



Saint Cloud Area Planning Organization

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

AGENDA

APO Board Meeting

Thursday, September 19, 2019 - 5:00 p.m.

Waite Park City Hall,
19 13th Ave. N., Waite Park



Please Note
Location of
Meeting

1. Pledge of Allegiance
2. Introductions
3. Approval of Agenda
4. Public Comment Period
5. Consideration of Consent Agenda Items (*Attachments A - E*)
 - a. Approve Minutes of August 8, 2019 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists for August, September, and October (*Attachments B1 - B2*)
 - c. Approve Renewal of License for Streetlight Data (*Attachment C*)
 - d. Approve Travel to Washington DC for the Executive Director and Policy Board Chair (*Attachment D*)
 - e. Approve Travel to Washington DC for Executive Director to Attend Transportation Research Board Annual Conference (*Attachment E*)
6. Consider Draft 2045 Metropolitan Transportation Plan (*Attachment F*): Brian Gibson, Executive Director
 - a. **Suggested Motion: Approve Revised Project List and Restart of Public Input Period**
7. Consider Surface Transportation Block Grant Program Project Scoring Process (*Attachments G1 - G3*): Vicki Johnson, Senior Planner
 - a. **Suggested Motion: Approve**
8. Consider Trademarking of New APO Logo (*Attachment H*): Brian Gibson, Executive Director
 - a. **Suggested Motion: No Staff Recommendation**
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) hnuv 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, August 8, 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, August 8, 2019 at 5 p.m. at the Great River Regional Library. Chair Jeff Westerlund presided with the following members present:

Council Member Paul Brandmire	Saint Cloud
Matt Glaesman (Alt)	Saint Cloud
Council Member Nick Sauer (Alt)	Sauk Rapids
Mayor Rick Schultz	Saint Joseph
Council Member Frank Theisen (Alt)	Waite Park
Supervisor Jeff Westerlund	LeSauk Township
Commissioner A. Jake Bauerly	Benton County
Commissioner Joe Perske	Stearns County
Commissioner Raeanne Danielowski	Sherburne County
Ryan Daniel, Exec Director	Metro Bus
Brian Gibson, Exec Director	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Alison Voigt	Saint Cloud APO

The Meeting was called to order by Chair Jeff Westerlund. The Pledge of Allegiance was recited. Introductions were made.

APPROVAL OF AGENDA:

Commissioner Perske requested to have a discussion of "Operations of the APO" added to the agenda under "Other Business." ***Commissioner Bauerly motioned to approve the agenda with the addition, and Commissioner Perske seconded the motion. Motion carried.***

CONSIDERATION OF CONSENT AGENDA ITEMS: (Approval of June 13, 2019 Policy Board Meeting Minutes, Approval of Bills for June, July, and August, and Acceptance of Benton County's Americans with Disabilities Act Transition Plan):

Council Member Brandmire motioned to approve the Consent Agenda Items, and Council Member Sauer seconded the motion. Motion carried.

CONSIDER DRAFT 2045 METROPOLITAN TRANSPORTATION PLAN (MTP):

Mr. Gibson presented the draft 2045 MTP to the members for approval to start the 30-day public comment period. The MTP is the single biggest and most important product that the APO produces. The plan summarizes the existing transportation environment, identifies needs, establishes regional transportation goals and objectives, and identifies a fiscally constrained list of transportation projects for arterial and collector roadways in our planning area. By federal regulation, the MTP must be updated at least every five years, and the previous plan was approved in October 2014. Projects must be in this plan to be eligible for federal funds. The APO **has been working with the jurisdictions' TAC members to develop** elements and projects contained within this plan.

Mr. Gibson's review of the Draft 2045 MTP included:

- Existing Conditions (travel time and distance, jobs, vehicle miles traveled, road & bridge conditions, injuries & fatalities, crashes, fixed route transit annual ridership, walking/ biking)

- Goals & Objectives (develop and maintain a transportation system that is safe for all users, increase the accessibility and mobility options for people and freight, develop a transportation system that is cost-feasible, maintains a state of good repair and satisfies public transportation priorities, support the economic vitality of the APO area, support transportation improvements)
- Reconstruction Projects (identified by TAC members from the jurisdictions)
- Expansion Projects (identified by TAC members from the jurisdictions)
- Year 2045 Congestion (under/approaching/over-capacity total lane miles)
- MTP = Ring Road
- 2045 MTP – Non-Project Tasks (regional travel survey, develop a plan for more affordable transportation options, measure the impact of ride-hailing services, understand/monitor the transportation needs of immigrants/refugees/older residents/students, study critical crash rate intersections, explore ways to better understand active transportation behavior, identify & prioritize gaps in active transportation network, better define/understand interactions between the natural environment and transportation in region and economic development, define “transportation security” locally, evaluate potential for APO programs to support attainment of specific goals, improve connections between the APO region and the Twin Cities metro, explore opportunities to improve the worst performing regional roadway corridors, continue monitoring and adjusting to the development of CAVs, estimate the transportation impacts of long-distance commuters & understanding the economics of their choice, estimate the net environmental impacts of transportation options, coordinate development of the urban area ring road)

Mrs. Danielowski asked why we **aren't** studying more about the airport? Mr. Gibson responded that the federal grant that we are funded through limits us to surface transportation. Mr. Perske said he would have issues about supporting this plan because he was not sure his people have seen this. He also noted the absence of several mayors from this meeting. Mr. Perske commented that Townline Road project was missing. Mr. Gibson stated the Sartell piece of Townline Road was included in the projects list, but that this plan primarily looks at formula funding and we cannot predict grants or reasonably expect to be awarded future funding through these grants. Mr. Gibson said that all the projects contained within the MTP come from the TAC members of each jurisdiction. Mr. Perske said in the next five years we should be **making decisions about the belt line. Mr. Bauerly said that Benton 29 toward Rollie's was** previously on the list, but it is no longer. He also stated that projects that were on the list in 2013 are no longer on the list. Mr. Gibson said the list has to be fiscally constrained. Mrs. Johnson, Senior Planner, added that the APO receives a project list from all the jurisdictions' engineers and planners. The APO then meets with the Finance Directors of the jurisdictions, and a final list is created which is fiscally constrained. Some members wanted the illustrative list of projects included in the project list and more discussion about these projects. Mr. Gibson reminded the members that even though this is a 2045 plan, we update it every five years. Several members noted that there was no communication between all the jurisdictions and within the jurisdictions about their projects. Suggestions made included having a joint Policy Board meeting and TAC meeting in addition to getting an extension on the deadline for the MTP. Mr. Gibson responded that in the past when an extension was requested, no projects were allowed to take place until final approval was given. Mr. Gibson reviewed the scheduled timelines for public comment (starting August 12 x 30 days, incorporating comments/feedback, determining if simple changes can be made to the MTP, or if significant changes would be required, and another round of public comment required, before getting final approval by the Policy Board and submission to MnDOT in October).

In response to committee members wanting more time to review and discuss the project list within their jurisdictions and as well as more discussion among the jurisdictions, it was decided to delay/change the date of the next scheduled Policy

Board meeting from September 12 to September 19. Mr. Perske asked how would we go about placing the Benton 29 project back onto the list. It was noted that if the Benton 29 project would be added to the list, Benton County would have to remove all other projects from the list. Mr. Bauerly said he anticipates that project happening in ten years, and not five. Mr. Gibson offered the possibility of immediately starting an amendment to the MTP which would require a considerable amount of work on the part of the APO, but it could be done. **Mayor Schultz motioned to approve the Draft MTP for public comment, and Mr. Daniel seconded the motion. Motion carried with one opposed (Perske).**

CONSIDER 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP):

Senior Planner Johnson reviewed the 2020-2023 TIP, which 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 years in the APO planning area. The public comment period produced three comments, which were incorporated into the TIP. Two DEMO funded projects for FY 2020 that were programmed into the APO's UPWP were added. (Stearns County's CSAH 133 Alignment Study and Saint Cloud's 33rd Street S bridge study). Mayor Schultz asked if projects can be added to this list. Mrs. Johnson responded that we will start the solicitation process for 2024 projects in November. We build in three or four amendments to the TIP each year, with January 2020 being the first scheduled amendment. Mrs. Johnson encouraged the members to speak with their planners and engineers to consider which projects should be added for the next TIP solicitation. Mrs. Johnson clarified that if the jurisdictions have sufficient funding to cover all costs for a project, the project does not need to go into the TIP. **Mr. R. Daniel motioned to approve the 2020-2023 TIP, and Commissioner Bauerly seconded the motion. Motion carried with one opposed (Perske).**

CONSIDER 2020-2021 UNIFIED PLANNING WORK PROGRAM(UPWP):

Mr. Gibson presented the 2020 UPWP for approval. The 2020 UPWP represents the annual budget and programs funding for planning studies. The 2020 budget includes one APO staff vacancy at the present time and the continuation of jurisdictional assessment rate of \$0.68 per capita. Two proposed projects planned with left-over Demonstration funds for corridor preservation studies include Stearns County CSAH 133 Alignment Study and Saint Cloud 33rd Street South Mississippi River bridge and corridor alignment study. In addition, a TH 15 Operational Improvement Study and Travel Demand Model Updates and Improvements are planned. Mr. Gibson reviewed other planning tasks to be completed which include:

- Developing a post-mortem report following the completion of the 2019 Metropolitan Transportation Plan (MTP) and developing a schedule for the completion of the next MTP.
- Continued development of a regional Active Transportation Plan
- Continued development of Safe Routes to School plans
- Continued investigation and development of descriptors and performance measures for the relationship between transportation and economic development and between transportation and the natural environment.
- **Developing a regional consensus as to what "Transportation Security" means and what role, if any the APO can and should play in achieving it**

Mr. Gibson highlighted the various Work Activity Categories as well as Federal Funding, State Funding, Local Match/State Grant, and Other Local Funds for the categories as well as the APO Budget History from 2015 to 2020. It was noted that the 2020 Budget Grand Total of \$1,038,800 reflects a decrease from the 2015 budget of \$1,090,383. **Mayor Schultz motioned to approve the 2020-2021 UPWP, and Commissioner Bauerly seconded the motion. Motion carried.**

CONSIDER WEBSITE LOGO DESIGNS:

Mr. Gibson presented the final logo design created by Gaslight Creative of Saint Cloud for approval. He reviewed the process of getting to the final design. The Policy Board members preferred the logo which included "Saint Cloud" being located under the logo. Mr. Gibson said he planned to get a local college student to work with the colors for the design and to create the design for letterhead. It was suggested that we should copyright the design. ***Commissioner Bauerly motioned to approve the logo design, and Council Member Brandmire seconded the motion. Motion carried with one opposed (Theisen).***

OTHER BUSINESS & ANNOUNCEMENTS:

Mayor Schultz motioned to change the September Policy Board meeting to September 19. Council Member Theisen seconded the motion. Motion carried.

Commissioner Bauerly complimented the APO on the great job they did on the MTP.

On behalf of the APO, Mr. Gibson presented a plaque to Mr. Theisen thanking the City of Waite Park for allowing the APO to hold their Policy Board meetings in their Council Chambers.

Commissioner Perske expressed concern that not enough communication is taking place between the decision makers within jurisdictions and the APO because we are making multimillion dollar decisions here at the Policy Board. It was clarified that the comments made at this meeting were a reflection of jurisdiction staff and not the APO staff. He also asked where we are headed with Northstar.

ADJOURNMENT:

The meeting was adjourned at 6:38 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

August 2019

6:31 PM

09/03/2019

Type	Date	Memo	Accounting	Amount
Direct Dep.	8/9/2019	Net Payroll (including insurance reimbursement)	08/09/2019 Payroll Paid	7,575.12
Electronic	8/9/2019	Social Security, Medicare & Fed	08/09/2019 Payroll Paid	3,035.46
Electronic	8/9/2019	MN Department of Revenue-Wil	08/09/2019 Payroll Paid	597.28
Electronic	8/9/2019	PERA	08/09/2019 Payroll Paid	1,590.20
Electronic	8/9/2019	Great West Annuity	08/09/2019 Payroll Paid	20.00
Electronic	8/9/2019	Minnesota State Retirement Sys	08/09/2019 Payroll Paid	104.05
Electronic	8/9/2019	Select Account (H.S.A.)	08/09/2019 Payroll Paid	151.42
Direct Dep.	8/23/2019	Net Payroll (including insurance reimbursement)	08/23/2019 Payroll Paid	7,518.28
Electronic	8/23/2019	Social Security, Medicare & Fed	08/23/2019 Payroll Paid	3,055.56
Electronic	8/23/2019	MN Department of Revenue-Wil	08/23/2019 Payroll Paid	601.20
Electronic	8/23/2019	PERA	08/23/2019 Payroll Paid	1,600.45
Electronic	8/23/2019	Great West Annuity	08/23/2019 Payroll Paid	20.00
Electronic	8/23/2019	Minnesota State Retirement Sys	08/23/2019 Payroll Paid	104.05
Electronic	8/23/2019	Select Account (H.S.A.)	08/23/2019 Payroll Paid	151.42
Amazon Market Place				
Credit Card Charge	08/14/2019		6611 · Miscellaneous Expenses	200.08
American Planning Association				
Credit Card Charge	08/07/2019		6618 · Professional Development	210.00
Credit Card Charge	08/20/2019		6618 · Professional Development	340.00
BCBS of MN				
Check	08/20/2019		6600.5 · Health/Dental/Life Insurance	3,780.26
Cloudnet				
Bill Pmt -Check	08/15/2019		6609 · IT Support & Software	25.00
Delta Dental				
Check	08/01/2019		6600.5 · Health/Dental/Life Insurance	168.00
Fargo-Moorhead Metropolitan COG				
Credit Card Charge	08/05/2019		6618 · Professional Development	130.00
Goodpoint Technology Inc				
Bill Pmt -Check	08/20/2019	6622 · CPG Passthrough Expense:6622.17 · Payment Condition Data Update		1,274.61
Bill Pmt -Check	08/26/2019	6622 · CPG Passthrough Expense:6622.17 · Payment Condition Data Update		8,539.44
Google Inc.				
Credit Card Charge	08/31/2019	G Suite Basic - Commitment	6603 · Communications:6603.1 · Teleph	36.00
Liberty Savings Bank				
Check	08/12/2019		VISA 2733	1,906.21
Loffler Companies				
Bill Pmt -Check	08/07/2019		6608 · Multifunction Copier	163.33
Net V Pro				
Bill Pmt -Check	08/26/2019	Help Desk Support - Vicki and D	6609 · IT Support & Software	400.00
Premium Waters, Inc.				

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

August 2019

6:31 PM

09/03/2019

Type	Date	Memo	Accounting	Amount
Bill Pmt -Check	08/26/2019	Office Drinking Water	6601 · Office Supplies	10.00
		Principal Mutual Life Insurance		
Bill Pmt -Check	08/21/2019		6600.5 · Dental/Life Insurance	254.77
		SFM		
Bill Pmt -Check	08/20/2019	Audit Period 5/17/19 - Policy 32894.211	6615 · Insurance - Office:6615.01 · Work	99.00
		Spectrum Business (Charter)		
Bill Pmt -Check	08/20/2019		Telephone and internet	268.72
		SRF Consulting Group, Inc.		
Bill Pmt -Check	08/26/2019		6622.20 · MTP Support & Assistance	7,868.62
		St. Cloud Area Chamber of Commerce		
Bill Pmt -Check	08/26/2019	Membership	6610 · Dues & Subscriptions	540.00
		Stearns Electric Association		
Bill Pmt -Check	08/26/2019		6606.1 · Utilities	311.81
		Sunset Mowing, LLC		
Bill Pmt -CCard	08/02/2019		6606.2 · Maintenance	140.00
		Target Store		
Credit Card Charge	08/14/2019	Public Input Supplies	6601 · Office Supplies	89.19
		University of Minnesota		
Credit Card Charge	08/13/2019	Registration Fees	6618 · Professional Development	105.00
		WACOSA		
Bill Pmt -Check	08/20/2019		6606.2 · Maintenance	188.76
		West Central Sanitation, Inc		
Bill Pmt -Check	08/27/2019		6606.1 · Utilities	30.73
		WSB & Associates, Inc.		
Bill Pmt -Check	08/26/2019	RTCC Phase 1 Planning	Services thru 06/30/2019 - Project RTCC	1,221.35
		Xcel Energy		
Bill Pmt -Check	08/02/2019		6606.1 · Utilities	55.42
		Your CFO Inc		
Bill Pmt -Check	08/01/2019		6602.2 · Accounting Services	1,460.00
				<u>55,940.79</u>

LIBERTY BANK DEPOSITS

Deposit Date	Amount
8/21/2019 MN State-MMB RTCC thru 4/30/19	1,221.35
8/26/2019 MN State-MMB- June Billings	41,286.42
8/26/2019 MN State-MMB- 2nd Qtr 2019 Grant	15,704.55
8/31/2019 Bank interest earned	22.14
	<u>58,234.46</u>

PROPOSED September and October 2019 DISBURSEMENTS
prepared 09/03/2019

Attachment B-2
Agenda Item #5 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	09/06/2019 Payroll Paid	Payroll	\$ 7,305.68
Electronic	Social Security, Medicare & Federal Tax PAID	09/06/2019 Payroll Paid	Payroll	\$ 2,972.20
Electronic	MN Department of Revenue-Withholding PAID	09/06/2019 Payroll Paid	Payroll	\$ 584.75
Electronic	PERA	09/06/2019 Payroll Paid	Payroll	\$ 1,570.45
Electronic	Great West Annuity	09/06/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	09/06/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	09/06/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	09/20/2019 Payroll Paid	Payroll	\$ 7,305.68
Electronic	Social Security, Medicare & Federal Tax PAID	09/20/2019 Payroll Paid	Payroll	\$ 2,972.20
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Electronic	Select Account (H.S.A.)	09/20/2019 Payroll Paid	Payroll	\$ 151.42
Direct Dep.	Net Payroll (including insurance reimbursement)	10/04/2019 Payroll Paid	Payroll	\$ 7,305.68
Electronic	Social Security, Medicare & Federal Tax PAID	10/04/2019 Payroll Paid	Payroll	\$ 2,972.20
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Electronic	Great West Annuity	10/18/2019 Payroll Paid	Payroll	\$ 20.00
Electronic	Minnesota State Retirement System	10/18/2019 Payroll Paid	Payroll	\$ 104.05
Electronic	Select Account (H.S.A.)	10/18/2019 Payroll Paid	Payroll	\$ 151.42
Electronic	BCBS of MN - September	Employee Health Insurance	Payroll	\$ 2,601.08
Electronic	BCBS of MN - October	Employee Health Insurance	Payroll	\$ 2,601.08
Credit Card	Amazon Market Place	Canopy Tent for Public Input - Pop-up events	Miscellaneous	\$ 200.08
Credit Card	American Planning Association	Professional Development - MN1 Full Conference	Professional Development	\$ 210.00
Credit Card	American Planning Association	Registration	Professional Development	\$ 340.00
Check	City of St Cloud - Water/Sewer - estimate - September	Utilities - water / sewer	Utilities	\$ 80.00
Check	City of St Cloud - Water/Sewer - estimate - October	Utilities - water / sewer	Utilities	\$ 70.00
Check	Cloudnet - September	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - October	Internet Service	Utilities	\$ 25.00
Check	Conway,Deuth & Schmiesing PLLP	Audit Fees - Year End 12/31/2018	Audit	\$ 7,750.00
Check	David Turch & Associates - estimate - September	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - October	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - September	Employee dental insurance	Payroll	\$ 81.00
Check	Delta Dental - estimate - October	Employee dental insurance	Payroll	\$ 168.00
Credit Card	Fargo-Moorhead Metropolitan Council of Gov'ts	Fargo ND - 2019 MPO Summer Conference	Professional Development	\$ 130.00
Check	Gaslight Creative LLC	APO Website Update	Project - Website Update	\$ 3,500.00
Credit Card	Google Inc - September	G Suite Basic - Commitment	Utilities	\$ 36.00
Credit Card	Google Inc - October	G Suite Basic - Commitment	Utilities	\$ 36.00
Check	Language Blanc	Printing & publishing	Printing/Publishing	\$ 560.40
Electronic	Liberty Bank Credit Card	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 1,315.03
Check	Loffler Companies - September	Copier Supplies	Copy Machine	\$ 443.13
Check	Loffler Companies - estimate - October	Copier Supplies	Copy Machine	\$ 210.00
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 210.00

September 19, 2019

PROPOSED September and October 2019 DISBURSEMENTS
prepared 09/03/2019

Attachment B-2
 Agenda Item #5 b.

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Check	Premium Water Inc - estimate - September	office drinking water	Utilities	\$ 44.20
Check	Premium Water Inc - estimate - October	office drinking water	Utilities	\$ 44.20
Check	Principal Financial - September	Employee disability insurance	Payroll	\$ 254.77
Check	Principal Financial - October	Employee disability insurance	Payroll	\$ 254.77
Check	SFM	Audit on Year 2018 - Workers Compensation	Workers Compensation Insurance	\$ 99.00
Check	Spectrum Business (Charter) - estimate - September	Internet Service	Utilities	\$ 271.36
Check	Spectrum Business (Charter) - estimate - October	Internet Service	Utilities	\$ 271.36
Electronic	Stearns Electric Association - estimate - September	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - October	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - September	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - October	Public Postings	Printing/Publishing	\$ 250.00
Check	SRF Consulting Group Inc	MTP Support and Assistance	Period through July 31 2019 - MTP Support and Assi	\$ 9,417.78
Credit Card	Sunset Mowing LLC	lawn care - September grass cutting - estimates	Maintenance	\$ 100.00
Credit Card	Sunset Mowing LLC	lawn care - October grass cutting - estimates	Maintenance	\$ 75.00
Credit Card	Target	Public Input Supplies	Office Supplies	\$ 89.19
Check	The MN Transportation Alliance Inc	Renewal Annual Membership Oct 2019 to Sept 2020	Dues & Subscription	\$ 420.00
Credit Card	University of Minnesota	Registration	Professional Development	\$ 105.00
Check	WACOSA - estimate - September	Office Cleaning Services	Maintenance	\$ 200.00
Check	WACOSA - estimate - October	Office Cleaning Services	Maintenance	\$ 200.00
Check	West Central Sanitation Inc - estimate - September	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - October	Utility - garbage	Utilities	\$ 31.00
Check	WSB & Associates Inc	RTCC Phase 1 Planning	Services thru 07/31/2019 - Project RTCC Phase 1 Pl	\$ 2,311.80
Electronic	Xce;l Energy - estimate - September	Utilities - gas	Utilities	\$ 100.00
Electronic	Xce;l Energy - estimate - October	Utilities - gas	Utilities	\$ 200.00
Check	Your CFO Inc	2019 accounting services - September	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2019 accounting services - October	Accounting Services	\$ 1,460.00
TOTAL				<u>\$ 97,915.68</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 Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Renewal of License for Streetlight Data
DATE: September 4, 2019

Streetlight Data is a company that receives, amalgamates, and analyzes data from cell phones, GIS devices, and other in-vehicle devices that record location, speed, direction of travel, and other travel characteristics. Given the volume of data generated every day, Streetlight Data gives planners and engineers an enormous and robust data set to help us refine our analyses and provide to you – the decision-makers – comprehensive and accurate information.

The Minnesota Department of Transportation contracts with Streetlight Data for statewide coverage. Under the terms of their agreement, we can buy-in our own access to that data set for \$5,000 per year. Frankly, this is a bargain. We could spend multiple times that amount collecting traffic data and never come close to matching what Streetlight Data provides to us.

Our current license expires at the end of the September. With your approval, I will purchase a license for 2020.

RECOMMENDED ACTION: Approve the purchase of an annual license for Streetlight Data for an amount not to exceed \$5,000.



Saint Cloud Area Planning Organization

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

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

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Travel to Washington DC for the Executive Director and Policy Board Chair
DATE: September 4, 2019

Every year, the APO budgets funds for the Executive Director and the Policy Board Chair to travel to Washington DC in order to meet and strategize with staff at David Turch & Associates and to meet with members of Minnesota's Congressional Delegation, inform them of the region's transportation priorities, and to coordinate with them regarding next steps in achieving those priorities.

We are advised by staff of David Turch & Associates that the best time to make this trip is January to early February. Congress is in session during that time period and seeing them early in the year has its advantages. Some Policy Board members travel to DC multiple times each year, and in doing so they reinforce the region's priorities and bring our issues back to the fore.

With your approval, I will begin planning and coordinating our next trip to Washington for January of 2020. To the maximum extent possible, I will coordinate the scheduling of this trip with the next item on the agenda – the trip to Washington DC to attend the Transportation Research Board annual conference.

RECOMMENDED ACTION: Approve the reimbursement of travel expenses to Washington DC in 2020 for the Executive Director and Policy Board Chair.



Saint Cloud Area Planning Organization

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

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Travel to Washington DC for the Executive Director to Attend the Transportation Research Board Annual Meeting
DATE: September 5, 2019

The Transportation Research Board (TRB) is a division of the National Academy of Sciences dedicated to innovative research-based solutions to improve transportation. Each January they hold an annual meeting in Washington DC which attracts over 12,000 participants from all over the world to hear the latest results in transportation research. In 2020, the annual meeting is scheduled to be held January 12th – 16th.

I have estimated the maximum cost of the trip below:

Airfare	Ground Transportation	Lodging	Meals	Registration	Total
\$350	\$250	\$1,225	\$470	\$950	\$3,245

The cost of the trip is 80% reimbursable through our Federal planning grant.

However, if approved, I will endeavor to coordinate the meetings with the Congressional delegation (see previous agenda item) such that I could accomplish both in one trip rather than two, thus saving some money.

RECOMMENDED ACTION: Approve travel reimbursement for the Executive Director to attend the 2020 TRB Annual Meeting in Washington DC



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: Brian Gibson, Executive Director
RE: Consider Draft 2045 Metropolitan Transportation Plan
DATE: September 4, 2019

Last month the Policy Board approved the release of the draft 2045 Metropolitan Transportation Plan (MTP) for public review and comment. In the time since its release, APO staff has been soliciting and collecting public comments. In order to provide you with the most up-to-date summary of comments, we will provide handouts at the September 19th meeting.

One of the things that APO staff heard clearly at the August 8th Policy Board meeting was some concern on the part of Board members about the prioritization and selection of projects included in the draft MTP. Working with jurisdictional staff members and individual Board members, we have developed a revised list of roadway expansion and reconstruction projects. These revisions include the addition of projects not previously shown in the draft plan and the deletion of some projects. Since the revised list makes significant changes to the draft document, APO policy requires that we again provide the general public an opportunity to review and comment on the draft document.

The proposed changes are shown below:

For Stearns County:

Action	ID	Project Type	Location	Termini
Delete	STR-4	Construct new interchange	CSAH 136 (Oak Grove Road)	New Interchange at I-94
Add	STR-13	Widen to 4-lanes	CSAH 1 (Riverside Ave)	Heritage Drive to CSAH 78
Add	STR-14	Widen to 4-lanes	CR 134	Sauk River Bridge to Pinecone Road
Add	STR-15	Widen to 6-lanes	CSAH 4 (8 th St N)	Anderson Ave to MN-15

For Benton County:

Action	ID	Project Type	Location	Termini
Delete	BEN-3	Widen to 4-lanes	CSAH 8 (35 th Ave NE)	Benton County Line to 2 nd St SE
Add	BEN-5	Construct new roadway	CSAH 29	Mayhew Lake Road to 35 th Ave NE

For Sherburne County (System Preservation/Reconstruction Projects):

Action	ID	Project Type	Location	Termini
Add	SBC-1	Reconstruct roadway	CR 62 (17 th Street SE)	Tee-to-Green Street to CSAH 20 (75 th Avenue SE)
Add	SBC-2	Reconstruct roadway	CSAH 20 (75 th Avenue SE)	Seventh Street SE to CSAH 16 (57 th Street SE)
Add	SBC-3	Reconstruct roadway	CR 65 (42 nd Street SE)	CSAH 8 to US 10

For Saint Joseph:

Action	ID	Project Type	Location	Termini
Add	STJ-1	New alignment	Westwood Parkway	21 st Avenue NE to 0.68 miles east.

With these changes, the draft MTP remains fiscally constrained for each jurisdiction.

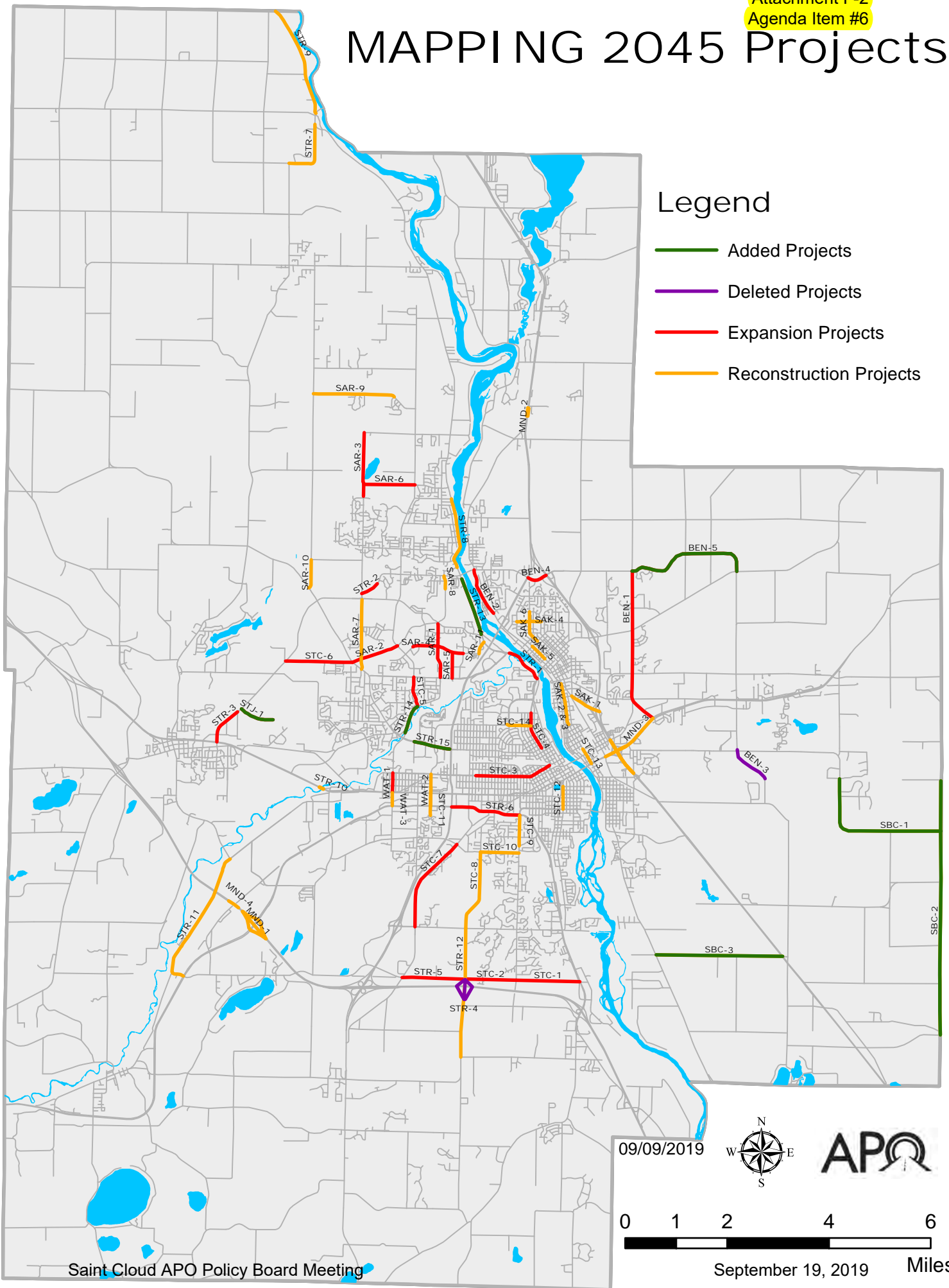
With your approval of the revised project lists, APO staff will hold another 30-day public comment period from September 23rd to October 22nd. Thus the Policy Board meeting to approve the final MTP will need to be held in late October, probably sometime the week of October 28th. Our Federal deadline for approving the MTP is October of 2019. Lacking an approved MTP for the region jeopardizes all Federal transportation funding in the area. Therefore, I would **strongly** advise that no further changes be made to the draft document.

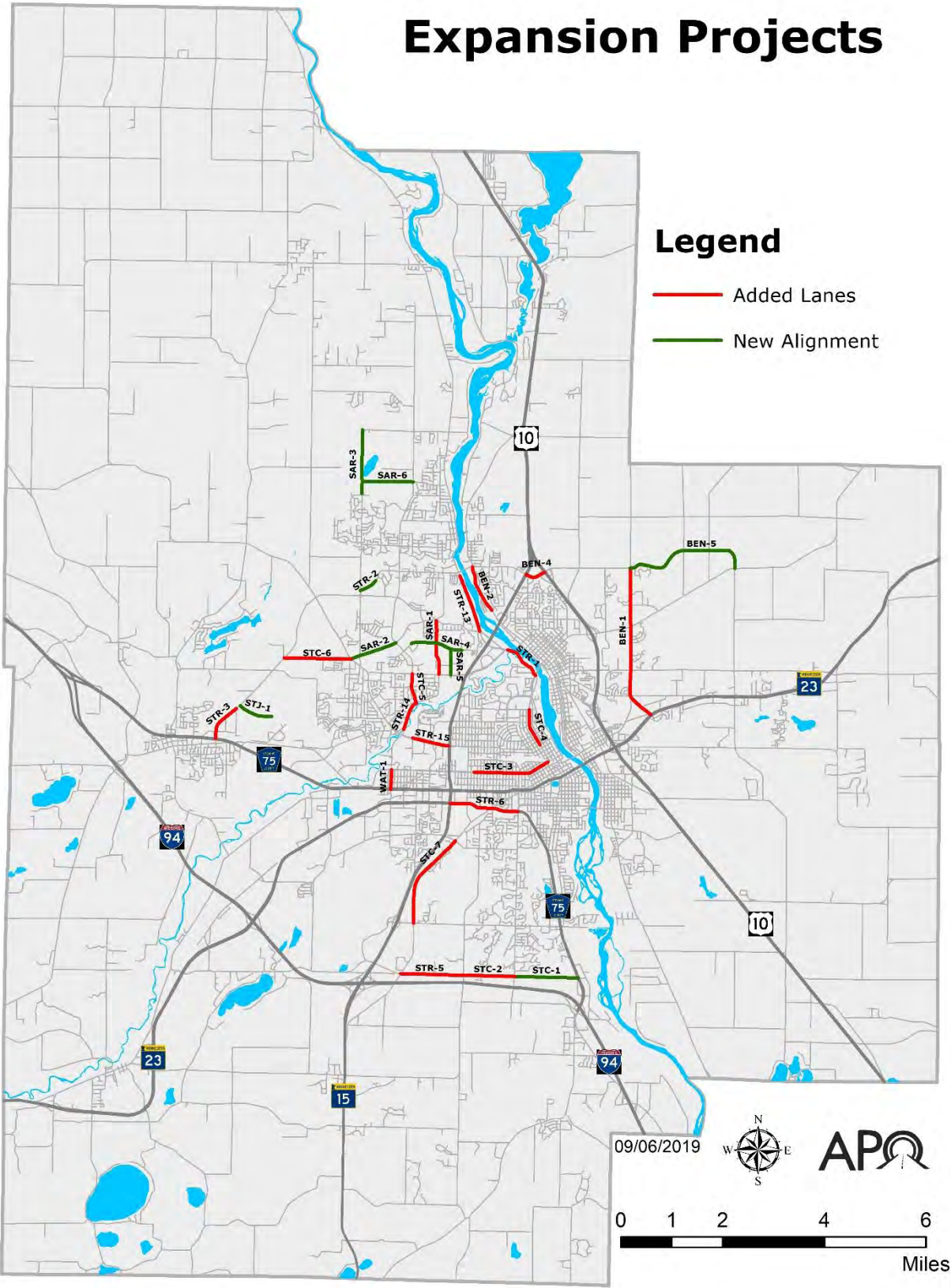
RECOMMENDED ACTION: Approve the revised MTP project list and start a new 30-day public input period

MAPPING 2045 Projects

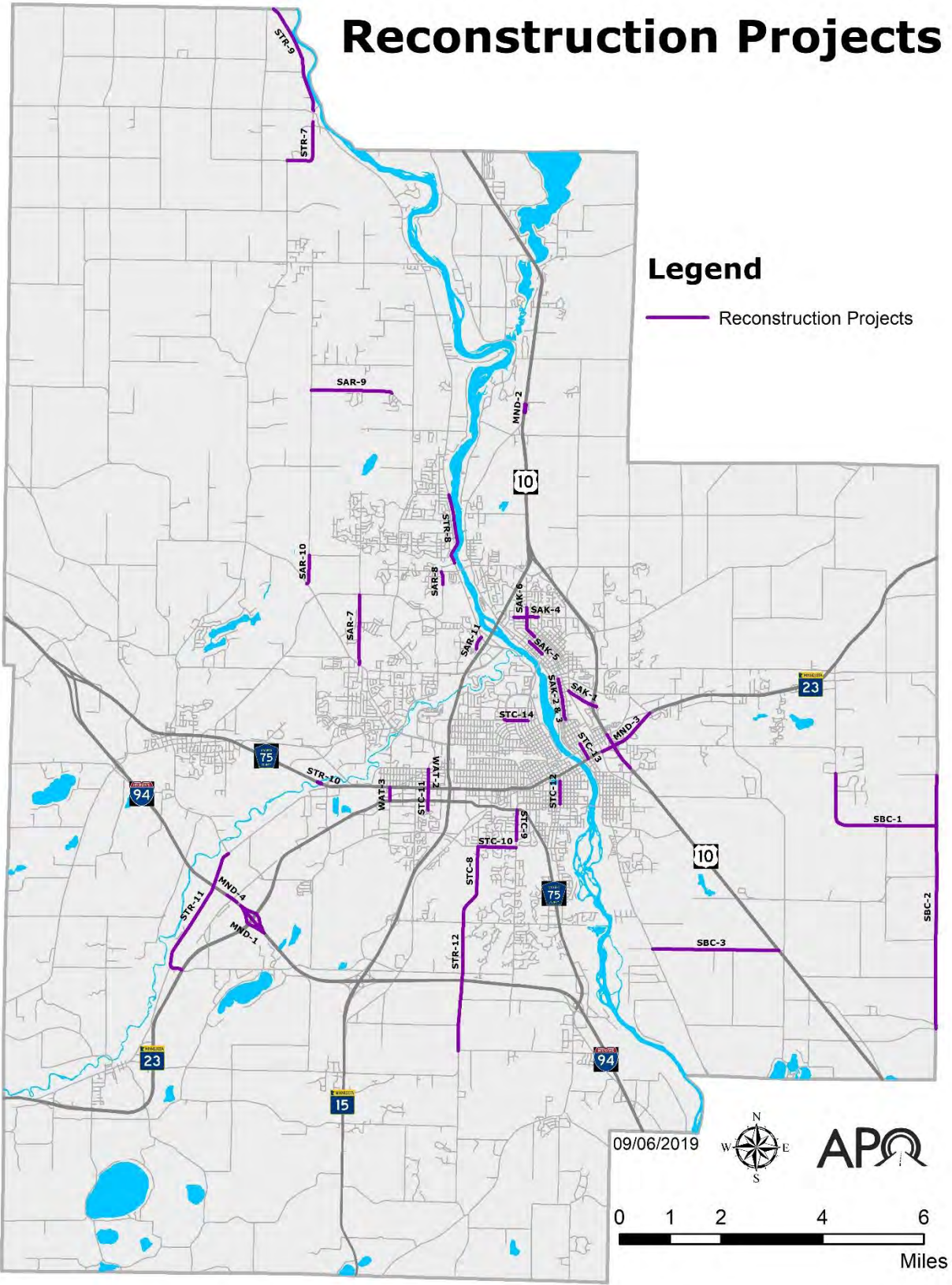
Legend

- Added Projects
- Deleted Projects
- Expansion Projects
- Reconstruction Projects



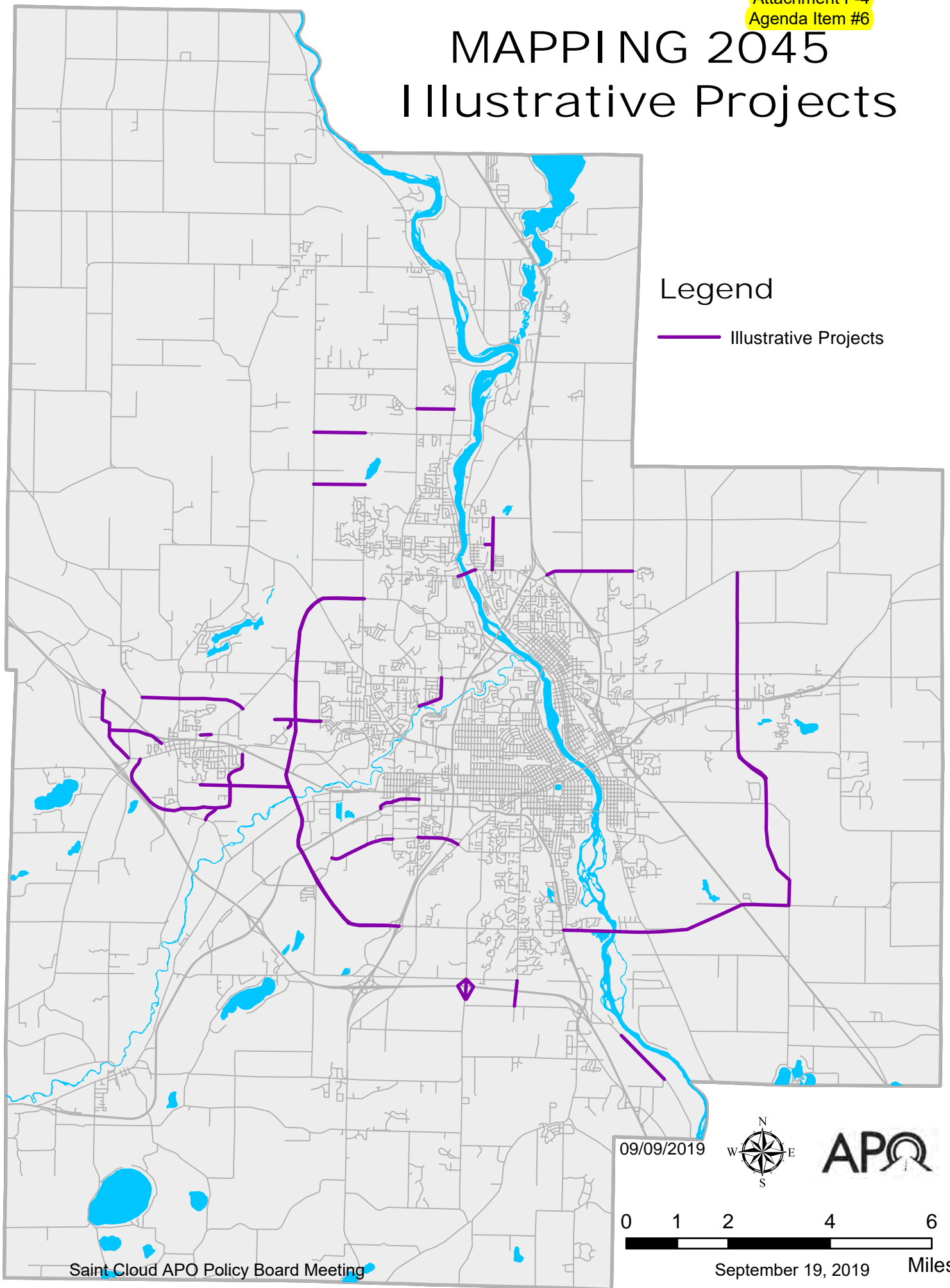


Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
BEN-1	CSAH 1 (Mayhew Lake Road NE) in Sauk Rapids	CSAH 29 (35 th Street NE) to MN 23	Four-Lane Undivided Arterial
BEN-2	CSAH 33 (Benton Drive) in Sauk Rapids	CSAH 29 (First Street NE) to 18 th Street NW	Four-Lane Undivided Arterial
BEN-4	CSAH 29 (35 th Street NE) in Sauk Rapids	MN 15 to US 10	Four-Lane Divided Arterial
BEN-5	CSAH 29 in Sauk Rapids	CSAH 1 (Mayhew Lake Road) to 35 th Avenue NE	Two-Lane Divided Arterial
STR-1	CSAH 1 (River Avenue N) in Sartell	MSAS 145 (Ninth Avenue N) to County Road 120	Four-Lane Undivided Arterial
STR-2	CSAH 133 (Second Street S) in Sartell	Theisen Road to CSAH 133 (Sixth Street S/19 th Avenue N)	Four-Lane Undivided Arterial
STR-3	CSAH 133 in Saint Joseph	CSAH 75 to 19 th Avenue NE	Four-Lane Undivided Arterial
STR-5	County Road 122 (40 th Street S) in Saint Cloud	CSAH 74 to CSAH 136 (Oak Grove Road SW)	Four-Lane Undivided Collector
STR-6	CSAH 75 (Second Street S) in Saint Cloud	15 to MSAS 141 (Cooper Avenue S)	Six-Lane Divided Arterial
STR-13	CSAH 1 (Riverside Avenue S) in Sartell	MSAS 118 (Heritage Drive) to CSAH 78	Four-Lane Undivided Arterial
STR-14	County Road 134 in Saint Cloud	Sauk River Bridge to Pinecone Road	Four-Lane Divided Arterial
STR-15	CSAH 4 (Eighth Street North) in Saint Cloud	Anderson Avenue to MN 15	Six-Lane Divided Arterial
STC-1	MSAS 156 (40 th Street S) in Saint Cloud	MSAS 141 (Cooper Avenue) to CSAH 75 (Roosevelt Road)	Four-Lane Undivided Collector
STC-2	MSAS 156 (40 th Street S) in Saint Cloud	CSAH 136 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue)	Four-Lane Undivided Collector
STC-3	MSAS 114 (Third Street N) in Saint Cloud	31 st Avenue N to MSAS 145 (Ninth Avenue N)	Four-Lane Divided Arterial
STC-4	MSAS 145 (Ninth Avenue N) in Saint Cloud	MSAS 148 (15 th Street N) to Stearns CSAH 4 (Eighth Street N/Veterans Drive)	Four-Lane Divided Arterial
STC-5	Pinecone Road S in Saint Cloud	Stearns County Road 134 to Stearns CSAH 120	Four-Lane Divided Arterial
STC-6	322 nd Street in Saint Cloud	Stearns CSAH 133 to Stearns CSAH 4	Three-Lane Undivided Collector
STC-7	CSAH 74 (West Saint Germain Street) in Saint Cloud	Stearns County Road 137 (Seventh Street S/22 nd Street S) to 33 rd Street S	Three-Lane Undivided Arterial
STJ-1	Westwood Parkway in Saint Joseph	21 st Avenue NE to 0.68 miles East	Four-Lane Divided Arterial
SAR-1	MSAS 117 (Leander Avenue) in Sartell	Stearns CSAH 120 to MSAS 118 (Heritage Drive)	Three-Lane Undivided Collector
SAR-2	Roberts Road in Sartell	MSAS 103 (Pinecone Road S) to Stearns CSAH 4 (322 nd Street)	Three-Lane Undivided Collector
SAR-3	19 th Avenue N in Sartell	11 th Street N to 27 th Street N	Two-Lane Undivided Local
SAR-4	Scout Drive in Sartell	Scout Drive to Connecticut Avenue S	Two-Lane Undivided Local
SAR-5	Then Avenue in Sartell	Proposed Scout Drive alignment to CSAH 120	Two-Lane Undivided Local
SAR-6	15 th Street N in Sartell	MSAS 103 (Pinecone Road N) to 19 th Avenue N	Four-Lane Undivided Collector
WAT-1	MSAS 103 (10 th Avenue N) in Waite Park	Stearns CSAH 81 (Third Street N) to CSAH 75 (Division Street)	Four-Lane Divided Arterial



Project ID	Project Location	Beginning and Ending Termini	Post-Construction Facility Type
STR-7	CSAH 2 (Central Avenue N) in Brockway Township	421 st Street to CSAH 1	Two-Lane Arterial Reconstruction
STR-8	CSAH 1 (Riverside Avenue N) in Sartell	Sartell Street W to MSAS 104 (12 th Street N)	Two-Lane Arterial Reconstruction
STR-9	CSAH 1 in Brockway Township	CSAH 17 to North Stearns County Line	Two-Lane Arterial Reconstruction
STR-10	CSAH 75 in Waite Park	Bridge Number 6819 over the Sauk River	Principal Arterial Bridge Replacement
STR-11	CSAH 138 in Waite Park and Saint Joseph Township	MN 23 to County Road 121	Minor Collector Reconstruction
STR-12	CSAH 136 (Oak Grove Road SW) in Saint Cloud and Saint Augusta	County Road 115 to 33 rd Street S	Major Collector Reconstruction
STC-8	MSAS 175 (County Road 136/Oak Grove Road SW) in Saint Cloud	MSAS 153 (22 nd Street S) to MSAS 151 (33 rd Street S)	Two-Lane Collector Reconstruction
STC-9	MSAS 141 (Cooper Avenue S) in Saint Cloud	MSAS 146 (Traverse Road) to CSAH 75 (Roosevelt Road)	Two-Lane Arterial Reconstruction
STC-10	MSAS 153 (22 nd Street S) in Saint Cloud	MSAS 175 (Oak Grove Road SW) to MSAS 141 (Cooper Avenue S)	Two-Lane Minor Arterial Reconstruction
STC-11	MSAS 102 (Waite Avenue S) in Saint Cloud	First Street N to 125' South of Wellington Circle	Four-Lane Arterial/Two-Lane Local Reconstruction
STC-12	MSAS 145 (Ninth Avenue S) in Saint Cloud	Fourth Street S to MSAS 101 (University Drive)	Four-Lane Arterial Reconstruction
STC-13	MSAS 106 (Wilson Avenue NE) in Saint Cloud	MN 23 to First Street NE	Two-Lane Collector Reconstruction
STC-14	MSAS 125 (13 th Street N) in Saint Cloud	MSAS 135 (Northway Drive) to MSAS 145 (Ninth Avenue N)	Two-Lane Collector Reconstruction
SAR-7	19 th Avenue S in Sartell	Stearns CSAH 4 to Stearns CSAH 133 (Sixth Street S)	Two-Lane Collector Reconstruction
SAR-8	Fourth Avenue S in Sartell	Stearns CSAH 133 (Second Street S) to Fourth Street S	Two-Lane Collector Reconstruction
SAR-9	35 th Street N in Sartell	75 th Avenue (Townline Road) to 12 th Avenue N	Two-Lane Local Reconstruction
SAR-10	75 th Avenue (Townline Road) in Sartell	Stearns CSAH 4 to First Street N	Two-lane Collector Reconstruction
SAR-11	MSAS 131 (LeSauk Drive) in Sartell	Stearns CSAH 1 (Riverside Avenue S) to Dehler Drive	Two-Lane Local Reconstruction
SAK-1	MSAS 109 (Benton Drive S) in Sauk Rapids	MSAS 103 (Summit Avenue S) to US 10	Four-Lane Arterial Reconstruction
SAK-2	MSAS 104 (Second Avenue S) in Sauk Rapids	MSAS 109 (Benton Drive S) to 10 th Street S	Two-Lane Collector Reconstruction
SAK-3	MSAS 104 (Second Avenue S) in Sauk Rapids	10 th Street S to Searle Street	Two-Lane Collector Reconstruction
SAK-4	MSAS 101 (11 th Street N) in Sauk Rapids	MSAS 104 (Second Avenue N) to MSAS 101 (Sixth Avenue N)	Two-Lane Collector Reconstruction
SAK-5	MSAS 104 (Second Avenue N) in Sauk Rapids	Third Street N to MSAS 108 (Eighth Street N)	Two-Lane Local Reconstruction
SAK-6	MSAS 111 (Fourth Avenue N) in Sauk Rapids	MSAS 108 (Eighth Street N) to 13 th Street N	Two-Lane Collector Reconstruction
WAT-2	MSAS 101 (Waite Avenue) in Waite Park	Stearns CSAH 81 (Third Street N) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
WAT-3	MSAS 103 (10 th Avenue S) in Waite Park	Stearns CSAH 75 (Division Street) to MN 23 (Second Street S)	Four-Lane Arterial Reconstruction
SBC-1	CR 63 (17 th Street SE) in Haven Township	Tee-To-Green Street to CSAH 20 (75 th Avenue SE)	Two-Lane Collector Reconstruction
SBC-2	CSAH 20 (75 th Avenue SE) in Haven Township	Seventh Street SE to CSAH 16 (57 th Street SE)	Two-Lane Collector Reconstruction
SBC-3	CR 65 (42 nd Street SE) in Haven Township	CAH 8 to US 10	Two-Lane Local Reconstruction
MND-1	I-94 in Saint Joseph Township	I-94 at MN 23	Interchange Reconstruction
MND-2	US 10 in Watab Township	Bridge Number 3666	Bridge Replacement
MND-3	MN 23 in Saint Cloud	MN 23 (from Lincoln Avenue to Benton CSAH 1) to US 10 (from East Saint Germain Street to 15 th Avenue SE)	Interchange Reconstruction
MND-4	I-94 in Saint Joseph Township	Bridge Numbers 73875 and 73876	Bridge Replacement

MAPPING 2045 Illustrative Projects





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), Senior Planner
RE: Surface Transportation Block Grant Program Score Sheet
DATE: Sept. 3, 2019

The Surface Transportation Block Grant Program (STBGP) provides flexible funding that may be used by states and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge, and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. States and localities are responsible for a minimum 20 percent share of project costs funded through this program.

STBGP funding is received by the state from the Federal government. With that pre-determined sum of funding, MnDOT allocates approximately half of those Federal dollars to the Twin Cities metro area. The remaining half is then divided among the greater Minnesota Area Transportation Partnerships (ATPs).

The Central Minnesota ATP (ATP-3) – which is encompassed by the Minnesota Department of Transportation's District 3 (MnDOT D3) – further divides the allocated funding among specific regions within the ATP. Those regions include Region 5 Development Commission, East Central Regional Development Commission (7E), Region 7W Transportation Policy Board, and the Saint Cloud APO.

Within the APO, APO staffers initiate the solicitation process for projects. Agencies and jurisdictions within the APO's Metropolitan Planning Area (MPA) complete an application form for funding that is consistent across MnDOT D3. APO staffers then review, score, and rank those submitted applications using a technical merit scoring rubric. Those findings are then presented to the APO's TAC and used as a guide to assist in prioritizing STBGP funded projects for the region. From there, projects are recommended for Policy Board approval and subsequently programmed into the APO's Transportation Improvement Program (TIP).

In years past, APO staffers have utilized Region 7W's Project Assessment Evaluation Worksheet as a means to develop the initial scoring and ranking system. Staffers felt that this, while a good template, could be improved to better align with the APO's goals, objectives, and strategies outlined in the Metropolitan Transportation Plan (MTP).

Per email conversations with Steve Voss, MnDOT D3 District Planning Director, the APO is allowed to alter the project assessment evaluation, but must maintain the evaluation

portion for the seven project qualifications (access and mobility, system connectivity, multimodal, system condition, safety, economic vitality, and equity).

At the July Technical Advisory Committee meeting, TAC members provided feedback on the proposed draft of the STBGP score sheet. This feedback included the development of a scoring guide or rubric, the consideration of a points based scale for evaluation, the weighting of certain categories, and inclusion of a project readiness category. In addition, APO staff have added some new categories. APO staff is also seeking input on how to handle the equity portion of the scoring criteria. This has not been included in the draft score sheet.

At the August TAC meeting, members provided feedback on the second proposed draft of the STBGP score sheet. This feedback included eliminating sub-scoring criteria, the combination of two APO developed scoring categories (Public Engagement and Plan Identification/Project Readiness), and the reassigning of points based on significance. In addition, APO TAC members have elected to score each of the projects presented.

Attachment G-2 is the third draft of the redesigned STBGP Project Review and Score Sheet for the APO **presented to the APO's TAC at the Sept. 19 meeting.** **Attachment G-3** is the second draft rubric including all pertinent information needed to assist agencies and jurisdictions in completing the application **as presented to the APO's TAC at the Sept. 19 meeting.**

An equity analysis was discussed at the TAC. Recommendations and attachments from that TAC meeting will be presented in-person at the Policy Board meeting.

Requested Action: *Approval.*

Saint Cloud APO Surface Transportation Block Grant Program (STBGP) Project Review and Score Sheet		
Proposed Project Title:		Reviewer:
Applicant:		Date:
Project Qualifications		Evaluation Considerations
A. Access and Mobility: Explain how the project increases the accessibility and mobility options for people and freight. (25 points total)		*Project includes ADA compliant infrastructure. *Project improves (or facilitates the possible incorporation of) access to transit stops. *SYSTEM PRESERVATION: Project occurs within an EJ area. *EXPANSION: Project details mitigation effort to lessen/minimize impact on EJ populations. *V/C ratio: >1.00; 0.85-0.99; <0.84.
Criteria to consider		
*Project complies with the Americans with Disabilities Act (ADA) and meets Title VI and Environmental Justice Requirements. *Project improves travel time reliability and/or level of service (LOS).		
Comments:		#1 Score
B. System Connectivity: Explain how the project enhances the integration and connectivity of the transportation system for people and freight. (25 points total)		*Project occurs on or constructs a new roadway with the following functional classification: Interstate 94; NHS system (MN 23, MN 15, US 10, CSAH 75); Principal or minor arterial; Principal or minor collector. *Project is interjurisdictional . *Project completes a connection.
Criteria to consider		
*Project preserves and/or enhances an important long-distance commuter corridor for workers who commute into the greater Saint Cloud metropolitan area. *Project furthers or completes the connection of existing transportation infrastructure (roadways, transit, active transportation) within and between jurisdictions (fills a gap).		
Comments:		#2 Score
C. Multimodal: Explain how the project promotes walking, bicycling, transit, and other modes as an integral component of the transportation system. (20 points total)		*Project contains the following: Multi-use paths. On-road bicycle lanes. Sidewalks. Connections within and/or between jurisdictions. Connections to major trip generators (examples include schools, businesses, places of employment, etc.)
Criterion to consider		
*Project furthers or establishes new connections of existing multi-use paths, bicycle lanes, and/or sidewalks within and between jurisdictions (fills a gap).		
Comments:		#3 Score
D. System Condition: Explain the current system conditions and how this project will preserve or enhance the transportation infrastructure and/or operations (50 points total)		*Pavement IRI conditions (poor, fair, good). *Bridge conditions (poor, fair, good). *Multi-use paths conditions (poor, fair, good). *Consideration should also be given to the construction of new roadways and the impact of preserving or enhancing the current transportation infrastructure with the development of the addition to the roadway network.
Criterion to consider		
*Project improves the pavement condition of an existing bridge, roadway, multi-use path, or bicycle lane. Prioritization will be taken for projects that improve bridges with a 'poor' condition rating or roadways with a 'poor' International Roughness Index (IRI) rating.		
Comments:		#4 Score

E. Safety: Explain how the project or elements of the project may improve safety. (50 points total)		*Project occurs on a roadway (or near an intersection) with a high critical crash rate. *Safety measures applied -- consideration for rural and urban safety improvements.
Criterion to consider		
*Project includes appropriate safety infrastructure to assist in preventing crashes (i.e. shoulder and centerline rumble and mumble strips and stripes; roundabouts; median barrier systems; crash cushions; guiderail end treatments; traffic calming; pedestrian crossings, etc.). Prioritization will be taken for projects that are constructed at high-crash locations.		
Comments:		#5 Score
F. Economic Vitality: Explain how the project supports the economic development and job growth retention/creation goals in the community and region. (15 points total)		*Project occurs within the existing freight corridor. *Project explains relationship between construction and the anticipated development, property tax generation, and job creation/retention.
Criteria to consider		
*Project improved the efficient movement of people and freight between the region and the rest of the state and/or nation. *Project promotes improved operation of the existing freight network.		
Comments:		#6 Score
G. Energy and Environmental Conservation: Explain how the project promotes energy conservation and improves public health and quality of life while sustaining and improving the resiliency and reliability of the transportation system. (5 points total)		*Describe the environmental path you intend to follow (i.e. EA/EIS/CATX). Has coordination taken place with environmental planners/MPCA/DNR/etc. about the location of the project and potential impacts? *Project has undergone the local environmental review process
Criterion to consider		
*Project complies with the requirements of the National Environmental Policy Act (NEPA), the Minnesota Environmental Policy Act (MEPA), and appropriate mitigation options have been explored in order to minimize environmental impact.		
Comments:		#7 Score
H. Public Engagement, Plan Identification, and Project Readiness: Identify where the project has been notated in one or more statewide, regional, or local plan, which has been adopted by federal, state, regional, or local agencies. (10 points total)		*Proposers should identify the relationship of the project to any statewide, regional, or local plans/objectives that have gone through a public planning process. They should explain how the project is consistent with these plans and objectives, refer to specific sections of the plan, and describe the level of public involvement in which the project was developed, adopted and/or approved. Provide a link to the plan or cite plan document reference. *Include any pertinent excerpts from completed feasibility documentation for the project (i.e. scoping study, preliminary engineering, etc.). Describe the public outreach that has taken place and include any controversial issues that may affect this project.
Criterion to consider		
See evaluation considerations.		
Comments:		#8 Score
TOTAL SCORE (200 total points available)		0



SURFACE TRANSPORTATION BLOCK GRANT PROGRAM

Project Score Sheet Rubric

About this rubric

This rubric is designed to complement the Central Minnesota Area Transportation Partnership (ATP-3)'s Surface Transportation Block Grant Program (STBGP) guidebook and application guidance. This rubric is designed to assist agencies and jurisdictions within the Saint Cloud Area Planning Organization's (APO's) planning area in completing the STBGP solicitation for ATP-3 STBGP dollars allocated to the APO's planning area.

Application requirements

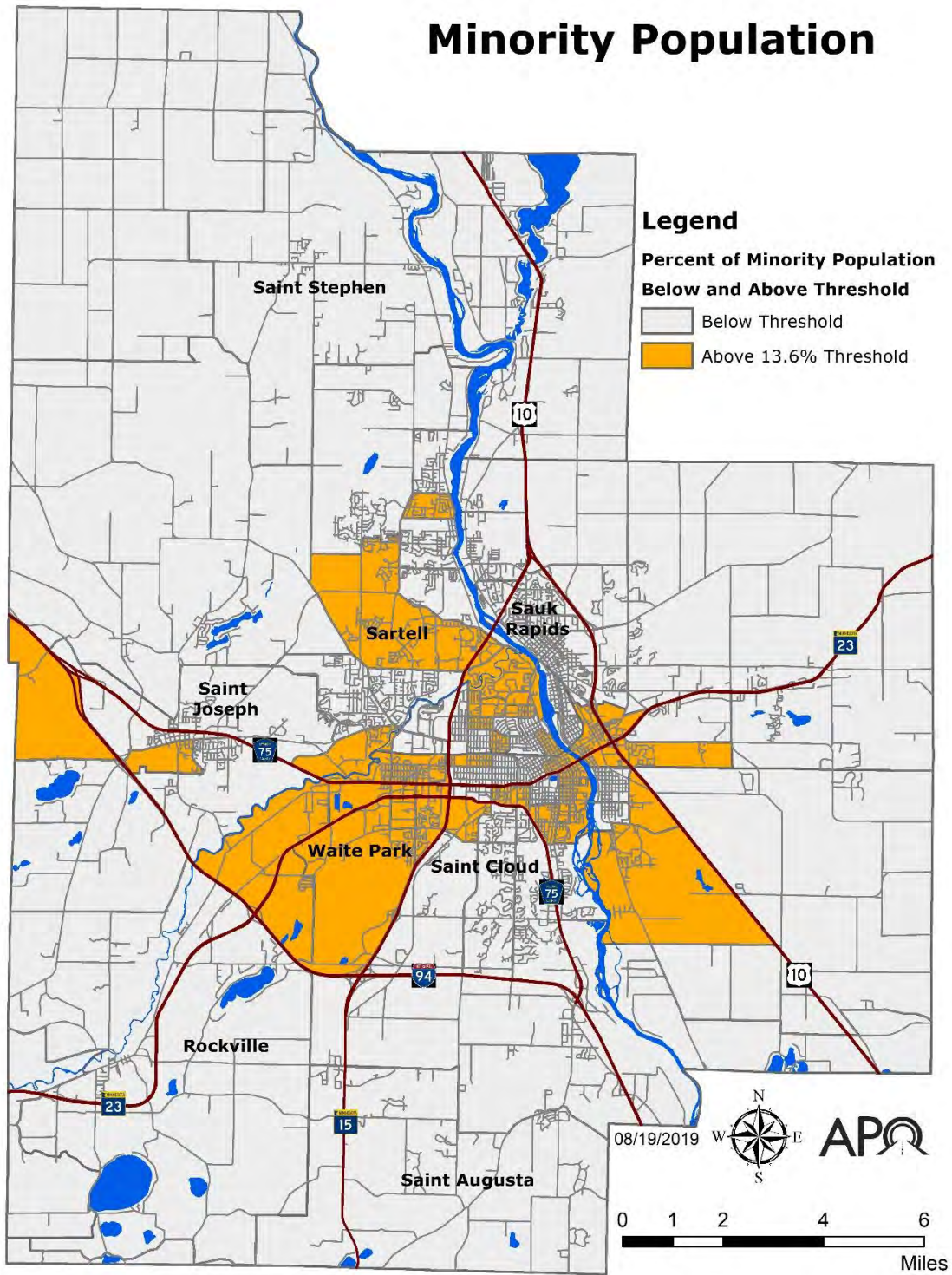
All agencies and jurisdictions within the APO's planning area applying for STBGP funding must comply with the requirements dictated by the ATP. In addition, the APO is requiring a resolution of support from the applicant's governing body **PRIOR** to the submittal of the application to the APO. This resolution, if the project is selected for funding, will serve as the required resolution for ATP-3. Any application submitted without a resolution will not be eligible for scoring.

Project Qualifications

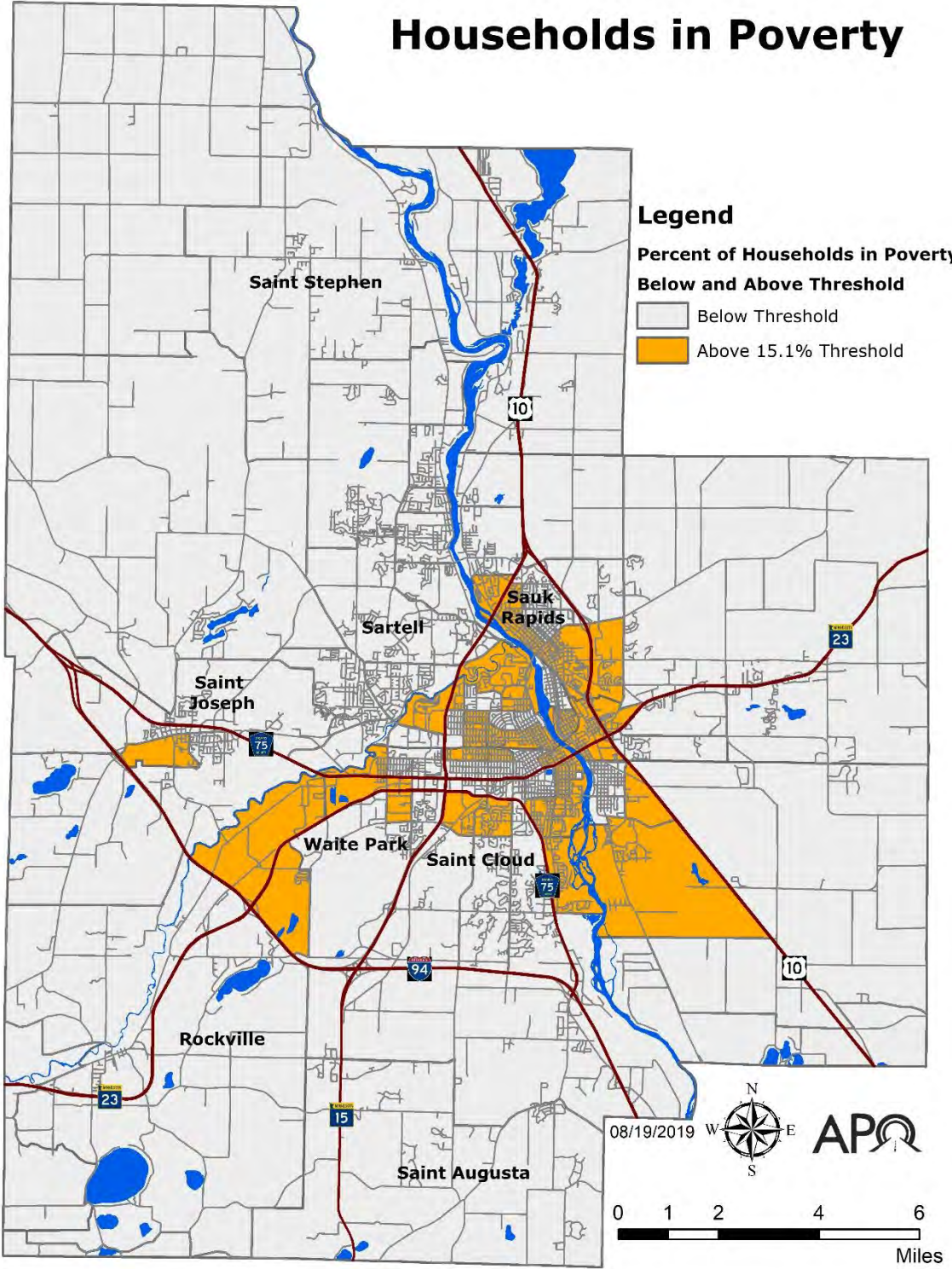
A. Access and Mobility

Explain how your project increases the accessibility and mobility options for people and freight. **(25 points total)**

- Criteria to consider
 - Project complies with the Americans with Disabilities Act (ADA) and meets Title VI and Environmental Justice (EJ) requirements.
 - Project improves travel time reliability and/or level of service (LOS).
- Evaluation criteria
 - ADA/Title VI/EJ
 - Project includes ADA compliant infrastructure such as curb ramps, pedestrian intersection crossing infrastructure.
 - Project improves (or facilitates the possible incorporation of) access to transit stops.
 - RECONSTRUCTION PROJECTS ONLY: Project occurs within an EJ area (areas with large minority and/or low-income populations).
 - EXPANSION PROJECTS ONLY: Project details mitigation efforts to lessen/minimize impact on EJ populations (areas with large minority and/or low-income populations).



Data source: U.S. Census Bureau, 2013-2017 American Community Survey Five Year Estimates.



Data source: U.S. Census Bureau, 2013-2017 American Community Survey Five Year Estimates.



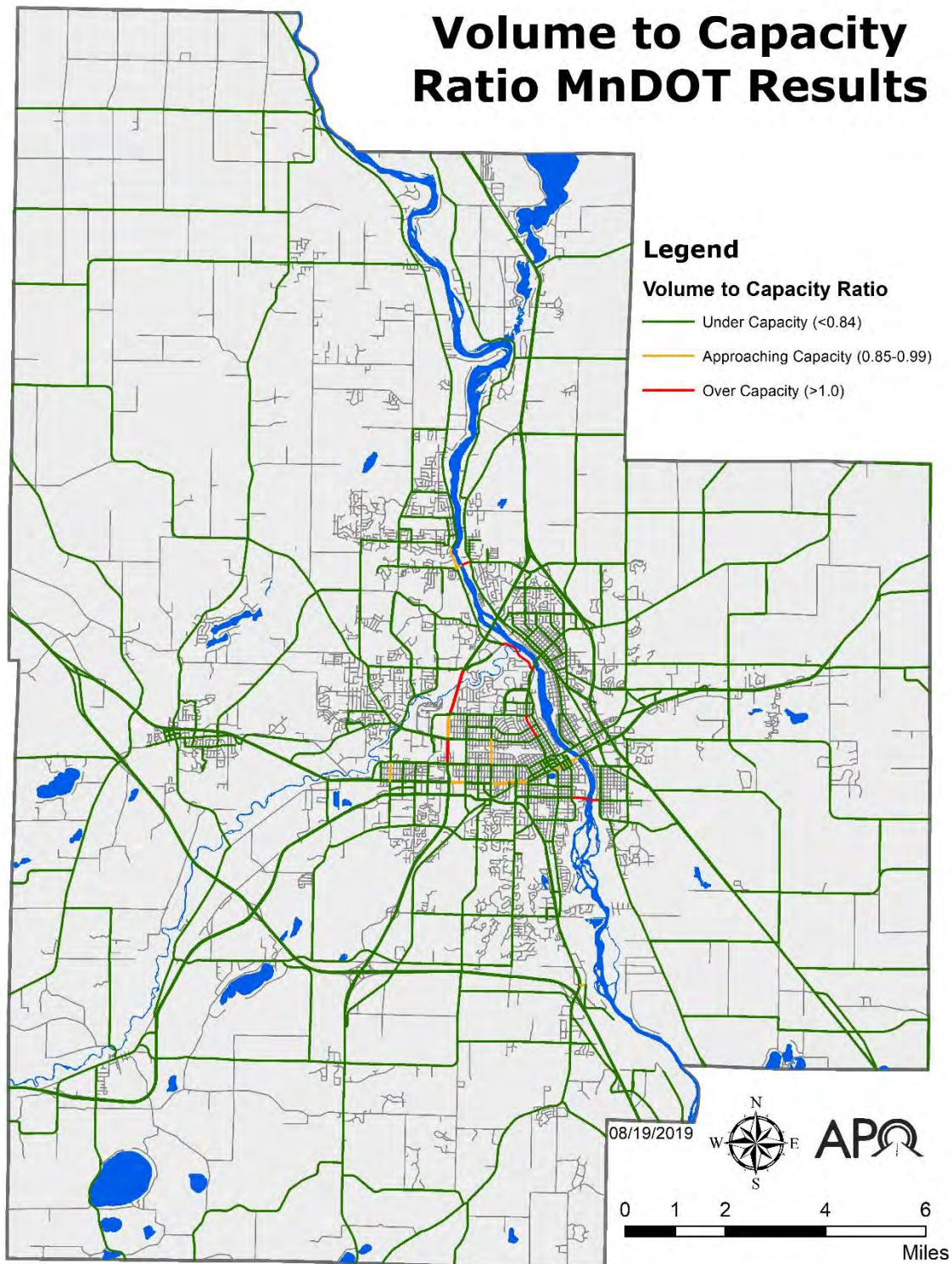
- Travel time reliability/LOS
 - Project improves the volume-to-capacity ratio of current roadway and/or roadways within close proximity (for expansion projects).
 - V/C ratio is:
 - >1.00.
 - 0.85 to 0.99.
 - <0.84.

Facility Type	Daily Capacity (vehicles/day)
Two-lane gravel road	1,000
Two-lane collector/local	10,000
Two-lane arterial	12,000
Three-lane (two-way left-turn lane) collector/arterial	18,000
Four-lane collector	20,000
Four-lane undivided arterial	27,000
Five-lane collector	28,000
Five-lane arterial	34,000
Four-lane divided (expressway)	36,000
Six-lane divided (expressway)	54,000
Four-lane unmetered freeway	74,000
Four-lane metered freeway	85,000
Six-lane unmetered freeway	111,000
Six-lane metered freeway	127,000
Eight-lane unmetered freeway	150,000
Eight-lane metered freeway	184,000

Data Source: SRF Consulting, Inc. 2019.



Volume to Capacity Ratio MnDOT Results



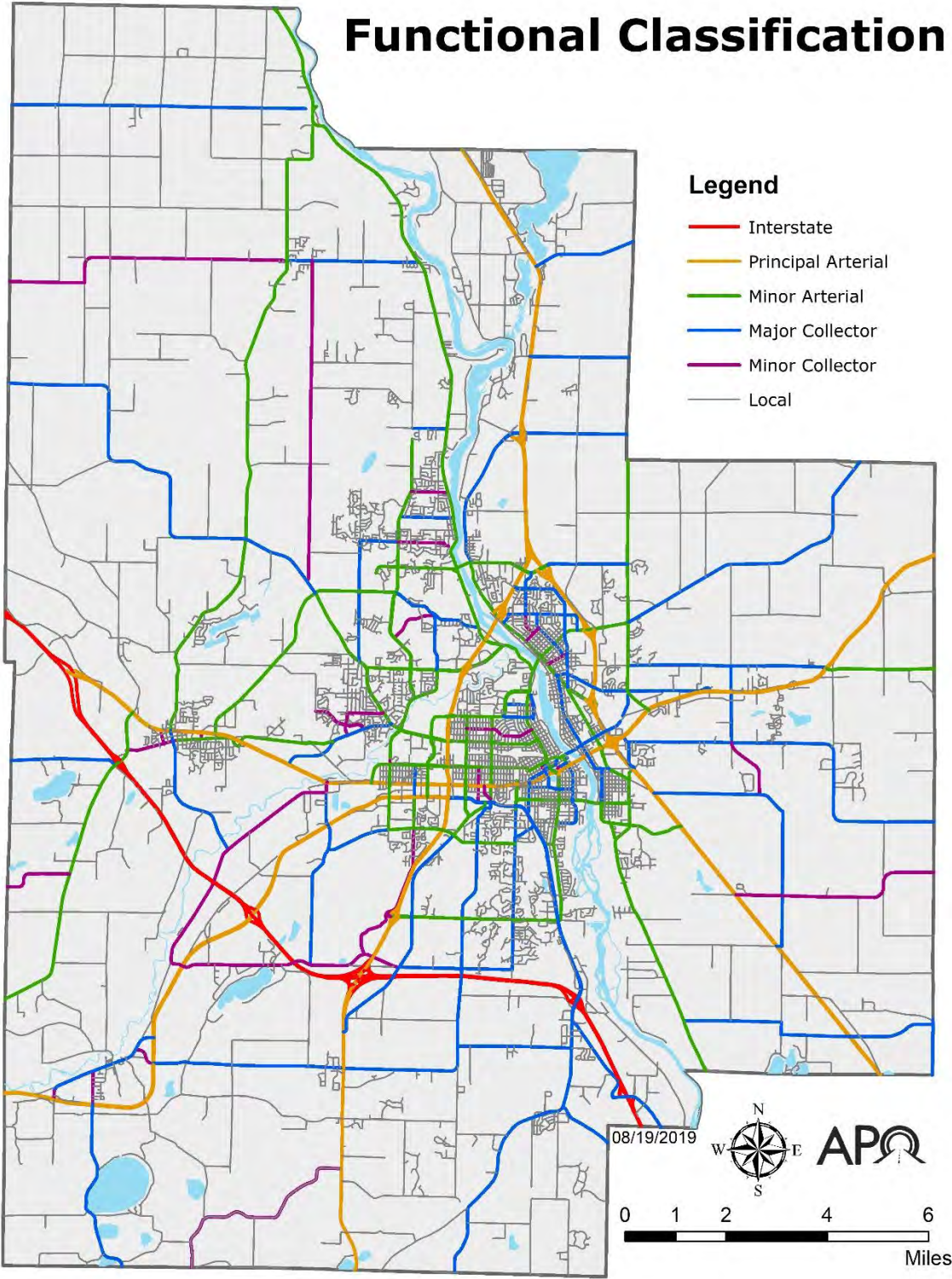
Data source: MnDOT 2017 Traffic Mapping Application.



B. System Connectivity

Explain how your project enhances the integration and connectivity of the transportation system for people and freight. **(25 points total)**

- Criteria to consider
 - Project preserves and/or enhances an important long-distance commuter corridor for workers who commute into the greater Saint Cloud metropolitan area.
 - Project furthers or completes the connection of existing transportation infrastructure (roadways, transit, active transportation) within and between jurisdictions (fills a gap).
- Evaluation criteria
 - Project occurs on or constructs a new roadway with the following functional classification:
 - Interstate 94.
 - NHS system (MN 23, MN 15, US 10, CSAH 75).
 - Principal or minor arterial.
 - Principal or minor collector.
 - Furthers or completes connections (fills a gap).
 - Project is interjurisdictional.
 - Project completes a connection.



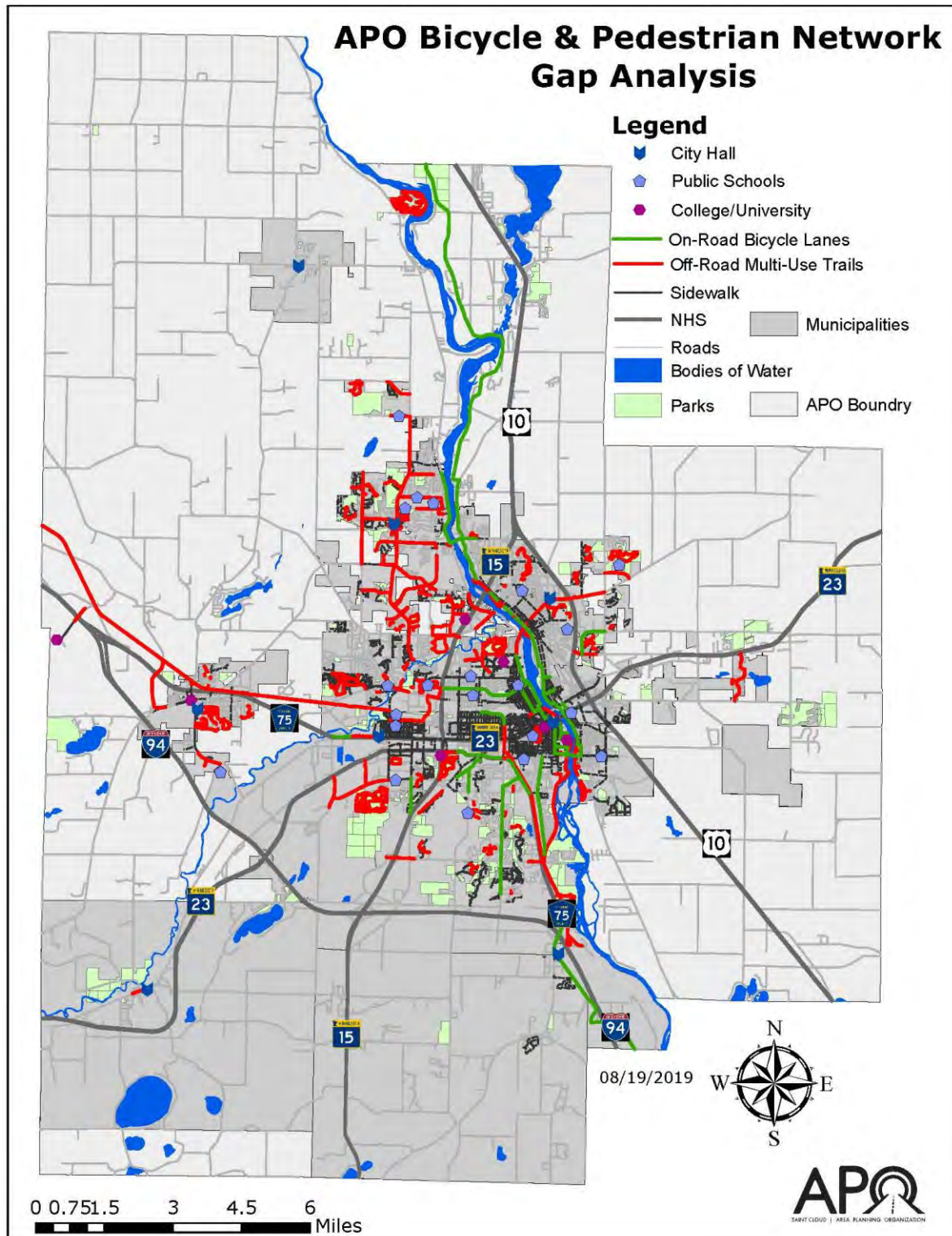
Data source: Federal Highway Administration (FHWA) 2016 Highway Performance Monitoring System (HPMS)



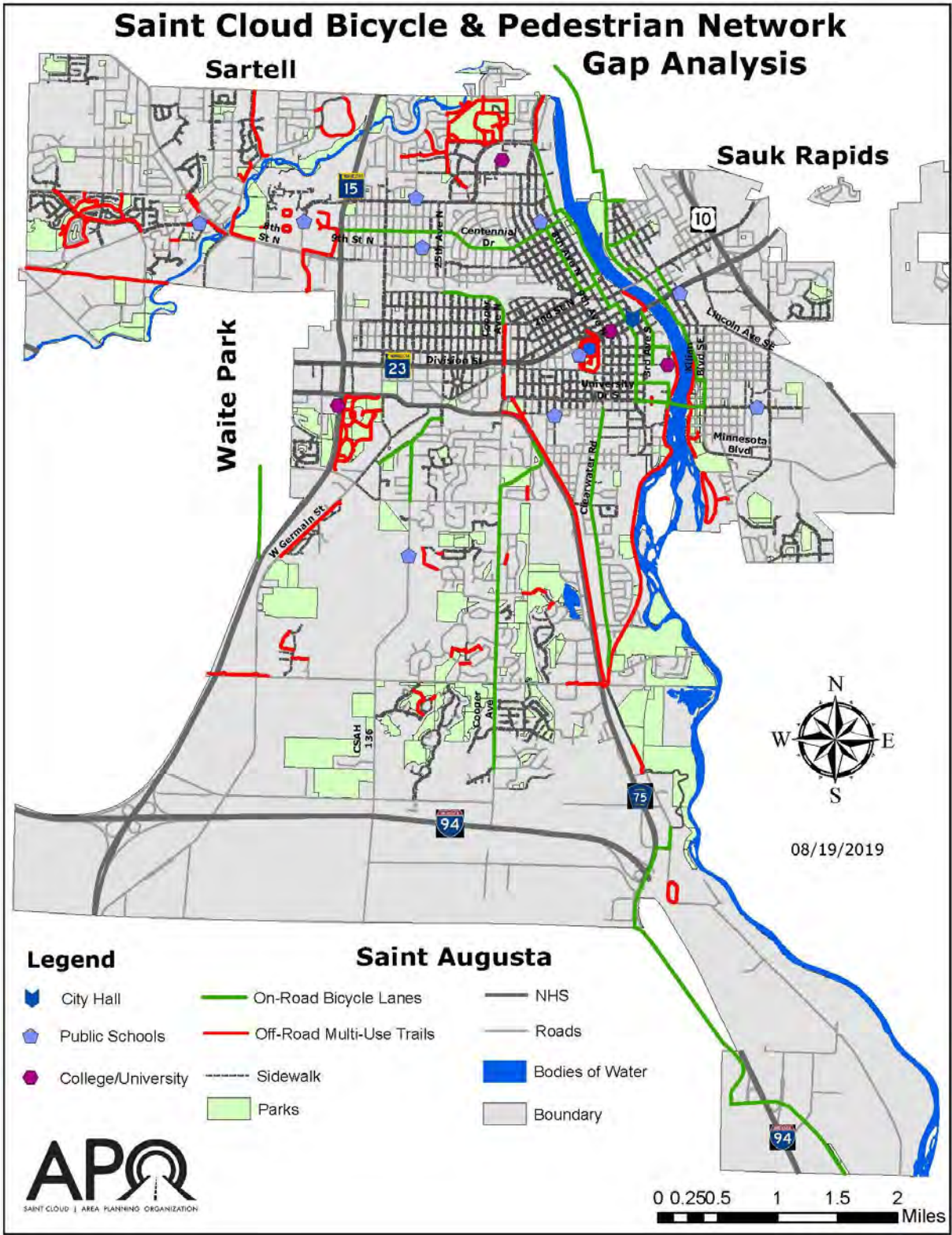
C. Multimodal

Explain how the project promotes walking, bicycling, transit, and other modes as an integral component of the transportation system. **(20 points total)**

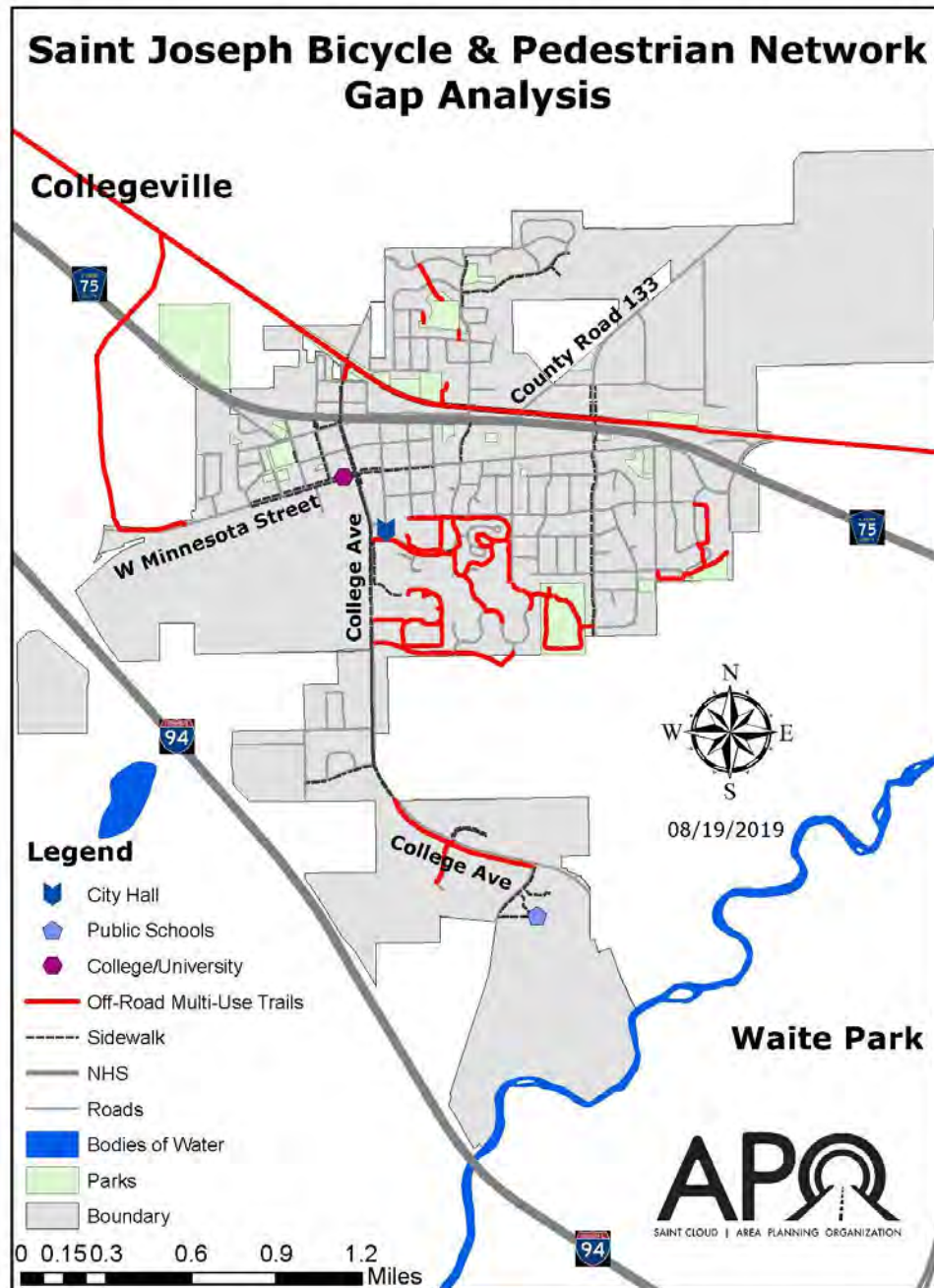
- Criterion to consider
 - Project furthers or establishes new connections of existing multi-use paths, bicycle lanes, and/or sidewalks within and between jurisdictions (fills a gap).
- Evaluation criteria
 - Project contains the following:
 - Multi-use paths.
 - On-road bicycle lanes.
 - Sidewalks.
 - Connections within and/or between jurisdictions (5 points).
 - Connections to major trip generators (examples include schools, businesses, places of employment, etc.)



Data source: Saint Cloud APO.



Data source: Saint Cloud APO.



Data source: Saint Cloud APO.



Sartell Bicycle & Pedestrian Network Gap Analysis

Saint Stephen

Legend

- City Hall
- Public Schools
- College/University
- Off-Road Multi-Use Trails
- On-Road Bicycle Lanes
- Sidewalk
- NHS
- Roads
- Bodies of Water
- Parks
- Boundary



08/19/2019



Saint Joseph

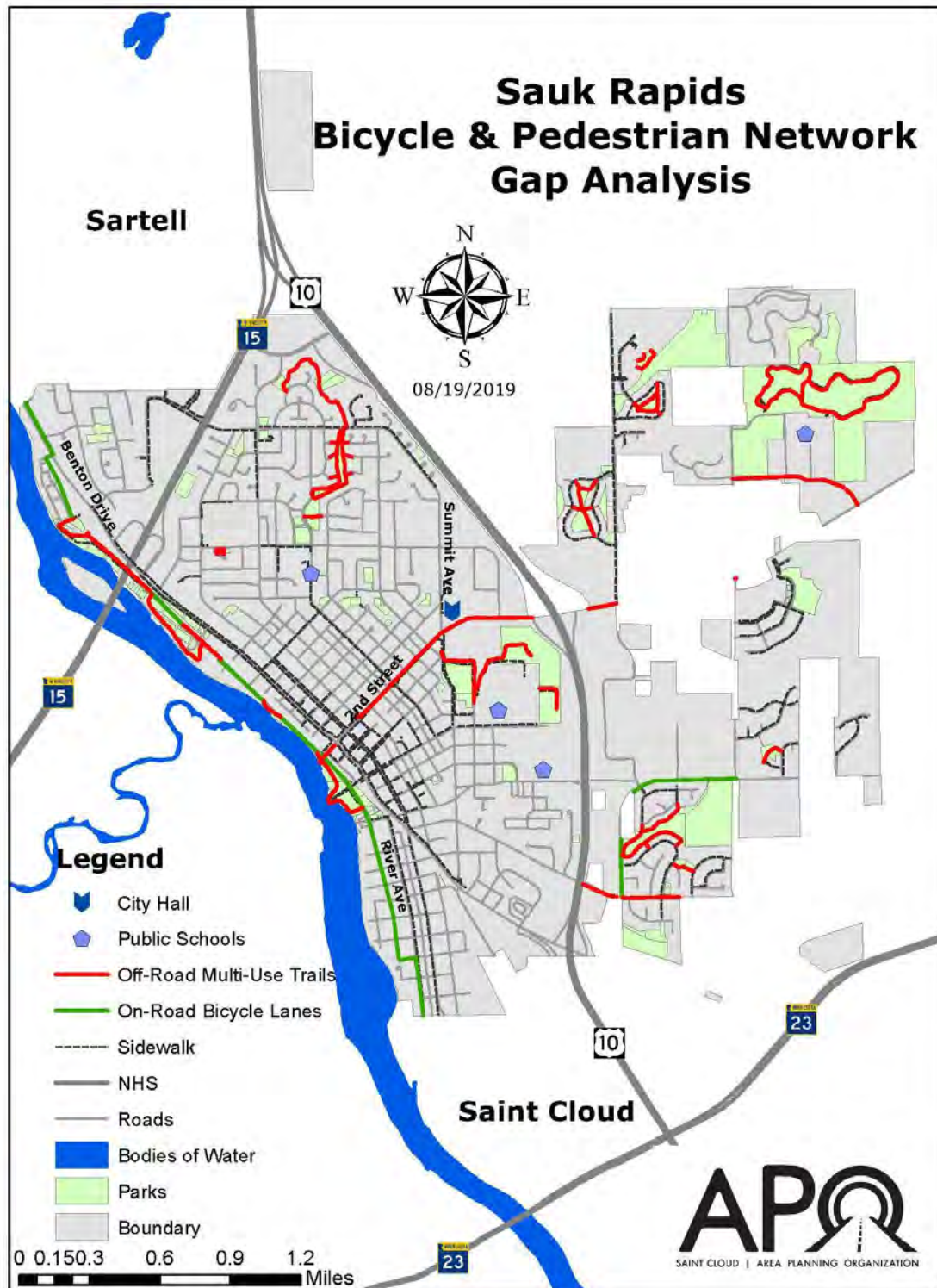
Waite Park

Saint Cloud

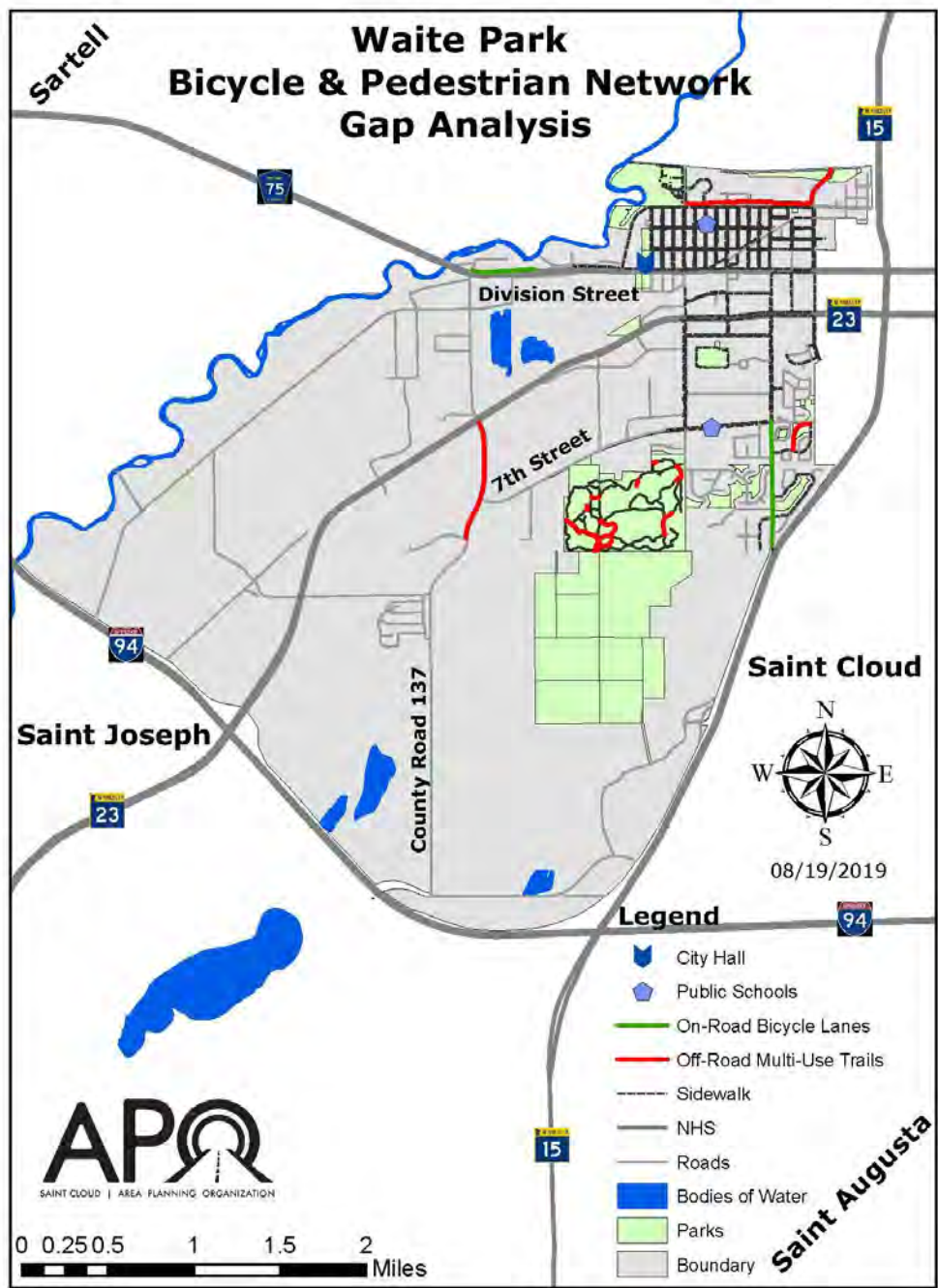
Sauk Rapids

0 0.150.3 0.6 0.9 1.2
Miles

Data source: Saint Cloud APO.



Data source: Saint Cloud APO.



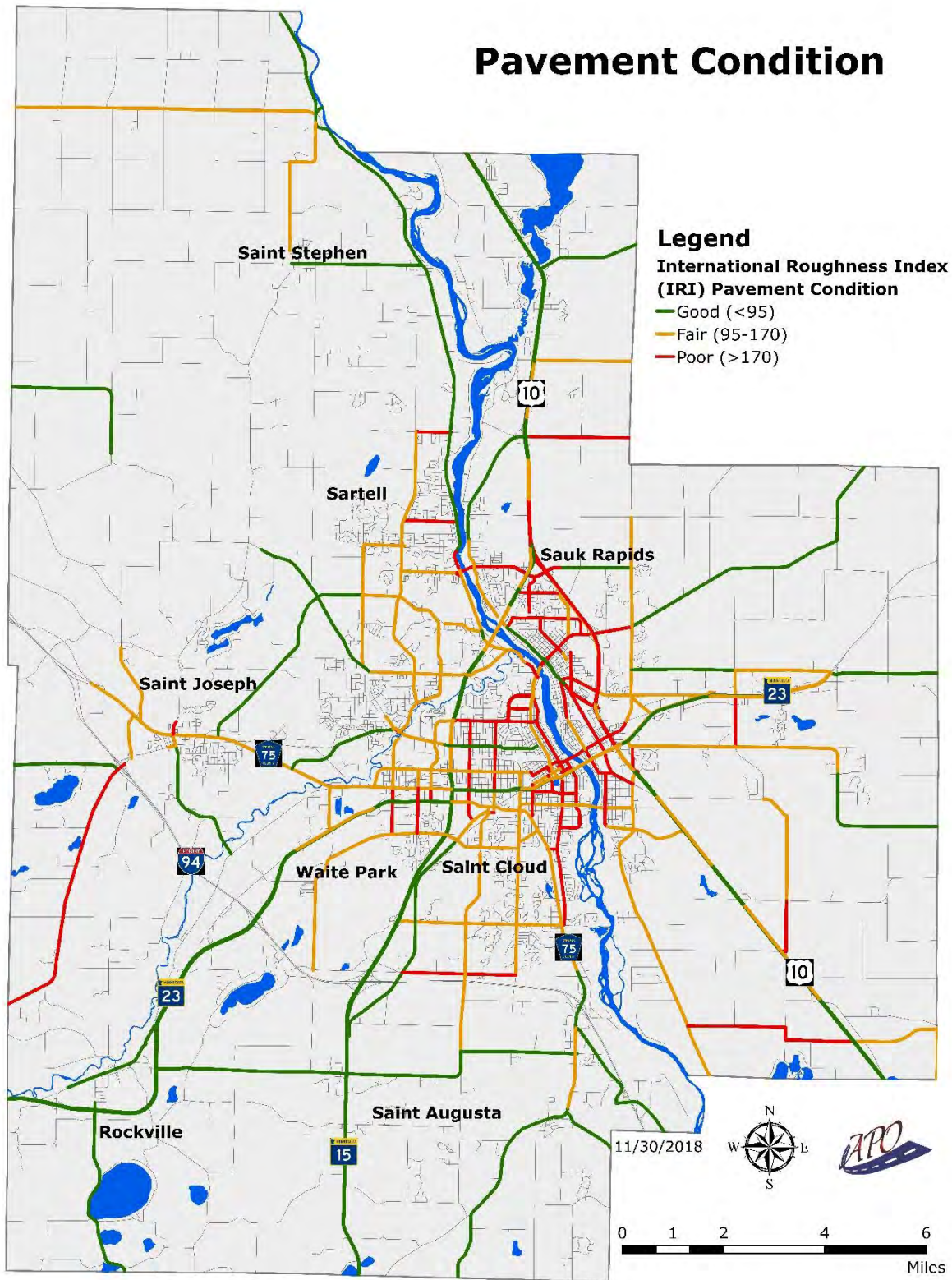
Data source: Saint Cloud APO.



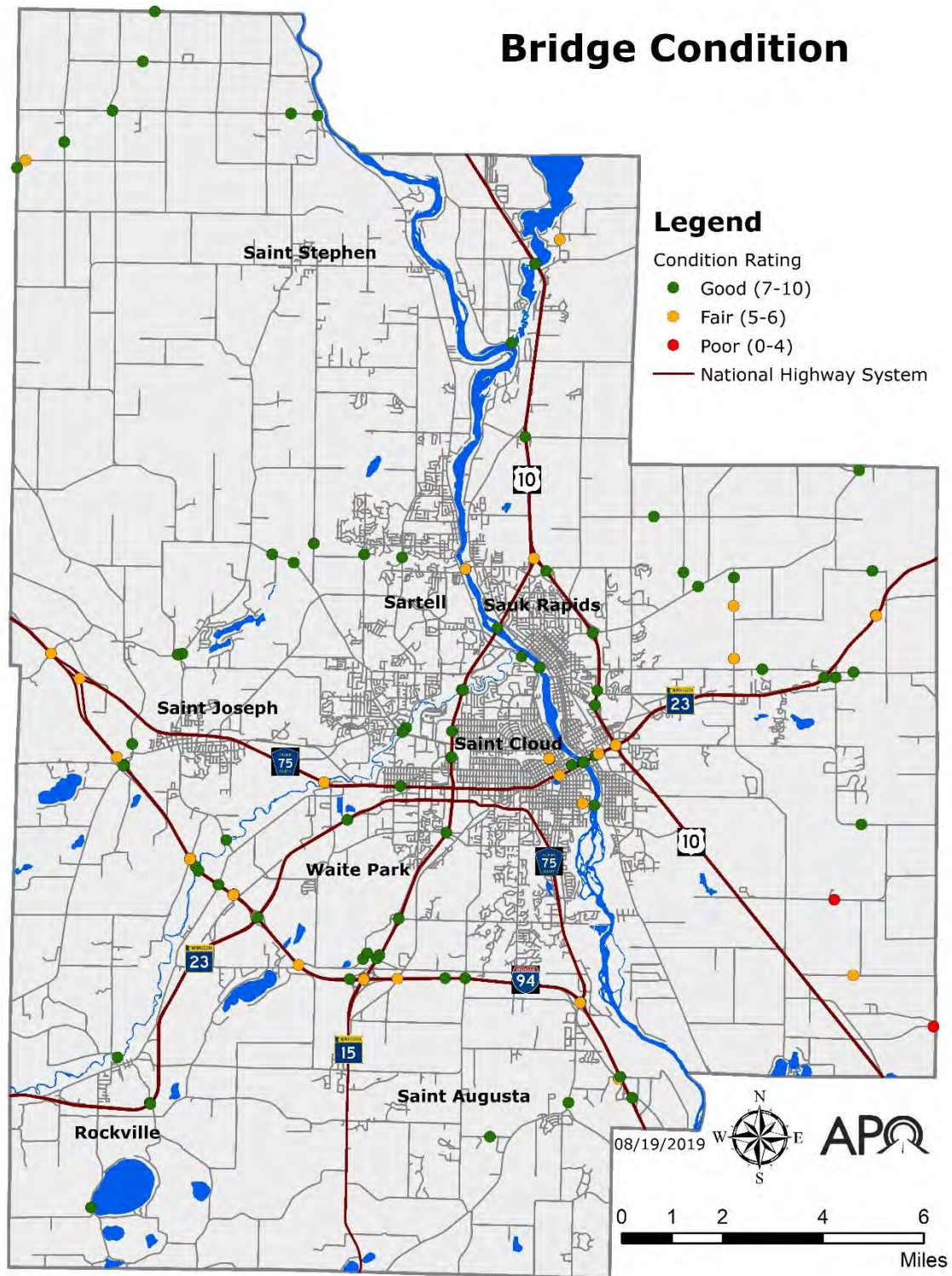
D. System Condition

Explain the current system conditions and how this project will preserve or enhance the transportation infrastructure and/or operations. **(50 points total)**

- Criterion to consider
 - Project improves the pavement condition of an existing bridge, roadway, multi-use path, or bicycle lane. Prioritization will be taken for projects that **improve bridges with a 'poor' condition rating or roadways with a 'poor' International Roughness Index (IRI) rating.**
- Evaluation criteria
 - Bridge/pavement condition:
 - Pavement IRI conditions (poor, fair, good).
 - Bridge conditions (poor, fair, good).
 - Multi-use paths conditions (poor, fair, good).
 - Consideration should also be given to the construction of new roadways and the impact of preserving or enhancing the current transportation infrastructure with the development of the addition to the roadway network.



Data source: Braun Intertec and SRF Consulting Inc., 2015.



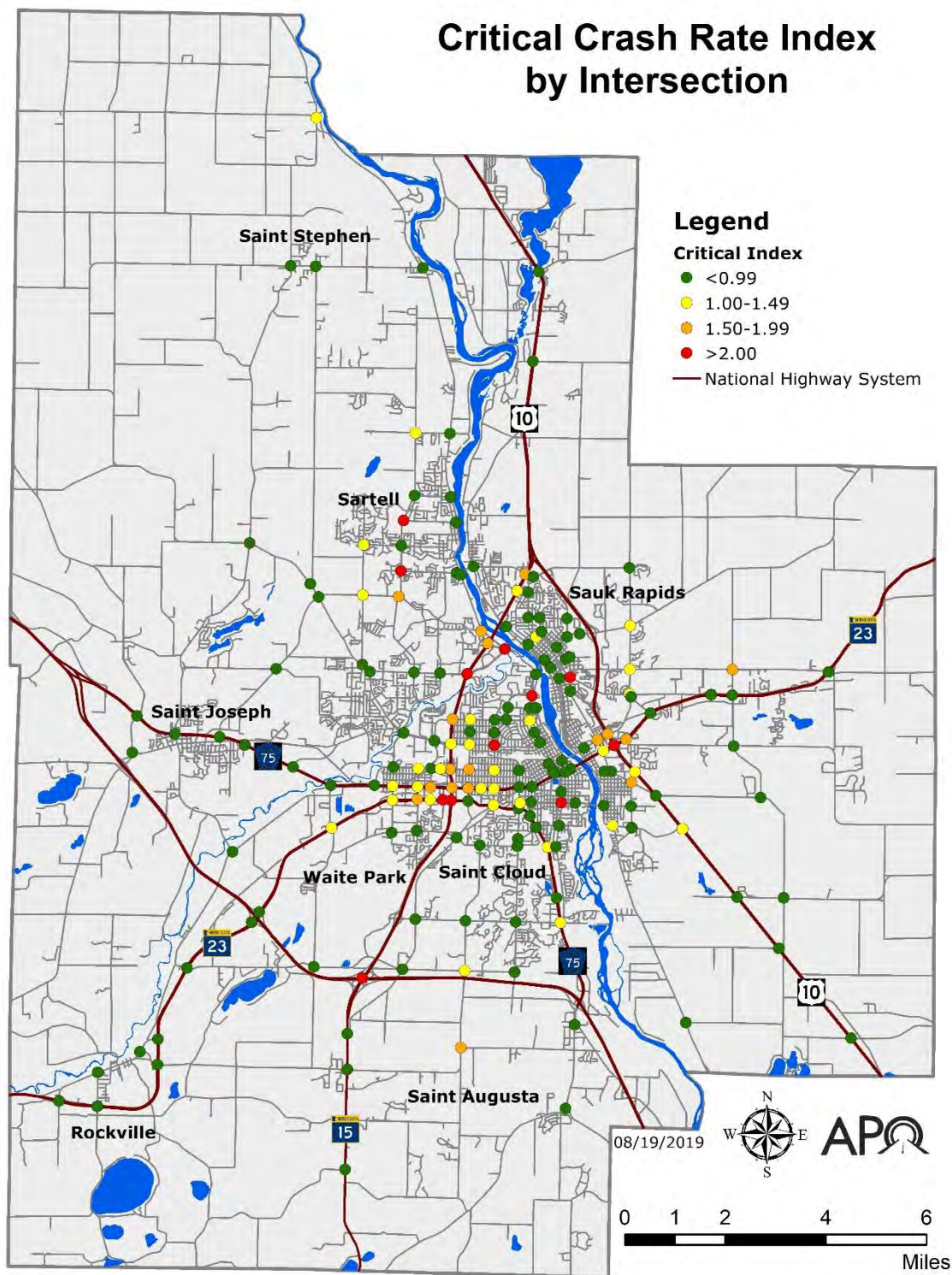
Data source: MnDOT, 2017.



E. Safety

Explain how the project or elements of the project may improve safety. **(50 points total)**

- Criterion to consider
 - Project includes appropriate safety infrastructure to assist in preventing crashes (i.e. shoulder and centerline rumble and mumble strips and stripes; roundabouts; median barrier systems; crash cushions; guiderail end treatments; traffic calming measures; pedestrian crossing infrastructure; etc.) Prioritization will be taken for projects that are constructed at high crash locations.
- Evaluation criteria
 - High crash locations
 - Project occurs on a roadway (or near an intersection) with a high critical crash rate.
 - Safety infrastructure
 - Incorporation of various safety measures. Differences in rural and urban safety measures must be considered.



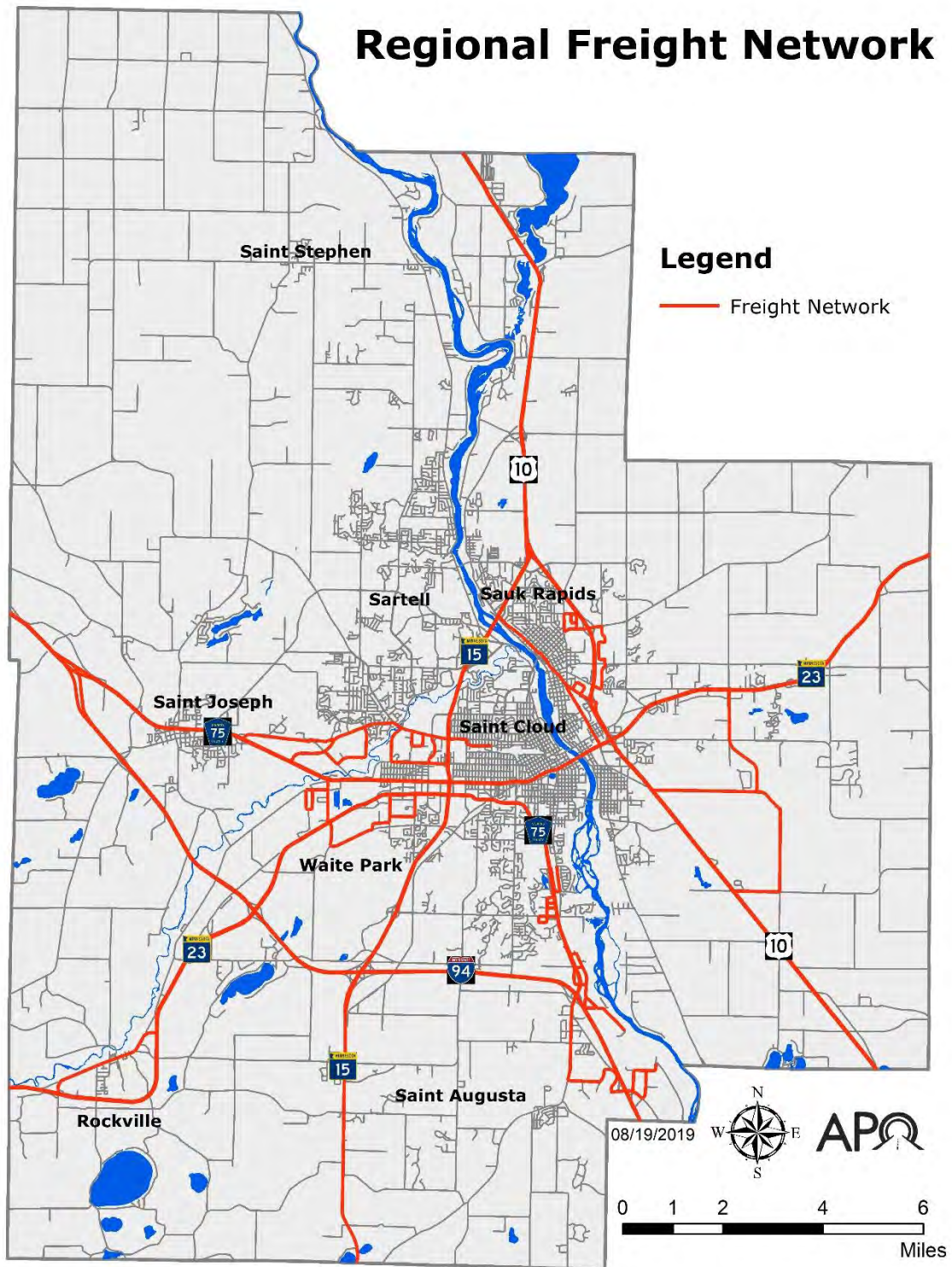
Data source: 2011-2015 MnDOT Intersection Green Sheets Minnesota Crash Mapping Analysis Tool (MnCMAT)



F. Economic Vitality

Explain how the project supports the economic development and job growth retention/creation goals in the community and region. **(15 points total)**

- Criteria to consider
 - Project improves the efficient movement of people and freight between the region and the rest of the state and/or nation.
 - Project promotes improved operation of the existing freight network.
- Evaluation criterion
 - Project occurs within the existing freight corridor.
 - Project explains the relationship between construction and the anticipated development, property tax generation, and job creation/retention.



Data source: 2018, SRF Consulting, Inc.



G. Energy and Environmental Conservation

Explain how the project promotes energy conservation and improves public health and quality of life while sustaining and improving the resiliency and reliability of the transportation system. **(5 points total)**

- Criterion to consider
 - Project complies with the requirements of the National Environmental Policy Act (NEPA), the Minnesota Environmental Policy Act (MEPA), and appropriate mitigation options have been explored in order to minimize environmental impact.
- Evaluation criterion
 - Describe the environmental path you intend to follow (i.e. EA/EIS/CATX). Has coordination taken place with environmental planners/MPCA/DNR/etc. about the location of the project and potential impacts?
 - Project has undergone the local environmental review process.

H. Public Engagement, Plan Identification, Project Readiness

Identify where the project has been notated in one or more statewide, regional, or local plan, which has been adopted by federal, state, regional, or local agencies. **(15 points total)**

- Criterion to consider/Evaluation criterion
 - Proposers should identify the relationship of the project to any statewide, regional, or local plans/objectives that have gone through a public planning process. They should explain how the project is consistent with these plans and objectives, refer to specific sections of the plan, and describe the level of public involvement in which the project was developed, adopted and/or approved. Provide a link to the plan or cite plan document reference.
 - Include any pertinent excerpts from completed feasibility documentation for the project (i.e., scoping study, preliminary engineering, etc.). Describe the public outreach that has taken place and include any controversial issues that may affect this project.

Total Score: 200 points possible.

Equity scores to be added post evaluation.



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: Brian Gibson, Executive Director
RE: APO Logo Trademark
DATE: September 5, 2019

Per a suggestion made at the August 8th Policy Board meeting, staff gathered some estimated costs for trademarking the new APO logo.

We received estimates from two different law firms.

Estimate 1	Estimate 2
\$1,025 to \$1,325	\$2,500 to \$3,000

The filing fees are only a few hundred dollars, but most of the cost is in the time to research and assess if the logo is able to be trademarked by the APO. The process would take between 12 and 24 months.

We could pay for the process from our "Miscellaneous" budget, but given the cost estimates, we wanted to ensure that the Policy Board felt that it was worth the cost. When, in the process of providing a cost estimate to us, one of the law firms questioned the value of having the logo trademarked, noting that most local organizations do not do it.

RECOMMENDED ACTION: No staff recommendation