

ST. CLOUD AREA PLANNING ORGANIZATION

A regular meeting of the St. Cloud Area Planning Organization was held on Thursday, October 26, 2017, 7:00 p.m. at Waite Park City Hall. Chairman Jeff Goerger presided, with the following members present:

Jeff Goerger	City of St. Cloud	Jeff Westerlund	LeSauk Township
Sue Ek	"	Dan Heim	"
Steve Laraway	"	Shawn Omann	"
John Libert	"	A Jake Bauerly	Benton County
David Peterson (alt for Fitzthum)	City of Sartell	Spencer Buerkle	"
Nick Sauer	City of Sauk Rapids	Ewald Petersen	Sherburne County
David Rixe	"	Felix Schmiesing	"
Mayor Rick Miller	City of Waite Park	Dwayne Mareck (alt for J Perske)	Stearns County
Frank Theisen	"	Leigh Lenzmeier	"
Vic Schulz	"		

Absent Members:

Mayor Dave Kleis	City of St. Cloud	Matt Killam	City of St. Joseph
Marty Czech	"	Mayor Sara Jane Nicoll	City of Sartell
George Hontos (exc)	"	Mike Chisum	"
Jeff Johnson	"	Ryan Fitzthum (exc)	"
Carol Lewis	"	Jason Ellering	Benton County Sauk Rapids
Steve Ludwig	"	Ed Popp	Benton Sherburne County
Dave Masters (exc)	"	Tim Dolan	Sherburne Stearns County
Mayor Rick Schultz	City of St. Joseph	Joe Perske (exc)	Stearns County Metro Bus
Troy Goracke	"	Steve Notch (exc)	Stearns County

Also Present:

Kim Pettman	Community Member	Brian Gibson	St. Cloud APO
Dorothy Sweet	St. Cloud APO	Joseph Mueller	St. Cloud APO
Vicki Ikeogu	St. Cloud APO	Alex McKenzie	St. Cloud APO
Doug Diedrichsen	St. Cloud APO		

CONSIDERATION OF AGENDA:

Chair Goerger added a Public Comment Section to the Agenda. **Mr. Laraway motioned to approve the Policy Board Agenda with the addition of Public Comment Section, and Mr. Sauer seconded the motion. Motion carried.**

PUBLIC COMMENT:

Ms. Kim Pettman, Community Member and Community Transit Advocate, spoke

about pedestrian safety. She referenced a recent pedestrian death in a roundabout, a near miss in Sauk Rapids, and another death in the last few years. She encouraged that in future planning of roundabouts that the line of sight be kept clear and that we keep in mind pedestrian safety in our future planning.

CONSIDERATION OF MEETING MINUTES FROM MAY 18, 2017:

Mr. E. Petersen motioned to approve the May Policy Board meeting minutes, and Mr. Bauerly seconded the motion. Motion carried.

CONSIDERATION OF BILLS:

Mr. Libert motioned to approve the bills and Mr. Schmiesing seconded the motion. Motion carried.

PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS:

Mr. Gibson gave an update on the APO's financial position from January 1 to the end of September. The APO's cash position, checking, savings and CD's are very good. Our finances have grown \$6,000 over the past year. Due to Minnesota state requirements requiring a yearly brokerage form to be completed, and our inability to obtain this form from UBS, the APO has begun to transfer funds from investment firm UBS to an investment account with US Bank. As CDs mature in the UBS account and revert to cash, that cash will be moved to the US Bank account. There are no significant concerns with the profit and loss or budget to actual. We are slightly over the budget on a few items, i.e. audit costs, printing, publishing and professional development. As of September 30th, we have expended about 59% of our overall annual budget with salaries being the biggest single expense at 55%. We have expended about 55% of our second biggest expense—our planning studies. Overall we are in a very good budgetary position and no budgetary adjustments for this year are foreseen. All transaction details for fiscal year 2017 (Jan through Sept) were included in the agenda packet, as was our Income and Expenses reports per month. Mr. Schmiesing noted that we are under on the income side. Mr. Gibson responded that there is generally a lag in reimbursement from MnDOT.

CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR 2018-2021:

Mr. Mueller reviewed the background information and history for the TIP. Every five years the APO develops a plan of all major construction and maintenance projects, which is received from the jurisdictions. The list must match MnDOT's project lists. Discrepancies were noted on the project table and the APO worked with MnDOT and jurisdictions to make the corrections, which requires this amendment. Our TAC recommended that we make changes accordingly to match MnDOT's list.

Mr. Sauer motioned to approve the TIP Amendment and Mr. Libert seconded the motion. Motion carried unanimously.

CONSIDERATION OF CONTRACT FOR AUDIT SERVICES:

Mr. Gibson reported that he had solicited for auditor bids since our contract with BerganKDV for auditor services has expired. Four firms submitted quotes (RSM LLP; Conway, Deuth & Schmiesing PLLP; Schlenner Wenner & Co; Clifton Larson Allen, LLP). The members briefly discussed the firms and their bids. It was noted that Schlenner Wenner has been our accounting firm for five years.

Mr. Libert motioned and Mr. Sauer seconded that we accept the bid from Conway, Dueth & Schmiesing, PLLP for a 5-year contract for an amount not to exceed \$40,000. Motion carried with one member abstaining (Felix Schmiesing) due to possible conflict of interest.

CONSIDERATION OF CONTRACT FOR MULTIFUNCTION COPIER:

Mr. Gibson announced that the Marco lease/contract for our current copier will expire in March of 2018. We pay approximately \$565 per month for the machine rental and maintenance. A solicitation for a new contract was sent out and seven bids were received. The information presented to the board members included a 60-month lease option and a purchase option. Due to the fact that we recently joined a MN Cooperative Agreement, five of the bids received were part of the State contract and have locked-in maintenance fees which cannot be changed for 5 years. Based on the quotes received, Mr. Gibson recommended purchasing the Canon C3525i model from Loffler for \$3,664 with an approximate monthly maintenance fee of \$77.80. The exact monthly maintenance fee will vary since it will be determined by the number of copies that are made each month.

Mr. Theisen motioned and Mr. V. Schulz seconded the purchase of the Canon C3525i from Loffler for \$3,664. Motion carried.

During the discussion of the copier options, questions arose about why the Policy Board had to approve this purchase, as well as the spending authority limit for the Executive Director and whether the Executive Director was authorized to sign contracts. ***It was decided to continue this discussion at the Executive Board.***

CONSIDERATION OF TRANSIT STATE OF GOOD REPAIR (SGR) PERFORMANCE MEASURES AND TARGETS FOR 2018:

Mr. Gibson reported that Metro Bus is required to establish Federal Performance Targets under the Fixing America's Surface Transportation (FAST) Act. Minnesota MPOs are required to submit targets for Transit Assets Management by October of 2018. The purpose of the requirement is to help achieve and maintain a state of good repair (SGR) for the nation's public transportation assets using transit asset condition to guide the optimal prioritization of funding. The SGR performance measures for capital assets are broken into four categories: Equipment, Rolling Stock, Infrastructure and Facilities. Metro Bus is proposing some additional measures. Each State sets its own targets and MPOs can support the state's targets or set their own. Metro Bus has chosen to set additional targets for Land,

Facilities, Improvements Other Than Buildings, Transit Signal Priority, Shelters, Buses, Furnishings & Miscellaneous Machinery, and IT Equipment. As other targets are added, they will be presented for approval.

Mr. Theisen motioned and Mr. V. Schulz seconded the approval of the Metro Bus targets as presented. Motion carried.

CONSIDERATION OF LETTER OF SUPPORT FOR TOWNLINER ROAD LOCAL ROAD IMPROVEMENT GRANT APPLICATIONS:

Mr. Gibson requested that the Board consider supporting a grant application for Townline Road. The road is a minor collector with 1,100-1,400 vehicles daily. The surface quality of the roadway is terrible and the design does not meet current safety standards for the amount of traffic it carries. The maintenance for this road falls to a number of different townships and cities and does not qualify for Federal surface transportation funds. MnDOT is currently soliciting grant applications for their Local Road Improvement Program with a maximum amount of \$750,000. Four of the five jurisdictions involved with this road are interested in submitting applications for this grant. Stearns County has indicated their willingness to sponsor the application and act as fiscal agent if one or more of the jurisdictions is awarded a grant. It would be valuable for the APO Board to submit endorsement of this. A draft letter was attached to the agenda packet and the APO Chair would sign the letter.

Mr. Theisen motioned to approve sending a support letter to the jurisdictions applying for the grant and Mr. D. Peterson seconded the motion. Motion carried.

CONSIDERATION OF OVERNIGHT TRAVEL REQUEST FOR TRANSPORTATION RESEARCH BOARD CONFERENCE:

Mr. Gibson requested approval of travel and lodging expenses to attend the Transportation Research Board (TRB) 97th Annual Meeting held January 7-11, 2018 in Washington, DC. By policy, the Board must approve any out-of-state travel by the Executive Director.

Mayor Miller motioned to approve the travel to Washington DC for the TRB meeting, and Mr. V. Schulz seconded the motion. Motion carried.

CONSIDERATION OF LETTER OF INTENT TO SUBMIT A GRANT APPLICATION TO MNDOT FOR PLANNING OF A REGIONAL TRANSPORTATION COORDINATING COUNCIL:

MnDOT is soliciting grant applications to conduct Phase 1 planning activities for the creation of Regional Transportation Coordinating Councils statewide. The Council's purpose is to improve mobility and transportation and coordinate transportation services for "transportation disadvantaged" older adults, individuals with disabilities, and low income and/or military veterans. The APO is an eligible recipient for this and no local match is required. The grants range

from \$50,000 to \$75,000. The APO would use the money to procure a professional consultant to do the initial work in setting up this Council. The APO would also be a good contender to house this coordinating council. The deadline for submission of the grant application is March 31, 2018, but a Letter of Intent must be submitted by February 15, 2018.

Mr. Sauer motioned to approve submitting a Letter of Intent for the Phase 1 Grant Application to MnDOT for Planning of a Regional Transportation Coordinating Council. Mr. Laraway seconded the motion. Motion carried.

PRESENTATION OF POSSIBLE ORGANIZATIONAL CHANGES:

In May the Executive Board requested the Executive Director to prepare a selection of possible alternative organizational structures for the APO. After discussion of the possibilities, the Executive Board requested that these alternatives be brought to the Policy Board for guidance on how to proceed. Mr. Gibson reviewed the current APO structure, purpose and goals of the APO's, and Federal requirements. Any significant changes would require updates to the bylaws but possibly to the Joint Planning Agreement, the Memorandum of Agreement with the State, and potentially a redesignation by the Governor, all of which are possible, but would take time to accomplish. Four MPOs from across the nation for comparison purposes were provided, all of which were similar in urban area population size and land area (Rochester MN, Sioux City IA-NE, Waterloo IA, Dover DE). Other information provided in the comparisons included the number of cities and counties in their planning area as well as budget, Policy Board size, weighted Policy Board membership, non-elected Policy board membership and non-voting Policy Board membership. Mr. Gibson offered the following options and potential alternative APO structures to consider.

- Do Nothing
- Reduce the size of the Policy Board and Executive Board
- Use Equal Representation
- Add Stakeholders
- Add Small-Town Representatives

Four questions were asked of the board members via polling:

Question 1: Are you open to discussing possible organizational changes in the APO structure? Yes – 13 (93%); No – 1 (7%)

Question 2: Should the APO use weighted representation or equal representation?

Weighted – 8 (57%); Equal – 6 (43%)

Question 3: Which non-elected representatives should be included on the Board? Economic Development – 6 (32%); None – 6 (32%); Dept of Transp (DOT) – 2 (11%); Disabled – 1 (5%); Appointed Positions within the Cities – 1 (5%); Airport – 1 (5%); Large Employers – 1 (5%); ? – 1 (5%)

Question 4: What are some words that describe the ideal APO Board?

Productive – 7 (27%); Cooperative – 6 (23%); Balanced – 5 (19%); Collaborative

– 1 (4%); Committed – 1 (4%); Efficient – 1 (4%); Forward Looking – 1 (4%); Visionary – 1 (4%); Informed – 1 (4%); Results Oriented – 1 (4%); Leave Everything Alone – 1 (4%);

Two Policy Board members (V. Schulz and E. Petersen) did not participate in the polling due to absence of cell phones.

The polling information will be used by the Executive Board to provide direction as they consider the following questions:

- How many total members should comprise the APO Policy Board?
- Should there be population-based proportional (weighted) representation on the Board?
- Should there be seats on the Policy Board for stakeholder organizations or other non-elected members?
- Should the Board include at least one representative from cities of less than 5,000 population?
- Should there be non-voting members on the APO Policy Board?
- Should there be an Executive Committee (sub-committee of the Policy Board), and what would be their role and function?

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Mueller complimented Mayor Miller and the City of Waite Park on the renovations in the Council Chambers.

ADJOURNMENT:

The meeting was adjourned at 7:55 p.m.