2.3	EN	NEW TRAIL	STBGTAP<5K	1,663,863	812,270		812,270										851,593	1,663,863
MSAS 175	162-175-001	2021	ST. CLOUD	ST. CLOUD MSAS 175 - CR 136 FROM 22ND ST SOUTH TO 33RD ST SOUTH, RECONSTRUCTION	1.6	RD	BITUMINOUS RECLAMATION	STBGP 5K-200K	1,400,000	842,482		842,482										557,518	1,400,000
US 10	0502-116	2021	MNDOT	US 10, INSTALL MEDIAN CABLE BARRIER GUARDRAIL FROM N OF ST. CLOUD TO RICE (HSIP PROJECT)	10	SH	GUARD RAIL(S)	HSIP	1,750,000	1,575,000		1,575,000						175,000		175,000			1,750,000
MN 999	8803-AM-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERSHIP PROGRAM - 2021		AM	COOP. CONST. AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000

Saint Cloud Area Planning Organization FY 2020-2023 Project Table									Running STIP Total	Running FHWA			Running Advanced Construction Payback Total			Running Total AC	Running FTA	Running TH Total			Running Bond	Running Other (Local)	Running Project Total
									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803- CA-21	2021	MNDOT	DISTRICTWIDE SETASIDES - EXTERNAL PROJECT DEVELOPMENT - 2021		CA	MISCELLANEOUS	SF	6,186,000									4,600,000		4,600,000	1,586,000		6,186,000
MN 999	8803- PD-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2021		CA	MISCELLANEOUS	SF	2,000,000									2,000,000		2,000,000			2,000,000
MN 999	8803- MA-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2021		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000
MN 999	8803- RB-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2021		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803- RW-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2021		RW	RIGHT OF WAY PURCHASE	SF	4,500,000									2,000,000		2,000,000	2,500,000		4,500,000
MN 999	8803- PM-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2021		PM	PREVENTIVE MAINTENANCE	SF	3,000,000									3,000,000		3,000,000			3,000,000
MN 999	8803- RX-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2021		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803- SA-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS - 2021		SA	SUPP. AGREE & COST OVERRUNS	SF	7,440,000									7,440,000		7,440,000			7,440,000
MN 999	8803- SC-21	2021	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2021		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000
BB	TRF- 0048- 22	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,500,000								1,340,000					8,160,000	9,500,000
BB	TRF- 0048- 22C	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTATIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,300,000								1,040,000					260,000	1,300,000
BB	TRF- 0048- 22A	2022	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,600,000													4,600,000	4,600,000
BB	TRF- 0048- 22B	2022	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,300,000													1,300,000	1,300,000
BB	TRS- 0048- 22T	2022	METRO BUS	ST. CLOUD 4 CNG FIXED ROUTE LARGE BUSES - REPLACEMENT		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K- 200K	2,400,000		1,920,000	1,920,000										480,000	2,400,000
BB	TRF- 0048- 22D	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT OPERATIONS	FTA	55,000								44,000					11,000	55,000
BB	TRF- 0048- 22I	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; FACILITY IMPROVEMENTS		B9	TRANSIT GRANT CAP IMP (NON- VEHICLE)	FTA	75,000								60,000					15,000	75,000

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									\$241,143,160	\$48,250,169			\$3,953,022			\$7,509,300	\$11,285,200	\$94,143,236			\$14,638,750	\$69,172,663	\$244,699,438
Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
BB	TRF-0048-22H	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	15,000								12,000					3,000	15,000
BB	TRF-0048-22J	2022	METRO BUS	SECT 5307: ST. CLOUD MTC; (TSP) TRANSIT SIGNAL PRIORITY PROJECTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	30,000								24,000					6,000	30,000
LOCAL 999	073-070-023	2022	STEARNS COUNTY	CHEVRON CURVE SIGNING ALONG VARIOUS STEARNS CO ROADS	0	SH	SIGNING(S)	HSIP	240,000	216,000		216,000										24,000	240,000
LOCAL 999	073-070-024	2022	STEARNS COUNTY	RURAL INTERSECTION LIGHTING AT VARIOUS STEARNS CO ROAD INTERSECTIONS	0	SH	LIGHTING(S)	HSIP	96,000	84,600		84,600										9,600	96,000
CSAH 75	073-675-040AC	2022	STEARNS COUNTY	STERANS CSAH 75, FROM 15TH AVE IN WAITE PARK TO PARK AVE IN ST. CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT (AC PAYBACK 1 OF 1)	1.4	RD	CONCRETE PAVEMENT REHAB	STBGP 5K-200K	191,480				191,480		191,480								
MSAS 113	220-113-002	2022	SARTELL	SARTELL 19TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PROJECT, PAYBACK IN 2023)	1.3	RC	RECONST.	STBGP 5K-200K	2,870,100	160,100		160,100				1,929,820						2,710,000	4,799,920
MSAS 141	162-141-008	2022	ST. CLOUD	ST. CLOUD MSAS 141 (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK	0.6	RC	RECONST.	STBGP 5K-200K	2,500,000	1,457,080		1,457,080										1,042,920	2,500,000
US 10	0502-115	2022	MNDOT	US 10, REPLACE BRIDGE #3666 OVER STREAM WITH BOX CULVERT 0.2 MI NW OF BENTON CSAH 33	0	BR	BRIDGE REPLACEMENT	NHPP	621,000	496,800		496,800						124,200		124,200			621,000
MN 999	8803-AM-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERSHIP PROGRAM - 2022		AM	COOP CONST AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000
MN 999	8803-CA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - EXTERNAL PROJECT DEVELOPMENT - 2022		CA	MISCELLANEOUS	SF	4,830,800									4,169,000		4,169,000	661,800		4,830,800
MN 999	8803-PD-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2022		CA	MISCELLANEOUS	SF	2,100,000									2,100,000		2,100,000			2,100,000
MN 999	8803-MA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2022		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000

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Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803-RB-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2022		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000
MN 999	8803-RW-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2022		RW	RIGHT OF WAY PURCHASE	SF	4,000,000									2,000,000		2,000,000	2,000,000		4,000,000
MN 999	8803-PM-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2022		PM	PREVENTIVE MAINTENANCE	SF	2,050,000									2,050,000		2,050,000			2,050,000
MN 999	8803-RX-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2022		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803-SA-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS - 2022		SA	SUPP. AGREE & COST OVERRUNS	SF	7,100,000									7,100,000		7,100,000			7,100,000
MN 999	8803-SC-22	2022	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2022		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000
BB	TRF-0048-23H	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; OPERATING ASSISTANCE		B9	TRANSIT OPERATIONS	FTA	9,600,000								1,500,000					8,100,000	9,600,000
BB	TRF-0048-23C	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; PREVENTATIVE MAINTENANCE		B9	TRANSIT OPERATIONS	FTA	1,400,000								1,120,000					280,000	1,400,000
BB	TRF-0048-23A	2023	METRO BUS	ST. CLOUD MTC - PARATRANSIT OPERATING		TR	TRANSIT OPERATIONS	LF	4,700,000													4,700,000	4,700,000
BB	TRF-0048-23B	2023	METRO BUS	ST. CLOUD MTC - NORTHSTAR COMMUTER OPERATING		TR	TRANSIT OPERATIONS	LF	1,400,000													1,400,000	1,400,000
BB	TRF-0048-23D	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; OFFICE EQUIP, IT & COMMUNICATION PROJECTS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	115,000								92,000					23,000	115,000
BB	TRS-0048-23T	2023	METRO BUS	ST. CLOUD MTC; FACILITY IMPROVEMENTS AND ADDITIONS		TR	TRANSIT VEHICLE PURCHASE	STBGP 5K-200K	1,450,000	1,160,000		1,160,000										290,000	1,450,000
BB	TRF-0048-23G	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; MAINTENANCE TOOLS & EQUIPMENT		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	15,000								12,000					3,000	15,000
BB	TRF-0048-23F	2023	METRO BUS	SECT 5307: ST. CLOUD MTC; PURCHASE BUS SHELTERS		B9	TRANSIT GRANT CAP IMP (NON-VEHICLE)	FTA	25,000								20,000					5,000	25,000
BB	TRF-0048-23E	2023	METRO BUS	ST. CLOUD MTC; PURCHASE SIX (6) <30 FT. CNG DAR REPLACEMENT BUSES		BB	TRANSIT VEHICLE PURCHASE	FTA	1,410,000								1,128,000					282,000	1,410,000
PED/BIKE	073-090-XXX	2023	STEARNS COUNTY	BEAVER ISLAND TRAIL EXTENSION	0	RT	NEW TRAIL	STBGTP 5K-200K	1,740,000	400,000		400,000										1,340,000	1,740,000

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Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
PED/BIKE	220-090-002	2023	SARTELL	HERITAGE DRIVE CONNECTIVITY AND ENHANCEMENTS	0	RT	NEW TRAIL	STBG TAP 5K-200K	459,121	367,297		367,297										91,824	459,121
MSAS 113	220-113-002AC	2023	SARTELL	SARTELL 19TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PAYBACK 1 OF 1)	1.3	RC	RECONST.	STBGP 5K-200K	1,929,820				1,929,820		1,929,820								
MN 23	0503-91	2023	MNDOT	MN 23, AT US 10 INTERCHANGE IN ST. CLOUD, RECONSTRUCT MN 23 FROM 0.1 MI W OF LINCOLN AVE TO 0.1 MI W OF CR 1; RECONSTRUCT US 10 FROM 0.2 MI W OF ST. GERMAIN TO 0.1 MI N OF 15TH AVE SE; REPLACE BRIDGES OVER US 10, BR# 9021 WITH BR# 05019 AND BR# 9022 WITH BR# 05018; INCLUDES MULTIMODAL IMPROVEMENTS (AC PROJECT, PAYBACK IN 2024)	2.1	MC	RECONST.	NHPP	24,912,000	18,852,000		18,852,000				5,388,000		6,060,000		6,060,000			30,300,000
I 94	7380-259	2023	MNDOT	I-94, REPLACE BRIDGE NOS. 73875 AND 73876 OVER BNSF RR 0.6 MI W ON MN 23 INTERCHANGE	0.2	BR	BRIDGE REPLACEMENT	NHPP	6,054,000	5,448,600		5,448,600						605,400		605,400			6,054,000
MN 999	8803-SHL-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - HIGHWAY SAFETY IMPROVEMENT PROGRAM - 2023		SH	OTHER	HSIP	3,016,800	2,715,120		2,715,120								301,680		301,680	3,016,800
MN 999	8803-SHS-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - DISTRICT 3 HSIP SHARE - 2023				HSIP	1,805,556	1,625,000		1,625,000						180,556		180,556			1,805,556
MN 999	8803-AM-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - LOCAL PARTNERHSIP PROGRAM - 2023		AM	COOP CONST AGREEMENT	SF	1,100,000									1,100,000		1,100,000			1,100,000
MN 999	8803-CA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - EXTERNAL PROJECT DEVELOPMENT - 2023		CA	MISCELLANEOUS	SF	3,968,950									3,548,000		3,548,000	420,950		3,968,950
MN 999	8803-PD-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - INTERNAL PROJECT DEVELOPMENT - 2023		CA	MISCELLANEOUS	SF	2,100,000									2,100,000		2,100,000			2,100,000
MN 999	8803-MA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - MISC AGREEMENTS - 2023		MA	MISC. AGREEMENT	SF	400,000									400,000		400,000			400,000
MN 999	8803-RB-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - LANDSCAPING - 2023		RB	LANDSCAPE PARTNERSHIP	SF	30,000									30,000		30,000			30,000

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Route System	Project Number	Year	Agency	Project Description	Mile	Program	Work Type	Proposed Funds	STIP Total	Target FHWA	Dist C FHWA	Total FHWA	Target AC Payback	Dist C AC Payback	Total AC Payback	Total AC	FTA	State TH	Dist C TH	Total TH	Bond	Other (Local)	Project Total
MN 999	8803- RW-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - RIGHT-OF-WAY - 2023		RW	RIGHT OF WAY PURCHASE	SF	2,000,000									2,000,000		2,000,000			2,000,000
MN 999	8803- PM-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - PREVENTATIVE MAINTENANCE - 2023		PM	PREVENTIVE MAINTENANCE	SF	3,500,000									3,500,000		3,500,000			3,500,000
MN 999	8803- RX-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - MISC ROAD & BRIDGE REPAIR (BARC) - 2023		RX	BARC	SF	2,500,000									2,500,000		2,500,000			2,500,000
MN 999	8803- SA-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - SUPPLEMENTAL AGREEMENTS/OVERRUNS		SA	SUPP. AGREE & COST OVERRUNS	SF	4,400,000									4,400,000		4,400,000			4,400,000
MN 999	8803- SC-23	2023	MNDOT	DISTRICTWIDE SET ASIDES - SAFETY IMPROVEMENTS - 2023		SC	SAFETY IMPROVEMENT	SF	300,000									300,000		300,000			300,000



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 APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Travel Model Calibration
DATE: April 25, 2019

By Federal regulation, the APO must consider future traffic conditions when completing the Metropolitan Transportation Plan (MTP). To accomplish this, the APO maintains a sophisticated computer model that predicts traffic flow on major regional roadways.

The model is first built to accurately replicate known conditions. The base year (for comparison purposes) for the next MTP is 2015. Using population, demographics, and employment from 2015, and the 2015 roadway network, the regional Travel Demand Model (TDM) is built and adjusted until it reasonably (i.e., within certain margins of error) reproduces the 2015 traffic counts. This process **is referred to as "calibration" of the model.**

Once calibrated, we make the logical leap-of-faith that if we make changes to the roadway network, or if we grow the population to match expected growth over the next 25 years, the model will again produce reasonable results. Our model calibration was recently completed by SRF Consulting Group. Planning Technician Alex McKenzie will present the results of the calibration to the Board (see the accompanying document).

Your approval of the calibration results will allow us to begin developing future-year traffic forecasts to help guide the identification and specification of projects in the MTP. The calibration results were shared with the Technical Advisory Committee on April 4th, and they did recommend Board approval.

Staff does recommend approval of the calibration results.

Memorandum

SRF No. 11430

To: Brian Gibson, Executive Director
St. Cloud Area Planning Organization

From: Steve Wilson, Principal
Krista Anderson, Engineer

Date: January 3, 2019

Subject: Travel Demand Model Update

Introduction

This memorandum describes the process used to recalibrate and validate the St. Cloud Area Planning Organization's travel demand model to year 2015.

The St. Cloud Area Planning Organization (APO) maintains a travel demand model to support its long range regional planning efforts and to provide guidance to planning and design of major roadway projects in the region. The APO is developing its year 2045 transportation plan, which necessitates updating the model to existing (year 2015) conditions within acceptable industry standards.

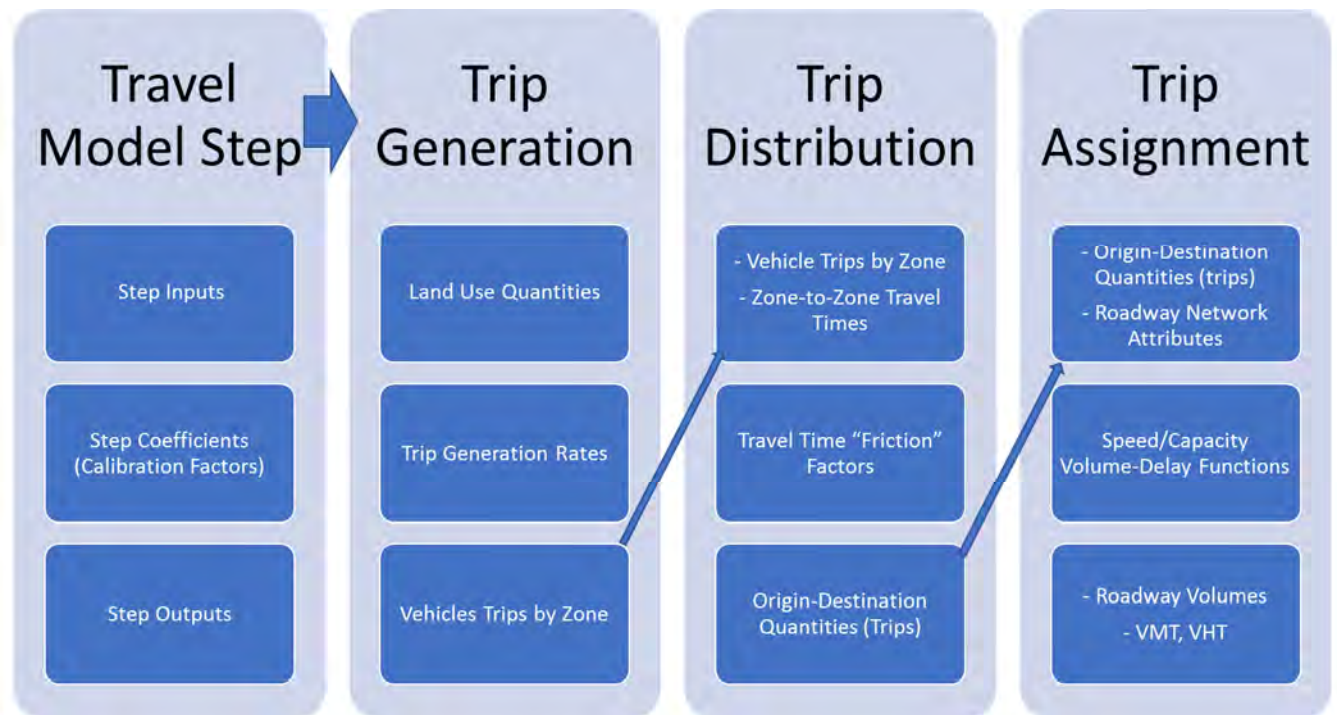
The recalibration of the current APO travel demand model (TDM) focused on cost-effective modifications to the trip generation and trip distribution components of the existing model structure using existing datasets in addition to professional judgement. These modifications were carried through the trip assignment step of the TDM and a set of validation measures were prepared to demonstrate the reasonableness of the model output is within acceptable margin-of-error guidelines recommended under the Federal Highway Administration's *Travel Model Validation and Reasonability Checking Manual*.

Model Structure

The flow of the APO's TDM is depicted in Figure 1 below. The current APO model is a simplified "four-step" model. The non-included model step, mode choice, is combined with the trip generation step to produce vehicle trips rather than separate estimates of person trips and transit market shares. This is a common simplification in small-to-midsize urban area models, where the transit market share is small and the resources available to develop transit models are limited.

Primary inputs to the model include a land use file with land uses and quantities for the trip generation program, and a network file of significant roadways and roadway characteristics.

Figure 1: St. Cloud APO “Simplified” Travel Demand Model Flow



Transportation Analysis Zones and Land Uses

The current land use-based trip generation program includes 13 land use categories plus an estimator for trips oriented to and from the APO region. The land use categories included in the TDM are shown in Table 1.

Land uses are grouped and summed within model Transportation Analysis Zones (TAZ) provided by the APO. Within the St. Cloud TDM extent, there are 261 TAZs, with an additional 30 TAZs representing "external stations" at the edge of the region. The TAZ structure is depicted in Figure 2. For analysis purposes, the TAZs were assigned to 13 districts, which are also depicted in Figure 3. Zone and district boundaries, and base year inputs have been compiled in a unified GIS file provided as part of the model.

Brian Gibson
St. Cloud Area Planning Organization

January 3, 2019
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Table 1: Travel Demand Model Land Use Categories

Land Use	Units	Abbreviation
Single Family Residential	Dwelling Units	SFR
Medium/High Density Residential	Dwelling Units	MHR
Office	1,000 Square Feet	OFFICE
Industry	1,000 Square Feet	IND
Low Industry	1,000 Square Feet	LIND
Low Retail	1,000 Square Feet	LRET
Medium Retail	1,000 Square Feet	MedRET
High Retail	1,000 Square Feet	HighRET
Hotel/Motel	Rooms	HOT
School	Enrollment	SCH
Parks	Acres	PARK
Hospital	Beds	HOSP
College	Students	COLL
Existing Traffic Count	Vehicles per Day	ADT

Figure 2: St. Cloud APO Travel Demand Model Transportation Analysis Zones (TAZ)

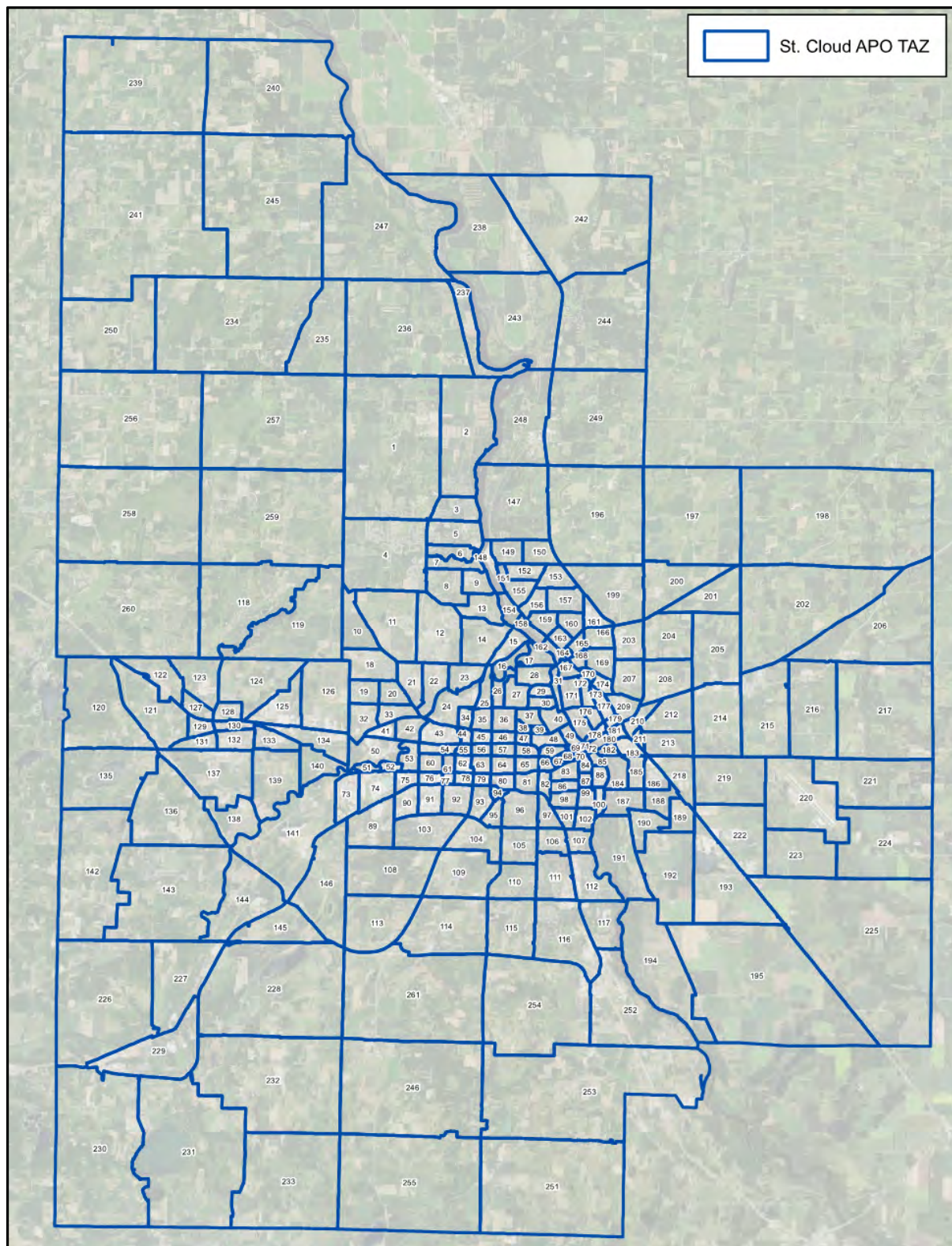
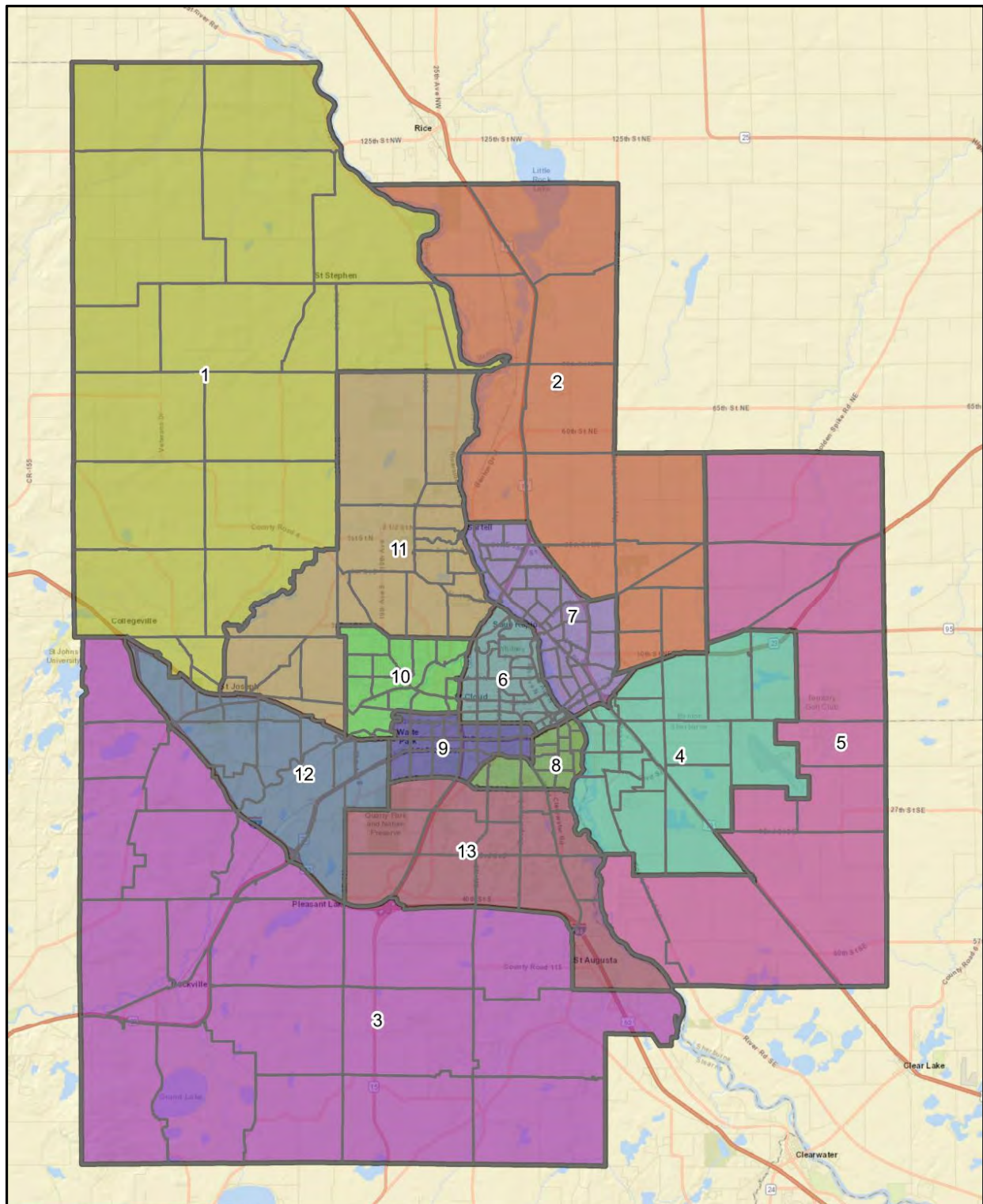


Figure 3: St. Cloud APO Travel Demand Model Transportation Analysis Zones (TAZ)



Network

The APO travel model highway network is depicted in Table 4. The existing roadway network was reviewed for accuracy. The APO model network includes several link attributes, which were reviewed and updated as necessary.

Table 2: Roadway Network Model Attributes

Link Attribute	Description
Distance	Roadway Assignment group classification of links (see Table 3) distance, used in estimating travel distance and travel time
Asgngrp	Placeholder descriptor in network (not used)
Linkgrp1	Placeholder descriptor in network (not used)
Linkgrp2	Placeholder descriptor in network (not used)
Linkgrp3	Placeholder descriptor in network (not used)
User	Placeholder descriptor in network (not used)
Ff_Speed	Free-flow speed (mph)
Capacity	Daily one-way capacity
Currvol	Current Volume (APO or MnDOT sources)

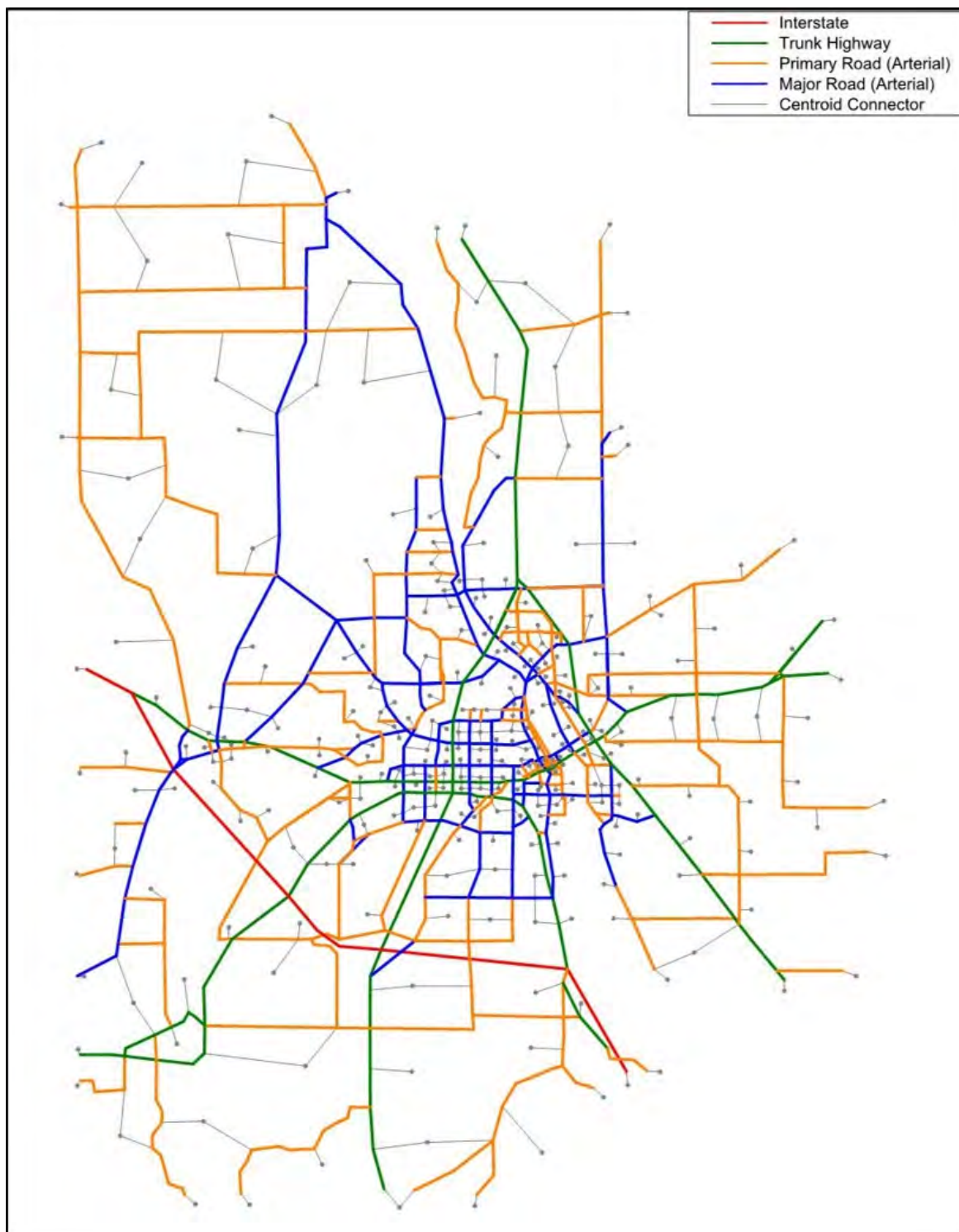
One attribute was added depicting eight screenlines used for model validation and reporting.

Four of the attributes included in the current model network are unused variables carried over from the previous TRANPLAN model network: Linkgrp1, Linkgrp2, Linkgrp3 and User. Future use of these variables and other network attributes is discussed in a subsequent section. Table 3 shows the current key attribute ranges for the demand model.

Table 3: Roadway Link Classifications

Assignment Group	Description	Free Flow Speed			Daily Capacity		
		Average	Low	High	Average	Low	High
1	Interstate	66.4	65	75	24,000	24,000	24,000
2	Trunk Highway	45.7	12	70	10,720	5,000	18,000
3	Primary Road (Arterial)	36	23	60	7,546	4,000	11,500
4	Major Road (Arterial)	37.1	6	63	5,329	3,750	11,500
6	Centroid Connector	15	6	15	-	-	-
7	External Station Centroid Connector	15	6	15	-	-	-

Figure 4: St. Cloud APO Travel Demand Model Roadway Network



Trip Generation

The current land use-based trip generation program includes 13 land use categories plus an estimator for trips oriented to and from the APO region. Standard travel demand modeling nomenclature considers trips to be “produced” at the household end (or trip origin if neither end is at the home) and attracted to the non-household end of the trip.

Many of the trip generation rates were originally developed using Institute of Transportation Engineers (ITE) estimates that have since been updated by ITE. The model’s trip generation rates were reviewed, and it was determined that most of the rates fall within the typical ITE range. Three land uses (office, medium-density retail, and high-density retail) use trip generation rates consistent with ITEs. The trip generation rates for office and medium-density retail are logarithmic with an effective trip generation rate of 13.18 and 63.32 per 1,000 square feet, respectively. High-density trip generation is specific to the Crossroads shopping center, and has an effective rate of 33.95 trips per 1,000 square feet. Trip generation rates by land use category are depicted in Table 4.

Table 4: Trip Generation Rates by Land Use/Trip Purpose

	Production			Attractions		
	Home-based Work	Home-based Other	Non-home Based	Home-based Work	Home-based Other	Non-home Based
SFR	2.42	5.25	0.71	0.00	1.01	0.71
MHR	1.45	3.17	0.43	0.00	0.61	0.43
OFFICE	-	-	-	-	-	-
IND	0.00	0.00	1.68	2.80	0.84	1.68
LIND	0.00	0.00	0.96	1.60	0.48	0.96
LRET	0.00	0.00	14.25	3.33	15.68	14.25
MedRET	-	-	-	-	-	-
HighRET	-	-	-	-	-	-
HOT	0.00	0.00	2.61	0.61	2.87	2.61
SCH	0.00	0.00	3.10	0.07	0.34	0.31
PARK	0.00	0.00	3.00	0.70	3.30	3.00
HOSP	0.00	0.00	2.35	1.77	5.30	2.35
COLL	0.00	0.00	0.47	0.24	1.19	0.47
ADT	0.30	0.40	0.10	0.06	0.07	0.06

Previously, the trip generation step of the TDM was done outside of the model catalog. SRF updated the TDM to include the trip generation program within the CUBE model catalog.

Trip Distribution

To begin the trip distribution review, existing year (2015) zonal estimates were compared to the observed trip length frequency distribution (TLFD) curves. Data from the 2006-2010 U.S. Census Transportation Planning Package (CTPP) was used to develop home-based work (HBW) trip distribution patterns and TLFD curves. The CTPP 5-year data was used to calculate the average trip

times between St. Cloud zones and the TLFD was compared to the trip length frequency from the current model. The frequency distribution was then used as a friction factor input to the TDM to develop the origin-destination tables (calibrated using CTPP frequency distribution). The 2015 trip distribution for all trip purposes is shown in Figure 5, and average trip length by purpose is shown in Table 5. Trip lengths apply only to the portion of trips within the APO model area.

Figure 5: 2015 Trip Distribution Average Trip Lengths

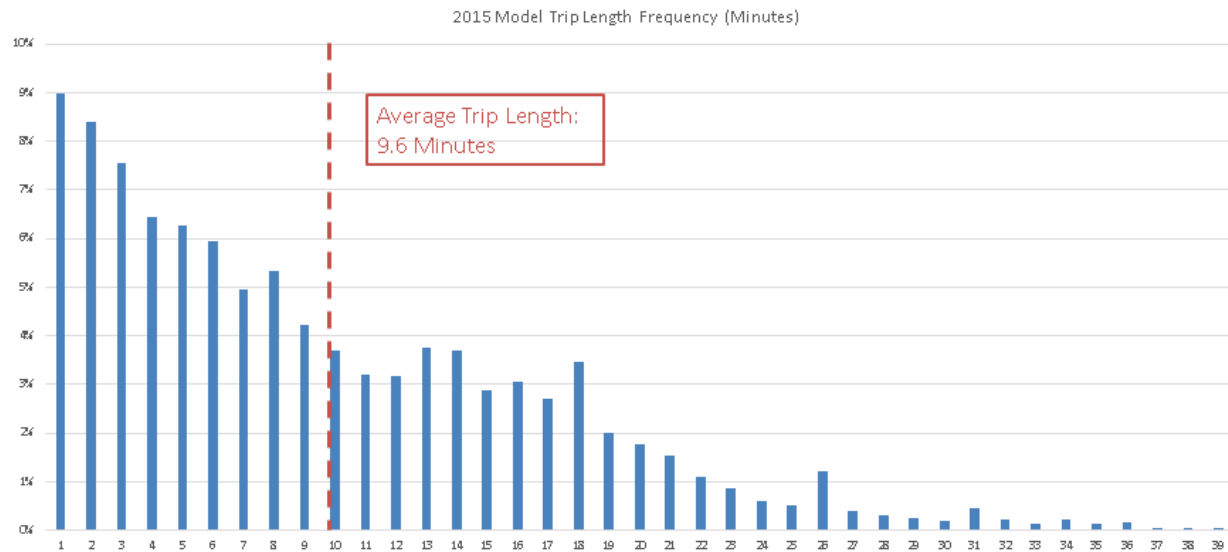


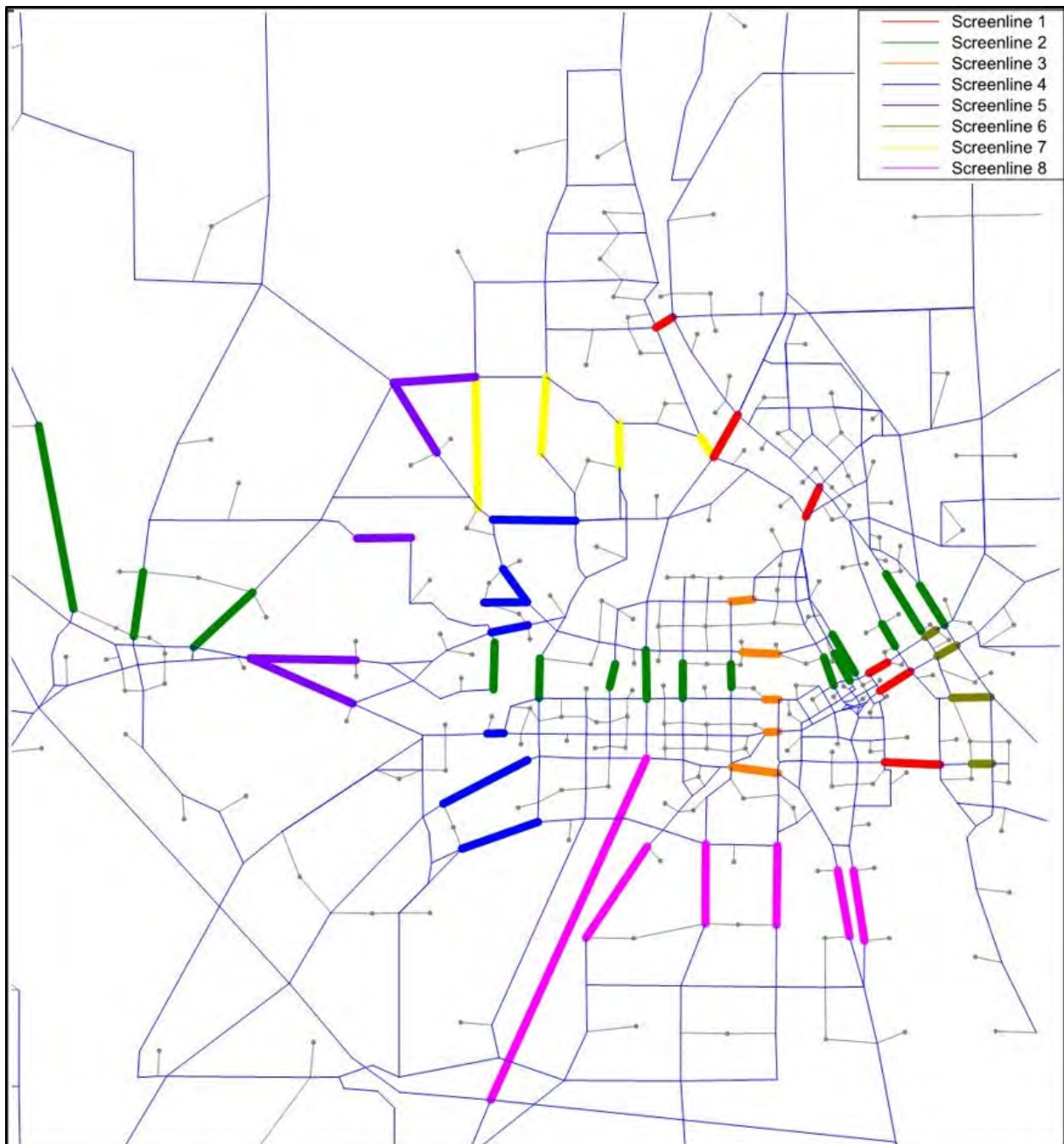
Table 5: Average Trip Length by Trip Purpose

Trip Purpose	Average Trip Length (minutes)
Home-Based Work	24.6
Home-Based Other	17.3
Non Home-Based	10.9

Trip Assignment

Trip assignment was calibrated and validated based on link specific comparisons to traffic counts. Screenlines and cutlines (not crossing entire urban area) were used to tabulate the magnitude of traffic flow in general corridors. This analysis was used to assist in the validation of the trip distribution and assignment steps of the TDM. The screenlines are shown in Figure 6.

Figure 6: APO Model Screenlines/Cutlines



Validation of Existing Model

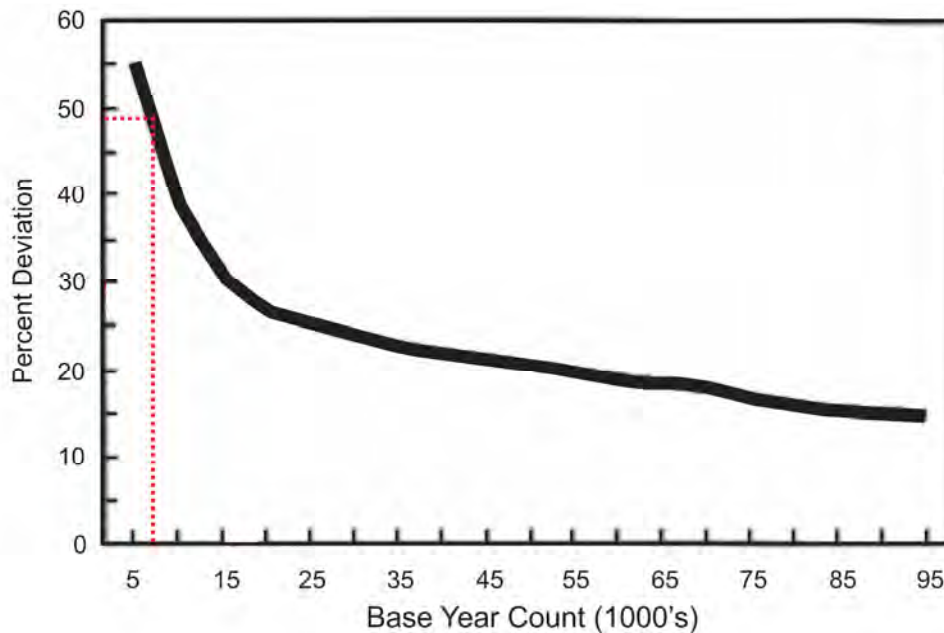
For this study, model validation is defined as the degree to which the travel demand model replicates known ground counts. Based on Federal Highway Administration guidance, link Root Mean Square Error (RMSE) gauges this degree of validation. Existing MnDOT traffic counts were provided by the APO. In addition, district level trip and vehicle miles travelled (VMT) analyses were performed to better understand model validation.

Validation Results

Link Root Mean Squared Error (RMSE): Analysts frequently use a restrictive error measure called Root Mean Squared Error (RMSE), which compares the average modeled volume to the average count volumes and does not allow an exceedingly high volume to be averaged and offset against an exceedingly low volume. Furthermore, error on higher volume facilities is weighted more heavily compared to lower volume facilities.

For the St. Cloud TDM, a RMSE of 37 percent was achieved with an average count volume of 8,100 vehicles per day. As shown in Figure 7, this RMSE value is reasonable given the standard tolerates higher percentage errors with low numeric differences (a result of typical count deviations on low-volume roads and the low impact of those deviations on forecast lane requirements). Model performance for low volume roads is affected by the resources available to refine the geographic size of model zones, the roadway geometrics and traffic control parameters in the model.

Figure 7: Maximum Desirable Error for Link Volumes



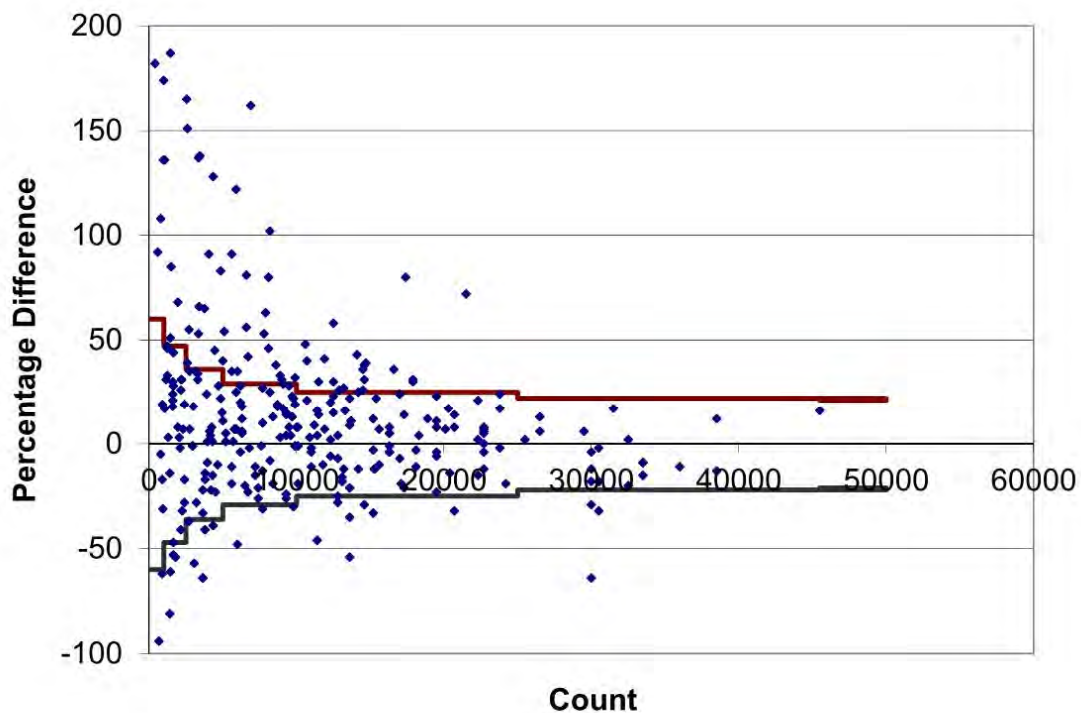
Source: Model Validation and Reasonability Checking Manual Second Edition (FHWA, 2010)

Link Deviation from Count: Differences between modeled volumes and ground counts are expected in a model. The significance of any difference depends on whether the difference affects roadway requirements (such as the number of lanes) and accounts for variance in traffic counts. For this analysis, the model attained a 37 percent RMSE, which will necessitate applying an industry-standard post-model adjustment process. As shown in Figure 8, high volume roadways had the best fit; some roadways, particularly low volume roadways, exceeded the desirable deviation. Link variation from ground counts by volume group is shown in Table 6. Note that low volume/high deviation links are most commonly areas where not all of the local roadways are represented in the roadway network, which concentrates traffic onto the roadways that are included in the roadway network.

Table 6: Link Deviation by Volume Group*

Volume Group	Links With Counts	Sum of Model Volume	Sum of Existing Volume	Total Deviation from Count	RMSE
0 - 2,499	244	415,344	304,105	40%	129.6%
2500 - 4,999	89	421,853	326,536	32%	77.7%
5,000 - 9,999	125	1,090,001	924,100	18%	43.7%
10,000 - 19,999	113	1,733,375	1,620,000	7%	25.4%
20,000 - 29,999	54	1,293,862	1,257,200	3%	16.7%
30,000 - 40,000	24	707,368	786,000	-10%	19.2%
>40,000	1	52,620	45,500	16%	16.0%
Total	650	5,714,423	5,263,441	9%	37.0%

* Links with counts

Figure 8: Model Performance for Segments with Counts

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In addition to calculating the link deviation by volume group, screenlines were also used to evaluate model validation. Model performance across the screenlines is shown in Table 7. Three screenlines exceed desirable deviation as defined in Figure 7. Screenline 1 (measuring Mississippi River crossings) is slightly higher than the desired maximum (projected), but the nearby Screenline 6 paralleling TH 10 and Lincoln Avenue shows a high deviation of 39 percent and appears to be affected by zone sizes and centroid connections. A large portion of the deviation in Screenline 8 is the result of the existing model's treatment of the heavily access-controlled Highway 15 relative to its classification. Systematic remedies for these differences are addressed in the following section.

Table 7: Screenline Validation

Screenline	Sum of Model Volume	Sum of Existing Volume	Total Deviation from Count	RMSE
1	121,326	104,300	16%	25.5%
2	132,501	132,150	0.3%	29.1%
3	78,464	84,800	-7%	17.1%
4	46,394	49,350	-6%	43.9%
5	37,373	33,300	12%	39.9%
6	60,872	43,900	39%	51.5%
7	29,621	28,400	4%	36.2%
8	80,164	54,700	47%	69.5%

Potential Model Improvements

SRF previously reviewed the APO's TDM in 2014 and developed a memo documenting suggested model or modeling process improvements. These recommendations are repeated where appropriate. However, this section is more focused on structure changes, in the model, data inputs, and calibration.

Overall Model Structure

Continued use of Citilabs CUBE software for the APO model platform is recommended. The software is widely used by the other Metropolitan Planning Organizations in North Dakota, Minnesota and Wisconsin which increases the opportunities to efficiently collaborate and increases the availability of the APO model to non-national consulting firms. CUBE also provides the advantages of both user-friendly interfaces and option, as well as the ability to make incremental improvements to the model itself. For example, an option truck modeling process was recently added within the Duluth-Superior model.

Zone and District Structure

In the near-term, the APO should work with the State of Minnesota and others as part of the Census Participant Statistical Areas Program (PSAP). The 2020 Census is expected to discontinue a number of the small area geography estimates. The impact of this can be reduced by well-defined relationships between TAZs and other census geographies that are being continued. See <https://ctpp.transportation.org/policy-change-on-small-geography/psap-update-on-small-geography-delineation-criteria-oct-24-2018/> and similar sources of information for additional detail.

Formal adoption and use of district-level aggregations of model TAZs can provide useful summary of model inputs and outputs, Districts identified in this analysis have been included as part of the GIS information provided in this update.

Zonal geodatabases make processing of input information such as land use data, census or other demographic information more efficient.

Roadway/Transit Networks

Perhaps the most significant improvement that could be made in the APO model would be an update of the travel model roadway network. The current model uses a "link-and-node" vestige of the old travel model that dates to the TRANPLAN software over 20 years old. With advances in both the CUBE software and geographic information systems (GIS) a more efficient and integrated roadway network is achieved:

- Within CUBE, the network can be built directly from a GIS geodatabase. Any available (or model-developed) roadway or other attribute can be directly incorporated to the network

- The model can/should be based on MnDOT's updated linear referencing system, which provides access to much of the potential data
- The GIS-based network enhances quality control, review and display of both input and output networks
- GIS-based maps are more efficiently processed for reporting purpose
- Version control of roadway network alternatives is better maintained

In addition to the roadway system, if the APO is considering adding transit modeling, the agency in conjunction with the transit agency should consider adding GTFS (General Transit Feed Specification, <https://developers.google.com/transit/gtfs/>) to its transit GIS. This would not only provide enhanced online transit information but could be directly imported to the travel demand model GIS.

Regardless of the use of GIS, the APO's network updates should include more systematic and rule-based criteria for estimating speeds and capacities, to reflect general speeds, access spacing, intersection geometrics, etc. The current model relies significantly on manual adjustments to speeds to achieve reasonable volumes.

Trip Generation

Trip generation rates used in the model fall within generally accepted practice for small-medium MPO models as noted previously. However, there are areas where the MPO model would benefit from improvements or updates.

If the APO is considering implementing a mode choice model, the APO should convert the trip generation to a person-trip based model. This can be done applying a variety of conversion factors to the current vehicle trip-based trip generation.

One area where significant improvement could be made would be the use of a special generator treatment of the St. Cloud State University area. The university, with 15,000 students, is a large traffic generator with unique travel characteristics.

A second area where the APO model exhibits atypical behavior is external trips model. The last comprehensive internal/external travel survey in the St. Cloud was in 1997 and trip patterns are likely to have changed significantly.

For example, based on analysis of U.S. Census data, the APO study area contains 76,000 jobs, with 45 percent of the workers commuting in from outside of the model area. Conversely, 30 percent of the 60,000 employed labor force in the region commutes to jobs outside the region. These strong extra-regional flows would alter the typical work trip production and attraction rates in the travel demand model.

New methods in travel behavior data collection have improved the ease (though not always cost) of collecting travel behavior data. The current household travel survey in the Twin Cities area is using nearly exclusively cellphone-based data collection, with additional online options available. Such a survey would be used for area-specific trip generation (frequency, purpose and demographic), trip distribution, mode and roadway assignment information.

Similarly, new methods of “big data” analytics, such as INRIX, Airsage and Streetlight Analytics provide opportunities to estimate overall trip generation from an area, which can be used to approximate trip rates.

Trip Distribution

The above-mentioned “big data” travel flow data sources can also provide a good source of calibration data for trip distribution, although trip purposes can generally only be estimated without a true household survey with trip purpose-specific trips.

The APO should consider the viability of an agency user seat under MnDOT’s recent purchase of Streetlight Analytics data. This data can be used for origin-destination information, although the trip production/attraction capabilities are limited to estimations of the direction of the trip movements.

Finally, the current APO model does not use K-factors. While it is generally best not to use them there are situations, including major river crossings, where K-factors are valid.

Mode Choice

APO staff has expressed interest in incorporating mode choice into the APO’s TDM. The mode choice step in the TDM determines the mode which is used for each trip prior to trip assignment. This can include walk, SOV, HOV, local bus, express bus, LRT, CRT, and CRT.

Properly calibrated mode choice models require a comprehensive transit on-board survey, those general approximations can be made using borrowed sources of data, and a more simplified zone-based transit mode share approximation can be used.

Time-of-Day Assignment

The TDM assigns trips at the daily level. Assigning trips based on larger time periods (i.e. daily) assumes that there is no variation in travel times and paths within that time period, for example losing the impact of peak hour congestion within a broader peak period.

The APO should consider converting the TDM to peak hour (or peak period) assignment to better replicate actual travel conditions.

Advanced Traffic Assignment Practice

Currently, the APO’s TDM uses a static, daily, capacity constrained assignment. This assignment type is the most commonly used method in local TDMs, However, it limits the ability to use the model for many potential transportation system performance measures such as speed. In particular, peak intersection delay is difficult to model in traditional link-based daily assignment. Modeled volume-capacity ratio may exceed realistic levels and underestimate delay.

One option would be to better reflect the link or node capacities using appropriate capacity modifications, which may include capacity and volume-delay adjustments for roadway function, access spacing and type.

CUBE software program also supports junction-based assignment, which incorporates it does require the additional coding of intersection movements and controls within the model.

Brian Gibson
St. Cloud Area Planning Organization

January 3, 2019
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Dynamic Traffic Assignment (DTA) models address period aggregation assignment problems by simulating individual vehicles over time. There are several advantages of the DTA methodology, including:

- Peak-impacted travel routing
- Intersection control modeling
- Individual vehicle simulation
- Better realism in modeled speeds, flows, and paths
- Better visualization capabilities for analysis and presentation

A drawback for DTA is integration with a travel demand model greatly complicates the modeling process and would require greater training and expertise for the APO staff. Additionally, a variety of competing DTA products exist, resulting in a shortage of experience with any given product.

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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 Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: FY 2018 Work Plan Report
DATE: April 1, 2019

Following the close of each fiscal year, I develop a report (see attached) illustrating our budget vs. actual performance, and providing some details regarding how APO spent our time and resources. I do this for both transparency and as a management tool, as our past performance can provide useful insight as I develop the budget for the next fiscal year.

Our FY 2018 report is attached for your information. I will summarize this information at the meeting and answer any questions you may have.

Staff recommends acceptance of the report.

Saint Cloud Area Planning Organization 2018 Performance Report



Brian Gibson, PTP
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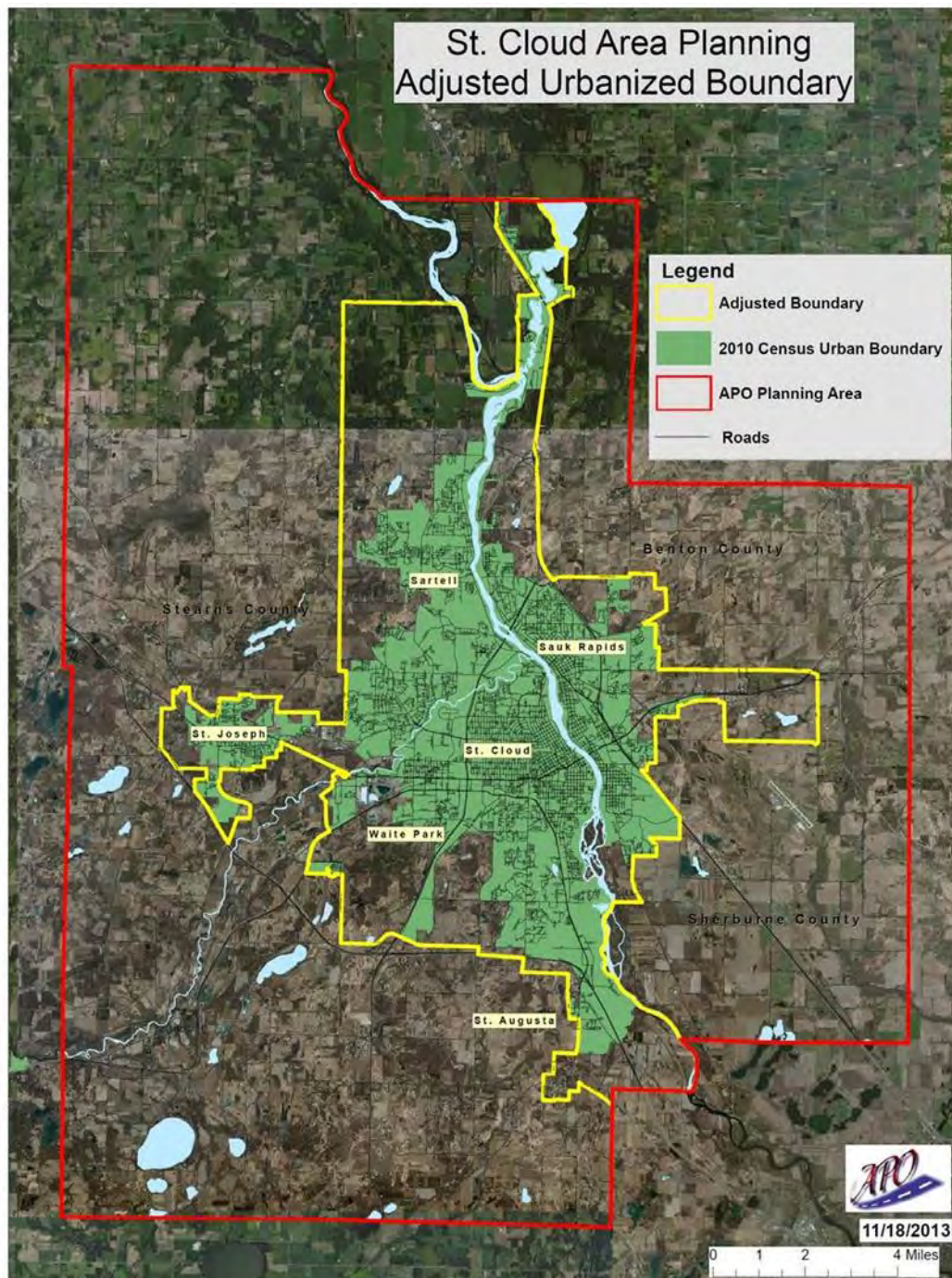
Prepared for the Policy Board
March 2019

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the Minnesota Department of Transportation, Saint Cloud Metro Bus, and the Saint Cloud Area Planning Organization

Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2018, which began on January 1, 2018 and ended December 31, 2018. The APO is a publically funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

1. To provide a public record of the performance of the APO;
2. To provide a financial summary of budgets and expenditures for the purpose of financial transparency and future budgeting; and
3. To provide a management tool for the development of subsequent work plans.

APO Staff Vision, Goal, and Core Values

The performance and behavior that is valued by the APO staff is rooted in the internal vision, goal, and values of the organization.

Vision:

To provide high-quality, high-value public service to our members and the general public.

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

- **Working Together** – APO staff shall bring all stakeholders to the table, and shall hear and consider all voices in the completion of projects and discussion of future needs. This is true both internally (i.e., teamwork among APO staff members) and externally (i.e., cooperation between APO staff and the staff and elected leadership of the member jurisdictions and the general public). APO staff will do its best to provide meaningful assistance to the member jurisdictions, and to create opportunities for cooperation between member jurisdictions. By working together, every APO staff member will be able to learn from others and apply that knowledge throughout their individual area of responsibility. It will also help make the best use of limited resources. APO staff will also work with the general public to provide time and opportunities for the public to provide meaningful input into the planning process.
- **Integrity** – APO staff shall work openly and honestly with everyone to build trust and respect. They shall also develop and foster a reputation for the timely production of high-quality, accurate, and dependable work products. This will not only help produce trusted products, but by doing it right the first time, the need to redo work will be decreased.
- **Critical Thinking and Problem-Solving** – APO staff members shall develop and continuously sharpen their individual technical skills, and shall provide objective, fact-based technical assistance to help the individual member jurisdictions and the region as a whole to solve problems and achieve their goals. New and creative ideas to solve problems will be sought-out and welcomed. All reasonable ideas will be evaluated.
- **Efficiency** – APO staff shall expend its limited resources as efficiently as possible to provide high-quality, low-cost public service to the individual jurisdictional members and to the residents of the entire region.
- **Positive Work Environment** – APO staff members shall develop and foster a positive, respectful, and supportive work environment in which all staff members have the opportunity to grow professionally, improve their technical skills, and feel valued for their unique contributions to the team.

Organization

The APO is governed by a Board of elected and appointed officials from the following jurisdictions:

- Stearns County, MN
- Benton County, MN
- Sherburne County, MN
- City of Saint Cloud, MN
- City of Sauk Rapids, MN
- City of Sartell, MN
- City of Waite Park, MN
- City of Saint Joseph, MN
- LeSauk Township in Stearns County, MN

Additionally, there are three incorporated cities of fewer than 5,000 individuals within the **APO's planning area** – Saint Augusta, Rockville, and Saint Stephen – who are represented on the APO Board by Stearns County.

The APO Board is supported by a staff of six approved positions (5.72 FTEs):

1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for the disbursement of all monies under the direction of the Board; has signatory authority on all contracts, documents, and other official instruments of the APO; keeps the official records and financial accounts of the APO; APO procurement officer and project manager for planning projects completed by consultants; hires and supervises additional staff members for positions approved by the Board; is appointed by an affirmative vote by the majority of Board members.
2. **Planner III (Senior Planner)** – Responsible for the general supervision and direction of the Planner I and Planner II positions; in coordination with the Planner I and II positions is responsible for the timely development and keeping of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); chairs and is the primary support staff member for the Technical Advisory Committee (TAC); fills in for the Executive Director in her/his absence.
3. **Planner II (Associate Planner)** – Primary responsibility is for the development and keeping of the TIP and TIP project tracking; is the **APO's primary public-input specialist and is responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s)**; is the primary transit planning staff specialist; and, as able, supports the Senior Transportation Planner by completing specific tasks as directed.
4. **Planner I (Transportation Planner)** – Supports the Senior Transportation Planner by completing tasks related to the development of the MTP; is the **APO's primary active-transportation planning specialist**, including Safe Routes to School planning; is the primary coordinator for the Bicycle-Pedestrian Advisory Committee (BPAC); under the guidance of the Planning Technician, participates in the gathering of network and transportation-related data for modeling and/or performance tracking purposes; and supports the environmental, freight, economic development, safety, and security components of the **APO's regional planning program**.
5. **Planning Technician** – Responsible for the development and keeping of the APO's transportation performance measures including collection, analysis, and annual reporting of regional transportation performance data; responsible for the keeping

and operation of the regional Travel Demand Model (TDM); as able, may complete additional tasks as assigned by the Executive Director or Senior Transportation Planner.

6. **Administrative Specialist** – General support staff for all other positions; answers telephone, opens and distributes mail, copies and files documents as needed; writes minutes for all TAC and Board meetings; monitors and purchases office supplies as needed; works with Executive Director and Accountant on keeping timesheets and records of work effort; writes outgoing correspondence as directed, and assorted other duties; this is a 0.72 FTE position.

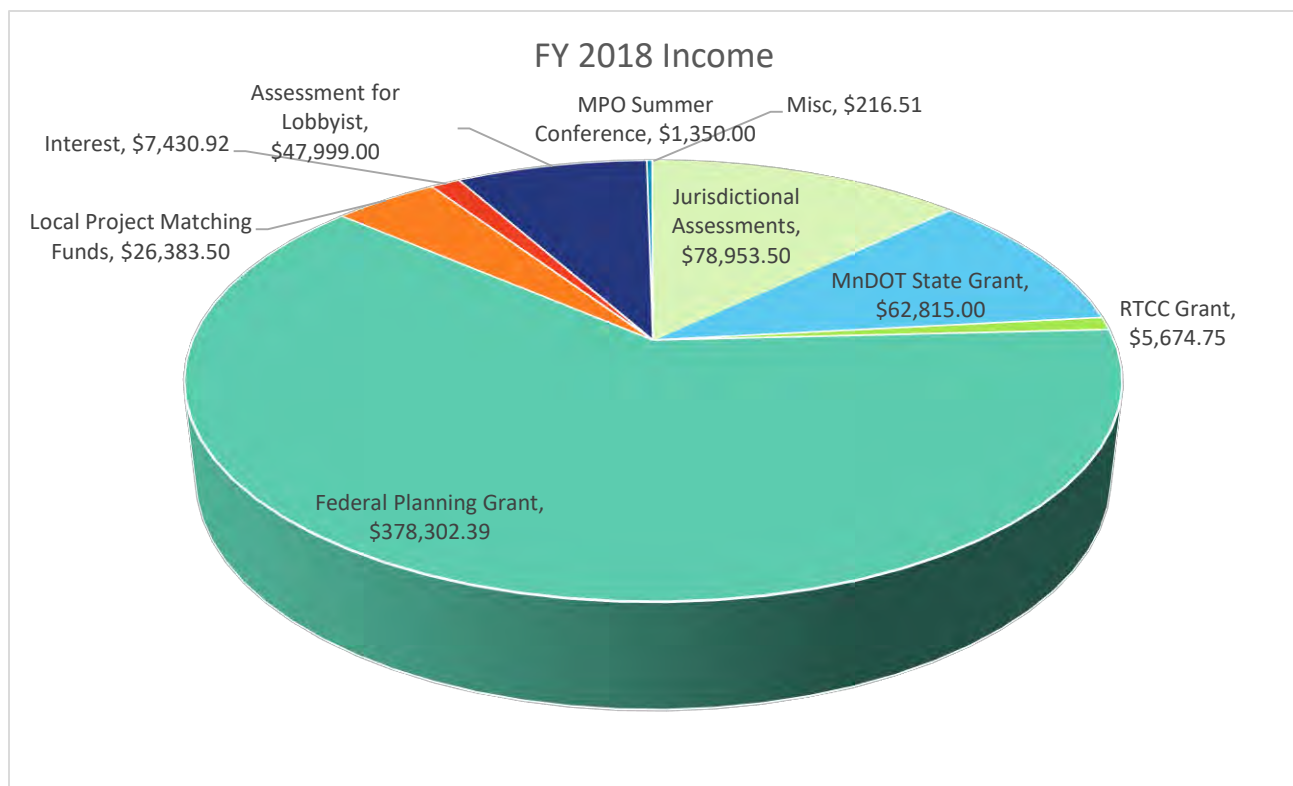
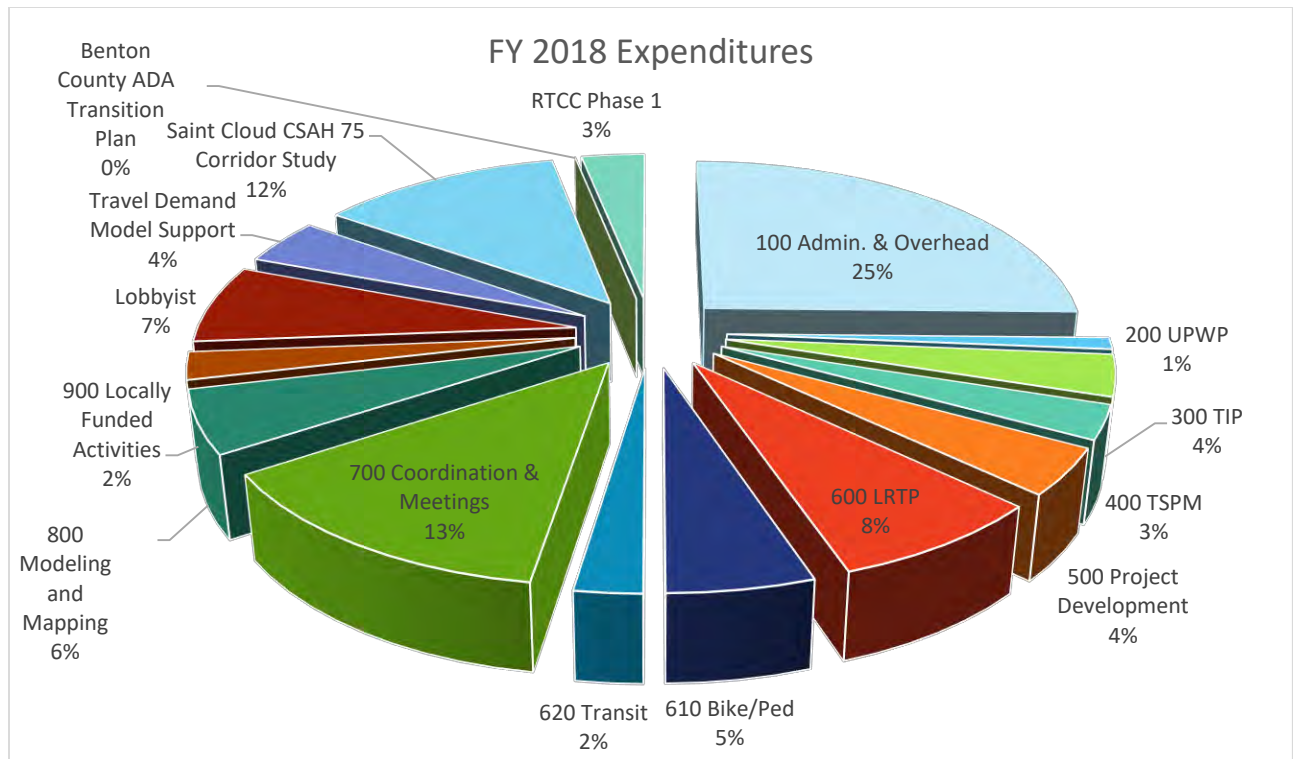
Overall Financial Performance

The FY2018 UPWP was approved by the Board on July 13, 2017. However, it was amended twice during the year, most recently on June 14, 2018. The budget figures used below represent this final version of the UPWP.

Figure 2. FY 2018 Budget vs. Expenditures

Work Activity Category	2018 Total Budget	2018 Total Expenditures*	% Expended	% Remaining
100 Administration & Overhead	\$211,675	\$175,155	83%	17%
200 Budget & UPWP	\$13,250	\$7,001	53%	47%
300 Transportation Improvement Program (TIP)	\$32,000	\$25,078	78%	22%
400 Transportation System Performance Monitoring (TSPM)	\$18,775	\$20,550	109%	-9%
500 Transportation Project Development	\$20,175	\$28,246	140%	-40%
600 Long-Range Transportation Plan (LRTP)	\$64,250	\$53,966	84%	16%
610 LRTP - Bicycle/Pedestrian Planning	\$27,450	\$35,994	131%	-31%
620 LRTP - Transit Planning	\$17,100	\$16,594	97%	3%
700 Transportation Planning Coordination & Meetings	\$103,700	\$92,588	89%	11%
800 Transportation Modeling, Mapping & Support	\$46,000	\$38,323	83%	17%
900 Locally Funded Activities	\$19,875	\$16,710	84%	16%
<i>Sub-Total for APO Staff and Operations</i>	<i>\$574,250</i>	<i>\$510,205</i>	<i>89%</i>	<i>11%</i>
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100%	0%
Consultant Services: Travel Demand Model Support	\$28,184	\$28,089	100%	0%
Consultant Services: Saint Cloud CSAH 75 Corridor Study Refresh	\$100,000	\$83,628	84%	16%
Consultant Services: Benton County ADA Transition Plan	\$60,000	\$0	0%	100%
Consultant Services: Regional Transportation Coordination Council Phase I Planning	\$65,000	\$21,849	34%	66%
Grand Total Budget	\$875,434	\$691,771	79%	21%

*Expenditures rounded to nearest dollar

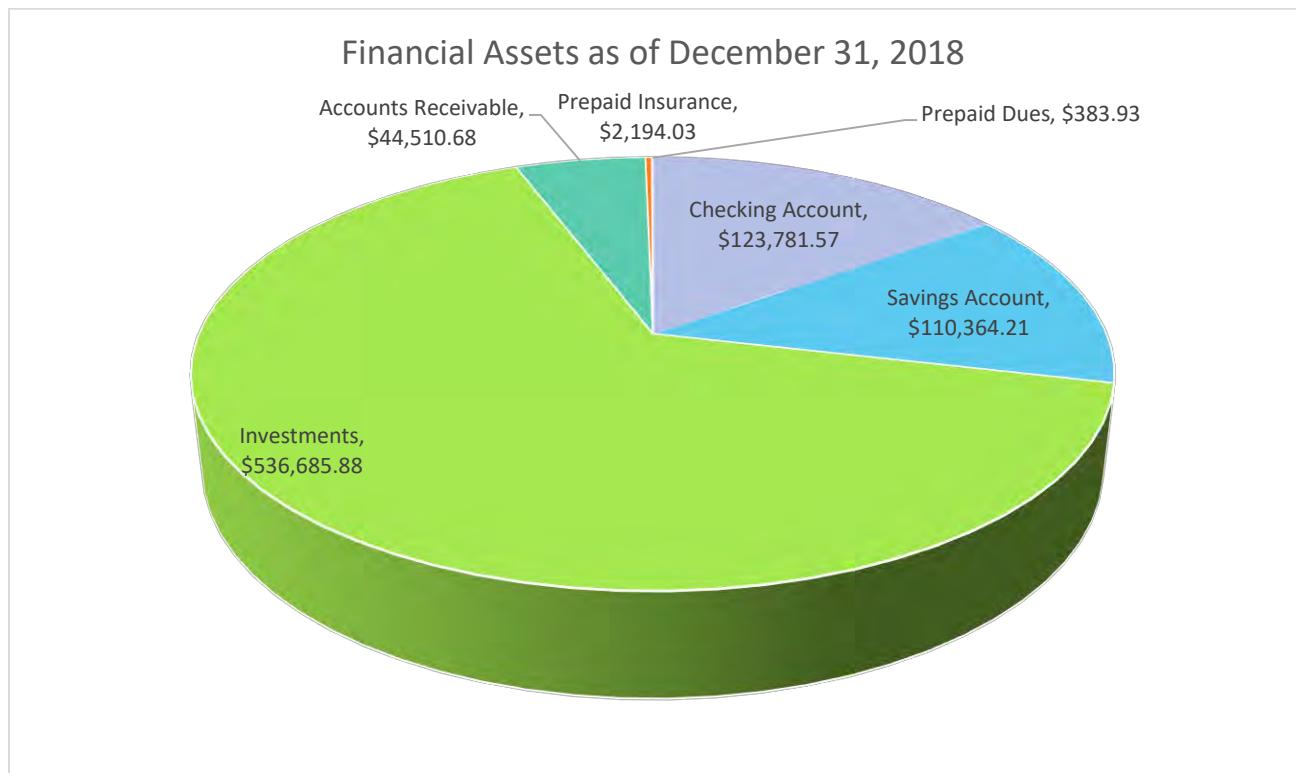


Total APO income for FY 2018 was \$609,125.

Return on Investment

APO member jurisdictions provided \$78,953.50 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$9,493,690 in Federal funds through the Transportation Improvement Program in FY 2018 (i.e., \$5,386,400 for transit projects, \$650,594 for active transportation projects, and \$3,456,696 for roadway projects). **That's a 12,024% return on investment.**

Additionally, specific jurisdictions provided matching funds for planning studies within their geographic boundaries and/or regional planning work. Those matching funds totaled \$26,383.50 and were used to purchase a total of \$111,717 in planning effort and activities, a return of 236%.



FY 2018 Expenses By Selected Categories

	FY 2018 Budget	FY 2018 Expenses	% Expended	% Remaining
MnDOT State Grant	\$62,815.00	\$62,815.00	100%	0%
Federal Planning Grant	\$441,010.00	\$378,302.39	86%	14%
Salaries	\$337,591.48	\$338,729.97	100%	0%
Payroll Expenses*	\$25,825.75	\$24,641.87	95%	5%
Employee Benefits	\$67,819.92	\$60,537.48	89%	11%

*Payroll expenses are Social Security and Medicare

Work Elements

100 Administration and Overhead – ON-GOING

Figure 3. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
100 Administration & Overhead	\$211,675	\$175,155	83%	17%

Figure 4. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
101 – General	1,296	1300	100%	0%
102 – Human Resources & Personnel	240	140	58%	42%
103 – Building Management	120	26	21%	79%
104 – Holiday	576	566	98%	2%
105 – Vacation	440	381	87%	13%
106 – Sick Leave	200	256	128%	-28%
107 - Overhead	0	0	N/A	N/A
Totals	2,872	2,669	93%	7%

Category 100 as shown above includes both staff time and overhead expenses such as office supplies, utilities, postage, etc. The budget for 2018 overhead expenses is shown below.

Figure 5. FY 2018 Overhead Expenses Budget Breakdown

Line Item	2018 Budget	2018 Expenditures	% Expended	% Remaining
Liability Insurance & Workers Comp	\$7,500	\$5,183.68	69%	31%
Office Supplies	\$3,500	\$2,006.94	57%	43%
Accounting Services	\$20,000	\$17,460.00	87%	13%
Telephone/Postage/Internet	\$6,000	\$4,274.12	71%	29%
Travel	\$10,000	\$8,246.43	82%	18%
Professional Development	\$3,000	\$2,970.00	99%	1%
Printing/Publishing	\$1,500	\$2,656.10	177%	-77%
Building Maintenance & Utilities	\$11,000	\$11,985.76	109%	-9%
Legal Services	\$2,000	\$90.00	5%	95%
Multifunction Copier	\$6,500	\$6,261.97	96%	4%
Dues and Subscriptions	\$4,000	\$3,248.77	81%	19%
IT Support/Software/Hardware	\$7,500	\$4,086.76	54%	46%
Employee Incentives and Bonuses	\$8,700	\$305.00	4%	96%
Miscellaneous	\$5,000	\$757.30	15%	85%
Total	\$96,200	\$69,532.83	72%	28%

Key Activities, Accomplishments, and Notes

- Developed and got approvals for a new Joint Powers Agreement;
- Hired a new Transportation Planner;

200 Budget and Unified Planning Work Program (UPWP) – ON-GOING

Figure 6. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
200 Budget and UPWP	\$13,250	\$7,001	53%	47%

Figure 7. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	200	111.5	56%	44%
Totals	200	111.5	56%	44%

Key Activities, Accomplishments, and Notes

- Developed and gained approval for the 2019-2020 UPWP;
- Staff processed two amendments/modifications to the 2018 UPWP;

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 8. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$32,000	\$25,078	78%	22%

Figure 9. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	116	68.5	59%	41%
302 – Solicitations & Project Scoring	204	77	38%	62%
303 – Financial Analysis	142	217.5	153%	-53%
304 – Report, Maps, and Self-Certification	284	393.5	139%	-39%
Totals	746	756.5	101%	-1%

Key Activities, Accomplishments, and Notes

- Completed development and gained approval for the 2019-2023 TIP, including the redesign of some elements
- Processed multiple amendments and revisions to the TIP, as necessary;
- Attended meetings of the MnDOT Area Transportation Partnership;

400 Transportation System Management (TSM) – ON-GOING

Figure 10. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
400 Transportation System Management	\$18,775	\$20,550	109%	-9%

Figure 11. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
401 – TPSM Data Collection and Analysis	246	164.5	67%	33%
402 – TPSM Report	144	260.5	181%	-81%
403 – Performance Measure Research, Evaluation, and Implementation	164	172.5	105%	-5%
Totals	554	597.5	108%	-8%

Key Activities, Accomplishments, and Notes

- Developed first ever annual Transportation System Performance Report;
- Worked in coordination with MnDOT to develop regional performance targets for Federally-required transportation performance measures;
- Worked with the Technical Advisory Committee (TAC) to develop additional regional performance measures and targets above and beyond those which are Federally required.

500 Transportation Project Development – ON-GOING**Figure 12. FY 2018 Funds Budgeted vs. Funds Expended**

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
500 Transportation Project Development	\$20,175	\$28,246	140%	-40%

Figure 13. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
501 – General Project Implementation & Planning Assistance for Members	156	113	72%	38%
502 – Consultant Study Procurement & Contracting	140	161.5	115%	-15%
503 – Consultant Study Coordination	100	221	221%	-121%
Totals	396	495.5	125%	-25%

Key Activities, Accomplishments, and Notes

- Procured consultant for and completed the Travel Demand Model (TDM) Support project, which resulted in the TDM being calibrated to base-year 2015 traffic-count data;
- Developed grant request for and received a \$65,000 grant for the Regional Transportation Coordinating Council (RTCC) Phase 1 planning effort;
- Procured consultant for the RTCC Phase 1 effort, compiled a list of local stakeholders, and began developing a draft Operational Implementation Plan for an RTCC serving this region;
- Supported MnDOT's US10/TH23 design efforts, including collecting some data and attending coordination meetings;
- Supported the City of Saint Cloud's CSAH 75 Corridor Study Refresh;
- Procured new contract for accounting services;
- Supported MnDOT's Greater Minnesota Mobility Study planning effort

600 Long Range Transportation Plan – ON-GOING

Figure 14. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
600 Long Range Transportation Plan	\$64,250	\$53,966	84%	16%

Figure 15. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
601 – General Project Development, Management & Compliance	480	301.5	63%	37%
602 – Goals, Objectives, Performance Measures & Targets	212	268	126%	-26%
603 – Financial Plan Development & Constraint	188	35.5	19%	81%
604 – Identification of Alternatives, Evaluation & Project Selection	316	198	63%	37%
605 – Freight Planning	104	49	47%	53%
606 – Review of and Coordination with Other Regional Plans	104	333.5	321%	-221%
607 – Safety & Security Planning	120	99	83%	27%
608 – Environmental Impact and Mitigation Analysis	184	171	93%	7%
Totals	1708	1,455.5	85%	15%

Key Activities, Accomplishments, and Notes

- Continued development of the 2045 Metropolitan Transportation Plan, including:
 - Intersection safety screenings of all arterial and collector intersections in the planning area;
 - Level-of-service and peak hour data collection and calculations;
 - Regional freight network mapping;
 - Bicycle/pedestrian crash mapping;
 - Developed a roadway network connectivity performance measure;
 - Held first round of environmental mitigation meetings, reviewed existing environmental maps, and updated those maps based on feedback;
 - Developed financial revenue forecasts for all jurisdictions;
 - Developed preliminary project lists by collecting and evaluating projects identified in jurisdictional comprehensive and transportation plans;
 - Developed goals and objectives.

610 Bicycle/Pedestrian Planning – ON-GOING

Figure 16. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
610 Bicycle/Pedestrian Planning	\$27,450	\$35,994	131%	-31%

Figure 17. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
611 – General Bike & Pedestrian Planning & Technical Assistance	390	733.75	188%	-88%
612 – APO Bicycle & Pedestrian Advisory Committee	144	127.5	88%	12%
613 – Safe Routes to School Planning	140	362	258%	-158%
Totals	647	1,223.25	189%	-89%

Key Activities, Accomplishments, and Notes

- Coordinated/conducted Spring and Fall bike-ped counts at select locations;
- Deployed automated bike-ped counters to establish base-line counts at key locations;
- Supported the District 742 Safe Routes to School planning process;
- Coordinated and held a meeting of the Bicycle-Pedestrian Advisory Committee;
- Developed a trail condition assessment instrument;
- Attended meetings and supported other committees, such as **United Way's Access to Food Committee**, RALAG, and BLEND;
- **Supported the City of Sartell's Bicycle Friendly Committee;**
- Developed the active transportation section of the 2045 Metropolitan Transportation Plan.

620 Transit Planning – ON-GOING**Figure 18. FY 2018 Funds Budgeted vs. Funds Expended**

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
620 Transit Planning	\$17,100	\$16,594	97%	3%

Figure 19. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	430	427.5	99%	1%
622 – Historic and Current Transit Ridership Data Collection & Analysis	50	82.5	165%	-65%
623 – Northstar Coordination	98	7	7%	93%
Totals	578	517	89%	11%

Key Activities, Accomplishments, and Notes

- At the request of Metro Bus, developed Metro Bus route maps to assist them as they evaluated routes for potential changes or enhancements;
- Analyzed Metro Bus boarding and alighting data;
- Helped staff the Metro Bus booth at the Benton County Fair;
- Researched rail corridor abandonment issues and informed local jurisdictions of an impending abandonment.

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 20. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$103,700	\$92,588	89%	11%

Figure 21. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	440	545.5	124%	-24%
702 – APO Committee & Board Meetings	840	599.25	71%	29%
703 – Public Outreach & Meetings	262	136	52%	48%
704 – Website & Social Media	130	79.5	61%	39%
705 – Evaluate MnDOT Plans and Programs	220	364	165%	-65%
706 – MN MPO Conference Coordination & Development	0	58.5	N/A	N/A
707 – Public Participation Plan & Title VI Compliance Plan	258	150	58%	42%
708 – Professional Development & Training	560	443.5	79%	21%
Totals	2,710	2,376.25	88%	12%

Key Activities, Accomplishments, and Notes

- Scheduled and held seven (7) meetings of the Technical Advisory Committee;
- Scheduled and held six (6) meetings of the Executive Board;
- Scheduled and held three (3) meetings of the Policy Board;
- Administrative Assistant prepared minutes of all meetings above;
- Weekly APO staff coordination meetings;
- Supported the local Toward Zero Deaths committee and attended meetings;
- Reviewed the Minnesota State Bicycle Plan and provided feedback;
- Attended various trainings and workshops such as, CUBE, multiple events regarding connected-and-automated vehicles, Streetlight Data, the Transportation Research Board annual conference, the Tools of the Trade conference, the Minnesota Chapter of the American Planning Association conference, the Saint Cloud 201 public engagement event, All Aboard Minnesota, and Chamber of Commerce Leadership training meetings;
- The Executive Director attended four Minnesota MPO Directors' meetings, and staff coordinated and hosted the summer MPO Directors' conference

800 Transportation Data – ON-GOING

Figure 22. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
800 Transportation Data	\$46,000	\$38,323	83%	17%

Figure 23. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	632	239.5	38%	62%
802 – GIS Database Development & Analysis	190	631.5	332%	-232%
803 – CUBE Travel Demand Model Development & Operations	528	192	36%	64%
Totals	1,350	1,063	79%	21%

Key Activities, Accomplishments, and Notes

- Created functional classification maps;
- Mapped Capital Improvement Program projects for each jurisdiction;
- Worked with the TAC to get concurrence on the 2045 population and growth data for the Traffic Analysis Zones;
- Worked with TAC members to map potential routes for a future ring-road

900 Locally Funded Activities – ON-GOING**Figure 24. FY 2018 Funds Budgeted vs. Funds Expended**

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
900 Locally Funded Activities	\$19,875	\$16,710	84%	16%

- Figure 24 includes costs for staff time, unreimbursable travel, and the annual audit.

Figure 25. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
901 – Legislative Communications	120	57	48%	52%
902 – Travel for Legislative Communications	0	0	N/A	N/A
903 – Audit	0	0	N/A	N/A
Totals	120	57	48%	52%

Key Activities, Accomplishments, and Notes

- Developed briefing booklet of regional transportation priorities;
- The APO Board Chair and Executive Director traveled to Washington DC and met with members of Congress and/or their staff to inform them of the regional transportation priorities;
- Staff supported the completion of our annual financial audit.

Travel Demand Model Support - COMPLETED**Figure 26. FY 2018 Funds Budgeted vs. Funds Expended**

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Travel Demand Model Support	\$28,184	\$28,089	100%	0%

Key Activities, Accomplishments, and Notes

- The regional travel demand model was calibrated to base-year 2015 traffic count data.

Saint Cloud CSAH 75 Corridor Refresh - COMPLETED

Figure 27. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Saint Cloud CSAH 75 Corridor Refresh	\$100,000	\$83,628	84%	16%

Key Activities, Accomplishments, and Notes

- In response to development pressure, the City desired to update a corridor study that was 10 years old;
- Work was completed and previous findings were revalidated

Benton County ADA Transition Plan - UNDERWAY

Figure 28. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Benton County ADA Transition Plan	\$60,000	\$0	0%	100%

Key Activities, Accomplishments, and Notes

- Benton County staff began work on this effort, but it was not completed in 2018;
- While the APO has agreed to reimburse the county for a portion of its costs, no Federal or State funds are involved

Regional Transportation Coordination Council (RTCC) Phase I Planning - UNDERWAY

Figure 26. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
RTCC Phase I Planning	\$65,000	\$21,849	34%	66%

Key Activities, Accomplishments, and Notes

- The APO applied for and received a grant to complete the Phase 1 planning work to develop an Operational Implementation Plan for an RTCC;
- Contracted with WSB for consultant assistance to complete the effort;
- Developed a regional stakeholder group of about 45 individuals and entities to help guide the Phase 1 planning effort;
- Phase 1 work is scheduled to be completed by June 30, 2019.

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who pay about 13% of the total cost of staff and operations. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

Administration and overhead costs account for about 25% of expenditures, which is acceptable, but costs closer to 20% would be more ideal. The next largest expenditure is Coordination and Meetings (13%), which makes sense given that the APO is, at its core, a

forum for interjurisdictional planning coordination. The third largest expenditure is the Long-Range Transportation Plan at 8%.

Expenditures in Transportation Project Development were considerably higher than budgeted, mostly because of the RTCC Phase 1 planning grant which was provided mid-year, but the hours in Project Development were not adjusted to reflect the success of the grant application. Also, Bicycle/Pedestrian Planning expenditures were considerably higher than budgeted. This is largely due to the supporting role that staff is playing in the District 742 Safe Routes to School (SRTS) planning effort. Given that APO staff will continue to lead SRTS planning efforts for the next several years, future budgets for Bicycle/Pedestrian Planning should be adjusted to properly reflect that commitment.

The financial assets of the APO continue to appear adequate to fund the APO's operations in the event of any disruption of Federal funds, or to weather any unforeseen major cost.

About 89% of funds budgeted for APO staff and operations were expended. This is an improvement over the 82% of budgeted funds that were expended in FY 2017. Ideally, expenditures should fall in the 85 – 90% of budget range, with the remaining 10 – 15% there to cover unforeseen contingencies, so by this measure, the APO performed well in FY 2018.



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TO: Saint Cloud APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Report on Risk Exposure for Hosting the Central Minnesota Transportation Council
DATE: April 2, 2019

Last month I discussed with the Board the possibility of the APO hosting the Central Minnesota Transportation Council (CMTC) as it takes shape and gets organized. As host for the CMTC, the APO would provide physical space in which the CMTC staff could work while sharing some overhead costs. As fiscal agent for the CMTC, the APO would receive the MnDOT grants on behalf of the CMTC and provide some insurance against waste, fraud, and abuse while also processing reimbursement requests and other accounting/documentation of receipts and expenditures. The Board instructed me to proceed with *preliminary* approval for hosting the CMTC, but also asked that I check with our attorney to get more information on any risk or liability exposure that may result from such an arrangement.

I met with our attorney Gordon Hansmeier on April 2nd. This is a summary of our discussion:

- Mr. Hansmeier feels there are two primary risk factors to consider – 1.) risk resulting from a passenger being injured in a vehicle operated by a CMTC member, and 2.) risk from acting in a fiscal oversight capacity.
- Regarding risk resulting from passenger transportation, Mr. Hansmeier felt that the risk to the APO would be very minimal:
 - The transportation service providers carry their own liability insurance
 - As good practice, the CMTC should consider establishing a policy of requiring members to provide proof of liability insurance annually;
 - The CMTC should consider approving a policy establishing a high minimal insurance limit for CMTC members in order to cover almost all possible cases;
 - The CMTC should also carry general liability insurance:
 - It would best if the CMTC carried liability insurance separate from **the APO's liability insurance**;
 - In our agreement with the CMTC, we should stipulate that their insurance coverage would be used first in any liability cases
 - With these steps taken, Mr. Hansmeier felt that the likelihood of a passenger **liability case working its way back to the APO would be "as thin as a thread."**
- Regarding the risk from acting in a fiscal oversight role, Mr. Hansmeier recommended the following:
 - The CMTC should be subject to an annual audit
 - Our auditors, Conway, Deuth & Schmiesing, have already provided me with an estimate of what it would cost to add the CMTC to our audit. That additional cost would be borne by the CMTC.
 - The APO should develop an agreement with the CMTC that passes appropriate MnDOT grant agreement requirements on to the CMTC. For example, our grant agreement with MnDOT requires the APO to follow documented procurement procedures and to ensure that those procedures comply with State procurement requirements. We can pass this requirement on to the CMTC by requiring that they follow **the APO's procurement procedures until such time as they are able to** develop their own compliant procurement procedures.

- o Our agreement with the CMTC should define and separate responsibilities appropriately, and should make clear that the APO accepts responsibility for only a narrow set of tasks. For example, it should be made clear that CMTC staff are not APO staff, and that the APO Board does not manage or direct CMTC staff; the agreement should indemnify and hold harmless the APO and its employees from any and all actions or claims arising from CMTC staff completing the CMTC work plan, and that acting in our fiscal oversight role we will ask the CMTC for certain information but we cannot be held liable if they lie to us.

Overall, Mr. Hansmeier felt that the liability risk to the APO could be made fairly minimal. Following the development of a draft agreement between the APO and the CMTC, he agreed to review the document and provide feedback.