

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. Georger 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.



Jeff Westerlund
APO Chair

1/7/20

Date