

**Saint Cloud Area Planning Organization
TECHNICAL ADVISORY COMMITTEE MINUTES
October 29, 2019**

A regular meeting of the Saint Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held at 10:00 p.m. on Tuesday, Oct. 29, 2019 at Stearns County Public Works. Senior Planner Vicki Johnson presided with the following members present:

Doug Diedrichsen	Metro Bus
Randy Sabart	Saint Joseph/SEH
Chris Byrd	Benton County
Jodi Teich	Stearns County
April Ryan	Sartell
Kurt Franke	Active Transportation Advis Com
Megan Neeck	MnDOT
Steve Voss	MnDOT, Dist #3
Bobbi Retzlaff	MnDOT
Matt Glaesman	Saint Cloud
Todd Schultz	Sauk Rapids
Vicki Johnson	Saint Cloud APO
Brian Gibson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Alison Voigt	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO

CONSIDER MINUTES OF SEPT. 19, 2019

Ms. Teich motioned to approve the Sept. 19, 2019 TAC meeting minutes. Mr. Diedrichsen seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD: N/A

MAPPING 2045 METROPOLITAN TRANSPORTATION PLAN (MTP) FINAL DRAFT:

Mr. Gibson presented the final draft of the 2045 MTP to the TAC for their recommendation of approval to the Policy Board. He thanked everyone for their assistance in creating this document. 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, Amtrak, 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

Work on the 2050 Long Range Plan will start this winter. Ms. Teich motioned to recommend approval of the 2045 MTP to the Policy Board. Mr. Byrd seconded the motion. Motion carried.

FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM ADMINISTRATIVE (TIP) MODIFICATION:

Ms. Johnson reported that the City of Saint Cloud is requesting to modify the FY 2020-2023 TIP by pushing back a Beaver Island Trail connection project from 2020 to 2022. The total cost for the project will remain unchanged. The city has completed an application for state grant funding to assist with the local match and the funding sources will remain the same. ***Mr. Glaesman motioned, and Mr. Voss seconded, to recommend Policy Board approval of the Administrative Modification to the FY 2020-2023 TIP. Motion carried.***

FY 2020 APO TRANSPORTATION SAFETY TARGETS:

Mr. McKenzie, APO's Planning Technician, said that State Department of Transportation and MPO's are required to set safety targets for fatalities (number and rate), serious injuries (number and rate), and number of non-motorized fatalities and serious injuries. MPOs have the option of adopting the state's targets or setting their own. In the past we have set our own.

The APO region did not meet the set targets for 2018. Because the APO desires fatalities and serious injuries to decline, the proposed targets for 2020 are the results from 2018. The safety targets are identified in project ratings.

Performance Measures		2018 Targets	2018 Results	2019 Targets	Proposed 2020 Target
Fatalities	↓	7.8	8.6	8.8	8.6
Fatality Rate (100 MVMT)	↓	0.598	0.730	0.764	0.730
Serious Injuries	↓	13.9	23.0	26.0	23.0
Serious Injuries Rate (100 MVMT)	↓	1.070	1.946	2.216	1.946
Non-Motorized Fatalities and Serious Injuries	↓	7.0	8.2	8.2	8.2

Mr. Byrd motioned, and Mr. Glaesman seconded, to recommend Policy Board approval of the 2020 Safety targets. Motion carried.

2019 STAKEHOLDER ENGAGEMENT PLAN (SEP) ANNUAL REPORT:

Ms. Johnson presented the SEP 2019 Annual Report for approval to the Policy Board 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, and June 30, 2019. A variety of techniques were 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, SurveyMonkey, in-person interviews, advertising of public meetings, APO website, social media, visualization techniques, interested persons list and ensuring accessible meetings.

Suggested 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 online 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 online survey engagement the demographic questions with a disclaimer stating participation is optional.
 - APO staff will continue to explore options to improve demographic questionnaire results from public meetings and in-person public events.

Ms. Teich motioned, and Mr. Schultz seconded, to recommend Policy Board Approval of the 2019 Stakeholder Engagement Plan Annual Report and recommended changes. Motion carried.

FY 2024 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) SCORING PROCESS:

Ms. Johnson announced that we should be getting out applications for the STBGP soon. Ms. Johnson presented a proposal for consideration for the scoring process. TAC members voiced their preferences and debated various options. After much discussion it was agreed that the following process will be used: ***APO staff will initially score and rank the projects. The scoring and ranking sheets from the APO staff will be presented to the TAC for review. Presentations for the projects will be done at the meeting where the TAC members receive the scoring and ranking information. Discussion about the projects will take place, and then a final vote will be taken by the TAC members.***

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECT STATUS UPDATES AND AMENDMENT SCHEDULE:

Ms. Johnson noted that annual updates on projects programmed in the TIP are required. ***The update forms were sent to the sponsoring agency of the projects in late September and are due in to Ms. Johnson by Friday, Nov. 15. Additionally, the Annual Listing of Obligated Projects form (TIP programmed projects from fiscal years 2018 and 2019) was also attached to that notice and are due in to Ms. Johnson on Nov. 15.***

Administrative amendments can be done any time. As per the previously approved TIP amendment schedule, any TIP amendments to the FY 2020-2023 TIP will be starting at the first of the year (2020). ***Any amendments needing to be processed will need to be submitted to Vicki Johnson by the end of business on Monday, Dec. 30, 2019.*** The Amendment Schedule for FY 2020-2023 TIP was distributed in the agenda packets, and listed the dates for Amendment Deadlines, the 30-Day Public Comment, TAC Review, Policy Board Approval, Submission to MnDOT, and Submittal to FHWA/FTA. Amendment requests APO has received thus far include Metro Bus and Stearns County CSAH 75.

2020 REGIONAL PRIORITIES:

Mr. Gibson presented the members with the Regional Priorities booklet that was used earlier this year for the annual trip to Washington DC. He asked that the TAC members review the booklet and start thinking about projects and priorities to be included for the 2020 trip, which will probably take place in March or April. Members were encouraged to send Mr. Gibson their suggestions.

ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC) MEETING REPORT:

Ms. Voigt, APO's Transportation Planner, reported on activities taking place in the formerly called Bike/Ped Committee. The committee has been renamed to Active Transportation Advisory

Committee (ATAC), to now include transit. They are working on creating a logo for the ATAC with more inclusive language. In addition to the name change, Ms. Voight reported information about pyro counter locations and counts to get consistent data, concern that active transportation is thought of at the end of projects instead of being at the beginning, intersection counts and why are the APO staff doing these counts. After some discussion by the members and what their agency/jurisdiction are doing to obtain various counts and other information, **it was decided that the information gained from the APO staff doing intersections counts in the Spring and Fall was of little value, so it was decided to discontinue these counts in the future. Trail counts using both the tube and pyro counters will continue.**

APO POLICY BOARD MEETING REPORT:

Mr. Gibson highlighted the activities of the Policy Board during the last month. The revised MTP project list required another round of public comment. The draft 2045 MTP will go before the Policy Board for approval on Oct. 30. Regarding the TAC's Surface Transportation Block Grant Program Project Scoring Process, a few of the members felt that the only way some jurisdictions would ever receive funding was by considering funding equity in the ranking process. APO staff made clear that the TAC felt that funding equity was not a "technical" issue, but a political one. The Policy board members requested to receive historical funding information at the time they consider approval of the final ranking of the projects. The board voted not to trademark the new APO logo.

CENTRAL MINNESOTA AREA TRANSPORTATION PARTNERSHIP (ATP) MEETING REPORT:

Ms. Johnson summarized pertinent discussion items of the recent ATP meeting on Oct. 10. Transportation Alternatives solicitation are due on Thursday, Oct. 31. At this time, we have received one submission. Ms. Johnson encouraged everyone to get their Letters of Intent in by Thursday. Solicitations for Highway Safety Improvement Program (HSIP) funding are underway, and are due to the state aid office by Nov. 27. HSIP funding for ATP-3 for 2021 is \$341,500, and \$3,200,000 is available for 2024. STGBT solicitations should be coming in by the end of the week. Barry Wendorf from Isanti County was selected to fill the Parks and Recreation representation slot on the ATP-3 TA Committee. The District 3 Freight Plan and Manufacturers' Perspective Study is underway. Mr. Gibson is a participant on the Freight Plan committee. The plan is anticipated to be completed by summer 2020. An update on I-94 Saint Michael to Albertville and Monticello to Clearwater Expansion was given. Anticipated construction completion is Fall of 2021.

DISCUSSION ON TAC/POLICY BOARD COMMUNICATION STRATEGIES:

Mr. Gibson reported that given the disconnect in the development of the 2045 MTP, some suggestions to improve communication include: A joint TAC/Policy Board meeting once or twice a year, encourage TAC members to attend the Policy Board meetings, and Policy Board members to attend the TAC meetings, sharing minutes with each committee, and monthly updates in the agenda packets. Members were encouraged to share their suggestions for improving communication between the two committees with Mr. Gibson.

OTHER BUSINESS/OPEN FLOOR:

Ms. Johnson said she would be requesting copies of CIPs from the jurisdictions. Discussions are underway regarding the meaning of "regionally significance." It was decided to create a companion document to the TIP. The companion document will not be subject to federal mandates. Mr. Franke asked when the new APO logo will be available. Ms. Johnson thanked everyone for their efforts in creating the 2045 MTP. She also indicated that the January 2020 TAC meeting would be quite a lengthy meeting.

ADJOURNMENT:

The meeting was adjourned at 11:42 a.m.