

TO: Whom It May Concern
FROM: Vicki Johnson, Senior Transportation Planner
RE: Guidance on Participating in APO Electronically Held Public Meetings
DATE: April 17, 2020

Given the recent and ongoing global pandemic, the Saint Cloud Area Planning Organization (APO) Executive Director Brian Gibson has determined that hosting an in-person meeting for the April 30, 2020, Technical Advisory Committee (TAC) would not be feasible nor recommended at this time.

In order to continue to conduct necessary business, the Executive Director, in compliance with MN Statute, 13D.021 subdivision 1, will host an electronic meeting via Zoom.

As a result, all voting and non-voting TAC members will receive an invitation to the Zoom online meeting. These participants can choose to either connect via video or will have the option to call in to the meeting that will be held at 10 a.m. on Thursday, April 30, 2020.

Since the usual meeting space for the TAC – the Stearns County Highway Department – is closed to the public, the APO Executive Director will be hosting this Zoom meeting from the APO's Office. The APO will ensure that all members are able to hear one another and all discussions and testimony.

This meeting, in accordance with MN Statute, 13D.021 subdivision 1, will be **audio recorded** with **all votes being conducted by rollcall**.

As a federally mandated and federally funded transportation policy making organization, the APO is committed to conducting business in a way that is transparent to and includes the participation of members of the public. Any member of the public who would like to participate in this meeting will need to contact the APO Executive Director at least 24 hours in advance of the meeting to receive access via online link or phone number.

The APO Executive Director can be reached via email: gibson@stcloudapo.org, phone: 320-252-7568, or written request to the APO Office: 1040 County Road 4, Saint Cloud, MN 56303.