

AGENDA

APO POLICY BOARD MEETING

THURSDAY, JANUARY 9, 2020 - 4:30 P.M.
GREAT RIVER REGIONAL LIBRARY,
1300 WEST SAINT GERMAIN STREET, SAINT CLOUD



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 October 30, 2020 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists for October, November, December, and January (*Attachments B1 & B2*)
 - c. Approve Annual Resolutions (*Attachments C1 - C3*)
 - d. Receive Declaration of Gifts (*Attachment D*)
 - e. Receive Board Attendance Record for CY2019 (*Attachment E*)
6. Election of Officers for 2020 (*Attachment F*): *Jeff Westerlund, Chair*
 - a. Suggested Action: Elect officers for 2020
7. Presentation – Overview of Airport Planning (*Attachment G*): *Bill Towle, Airport Director*
 - a. Suggested Action: None, informational only
8. Consider Amendment to Personnel Policies (*Attachment H*): *Brian Gibson, Executive Director*
 - a. Suggested Action: Approve
9. Discuss Regional Transportation Priorities for 2020 (*Attachments I*): *Brian Gibson, Executive Director*
 - a. Suggested Action: None, discussion only
10. Other Business & Announcements
11. Adjournment

English

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

Somali

Ururka Qorsheynta Agagaarka Saint Cloud (APO) waxay si buuxda ugu hoggaansantay Oodobka 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 Xeeem 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 xeeem, 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) hnuab 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. ຄົນທຸກຊົນຊັ້ນອັນນະສາມາດເຂົ້າເຖິງ APO ໄດ້. ບຸກຄົນທີ່ຈຳເປັນຕ້ອງມີການດັດແປງແກ້ໄຂ ຫຼື ການອໍານວຍຄວາມສະດວກ, ອຸປະກອນຊ່ວຍ, ການບໍລິການແປເອກະສານ, ການບໍລິການລ່າມແປພາສາ ແລະ ອື່ນໆ ເພື່ອເຂົ້າຮ່ວມການຊຸມນຸມສາທາລະນະ ລວມທັງການໄດ້ຮັບວາລະນີ້ ແລະ/ຫຼື ເອກະສານຄັດຕິດໃນຮູບແບບ ຫຼື ເປັນພາສາອື່ນໃດໜຶ່ງ ກະລຸນາຕິດຕໍ່ຫາ APO ທີ່ເບີ 320-252-7568 ຫຼື ອີເມວ admin@stcloudapo.org ຢ່າງໜ້ອຍເຈັດ (7) ວັນລ່ວງໜ້າການຊຸມນຸມ.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Wednesday, October 30, 2019 – 4:30 p.m.
Great River Regional Library, St. Cloud, MN

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Wednesday, October 30, 2019 at 4:30 p.m. at the Great River Regional Library. Chair Jeff Westerlund presided with the following members present:

Mayor Dave Kleis	Saint Cloud
Council Member Paul Brandmire	Saint Cloud
Council Member Jeff Goerger	Saint Cloud
Mayor Rick Schultz	Saint Joseph
Mayor Ryan Fitzthum	Sartell
Council Member Dottie Seamans	Sauk Rapids
Mayor Rick Miller	Waite Park
Supervisor Jeff Westerlund	LeSauk Township
Commissioner Spencer Buerkle	Benton County
Commissioner Joe Perske	Stearns County
Commissioner Raeanne Danielowski	Sherburne County
Doug Diedrichsen (Alt)	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
Stacey Morse	Representative Emmer's office

The Chair, Jeff Westerlund, led the members in saying the Pledge of Allegiance. Introductions were made.

APPROVAL OF AGENDA:

Mr. Goerger motioned to approve the agenda, and Mayor Kleis seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD: N/A

CONSIDERATION OF CONSENT AGENDA ITEMS: *(Approval of Sept 19 minutes, Bills List for September, October, November and December, 2020-2023 TIP Administrative Modification, 2020 Safety Performance Targets, Acceptance of Staff Reports on TAC and ATAC and Area Transportation Partner, and Cancellation of November and December meetings.):*

Ms. Seamans motioned to approve the Consent Agenda Items. Mr. Perske requested the agenda item regarding the cancellation of the November and December meetings be pulled from the Consent agenda items and that it be discussed and voted upon separately. Ms. Seamans accepted the amendment to her motion, and Mr. Goerger seconded the motion. Motion carried.

CANCELLATION OF NOVEMBER AND DECEMBER POLICY BOARD MEETINGS:

Mr. Perske expressed his concern about cancelling the November and December meetings considering all that is going on with the project list, Northstar, the annual meeting to

Washington DC, and the river crossing, and felt that we should meet at least once during the two-month period. Mr. Gibson responded that he wanted to wait until the election of officers in January to set up the date for the Washington meeting, so it would probably be scheduled in February or March or April. Mayor Kleis suggested we focus on the Washington trip in January. Mr. Gibson said there would be at least two meetings in 2020 before the trip to Washington. One staff member from Turch & Associates felt the sooner we plan the trip to Washington, the better, **while another staffer from Turch's** office felt that the trip would be more memorable to the congressional staff if the APO met with them just before they break. Mr. Perske felt the ranked priority project list from the TAC should be known and discussed before the Washington trip. Mr. Gibson clarified for Mr. Perske that the ranking of the projects process done by TAC was for a different process and would not be included for discussion during the Washington trip. The priorities booklet that is created for the Washington DC trip is for discussion and are not prioritized. Ms. Johnson stated that the TAC's responsibility is to rank or prioritize projects based on technical merit, i.e. system preservation, safety, and the TAC would only consider equity if two projects are equal in technical merit. Presentations of the projects applying for funding are done at the TAC meetings, but could also be done for the Policy Board. Ms. Johnson stated that discussions at the recent ATP meeting discussion included avoiding choosing projects based on who received funding last, and should focus on technical merit regarding system preservation, safety and regional significance. It was acknowledged that the discussion had gone off topic, and therefore *Mr. Georger moved, and Mayor Schultz seconded to cancel the November and December meetings. Mr. Georger stated that meetings can always be called by the Executive Director if necessary. Motion carried with one opposed.*

CONSIDER DRAFT 2045 METROPOLITAN TRANSPORTATION PLAN (MTP):

Mr. Gibson summarized the 600+ page 2045 MTP document which is the single biggest and most important product that the APO produces. The document 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 must project out 20 years. The document must consider growth projections, lead to the development of an integrated, multimodal transportation system and must discuss potential strategies to mitigate environmental impacts.

Areas covered in Mr. Gibson's presentation included:

- Issue Identification: education of the area residents, wages, jobs, transportation to/from jobs, work trips, commute time, road and bridge conditions, fatality and injury rates, types of crashes, ridership including Dial-A-ride, Tri-Cap, Amtrack, Northstar, and Northstar Commuter link.
- Review of Public Comments regarding Roadways and Transit and Active Transportation.
- Environmental Issues: Air Quality, Regionally significant biodiversity and ecological areas and water pollution concerns.
- Regional Transportation Goals: 1) Develop and maintain a transportation system that is safe for all users, 2) Increase the accessibility and mobility options for people and freight across and between all modes for all users, 3) Develop a transportation system that is cost feasible, maintains a state of good repair and satisfies public transportation priorities. 4) Support the economic vitality of the MPA by enabling global competitiveness productivity and efficiency while enhancing travel and tourism. 5) Support transportation improvements that promote energy conservation and improve public health and quality of life while sustaining and improving the resiliency and reliability of the transportation system.
- Roadway Expansion Projects.

- Roadway Reconstruction Projects.
- 2045 Traffic Model Results.
- Illustrative Roadway Projects.
- Other Topics in the MTP (Connected and automated vehicles, identification of a local freight network, roadway connectivity, transportation security, transportation and economic development, public-private partnerships, NextBus and smartphone apps for transit, Connex, e-bikes and e-scooters.
- Future UPWP Studies:
 - Regional Travel Survey,
 - Plan for more affordable transportation,
 - Measure the impact of ride-hailing services,
 - Better understand transportation needs for immigrants and refugees, older residents, and students,
 - Study critical crash rate intersections
 - Identify critical gaps in active transportation network
 - Better understand environmental impacts of transportation choices
 - Better understand relationship between economic development and transportation
 - Define transportation security locally
 - Estimate the impact of long-distance commuters
 - Coordinate beltway implementation

Mr. Goerger thanked the APO staff for their work on this document and Mr. Gibson's presentation to the Policy Board.

Mayor Miller motioned and Mr. Goerger seconded the approval of the 2045 MTP document. Motion carried.

CONSIDER RECOMMENDATIONS FOR CHANGING STAKEHOLDER ENGAGEMENT PLAN (SEP):

Ms. Johnson presented the SEP 2019 Annual Report for approval and reviewed several suggested changes to the Stakeholder Engagement Plan, which was initially approved in June, 2018, with an amendment in January, 2019. The SEP provides detailed information regarding **how the public can be involved in the APO's planning and programming processes including the MTP, TIP, and UPWP. The SEP fulfills the APO's Title VI requirements through the inclusion of** demographic data, Title VI assurances, Environmental Justice analysis and the Limited English Proficiency Plan. The APO hopes to incorporate several recommendations, which were obtained from 27 different public engagement events done between July 1, 2018 through June 30, 2019. A variety of techniques was used to engage and **inform members of the public on the APO's** regional transportation planning and programming processes and included public meetings/open houses, surveys, survey monkey, in-person interviews, advertising of public meetings, APO website, social media, visualization techniques, interested persons list and ensuring accessible meetings.

Recommendations to be implemented by the APO include:

- Public Meetings: Improving advertising for public meetings (consistent utilization of social media to advertise meetings, i.e. facebook/Instagram), and using simpler, less jargon-filled language.
- Infrequent Meetings: Flyer postings in key locations, using simpler, less jargon filled language and postings on social media platforms.

- Follow Up on Action Taken on Public Input: Better response to the public regarding actions taken regarding their comments on various topics by creating email lists of interested citizens and creation of a quarterly electronic newsletter.
- TIP Participation: Open houses for TIP will relocate from the APO Office to a more centralized location and develop an on-line survey during the 30-day public comment period that would be advertised online and on social media.
- Demographic Questionnaire: APO staff will improve process by:
 - **Updating survey questions to include "other" option when asking about gender**
 - Modify age question
 - Modify ability question
 - Modify household income question
 - Modify primary language spoken in your home question
 - Include asking their City of residency
 - Modify question of where were you born
- Include on every on-line survey engagement the demographic questions, and a disclaimer asking an Optional question
- APO staff will continue to explore options to improve demographic questionnaire results from public meetings and in-person public events.

Mr. Perske motioned and Mayor Kleis seconded to approve the SEP Annual Report and to implement the recommended changes. Motion carried.

DISCUSSION OF REGIONAL TRANSPORTATION PRIORITIES FOR 2020:

Mr. Gibson noted that with the November and December meetings cancelled, we should start thinking about what priorities should be included in the briefing booklet that the APO Chair and Executive Director will take to Washington DC next year when they meet with congressional staff. The previous briefing booklet was available for the members to review. The trip will probably take place in March or April. Mr. Gibson requested feedback so he can present an updated draft booklet at the January meeting. Mr. Perske raised the issue of the importance of wetland mitigation on transportation projects.

DISCUSSION OF COORDINATED STRATEGIES BETWEEN TECHNICAL ADVISORY COMMITTEE AND BOARD:

Mr. Gibson referenced a recent Policy Board meeting where discussion took place about the lack of communication and discussion regarding projects between TAC and Policy Board members. Suggestions to alleviate this problem included the possibility of a joint TAC/Policy Board meeting once or twice a year, provide a short report on TAC and Policy Board activities at their meetings, encourage TAC members to attend Policy Board meetings, and encourage at least one Policy Board member to attend TAC meetings. The TAC suggested receiving Policy Board minutes. Several members liked the idea of a joint TAC/Policy Board meeting to allow the TAC members explain how they ranked a project and came to the recommendations they made. It was acknowledged that some Policy Board members are supervisors for the TAC members, and this might make things a bit uncomfortable. The possibility of having the various projects presented to the Policy Board was also made. Mayor Fitzthum suggested that if a joint meeting is planned, it should happen early in 2020. *It was decided that Policy Board minutes (marked as Draft) would be sent to the TAC as soon as the minutes were transcribed (but prior to board approval), and that the TAC minutes would be sent to the Policy Board minutes (marked as Draft) as soon as they are transcribed (but prior to TAC approval) to allow all members of the Policy and TAC to be informed of discussion issues taking place in the two committees.*

PAYROLL COMPANY DISCUSSION:

Mr. Gibson read the memo included in the agenda packet regarding the problems of the subcontracted MyPayrollHR, the company our accountant uses to process our payroll. The CEO of MyPayrollHR has been arrested and charged with bank fraud. At this time, the APO is out \$3,556.95, the amount deducted for payroll taxes to the government agencies on Sept. 6. Paychecks for the Sept 6 payday were created by the Admin Asst and were issued to the APO staff. As more information is received, Mr. Gibson will pass it along to the board members. Mr. Gibson responded to several questions from the board members regarding this incident.

PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR:

Chair Westerlund reported that the evaluations were sent to the APO employees and Policy **Board officers. Mr. Westerlund gave an overall review of Mr. Gibson's performance. Several** board members, in addition to the Chair, thanked Mr. Gibson for the wonderful job he is doing. It was noted that the Executive Director specifically requested that he be given no raise this year.

OTHER BUSINESS & ANNOUNCEMENTS:

Because this meeting started 30 minutes earlier to accommodate our lengthy agenda discussions, Mayor Miller asked about starting future meetings earlier than the usual 5:00 p.m. A few members were not in favor of this because they are working. *However, the majority of the board members were in favor of starting meetings earlier, and it was decided by consensus to start future meetings at 4:30 p.m.*

Since members from all jurisdictions were present at the meeting, it was decided to take a photo of the Policy Board members after the meeting.

ADJOURNMENT:

The meeting was adjourned at 5:43 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
October through November 2019

12:23 PM

12/04/2019

Type	Date	Memo	Split	Credit
		Amazon Market Place		
Credit Card Charge	11/27/2019		6606.2 · Maintenance	58.00
		APBP - Assoc Pred Bic Professionals		
Credit Card Charge	10/02/2019		6610 · Dues & Subscriptions	50.00
		BCBS of MN		
Check	10/20/2019		6600.5 · Health/Dental/Life Insurance	2,601.08
Check	11/20/2019		6600.5 · Health/Dental/Life Insurance	2,601.08
		City of St. Cloud - Water/Sewer		
Bill Pmt -Check	11/20/2019		6606.1 · Utilities	70.88
		Cloudnet		
Bill Pmt -Check	10/15/2019		6609 · IT Support & Software	25.00
Bill Pmt -Check	11/07/2019		6609 · IT Support & Software	25.00
		David Turch & Associates		
Bill Pmt -Check	10/03/2019		902 · Ineligible Fed Reimb Washington Lobby	4,000.00
Bill Pmt -Check	10/25/2019		902 · Ineligible Fed Reimb Washington Lobby	4,000.00
		Delta Dental		
Check	10/03/2019		6600.5 · Health/Dental/Life Insurance	207.05
Check	11/04/2019		6600.5 · Health/Dental/Life Insurance	402.30
		Gaslight Creative LLC		
Bill Pmt -Check	11/07/2019		6622 · CPG Passthrough APO Website Upda	4,000.00
		Google Inc.		
Credit Card Charge	10/31/2019		6603.1 · Telephone	42.00
Credit Card Charge	11/30/2019		6603.1 · Telephone	42.00
		Highway 23 Coalition		
Bill Pmt -Check	11/07/2019		bronze 2020 membership	100.00
		ITE - Community of Trans Prof		
Credit Card Charge	10/02/2019		6610 · Dues & Subscriptions	30.00
Credit Card Charge	10/14/2019		6610 · Dues & Subscriptions	305.00
Credit Card Charge	11/27/2019		6610 · Dues & Subscriptions	150.00
		Liberty Savings Bank		
Check	10/11/2019		VISA 2733	904.91
Check	11/12/2019		VISA 2733	1,366.52
		Loffler Companies		
Bill Pmt -Check	10/07/2019		6608 · Multifunction Copier	190.01
Bill Pmt -Check	11/05/2019		6608 · Multifunction Copier	282.56
		Menards		
Credit Card Charge	11/27/2019		6606.2 · Maintenance	30.05
		Net V Pro		
Bill Pmt -Check	11/07/2019		Monthly IT Support	321.00
		Office Max Contract, Inc.		
Credit Card Charge	10/08/2019		6601 · Office Supplies	143.87
Credit Card Charge	10/14/2019		6601 · Office Supplies	489.61
		Olivia Lamont		

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
October through November 2019

12:23 PM

12/04/2019

Type	Date	Memo	Split	Credit
Bill Pmt -Check	11/07/2019	Premium Waters, Inc.	6611 · Miscellaneous Expenses	250.00
Bill Pmt -Check	10/28/2019		6601 · Office Supplies	28.10
Bill Pmt -Check	11/25/2019		6601 · Office Supplies	45.20
		Principal Mutual Life Insurance		
Bill Pmt -Check	10/17/2019		6600.5 · Dental/Life Insurance	253.40
Bill Pmt -Check	11/14/2019		6600.5 · Dental/Life Insurance	253.40
		Pryor.com		
Credit Card Charge	11/14/2019		6618 · Professional Development	149.00
		Quill.com		
Credit Card Charge	11/15/2019		6601 · Office Supplies	129.23
		Spectrum Business (Charter)		
Bill Pmt -Check	10/17/2019		6603.1 · Telephone	277.24
Bill Pmt -Check	11/14/2019		6603.1 · Telephone	277.24
		SRF Consulting Group, Inc.		
Bill Pmt -Check	10/03/2019		6622.20 MTP Support & Assistance	9,417.78
Bill Pmt -Check	11/13/2019		6622.20 MTP Support & Assistance	4,754.51
		Stearns Electric Association		
Bill Pmt -Check	10/25/2019		6606.1 · Utilities	182.24
Bill Pmt -Check	11/25/2019		6606.1 · Utilities	185.40
		Streetlight Data		
Bill Pmt -Check	11/13/2019		6622.19 Street Light Data	5,000.00
		Sunset Mowing, LLC		
Credit Card Charge	11/10/2019		6606.2 · Maintenance	115.00
		Total Lawn Care, Inc.		
Credit Card Charge	10/23/2019		1401 · Prepaid Insurance	237.93
		Traut Companies		
Bill Pmt -Check	11/13/2019		6606.2 · Maintenance	95.00
		WACOSA		
Bill Pmt -Check	10/17/2019		6606.2 · Maintenance	125.84
		West Central Sanitation, Inc		
Bill Pmt -Check	10/28/2019		6606.2 · Maintenance	30.73
Bill Pmt -Check	11/13/2019		6606.2 · Maintenance	30.73
		WSB & Associates, Inc.		
Bill Pmt -Check	11/13/2019		6622.18 RTCC Phase 1 Planning	4,262.94
		Xcel Energy		
Bill Pmt -Check	10/03/2019		6606.1 · Utilities	55.42
Bill Pmt -Check	11/01/2019		6606.1 · Utilities	56.77
		Your CFO Inc		
Bill Pmt -Check	10/03/2019		6602.2 · Accounting Services	1,460.00
Bill Pmt -Check	11/01/2019		6602.2 · Accounting Services	1,460.00
				<u>51,571.02</u>

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
October through November 2019

12:23 PM

12/04/2019

Type	Date	Memo	Split	Credit
LIBERTY BANK DEPOSITS				
		Deposit Date	Amount	
MN State - PERA refund		10/18/2019	569.45	
MN State - RTCC Phase		10/24/2019	2,311.80	
10/31/2019 Bank interest earned			8.88	
MN State - RTCC Phase		11/6/2019	4,262.94	
MN DOT - CPG Reimbursement		11/12/2019	119,388.84	
11/30/2019 Bank interest earned			13.24	
			126,555.15	

PROPOSED December 2019 and January 2020 DISBURSEMENTS
prepared 12/30/2019

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)	12/13/2019 Payroll Paid	Payroll	\$ 6,503.96
Electronic	Social Security, Medicare & Federal Tax PAID	12/13/2019 Payroll Paid	Payroll	\$ 2,684.84
Electronic	MN Department of Revenue-Withholding PAID	12/13/2019 Payroll Paid	Payroll	\$ 510.00
Electronic	PERA	12/13/2019 Payroll Paid	Payroll	\$ 1,377.36
Electronic	Great West Annuity	12/13/2019 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	12/13/2019 Payroll Paid	Payroll	\$ 87.55
Electronic	Select Account (H.S.A.)	12/13/2019 Payroll Paid	Payroll	\$ 146.80
Direct Dep.	Net Payroll (including insurance reimbursement)	12/27/2019 Payroll Paid	Payroll	\$ 6,284.34
Electronic	Social Security, Medicare & Federal Tax PAID	12/27/2019 Payroll Paid	Payroll	\$ 2,637.06
Electronic	MN Department of Revenue-Withholding PAID	12/27/2019 Payroll Paid	Payroll	\$ 501.00
Electronic	PERA	12/27/2019 Payroll Paid	Payroll	\$ 1,352.87
Electronic	Great West Annuity	12/27/2019 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	12/27/2019 Payroll Paid	Payroll	\$ 87.55
Electronic	Select Account (H.S.A.)	12/27/2019 Payroll Paid	Payroll	\$ 146.80
Direct Dep.	Net Payroll (including insurance reimbursement)	01/10/2020 Payroll Paid	Payroll	\$ 6,284.34
Electronic	Social Security, Medicare & Federal Tax PAID	01/10/2020 Payroll Paid	Payroll	\$ 2,637.06
Electronic	MN Department of Revenue-Withholding PAID	01/10/2020 Payroll Paid	Payroll	\$ 501.00
Electronic	PERA	01/10/2020 Payroll Paid	Payroll	\$ 1,352.87
Electronic	Great West Annuity	01/10/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	01/10/2020 Payroll Paid	Payroll	\$ 87.55
Electronic	Select Account (H.S.A.)	01/10/2020 Payroll Paid	Payroll	\$ 146.80
Direct Dep.	Net Payroll (including insurance reimbursement)	01/24/2020 Payroll Paid	Payroll	\$ 6,284.34
Electronic	Social Security, Medicare & Federal Tax PAID	01/24/2020 Payroll Paid	Payroll	\$ 2,637.06
Electronic	MN Department of Revenue-Withholding PAID	01/24/2020 Payroll Paid	Payroll	\$ 501.00
Electronic	PERA	01/24/2020 Payroll Paid	Payroll	\$ 1,352.87
Electronic	Great West Annuity	01/24/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	01/24/2020 Payroll Paid	Payroll	\$ 87.55
Electronic	Select Account (H.S.A.)	01/24/2020 Payroll Paid	Payroll	\$ 146.80
Electronic	BCBS of MN - December	Employee Health Insurance	Payroll	\$ 2,601.08
Electronic	BCBS of MN - January	Employee Health Insurance	Payroll	\$ 1,194.47
Credit Card	AMPO - Assoc of Metro Planning Prg	AMPO dues Year 2020 - restricted	Dues & Subscriptions	\$ 663.73
Check	Cannon Solutions America	Ink for Plotter	Office Supplies	\$ 94.49
Check	City of St Cloud - Water/Sewer - estimate - December	Utilities - water / sewer	Utilities	\$ 80.00
Check	Cloudnet - December	Internet Service	Utilities	\$ 25.00
Check	Cloudnet - January	Internet Service	Utilities	\$ 25.00
Check	David Turch & Associates - estimate - December	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - January	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - December	Employee dental insurance	Payroll	\$ 246.10
Check	Delta Dental - estimate - January	Employee dental insurance	Payroll	\$ 246.10
Credit Card	Google Inc - December	G Suite Basic - Commitment	Utilities	\$ 42.00
Credit Card	Google Inc - January	G Suite Basic - Commitment	Utilities	\$ 42.00
Credit Card	Greater St Cloud Dev Corp	Annual Corp Investment - Advocate Level	Dues & Subscriptions	\$ 500.00
Electronic	Liberty Bank Credit Card - December	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 435.23
Electronic	Liberty Bank Credit Card - January	Payment on Credit Card Balance	Payment on Credit Card Balance	\$ 280.05
Check	Loffler Companies - December	Copier Supplies	Copy Machine	\$ 60.51
Check	Loffler Companies - estimate - January	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	\$ 200.00
Check	Miller, Josh	Office Supplies		\$ 250.00
Check	Net V Pro - December	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Net V Pro - January	Monthly IT Support	IT Support & Software	\$ 321.00
Check	St. Cloud Area Police	office drinking water	Utilities	\$ 65

Saint Cloud Area Police Board Meeting

January 9, 2020

PROPOSED December 2019 and January 2020 DISBURSEMENTS
prepared 12/30/2019

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 - January	office drinking water	Utilities	\$ 45.00
Check	Principal Financial - December	Employee disability insurance	Payroll	\$ 218.39
Check	Principal Financial - January	Employee disability insurance	Payroll	\$ 218.39
Check	Schroden's Inc - November	Snow removal	Maintenance	\$ 240.00
Check	Schroden's Inc - estimate - December	Snow removal	Maintenance	\$ 500.00
Check	Schroden's Inc - estimate - January	Snow removal	Maintenance	\$ 500.00
Check	Spectrum Business (Charter) - December	Internet Service	Utilities	\$ 277.24
Check	Spectrum Business (Charter) - estimate - January	Internet Service	Utilities	\$ 277.24
Check	SRF Consulting Group Inc - November	6622.20 · MTP Support & Assistance	MTP Support and Assistance	\$ 3,540.72
Check	SRF Consulting Group Inc - estimate - December	6622.20 · MTP Support & Assistance	MTP Support and Assistance	\$ 5,000.00
Electronic	Stearns Electric Association - estimate - December	Utilities - electric	Utilities	\$ 200.00
Electronic	Stearns Electric Association - estimate - January	Utilities - electric	Utilities	\$ 200.00
Check	SC Times - estimate - December	Public Postings	Printing/Publishing	\$ 250.00
Check	SC Times - estimate - January	Public Postings	Printing/Publishing	\$ 250.00
Credit Card	Target	Office Supplies	Office Supplies	\$ 24.95
Check	WACOSA - estimate - December	Office Cleaning Services	Maintenance	\$ 125.84
Check	WACOSA - estimate - January	Office Cleaning Services	Maintenance	\$ 125.84
Check	West Central Sanitation Inc - estimate - December	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - January	Utility - garbage	Utilities	\$ 31.00
Electronic	Xce;l Energy - estimate - December	Utilities - gas	Utilities	\$ 250.00
Electronic	Xce;l Energy - estimate - January	Utilities - gas	Utilities	\$ 250.00
Check	Your CFO Inc	2019 accounting services - December	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2019 accounting services - January	Accounting Services	\$ 1,460.00
TOTAL				\$ 75,787.64



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

Establishment of CY 2020 Investment Procedures
Resolution # 2020-01

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

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

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

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

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

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

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

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

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

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

Financial Institutions

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

Brokerage Firms

- US Bancorp Investments
- Edward Jones
- RBC Dain Rausch

Adopted by the St. Cloud Area Planning Organization Executive Board January 9, 2020.

E. admin@stcloudapo.org W. stcloudapo.org

ATTEST:

Jeff Westerlund
St. Cloud APO Chair

January 9, 2020
Date

Brian Gibson, PTP
St. Cloud APO Executive Director

January 9, 2020
Date



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

**Delegation of Authority for Paying Certain Claims
Resolution #2020-02**

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

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

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

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

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

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

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

ATTEST:

Jeff Westerlund
St. Cloud APO Chair

Brian Gibson, PTP
St. Cloud APO Executive Director

January 9, 2020
Date

January 9, 2020
Date

E. admin@stcloudapo.org W. stcloudapo.org



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

**Designation of Official Newspaper
Resolution #2020-03**

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

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

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

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

ATTEST:

Jeff Westerlund
St. Cloud APO Chair

January 9, 2020
Date

Brian Gibson, PTP
St. Cloud APO Executive Director

January 9, 2020
Date



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Declaration of Gifts
DATE: December 23, 2019

APO Ethical Standards state, in part:

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

In December, without solicitation, APO staff received the following gifts:

- From WSB & Associates:
 - 1 **box of See's candy**
 - 1 box of peanut brittle
- From Gaslight Creative
 - 2 coffee mugs
 - 1 knit stocking hat
- From NetVPro
 - 12 oz. of coffee
 - 1 fidget spinner
 - 1 webcam cover
 - 10 oz of dark chocolate almonds
 - 3 oz. of milk chocolate toffee

E. admin@stcloudapo.org W. stcloudapo.org



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Board Attendance
DATE: December 23, 2019

Section 7 of the current APO bylaws states:

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

In calendar year 2019, there were seven APO Board meetings held. The attendance was:

Member	2019 Attendance
Jake Bauerly (or alternate)	7 of 7
Paul Brandmire (or alternate)	6 of 7
Ryan Daniel (or alternate)	7 of 7
Raeanne Danielowski	6 of 7
Ryan Fitzthum	3 of 7
Jeff Goerger	6 of 7
Dave Kleis (or alternate)	7 of 7
Rick Miller (or alternate)	6 of 7
Joe Perske	7 of 7
Nick Sauer/Dottie Seamans (or alternate)	6 of 7
Rick Schultz	6 of 7
Jeff Westerlund	7 of 7

Requested Action: None, informational only

E. admin@stcloudapo.org W. stcloudapo.org



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Election of Officers
DATE: December 23, 2019

The APO bylaws state, in part:

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

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

The current APO officers, elected in January 2019, are:

Office	Name
Chair	Jeff Westerlund
1st Vice-Chair	Rick Miller
2nd Vice-Chair	Jeff Goerger
3rd Vice-Chair	Joe Perske

Requested Action: Elect a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair for calendar year 2020.

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1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Airport Presentation
DATE: December 23, 2019

In an effort to provide Board members with more “Big Picture” information in order to facilitate inter-jurisdictional coordination and collaboration, it is my intent to request presentations from jurisdictions and key agencies/organizations regarding the state of their planning, growth, and priorities.

The first of these is the airport. Executive Director Bill Towle will provide an overview of the airport and answer any questions you may have.

Requested Action: None, informational only

E. admin@stcloudapo.org W. stcloudapo.org



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

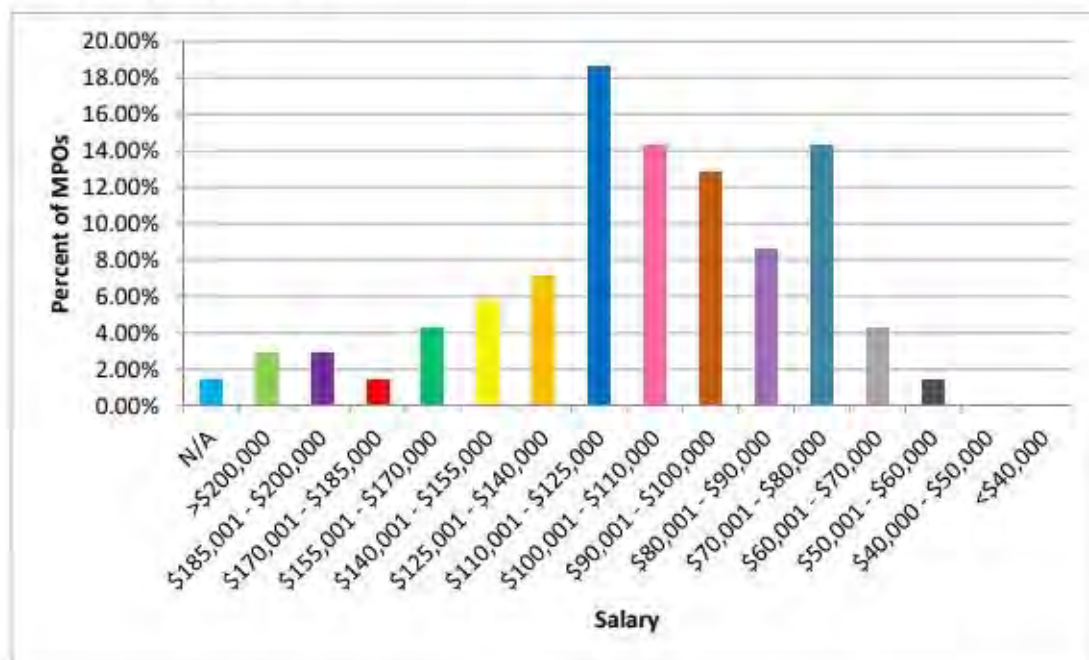
TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: Proposed Changes to Personnel Policies
DATE: December 23, 2019

Part 1: Executive Director Compensation

Current compensation policies recognize not only staff job-proficiency through a salary step system, but also superior job-performance through a one-time bonus. In 2018, during the annual evaluation for the Executive Director, Board members requested that the Personnel Policies be changed to eliminate the performance bonus for the Executive Director, perhaps rolling the additional amount into the base pay steps.

In May 2018, the Association of Metropolitan Planning Organizations (AMPO), a national non-profit organization serving the interests and needs of MPOs nationwide, released the results of a nationwide salary survey.

1. Executive/MPO Director



The APO's current salary range of \$82,940 to \$118,508 lines up very well, I think, with the national average, so I do not propose changing the base salary of the Executive Director position.

I do propose adding the following text to the personnel policies:

E. admin@stcloudapo.org W. stcloudapo.org

"A. Executive Director Compensation

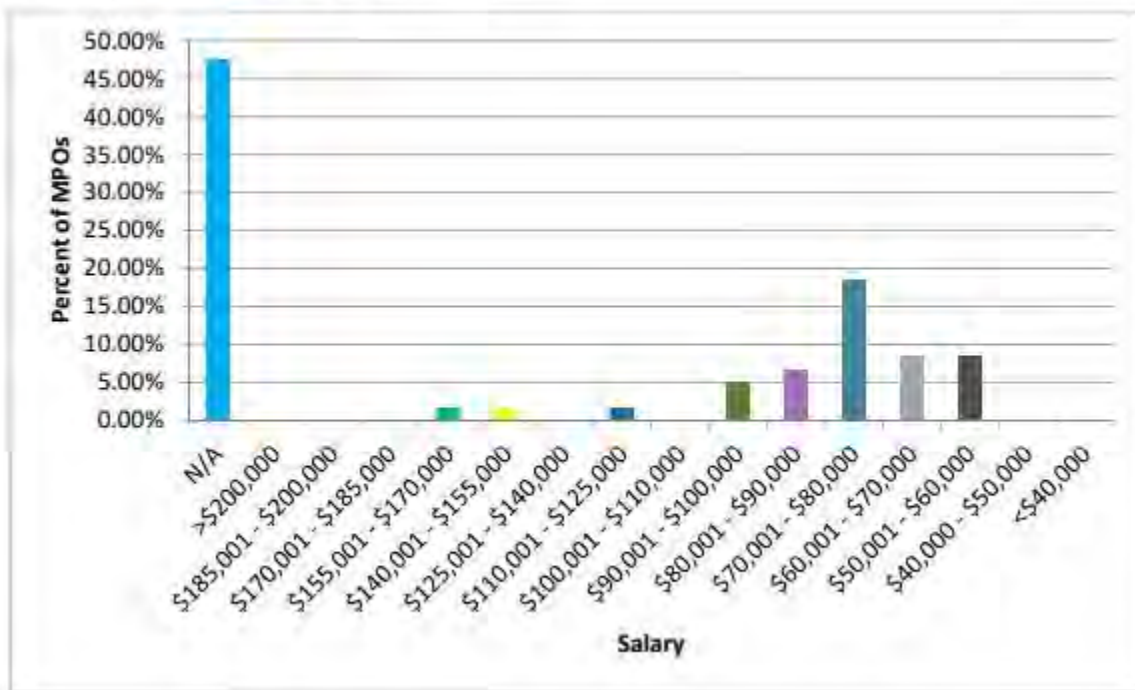
Salary for the Executive Director is established solely by the Policy Board. The salary range and steps for the Executive Director shown on the table on the following page are provided as market-based guidance to help inform salary decisions, but need not be followed."

This would give the Board the freedom to compensate the Executive Director as they think appropriate.

Part 2: Senior Transportation Planner Compensation

For Senior Transportation Planners, the AMPO survey results were:

4. Principal/Senior Planner (not certified)

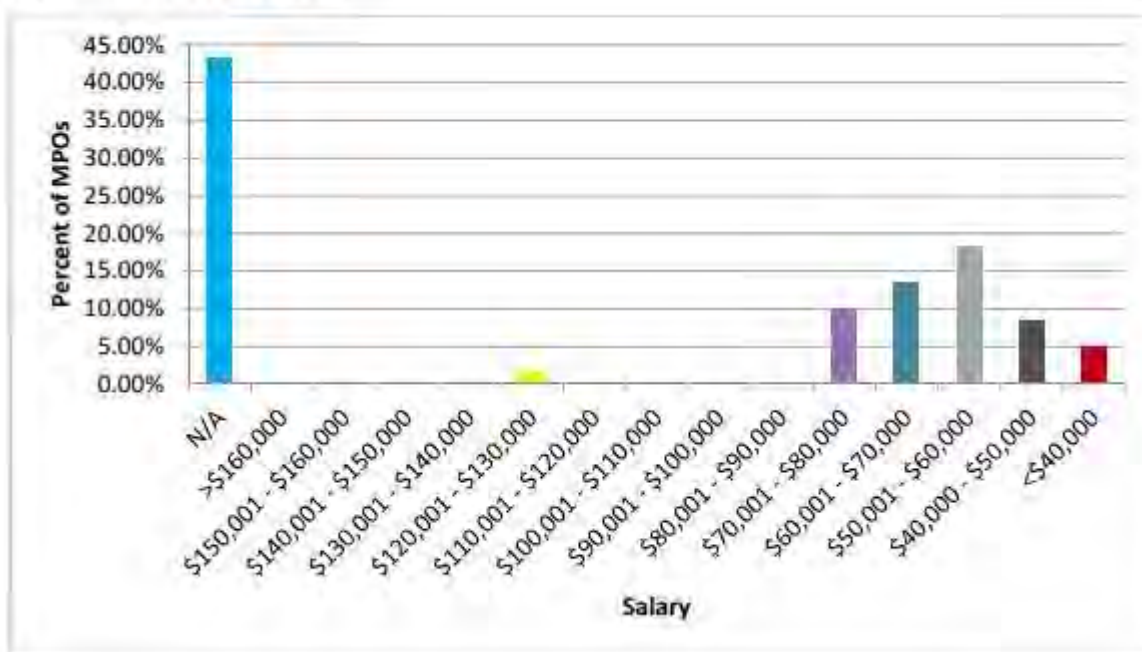


Our current pay range for the Senior Planner is \$56,680 to \$81,016. While the lower end of the range matches the national average, the upper end, I think, falls a bit short. I would rather make incremental adjustments to the pay ranges rather than fall too far behind the market, so I am proposing that the pay range for the Senior Planner be adjusted to **\$56,680 to \$85,462**.

Part 3: Associate Planner (Planner II) Compensation

For Planner II positions, the AMPO survey results were:

8. Planner II (not certified)

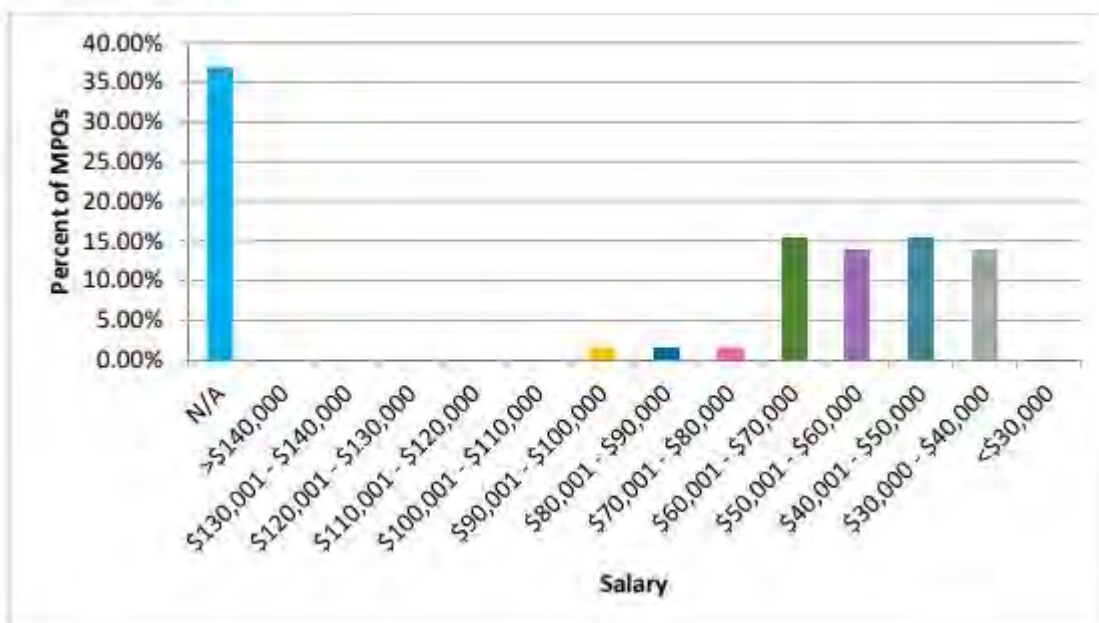


The current APO pay range for the position is \$46,046 to \$65,936. Again, the lower end of the range seems appropriate, but the upper end feels like it falls short. I proposed adjusting the pay range to be **\$46,046 to \$69,212**.

Part 4: Administrative Assistant Compensation

The closest related position that was part of the AMPO survey was Office Manager:

16. Office Manager



Our Administrative Assistant position is part-time earning between \$15.81 and \$22.56 per hour. The annualized salary would be approximately equivalent to \$32,885 to \$46,925.

The Minnesota Department of Employment and Economic Development (DEED) keeps detailed records on average salaries in Minnesota by occupation. For Office and Administrative Support Occupations, they report average hourly rates of \$14.91 to \$24.38, with a median of \$19.10 per hour.

Based on both the AMPO survey and the DEED data, I am recommending adjusting the Administrative Assistant hourly rate to **\$15.81 to \$24.36.**

Part 5: Short-Term Disability Insurance

The APO currently provides long-term disability insurance coverage, but not short-term. Short-term disability coverage reimburses the employee for a portion of their normal income for a period of up to 6 months should they be involved in an accident or illness that results in the inability to work. After 6 months, long-term disability coverage would become applicable.

The cost of coverage is a function of a person's age and income, but given current staff and making some assumptions about who might fill our vacant planner position, I estimate the total cost to be about \$2,000 per year. For more details on how those costs would be covered, see Part 6 below.

I do recommend adding short-term disability insurance coverage to the APO's benefit package.

Part 6: Insurance Cost Coverage

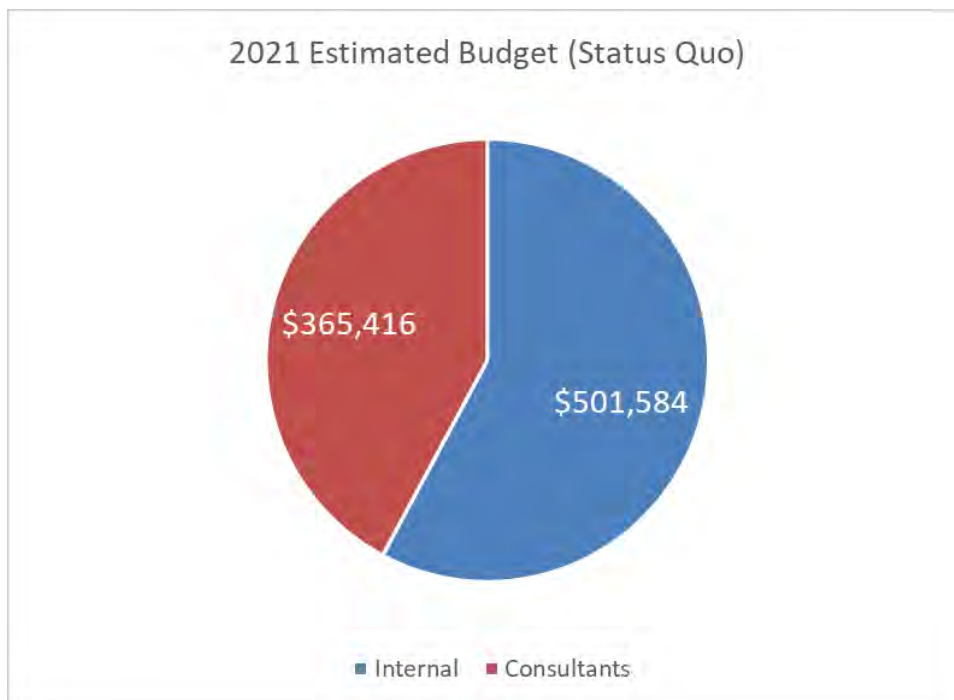
In 2018, an APO staff member left the organization for another public agency. In 2019, a second APO staff member left the organization for another public agency. In both cases, the new employer provided insurance coverage at no cost to the employee.

Currently, the APO requires employees with single coverage to pay 10% of their insurance costs, and employees with family coverage to pay 25% of their insurance costs.

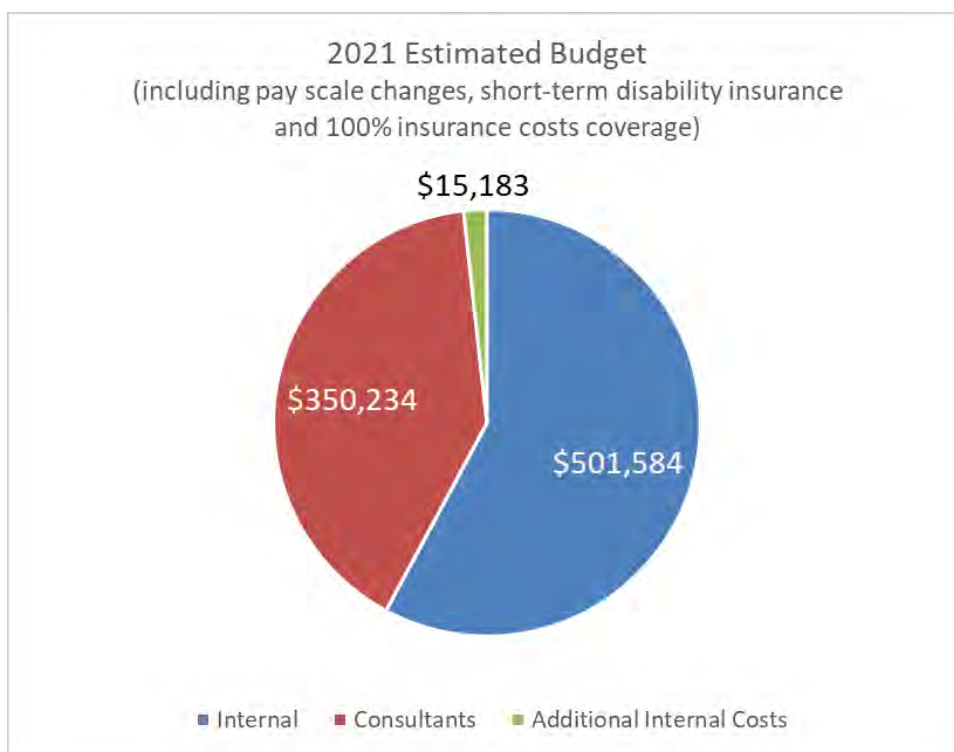
In both cases, independent of one another, the former APO personnel told me that the no-cost insurance coverage was not why they left, but it made it much easier to say yes to their new employer.

I evaluated what it would cost the APO to provide no-cost insurance coverage for staff members. The difference in cost, including the pay scale adjustments presented earlier in this memo and short-term disability coverage, would amount to an additional \$7,400 per year at current salaries. Given our average annual budget is about \$867,000, that is an increase of 0.85%.

This increase would have no impact on the annual jurisdictional assessments. The assessment rates are determined by the size of our Federal planning grants, which require a minimum 20% local match. Our expenditures are then divided between internal costs (wages, overhead, etc.) and consultant fees.



The additional \$15,183 would be taken from the consultant portion of our expenditures:



Given 1.) the relatively small cost of providing 100% insurance cost coverage; 2.) the competitive disadvantage of our current cost distribution; and 3.) the fact the local assessments would not be impacted, I do recommend changing personnel policies so that the APO provides 100% insurance coverages at no cost to the employees.

Requested Action: Approve amending the APO's Personnel Policies to reflect the recommended changes in all six parts of this memo.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Executive Board
FROM: Brian Gibson, Executive Director
RE: 2020 Transportation Priorities
DATE: December 23, 2019

Each year, the APO Chair and Executive Director make a trip to Washington DC to meet with Congressional members and inform them of our regional transportation priorities. The current draft of the 2020 briefing booklet (based heavily on the 2019 booklet) is attached for your reference.

Between now and March, APO staff will be working with both Board members and the Technical Advisory Committee to update the briefing booklet as desired by the member jurisdictions in anticipation of an April trip to Washington DC.

We respectfully ask that you review the booklet and come to the meeting prepared to discuss any changes you would like to make.

Requested Action: None, informational only

E. admin@stcloudapo.org W. stcloudapo.org



2020 Regional Transportation Priorities

Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, Minnesota 56303-0643
Phone: 320-252-7568
Fax: 320-252-6557
Website: www.stcloudapo.org





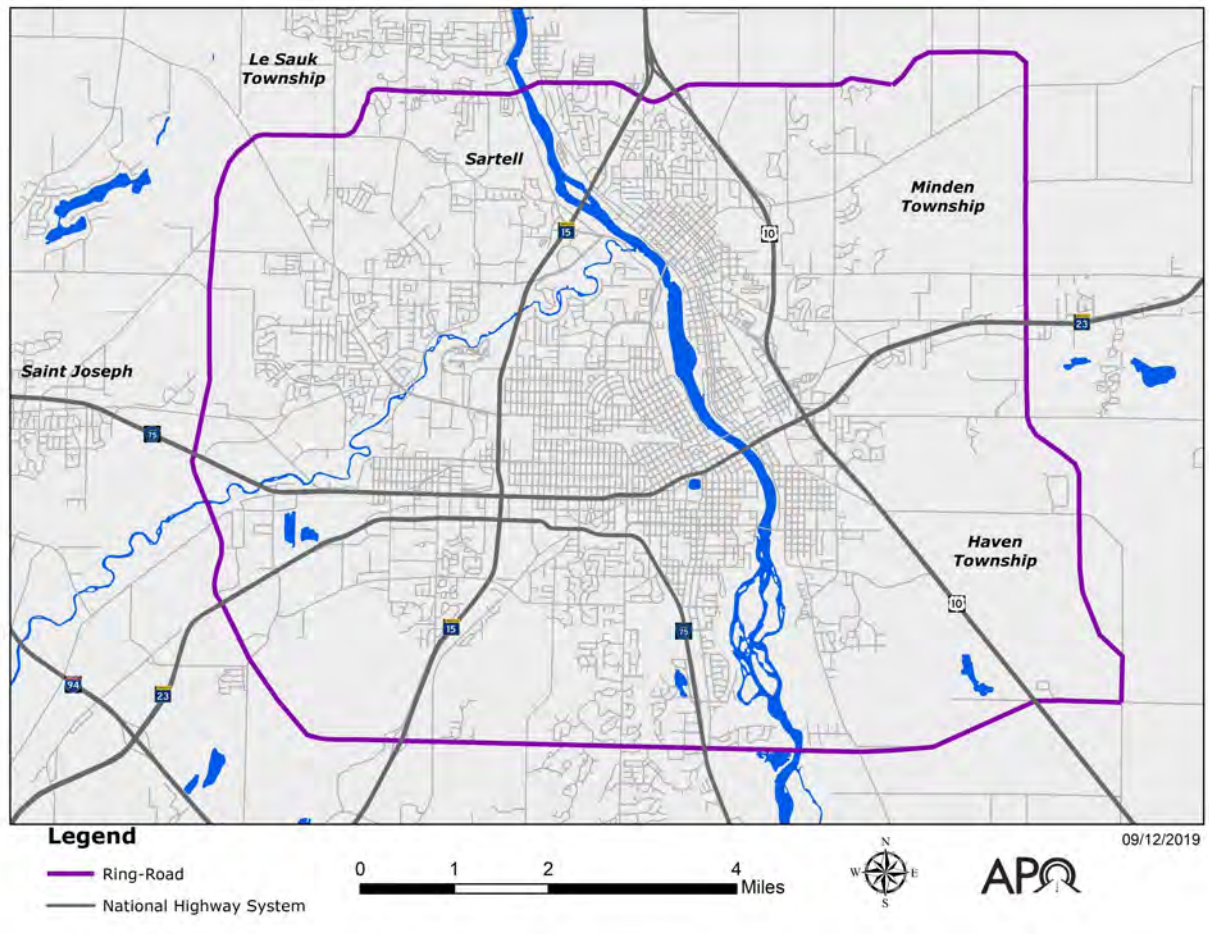
Connect Northstar Commuter Rail to Saint Cloud

The first phase of the commuter rail line between Big Lake and downtown Minneapolis was completed in 2009 and has consistently provided over 700,000 rides annually. The original vision included service to Saint Cloud (now called Phase 2). Currently, Saint Cloud residents can reach the train station in Big Lake by bus, but it is widely anticipated that more people would use the train if they could board it in Saint Cloud. There is strong public support for extending the rail line operations to the Saint Cloud metropolitan area. According to the American Community Survey (2015), almost 7,000 residents of the Saint Cloud metropolitan area work in Hennepin, Ramsey, Anoka, or Dakota Counties. Additionally, almost 5,000 residents of the Twin Cities region work in the Saint Cloud metropolitan area. In short, the APO feels that the Saint Cloud metro area (population 117,000) is a much stronger anchor point for Northstar trains than Big Lake (population 10,500). But extending service will require additional capital and operations funds.



Widen I-94 between Albertville and Monticello

In 2019, MnDOT started a three-year process of widening I-94 to six lanes in two segments: 1.) from Saint Michael to Albertville, and 2.) from Monticello to Clearwater. This will significantly help address a long-time regional transportation need for residents of the Saint Cloud metropolitan area. However, it will also result in a bottleneck between Monticello and Albertville where the highway will remain only four lanes wide. The members of the APO strongly support addressing this bottleneck as quickly as possible to ensure a smooth continuous flow of traffic.



Urban Beltline Arterial

Include???



Develop the Saint Cloud Regional Airport into a Regional Air Hub

The Saint Cloud Regional Airport (STC) is a significant asset in central Minnesota. Air transport (passenger, freight, military) remains essential to economically vibrant regional centers by providing access to the global business community. In the past 15 years, more than \$75 million in local, State, and Federal tax money has been invested in improvements at STC. There have been some payoffs: Allegiant Air service from STC to Mesa, Arizona consistently enjoys high utilization, Sun Country charters to Laughlin, Nevada consistently sell out, a Minnesota National Guard Aviation Facility (along with 62 full-time state and federal jobs) was added to the airport campus, and there is no longer available hanger space for private jet aircraft. What comes next?

A comprehensive, market-based study to develop a strategic plan was recently completed, and the airport is also working on other federally funded capital improvement projects. These projects include expansion of the airport's general aviation (GA) hangar area to accommodate public and private hangar development, along with a Taxiway Reconstruction Project and a Taxiway Relocation Project. These projects will enhance safety as well as allow for additional based aircraft.

STC Passenger Enplanements

Year	Passen- gers	% Change
2013	15,842	
2014	30,939	+95.3%
2015	19,171	-38.0%
2016	15,615	-18.6%
2017	20,918	+34.0%
2018	22,464	+7.4%

STC Fuel Revenue

Year	Revenue	% Change
2013	\$17,767	
2014	\$38,989	120.0%
2015	\$35,797	-8.2%
2016	\$31,635	-11.6%
2017	\$34,322	7.8%



A Word About Transportation Earmarks

We understand that the current transportation authorization expires in 2020 and that negotiations for the next authorization have begun. We also understand that there may be some bi-partisan support for bringing back budgetary earmarks for specific projects. We take no position on earmarks per se, but we do wish to communicate some concerns regarding earmarks if they should come back:

Within MPO planning areas, we spend considerable time and effort identifying and prioritizing transportation needs. When funding is approved for a project that has not been previously identified during the planning process, it steals resources away from projects that have been identified and regionally vetted, and calls into question the entire planning and programming process.

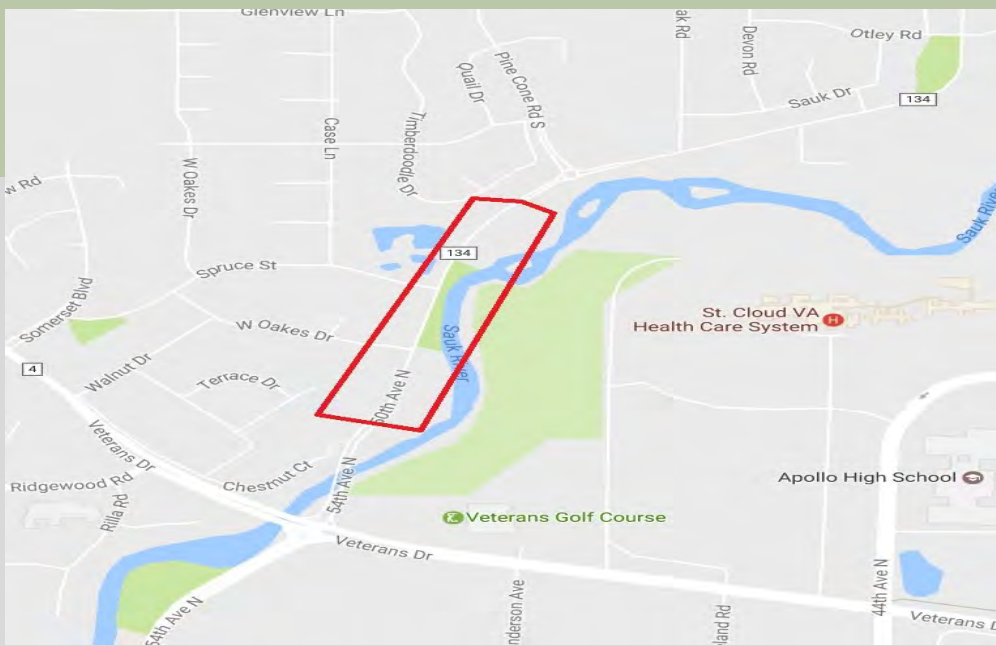
We strongly encourage that within MPO planning areas, earmarks for major projects be limited to projects that have previously been identified in the region's Metropolitan Transportation Plan (MTP), or which are listed on an illustrative list of unfunded needs within the MTP. In this way, we can help ensure that projects which receive funding are both technically feasible and publically acceptable.



Other Unfunded Transportation Needs

The following pages detail additional unfunded needs in the Saint Cloud metro region for your consideration.





Stearns County Road 134: Expand to Four-Lanes from Sauk River Bridge to Pinecone

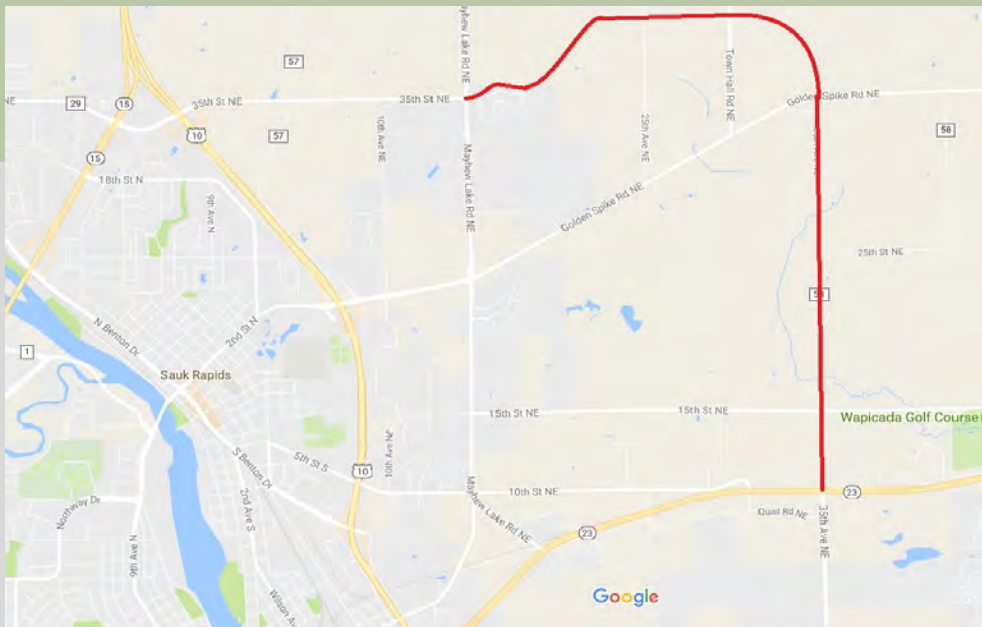
We are so fortunate and thankful to have had help from our congressional delegation to get the first phase of this project (referred to as the West Metro Corridor project) completed. It has helped immensely with congestion in the west St. Cloud area. When the new bridge was constructed along County Road 134 we matched into the existing three lane section just north of the bridge. A bottleneck has been created with motorists vying for position within a neighborhood area. Expansion of County Road 134 between the new bridge and the roundabout at Pinecone Road will provide a more logical and safe location to drop a lane of traffic, as the Pinecone Road intersection is a point where traffic volumes naturally split, especially now that we've improved the intersection of County Road 134 and CSAH 120. Estimated cost for right of way is \$1.5 million; for construction \$3.5 million.

For more information, contact:

Jodi L. Teich, P.E.
Stearns County Engineer
455 28th Avenue South
Waite Park, MN 56387
Phone: (320) 255.6180
Fax: (320) 255.6186
jodi.teich@co.stearns.mn.us

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000





Benton County CSAH 29: Construct a New Alignment to Connect Existing Highways

This project will provide a regionally significant corridor in a rapidly developing area of the Saint Cloud APO region, linking growth centers with major residential, commercial, industrial and airport sites. The corridor will provide a crucial link between US 10 and Minnesota Trunk Highway 23 and will serve as an urban bypass route, alleviating congestion in the urban area. It will promote economic development and accommodate urban growth by providing additional access to new development opportunities. The NEPA process has been completed, with a Finding of No Significant Impact. All of the required right-of-way has been acquired. This funding request will allow for the construction of the roadway.

For more information, contact:

Chris Byrd, P.E.
Benton County Engineer
7752 Hwy 25 North
P.O. Box 247
Foley, MN 56329
Phone: (320) 968.5051
Fax: (320) 968.5333
cbyrd@co.benton.mn.us

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000





Build Pedestrian Crossing of CSAH 75 in Saint Joseph

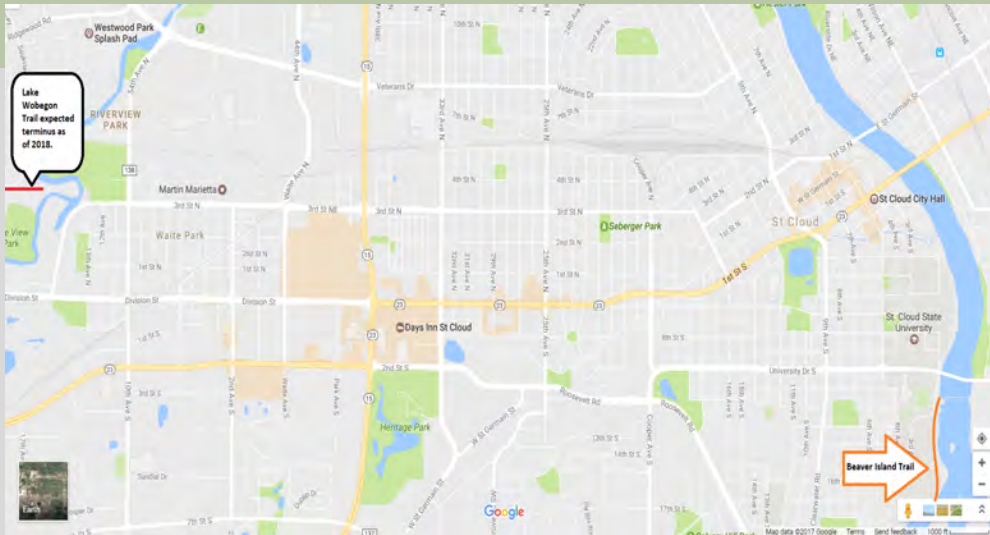
Stearns County CSAH 75 in Saint Joseph is a four-lane principle arterial that carries about 20,000 vehicles each day. It also bisects the town of Saint Joseph, acting as a barrier to safe and convenient pedestrian crossing between the north and south sides of town. The City (with the assistance of the Saint Cloud APO) recently completed a planning study exploring alternatives to improve the pedestrian environment. In addition to at-grade improvements, the plan does recommend a grade-separated crossing of CSAH 75, as shown in the graphic above, because of the high-speed and volume of vehicle traffic.

For more information, contact:

Judy Weyrens
City Administrator
25 College Ave. North
P.O. Box 668
St. Joseph, MN 56374
Phone: (320) 363-7201
Fax: (320)-363-0342
jweyrens@cityofstjoseph.com

Total Cost	Local Cost	Federal Request
\$3,500,000	\$700,000	\$2,800,000





Lake Wobegon Trail and Beaver Island Trail Connection

It is anticipated that an extension of the popular Lake Wobegon Trail from Saint Joseph to Waite Park occurred in 2018, which leaves the terminus of the trail approximately five miles from the Beaver Island Trail. The Beaver Island Trail runs through Saint Cloud from the campus of Saint Cloud State University to Schwan's Home Service and The Chip Shoppe bakery on Heatherwood Road. Upcoming extensions of the Beaver Island Trail are expected to take that trail to Saint Cloud's southeastern city limits, approximately one mile south of the I-94/Opportunity Drive interchange, along CR 75. Connecting the Lake Wobegon Trail to the Beaver Island Trail via RiverWalk at Hester Park will provide a continuous trail corridor from Fergus Falls through downtown Saint Cloud and the Saint Cloud metro area—a distance of over 117 miles—and provide for the possibility of further extensions to Clearwater, Monticello, and points south-east.

For more information, contact:

Scott D Zlotnik,
Park & Recreation Director
400 2nd Street South
St. Cloud, MN 56301
320.650.3170 direct
320.257.0657 fax
jhalter@sehinc.com

Total Cost	Local Cost	Federal Request
\$5,500,000	\$1,100,000	\$4,400,000



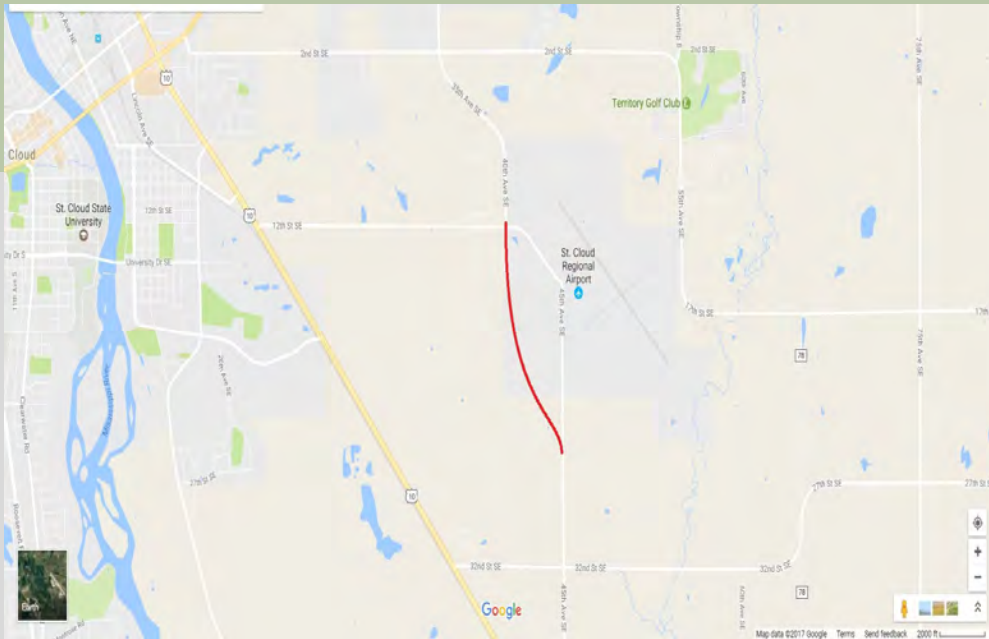


CSAH 133 is a minor arterial in Stearns County that provides a freight and commuter connection from Interstate 94 west of St. Joseph to US Highway 10/Trunk Highway 15 east of Sartell. A final alignment still needs to be determined but the re-alignment of CSAH 133 was started nearly 10 years ago and currently dead ends at Theisen Road. There are several property owners in the gap area that feel they are left hanging – “Should we improve our homes/sheds/barns, or should we start looking for something new – I can’t sell my house because no one knows what will happen.” Completing this alignment would provide relief to the intersection of Sartell’s Heritage Drive/ Pinecone Road intersection, and provide a more direct route between Interstate 94 and US Highway 10 for freight and commuters. Estimated cost to complete the alignment study and associated environmental work: \$75,000; right of way: \$750,000; construction: \$3 million.

Jodi L. Teich, P.E.
Stearns County Engineer
455 28th Avenue South
Waite Park, MN 56387
Phone: (320) 255.6180
Fax: (320) 255.6186
jodi.teich@co.stearns.mn.us



APO
SAINT CLOUD AREA PLANNING ORGANIZATION



Sherburne County CSAH 7: Realign Roadway

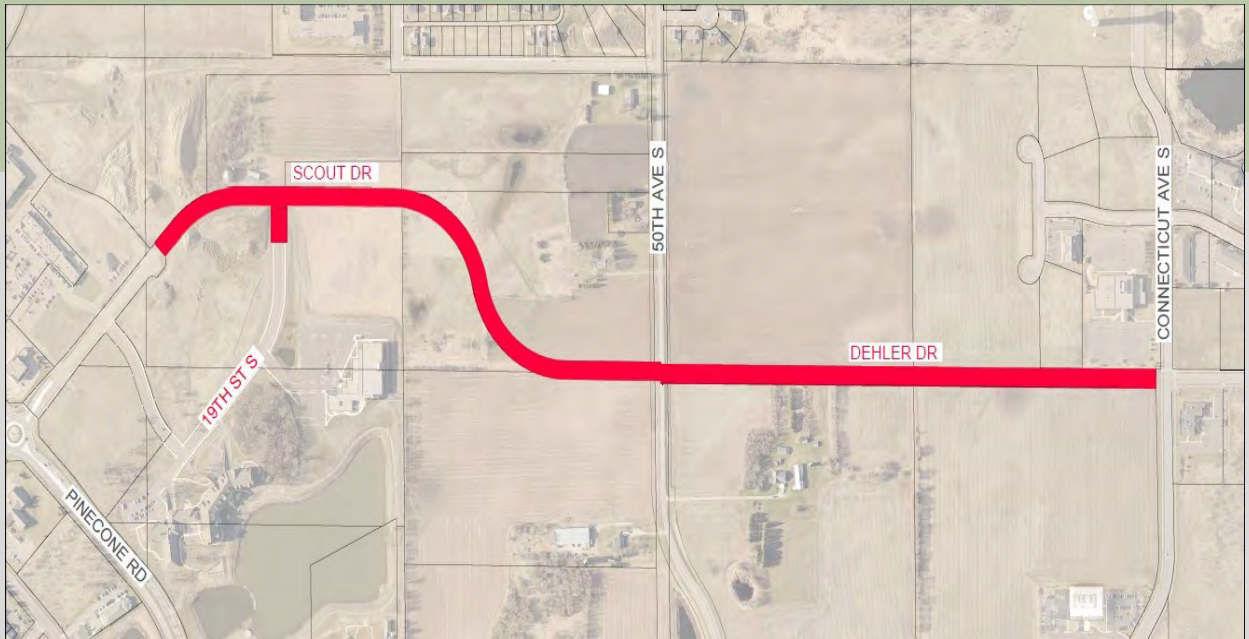
In the future as the US 10 corridor continues to grow and develop, CSAH 7 will provide a vital reliever link as it essentially parallels US 10 to the north. But probably more importantly to the region, the realignment of CSAH 7 would allow for the extension of the East-West runway at the St. Cloud Regional Airport. So although CSAH 7 acts as the primary access to the airport, it also acts as a barrier to the E/W runway extension. With the desire of the Executive Board to continue to promote the airport as a regional hub, the realignment of CSAH 7 would provide greater flexibility and options for the airport in the future.

For more information, contact:

Andrew Witter, P.E.
Public Works Director
Sherburne County Govt Center
13880 Business Center Dr NW
Elk River, MN 55330-1692
Office: 763.765.3302
<http://www.co.sherburne.mn.us/publicworks>

Total Cost	Local Cost	Federal Request
\$9,000,000	\$1,800,000	\$7,200,000





Scout/Dehler Drive Connection in Sartell

The City of Sartell is requesting funding for the construction of a collector roadway which is a critical segment of Sartell's South Regional Transportation Plan. This phase would extend Scout Drive from its current endpoint approximately 3,000 feet easterly to 50th Ave S, and provide a 2,500 foot extension of Dehler Drive between Connecticut Ave and 50th Ave S, as well as connect to the existing dead-end of 19th Street S. This critical segment of the South Regional Transportation Plan will provide a multi-model economic development driving transportation improvement that will connect Sartell's business park to the Pinecone Road mixed-use area which will:

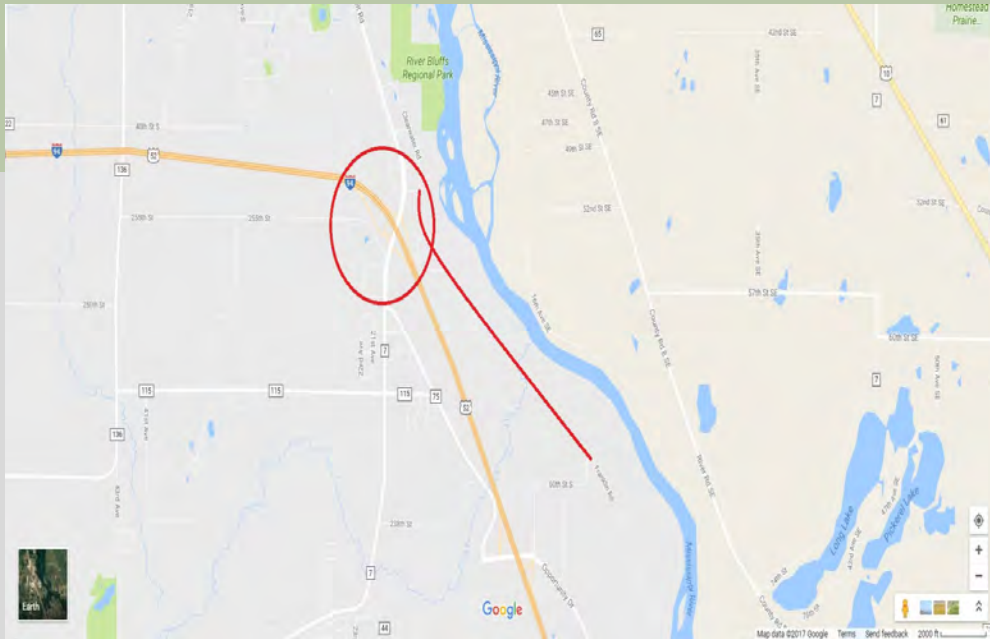
- Provide increased access to banking, recreational, senior housing, and retail sector;
- Provide emergency services benefits by creating secondary access;
- Promote additional commercial, office, and medical business growth and development;
- Alleviate congestion on other County Roadway corridors

For more information, contact:

Jon Halter, P.E.
S.E.H., Inc.
1200 25th Avenue South P.O.
Box 1717
St. Cloud, MN 56302-1717
320.229.4344 direct
320.250.6084 cell
888.908.8166 fax
jhalter@sehinc.com

Total Cost	Local Cost	Federal Request
\$6,000,000	\$1,200,000	\$4,800,000





Connect Heatherwood Road to Franklin Road & Extend Beaver Island Trail

This request is for funding to complete the extension of Heatherwood Road into the Saint Cloud Business Park, thereby increasing commerce and reducing local trips on I-94. Funds will advance the preferred alternatives from environmental review into engineering, right-of-way acquisition, and construction.

Extensions of the Beaver Island Trail will occur in phases, beginning at the current terminus on Heatherwood Road. The intent is to connect the jobs in the Opportunity Drive area with the population centers of the City, and—by connecting the Beaver Island Trail to the Lake Wobegon Trail—to provide a trail corridor through the entire metropolitan area. Following the completion of the City's portion of the trail, Stearns County is committed to completed the trail corridor to Clearwater.

For more information, contact:

Matt Glaesman, AICP
Saint Cloud Community
Development Director
400 2nd St. S.
St. Cloud, MN 56301
St. Cloud, MN 56302-1717
Phone: 320.255.7218
matt.glaesman@ci.stcloud.mn.us

Total Cost	Local Cost	Federal Request
\$7,500,000	\$1,500,000	\$6,000,000





Field Street in Saint Joseph

Field Street will be a Major Collector roadway from College Avenue (CR 121) easterly across the north-south minor arterial route planned generally in the 16th and 20th Avenue corridors. Field Street is also anticipated to eventually intersect with a future beltway corridor running north-south between Saint Joseph and Waite Park.

For more information, contact:

Kris Ambuehl
City Administrator
25 College Ave. North
P.O. Box 668
St. Joseph, MN 56374
Phone: (320) 363-7201
Fax: (320)-363-0342
kambuehl@cityofstjoseph.com

Total Cost	Local Cost	Federal Request
\$5,000,000	\$1,000,000	\$4,000,000

