

**Saint Cloud Area Planning Organization  
TECHNICAL ADVISORY COMMITTEE MINUTES  
August 2, 2018**

A regular meeting of the Saint Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held on Thursday, August 2, 2018 at Stearns County Public Works. Senior Planner, Joseph Mueller, presided with the following members present:

Ben Anderson	Stearns County Parks
April Ryan	Sartell/SEH
Doug Diedrichsen	Metro Bus
Jodi Teich	Stearns County
Todd Schultz	Sauk Rapids
Steve Voss	MnDOT Dist #3
Brian Gibson	Saint Cloud APO
Joseph Mueller	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alison Henning	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO

**CONSIDER MINUTES OF MAY 3, 2018:**

***Ms. Teich motioned to approve the May 3, 2018 TAC Committee Meeting minutes, and Mr. Schultz seconded the motion. Motion carried.***

**PUBLIC COMMENT PERIOD:** No public comments were made.

**FY 2019-2023 TRANSPORTTION IMPROVEMENT PROGRAM (TIP) FINAL DRAFT:**

Ms. Johnson announced that the public comment period ended in July. Two comments from TAC members were received and were incorporated into the document. Ms. Johnson asked that Tables 29 – 38 be reviewed. She noted that FY 2023 projects numbers will be added at a later date. Ms. Johnson thanked everyone for their assistance in providing comments. A MnDOT project was added in 2019. Mr. Voss said he appreciated the fresh new look as compared to previous TIPs. Ms. Johnson said Chapter 6 Monitoring Projects includes a look at the first year of the last TIP and gives updates to those projects. We will be starting a status update of projects on a regular basis with TAC members. Mr. Voss complimented Ms. Johnson on how well the TIP reads to avoid controversy. Mr. Mueller said Ms. Johnson did a lot of work on the TIP to make it more user friendly.

***Mr. Diedrichsen motioned to recommend the Final Draft TIP for approval by the Executive Board, and Ms. Teich seconded the motion. Motion carried.***

**TIP AMENDMENT SCHEDULE:**

Ms. Johnson proposed creating a streamlined process for processing TIP amendments. Instead of processing amendments as they come in, often times on a weekly basis, all TIP amendments will be collected and processed on a pre-arranged schedule throughout the year. The current process of processing

amendments as they come in has become very ineffective, inefficient and time-consuming. Technical corrections and administrative corrections can be processed immediately as they come in. The four tentative amendment deadlines (Dec. 3, Feb 4, Apr 1, and June 3), the 30-Day Public Comment periods, TAC Review dates, Executive/Policy Board approval dates and submission to MnDOT were presented for discussion and consideration. Ms. Johnson explained her rationale for choosing the dates. The length of time for public comment was raised. The TAC members were not sure if the 30-day public comment period was a federal requirement or local requirement. It was agreed that a public comment period is required, but it was unclear of the length of time. Several TAC members were in favor of a shorter public comment period. Ms. Johnson said she would check with Bobbi Retzlaff about the required length of time for the public comment. Ms. Johnson added that if the public comment period is changed to other than 30 days, the Stakeholder Engagement Plan will need to be changed. The members discussed project update forms, and that the forms serve as a reminder for the TAC to keep everyone informed of updates. Mr. Diedrichsen described the location of the project update forms on the APO's drive. Ms. Johnson will send out the project update forms. After some discussion about Amendment deadlines, it was decided to use January and July as a guide for processing Amendments.

#### **TIP DEVELOPMENT SCHEDULE:**

Ms. Johnson presented a draft TIP development schedule to assist jurisdictions in the process of developing next year's TIP. The schedule was based on the 2017-2018 TIP development schedule. The development schedule would allow sufficient time for reviews, public comment periods, TAC approvals, Board approvals and final submission to MnDOT. The APO staff will do its best to notify all jurisdictions of changes and will send out an updated schedule as soon as changes have been verified and solidified by MnDOT.

#### **OTHER BUSINESS:**

On behalf of Metro Bus, Mr. Diedrichsen thanked the APO staff for helping at the Metro Bus booth at Benton County Fair. Metro Bus is in the midst of an audit/review, and the assistance by the APO staff was greatly appreciated.

Ms. Johnson encouraged TAC members to stress the importance to their jurisdiction's Executive Board member(s) of attending the Executive Board next week because of the TIP approval. Federal funding for the jurisdictions depends upon approval of the TIP. Todd Schulz suggested that we make it an expectation that Executive Board members send an alternate to the Executive Board meetings.

#### **ADJOURNMENT:**

The meeting was adjourned at 10:36 a.m.