

AGENDA

APO POLICY BOARD MEETING

THURSDAY, MAY 14, 2020 - 4:30 P.M.

VIRTUAL MEETING VIA ZOOM



1. Introductions
2. Approval of Agenda
3. Public Comment Period
4. Consideration of Consent Agenda Items (*Attachments A - G*)
 - a. Approve Minutes of March 12, 2020 Policy Board Meeting (*Attachment A*)
 - b. Approve Actual Bills Lists for March and April; and Approve Projected Bills List for May and June (*Attachments B1 - B2*)
 - c. Approve Website Hosting Contract (*Attachments C*)
 - d. Approve Shared Use Path Pavement Condition Survey Contract (*Attachment D*)
 - e. Approve Travel Demand Model Improvement Contract (*Attachment E*)
 - f. Receive Staff Report on Technical Advisory Committee (*Attachment F*)
 - g. Receive Staff Report on Area Transportation Partnership Meeting (*Attachment G*)
5. Consider FY2019 Audit Report (*Attachment H*): Kari Steinbeisser, CPA, CFE
 - a. Suggested Action: Approve
6. Consider Amendment to the Transportation Improvement Program (*Attachments I1 - I2*): Vicki Johnson, Senior Planner
 - a. Suggested Action: Approve
7. Other Business & Announcements
8. 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 xiriira. 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 Xeem 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 xeem, 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) hnuv 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 ລວມທັງການໄດ້ຮັບວາລະນີ ແລະ/ຫຼື ເອກະສານຄັດຕິດໃນຮູບແບບ ຫຼື ເປັນພາສາອື່ນໃດໜຶ່ງ ກະລຸນາຕິດຕໍ່ຫາ APO ທີ່ເບີ 320-252-7568 ຫຼື ອີເມວ admin@stcloudapo.org ຢ່າງໜ້ອຍເຈັດ (7) ວັນລ່ວງໜ້າການຊຸມນຸມ.



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

T. 320.252.7568 F. 320.252.6557

TO: Whom It May Concern
FROM: Brian Gibson, Executive Director
RE: Guidance on Participating in APO Electronically Held Public Meetings
DATE: May 1, 2020

Given the ongoing global health pandemic, the Saint Cloud Area Planning Organization (APO) Executive Director Brian Gibson has determined that hosting an in-person meeting for the May 14, 2020 Policy Board would not be feasible nor recommended at this time.

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

As a result, all Policy Board members will receive an invitation to the Zoom online meeting. Members can choose to either connect via video or will have the option to call in to the meeting that will be held at 4:30 p.m. on Thursday, May 14, 2020.

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.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, March 12, 2020 – 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 Thursday, March 12, 2020 at 4:30 p.m. at the Great River Regional Library. Chair Rick Miller presided with the following members present:

- | | |
|-----------------------------------|------------------|
| Mayor Rick Miller | Waite Park |
| Matt Glaesman (Alt for J Goerger) | Saint Cloud |
| Council Member Paul Brandmire | Saint Cloud |
| Mayor Dave Kleis | Saint Cloud |
| Council Member Dottie Seamans | Sauk Rapids |
| Supervisor Jeff Westerlund | LeSauk Township |
| Commissioner Joe Perske | Stearns County |
| Commissioner Leigh Lenzmeier | Stearns County |
| Commissioner Raeanne Danielowski | Sherburne County |
| Ryan Daniel, CEO | Metro Bus |
| Brian Gibson, Exec Director | Saint Cloud APO |
| Dorothy Sweet | Saint Cloud APO |
| Vicki Johnson | Saint Cloud APO |
| Alex McKenzie | Saint Cloud APO |
| Fred Sandal | Saint Cloud APO |

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited

INTRODUCTIONS: Introductions were made.

APPROVAL OF AGENDA:

Mayor Dave Kleis motioned and Sauk Rapids Council Member Dottie Seamans seconded the motion to approve the Agenda. Motion carried.

PUBLIC COMMENT PERIOD: No members of the public were in attendance.

CONSIDERATION OF CONSENT AGENDA ITEMS: (Approval of Feb 13, 2020 Policy Board Meeting Minutes, Bills Lists for February and March, TH-15 Operations Improvement Study Contract & MnDOT Joint Powers Agreement, Executive Director Travel Request, Active Transportation Advisory Committee Staff Report, and TAC Staff Report)

Mr. Ryan Daniel motioned and Commissioner Perske seconded the motion to approve the Consent Agenda items. Motion carried.

PRESENTATION – SAINT CLOUD GROWTH AND PLANNING:

Matt Glaesman, Saint Cloud Community Development Director, gave a PowerPoint presentation of the growth and planning that is currently taking place in the city of Saint Cloud. Over the past several years, the City of Saint Cloud has won over 30+ awards for its achievements in friendliness, livability, businesses, workforce, planning, and community engagement, to name a few. The City is planning for Greenfields, Brownfields, and more and has fostered development by using the themes of: Collaborate, Be Flexible, Approve, Be Consistent, Inform, and Coordinate. Mr. Glaesman reviewed maps and architectural drawings which showcased opportunities for growth and redevelopment in Downtown, East Side, and the Riverfront areas,

as well as residential and commercial development areas. Saint Cloud is planning for current needs as well as for 50 years into the future. Mr. Glaesman responded to inquiries regarding the location of the Amtrak station, the Electrolux plant, and the Airport. The City continues to positively market the area with a variety of development and reasonable prices.

CONSIDER AMENDMENT AND ADMINISTRATIVE MODIFICATION TO THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP):

Senior Planner Vicki Johnson reported that this is the second of four planned amendments for the FY 2020-23 TIP. The changes were prompted by MnDOT and Metro Bus. MnDOT changes involved deleting nine districtwide set asides for projects in 2020, eight set asides in 2021, ten set asides in 2022, 11 set asides in 2023, and adding one project per MnDOT Office of Freight & Commercial Vehicle Operations for 2022. MnDOT also added an administrative modification whereby two projects are changed from 2020 to 2021. Metro Bus changes involved deleting a total of three projects, one in 2021, one in 2022, and one in 2023. A 30-day public comment was completed on March 7, 2020. An online survey was created with one person responding, and two people attending the open house. One negative comment was received regarding a Metro Bus project. The TAC recommended Policy Board approval at their Feb. 27 meeting. *Ms. Raeanne Danielowski motioned, and Mr. Ryan Daniel seconded to approve the TIP amendments and administrative modification. Motion carried.*

CONSIDER 2020 REGIONAL PROJECT PRIORITIES:

Mr. Gibson reviewed the most updated version of the regional priorities booklet, which will accompany the Executive Director and the Chair on their annual trip to Washington DC March 30-April 2 for distribution to the congressional staff. The booklet incorporates the suggested changes made by the TAC and the Policy Board members at previous meetings. The major priorities include Extension of Northstar Commuter Rail to Saint Cloud, Widening I-94 between Albertville and Monticello along with endorsements from St. Michael, Monticello, Otsego and Wright County, Urban Beltline Arterial divided into several areas, Reconfiguring Taxiways at the Saint Cloud Regional Airport, and Earmarks. Other unfunded transportation needs included Stearns County Road 134, Pedestrian Crossing in Saint Joseph, Scout/Dehler Drive Connection in Sartell, Heatherwood Road, Field Street in Saint Joseph, and CSAH 1 in Stearns County. The TAC recommended Policy Board approval at their February 27 meeting. With the outbreak of the Coronavirus, the Executive Director and Board Chair will be deciding soon if they will be going to Washington DC. *Ms. Dottie Seamans motioned, and Mr. Paul Brandmire seconded to approve the priorities booklet. Motion carried.*

Note: The trip to Washington DC, originally scheduled to occur March 30 – April 2, was canceled on March 23rd due to the COVID-19 pandemic.

CONSIDER 2018 TRANSPORTATION PERFORMANCE MONITORING REPORT:

Mr. Alex McKenzie, APO Planning Technician, reviewed the 2018 Transportation Performance **Monitoring Report which tracks our region's progress toward achievement of transportation goals, serves as a benchmark to evaluate and quantify progress, improves investment accountability and transparency, and is an annual snapshot of our region's transportation system.** Mr. McKenzie reviewed the following Measures, Trends, Scorecard Results, and Targets, and responded to questions and comments:

Goal #1: Maintain and Enhance Transportation Safety

Number/Rate of Crashes, Fatalities, Serious Injuries, Non-Motorized Fatalities and Suspected Serious Injuries, Chemical Impairment and Distracting Driving Crashes

Goal #2: Increase System Accessibility, Mobility, and Connectivity

Non-Interstate (US 10, 75, 23) NHS Reliability, Vehicles Miles Traveled, Number of Annual Fixed Route/Dial-a-Ride/Northstar Commuter Bus Transit Riders

Goal #3: Efficiently Manage Operations and Cost-Effectively Preserve the System

Interstate and Non-Interstate Pavement Conditions, National Highway System Bridge Conditions, **All Bridges' Conditions, Mechanical Failures, and Transit State of Good Repair**

Goal #4: Support the Economic Vitality of the APO Area by Enabling Global Competitiveness, Productivity, and Efficiency while enhancing travel and tourism.

Truck Travel Time Reliability, Tri-CAP Trips, Air Passengers at Saint Cloud Regional Airport, and Amtrak Ridership

Goal #5: Promote Energy and Environmental Conservation

Air/Water Quality, Percentage of Transportation Investments in Minority and Low-Income Environmental Justice Census Blocks, Transit Vehicle Using Alternative Fuel, Vehicles Registered/Sold by Powertrain and Fuel Types

The TAC recommended Policy Board approval at their Feb. 27 meeting. Mayor Kleis commented that this was really great information and suggested sending out this information in press releases. *Mr. Paul Brandmire motioned, and Commissioner Joe Perske seconded to approve the report. Motion carried*

CONSIDER REGIONAL INFRASTRUCTURE INVESTMENT PLAN (RIIP):

Ms. Johnson explained the background of the RIIP document and how it came about. While the TIP document concentrates on Federal Highway Administration and Federal Transit Administration regulations, the APO staff felt it did not provide a comprehensive view of all surface transportation projects in the region. After discussion with MnDOT personnel, it was decided to create a companion document (RIIP) to the TIP which would include all projects, both in the TIP and those that are locally funded, no matter how large or small or significant to provide transparency to the public. The document shows what is happening in infrastructure projects in the APO area regardless of funding sources. The RIIP is for information only, contains simpler language, and is not subject to any **federal or state requirements. It is an "informational only" document that can be used by the jurisdictions to be aware of projects that may be of interest to them and to enhance coordination efforts between jurisdictions.** The RIIP will be **updated annually and will be based off the approved Capital Improvement Programs (CIP's).** The TAC recommended Policy Board approval at their Feb. 27 meeting. *Mayor Dave Kleis motioned, and Mr. Paul Brandmire seconded the approval of the RIIP document. Motion carried.*

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson commented that he expects the April meeting to be very short.

Commissioner Perske commented that considering the important decisions the Policy Board makes, he was concerned that there was no representation from three jurisdictions at today's meeting. Neither the Policy Board member nor the alternates were in attendance from the three jurisdictions.

Mr. Gibson responded to an inquiry from Mr. Brandmire about the status of the RTCC.

ADJOURNMENT:

The meeting was adjourned at 5:33 p.m.

PROPOSED May 2020 and June 2020 DISBURSEMENTS
 prepared 05/04/2020

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Direct Dep.	Net Payroll (including insurance reimbursement)	05/01/2020 Payroll Paid	Payroll	\$ 7,925.62
Electronic	Expense Reimbursemt - Employee mileage	05/01/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	05/01/2020 Payroll Paid	Payroll	\$ 2,518.85
Electronic	MN Department of Revenue-Withholding PAID	05/01/2020 Payroll Paid	Payroll	\$ 615.00
Electronic	PERA	05/01/2020 Payroll Paid	Payroll	\$ 1,698.60
Electronic	Great West Annuity	05/01/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	05/01/2020 Payroll Paid	Payroll	\$ 87.93
Electronic	Select Account (H.S.A.)	05/01/2020 Payroll Paid	Payroll	\$ 88.46
Direct Dep.	Net Payroll (including insurance reimbursement)	05/15/2020 Payroll Paid	Payroll	\$ 7,925.62
Electronic	Expense Reimbursemt - Employee mileage	05/15/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	05/15/2020 Payroll Paid	Payroll	\$ 2,518.85
Electronic	MN Department of Revenue-Withholding PAID	05/15/2020 Payroll Paid	Payroll	\$ 615.00
Electronic	PERA	05/15/2020 Payroll Paid	Payroll	\$ 1,698.60
Electronic	Great West Annuity	05/15/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	05/15/2020 Payroll Paid	Payroll	\$ 87.93
Electronic	Select Account (H.S.A.)	05/15/2020 Payroll Paid	Payroll	\$ 88.46
Direct Dep.	Net Payroll (including insurance reimbursement)	05/29/2020 Payroll Paid	Payroll	\$ 7,925.62
Electronic	Expense Reimbursemt - Employee mileage	05/29/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	05/29/2020 Payroll Paid	Payroll	\$ 2,518.85
Electronic	MN Department of Revenue-Withholding PAID	05/29/2020 Payroll Paid	Payroll	\$ 615.00
Electronic	PERA	05/29/2020 Payroll Paid	Payroll	\$ 1,698.60
Electronic	Great West Annuity	05/29/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	05/29/2020 Payroll Paid	Payroll	\$ 87.93
Electronic	Select Account (H.S.A.)	05/29/2020 Payroll Paid	Payroll	\$ 88.46
Direct Dep.	Net Payroll (including insurance reimbursement)	06/12/2020 Payroll Paid	Payroll	\$ 7,925.62
Electronic	Expense Reimbursemt - TRB conference	06/12/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	06/12/2020 Payroll Paid	Payroll	\$ 2,518.85
Electronic	MN Department of Revenue-Withholding PAID	06/12/2020 Payroll Paid	Payroll	\$ 615.00
Electronic	PERA	06/12/2020 Payroll Paid	Payroll	\$ 1,698.60
Electronic	Great West Annuity	06/12/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	06/12/2020 Payroll Paid	Payroll	\$ 87.93
Electronic	Select Account (H.S.A.)	06/12/2020 Payroll Paid	Payroll	\$ 88.46
Direct Dep.	Net Payroll (including insurance reimbursement)	06/26/2020 Payroll Paid	Payroll	\$ 7,925.62
Electronic	Expense Reimbursemt - TRB conference	06/26/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	06/26/2020 Payroll Paid	Payroll	\$ 2,518.85
Electronic	MN Department of Revenue-Withholding PAID	06/26/2020 Payroll Paid	Payroll	\$ 615.00
Electronic	PERA	06/26/2020 Payroll Paid	Payroll	\$ 1,698.60
Electronic	Great West Annuity	06/26/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	06/26/2020 Payroll Paid	Payroll	\$ 87.93
Electronic	Select Account (H.S.A.)	06/26/2020 Payroll Paid	Payroll	\$ 88.46
Check	AFLAC - May	Employee Addtl Insurance	Payroll	\$ 434.28
Check	AFLAC - June	Employee Addtl Insurance	Payroll	\$ 434.28
Electronic	BCBS of MN - May	Employee Health Insurance	Payroll	\$ 4,037.92
Electronic	BCBS of MN - June	Employee Health Insurance	Payroll	\$ 4,037.92
Check	City of St Cloud - Water/Sewer - estimate - May	Utilities - water / sewer	Utilities	\$ 40.00
Check	City of St Cloud - Water/Sewer - estimate - June	Utilities - water / sewer	Utilities	\$ 40.00
Check	Cloudnet - May	Internet Service	Utilities	\$ 10.00
Check	Cloudnet - June	Internet Service	Utilities	\$ 10.00
Check	David Turch & Associates - estimate - May	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - June	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Delta Dental - estimate - May	Employee dental insurance	Payroll	\$ 246.10
Check	Delta Dental - estimate - June	Employee dental insurance	Payroll	\$ 246.10
Credit Card	Saint Cloud APO Policy Board Meeting	Advertising - Survey	IT Support & Software	\$ 14.00

PROPOSED May 2020 and June 2020 DISBURSEMENTS
 prepared 05/04/2020

Method Of Payment	To Whom Paid	What Check is for	Account	Amount Paid
Credit Card	Google Inc - May	G Suite Basic - Commitment	Utilities	\$ 48.00
Credit Card	Google Inc - June	G Suite Basic - Commitment	Utilities	\$ 48.00
Check	League of MN Cities Insurance Trust P&C	Property / Liability Insurance - 5/17/20	Insurance	\$ 4,405.00
Check	Loffler Companies - May	Copier Supplies	Copy Machine	\$ 33.56
Check	Loffler Companies - estimate - June	Copier Supplies	Copy Machine	\$ 180.00
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Net V Pro - May	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Net V Pro - June	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Premium Water Inc - estimate - May	office drinking water	Utilities	\$ 45.00
Check	Premium Water Inc - estimate - June	office drinking water	Utilities	\$ 45.00
Check	Principal Financial - May	Employee disability insurance	Payroll	\$ 349.00
Check	Principal Financial - June	Employee disability insurance	Payroll	\$ 349.00
Check	Spectrum Business (Charter) - estimate - May	Internet Service	Utilities	\$ 285.00
Check	Spectrum Business (Charter) - estimate - June	Internet Service	Utilities	\$ 285.00
Electronic	Stearns Electric Association - estimate - May	Utilities - electric	Utilities	\$ 200.00
Electronic	Stearns Electric Association - estimate - June	Utilities - electric	Utilities	\$ 200.00
Check	SC Times - estimate - May	Public Postings	Printing/Publishing	\$ 130.55
Check	SC Times - estimate - estimate - June	Public Postings	Printing/Publishing	\$ 200.00
Check	SFM	Work Comp Insurance - 5/17/20	Insurance	\$ 872.00
Check	WACOSA - estimate - May	Office Cleaning Services	Maintenance	\$ 125.84
Check	WACOSA - estimate - June	Office Cleaning Services	Maintenance	\$ 125.84
Check	West Central Sanitation Inc - estimate - May	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - June	Utility - garbage	Utilities	\$ 31.00
Electronic	Xcel Energy - estimate - May	Utilities - gas	Utilities	\$ 145.00
Electronic	Xcel Energy - estimate - June	Utilities - gas	Utilities	\$ 145.00
Check	Your CFO Inc	2020 accounting services - May	Accounting Services	\$ 1,460.00
Check	Your CFO Inc	2020 accounting services - June	Accounting Services	\$ 1,460.00
TOTAL				\$ 94,452.46

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
April 2020

10:31 AM
05/04/2020

Type	Date	Memo	Accounting	Amount
		Adobe Creative Cloud		
Credit Card Charge	04/10/2020		6609 · IT Support & Software	57.03
		AFLAC		
Bill Pmt -Check	04/15/2020		6600.5 · Health/Dental/Life Insurance	868.56
		BCBS of MN		
Bill Pmt -Check	04/20/2020		6600.5 · Health/Dental/Life Insurance	4,037.92
		Benton Co		
Bill Pmt -Check	04/09/2020		ADA Plan - work preformed in Year 2019	7,179.49
		Cloudnet		
Bill Pmt -Check	04/15/2020		6603.1 · Telephone	10.00
		Conway,Deuth & Schmiesing PLLP		
Bill Pmt -Check	04/09/2020		Progress Billing Year 2019 Audit	5,000.00
		David Turch & Associates		
Bill Pmt -Check	04/17/2020		902.10 · Washington Lobbyist	8,000.00
		Delta Dental		
Check	04/05/2020		6600.5 · Health/Dental/Life Insurance	246.10
		Facebook		
Credit Card Charge	04/30/2020		6609 · IT Support & Software	93.52
		Gaslight Creative LLC		
Bill Pmt -Check	04/09/2020		6609 · IT Support & Software	600.00
		Google Inc.		
Credit Card Charge	04/30/2020		6609 · IT Support & Software	48.00
		KLJ Engineering LLC		
Bill Pmt -Check	04/13/2020		Trunk Hwy 15 Opeartions Imprmt Study	8,291.36
		Loffler Companies		
Bill Pmt -Check	04/08/2020		6608 · Multifunction Copier	550.86
		Net V Pro		
Bill Pmt -Check	04/07/2020		6609 · IT Support & Software	933.50
		Premium Waters, Inc.		
Bill Pmt -Check	04/27/2020		6601 · Office Supplies	28.10
		Principal Mutual Life Insurance		
Bill Pmt -Check	04/10/2020		6600.5 · Health/Dental/Life Insurance	349.90
		Rajkowski Hansmeier LTD		
Bill Pmt -Check	04/09/2020		6607 · Legal Services	90.00
		SC Times		
Bill Pmt -Check	04/09/2020		6605 · Printing & Publishing	130.55
		Schrodens Inc.		
Bill Pmt -Check	04/10/2020		6606.2 · Maintenance	70.00
		Spectrum Business (Charter)		
Bill Pmt -Check	04/15/2020		Communications - internet / telephone	283.80
		Stearns Electric Association		
Bill Pmt -Check	04/24/2020		6606.1 · Utilities	184.06
		WACOSA		

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
April 2020

10:31 AM
 05/04/2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Accounting</u>	<u>Amount</u>
Bill Pmt -Check	04/17/2020		6606.2 · Maintenance	129.62
		West Central Sanitation, Inc		
Bill Pmt -Check	04/09/2020		6606.2 · Maintenance	30.64
Bill Pmt -Check	04/13/2020		6606.2 · Maintenance	31.55
		Xcel Energy		
Bill Pmt -Check	04/02/2020		6606.1 · Utilities	196.73
		Your CFO Inc		
Bill Pmt -Check	04/06/2020		6602.2 · Accounting Services	1,460.00
				<u>\$ 38,901.29</u>

LIBERTY BANK DEPOSITS

	<u>Deposit Date</u>	<u>Amount</u>
US Bancorp Investments - transfer	4/14/2020	11,000.00
Interest Earned	4/30/2020	23.31
		<u>11,023.31</u>



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: Website Hosting Contract
 DATE: April 30, 2020

Our current contract for hosting the APO website has expired. The website is currently being hosted temporarily by the firm that rebuild the website last year.

APO staff solicited quotes for hosting our website for a period of five years, and received five quotes from qualified firms ranging from \$1,550 to \$5,100 per year. After a thorough review, APO staff is recommending contracting with Avallo Web Development of Maple Grove for the following annual not-to-exceed amounts:

Avallo Web Development Website Hosting Annual Fees

Year	Calendar	Annualized Cost
1	July 2020 – June 2021	\$2,076
2	July 2021 – June 2022	\$2,138
3	July 2022 – June 2023	\$2,202
4	July 2023 – June 2024	\$2,268
5	July 2024 – June 2025	\$2,336
5-Year Total		\$11,020

As website host, Avallo would be responsible for:

- Physically storing the website on their server
- Continuously monitoring the server performance
- Providing server technical support to the APO 24/7
- Keeping the server and associated software updated with the latest security patches
- Backing up the APO website and data at least every 24 hours
- Providing Secure Sockets Layer (SSL) encryption
- Collecting and providing analytics and statistics on website visitors to the APO
- Filtering spam and protecting the site from attacks and spam-bots
- Keeping WordPress and plug-in apps updated

SUGGESTED ACTION: Approve a 5-year contract with Avallo Web Development for the not-to-exceed annual amounts shown in the table above.

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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: Shared Use Path Pavement Condition Survey Contract
DATE: April 30, 2020

The APO and the State of Minnesota spend significant resources measuring and tracking pavement quality of roadways. To date, we do not routinely measure the pavement condition of shared-use paths.

APO staff recently solicited quotes for conducting a survey of pavement quality for shared-used paths within our planning area. We received two quotes, ranging from \$11,995 to \$32,758. After review, APO staff recommends contracting with the Parks and Trails Council of Minnesota.

SUGGESTED ACTION: Approve a contract with the Parks and Trails Council of Minnesota to complete a pavement condition survey of shared-use paths within the metropolitan planning area for an amount not to exceed \$12,000.



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: Travel Demand Model Improvement Contract
DATE: April 30, 2020

The regional Travel Demand Model (TDM) is a sophisticated computer model that estimates what travel demand on regional roadways would be following changes to the roadway network or adjacent land uses. It is a critical tool for planners and engineers who try to design roadways for traffic loads that are likely to occur 20 years in the future. It also helps the APO fulfill a Federal planning requirement to consider likely future traffic levels as we are writing the Metropolitan Transportation Plan.

Our current TDM **was built using software from the 1990's, and some of the assumptions** used in the model are based on data from the same time period. It is important that the TDM produce results in which decision-makers and the public can have confidence. Therefore, last year, the Policy Board approved a budget to update and improve the TDM in 2020.

APO staff recently released a Request for Proposals to qualified consultants and received two proposals. After careful review, APO staff is recommending contracting with Metro Analytics to complete the TDM updates and improvements.

SUGGESTED ACTION: Approve a contract with Metro Analytics to update and improve the regional travel demand model for an amount not to exceed \$49,859.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Staff Report on April 2020 Technical Advisory Committee meeting
DATE: April 30, 2020

The **Saint Cloud Area Planning Organization's (APO's)** Technical Advisory Committee (TAC) met on April 30, 2020. At that meeting, the following topics were discussed:

1. FY 2020-2023 Transportation Improvement Program Amendments
 - a. APO Senior Transportation Planner, Vicki Johnson, presented on a proposed change to the fiscal years 2020-2023 Transportation Improvement Program. WACOSA had made a request to amend the current document to include the purchase of a replacement vehicle in fiscal year 2021. Members of the APO TAC recommended Policy Board approval of the change.
2. Updates on Regional Active Transportation Plan
 - a. APO Associate Transportation Planner, Fred Sandal, presented information about the progress APO staff have made thus far in the development of the **region's Active Transportation Plan**. **Mr. Sandal provided some** information about some of the data collection efforts currently used by APO staff. He also outlined the public engagement tools staff have been using to obtain public feedback on the existing system. APO staff have been using a SurveyMonkey online survey that has generated over 60 responses as of April 30. Mr. Sandal also said staff have been using an interactive mapping tool – a Wikimap – to allow residents to map out their current routes (both by bike and by walking) and identify destinations they travel to and/or barriers they **see**. **Mr. Sandal asked for the TAC's assistance in sharing** both tools out to residents.
3. FY 2022-2025 Transportation Improvement Program Development Timeline
 - a. Ms. Johnson provided TAC members with a timeline for the development of the 2022-2025 TIP. This timeline was closely modeled off the Minnesota **Department of Transportation (MnDOT) District 3's timeline for the development of the district's Area Transportation Improvement Program (ATIP)**. Ms. Johnson provided information about APO specific deadlines.
 - b. TAC members voted to approve the timeline as presented.
4. FY 2021-2024 Transportation Improvement Program Amendment Schedule
 - a. Ms. Johnson provided TAC members with a proposed schedule for the FY 2021-2024 TIP amendment process. For the past two years the APO has worked to streamline the amendment process in order to ensure no project changes get inadvertently missed. Ms. Johnson presented a schedule which would allow four opportunities to amend the FY 2021-2024 TIP starting in December 2020.
 - b. TAC members voted to accept the amendment schedule as presented.

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5. Other business and announcements

- a. **APO Executive Director Brian Gibson discussed the APO's Visioning Survey** that was electronically distributed to TAC members in March. This survey is to assist in the development of a vision for the next update to the Metropolitan Transportation Plan (MTP). He had reminded TAC members to take the survey and provide him with any questions or feedback. Mr. Gibson is hoping to unveil this survey to the public and will be working with Ms. Johnson and Mr. Sandal to determine some ways to facilitate public engagement around the visioning process. Mr. Gibson did state he had **received some initial feedback from City of Saint Cloud's Community Development Director Matt Glaseman** concerning some of the questions pertaining to land use. Mr. Glaseman had expressed concern that getting multiple jurisdictions to agree to a single agreed-upon policy would be rather difficult. He suggested APO staff provide summaries of land use policies each jurisdiction has adopted and incorporate that into the MTP. He felt that would be a more realistic approach – based upon his experience – than trying to get multiple city councils and county boards to agree to a single vision pertaining to land use.
- b. City of Saint Cloud Engineer Steve Foss brought up the possibility of assembling a regional group to discuss the potential to reduce speed limits on various roadways. Due to a change in Minnesota statutes allowing jurisdictions to adjust speed limits on roadways, Mr. Foss has had an influx of calls into his office about changing speeds on several local roadways. City of Sartell Engineer Jon Halter had said Sartell has also received requests and would be interested in being a part of this group. Stearns County Engineer Jodi Teich and Benton County Engineer Chris Byrd expressed concerns about altering speed limits on roadways without doing some sort of engineering speed study. They also brought up the need to include law enforcement in the discussions. Another concern discussed was the need to do this on a consistent basis not block-by-block. APO staff will work on establishing a working group to discuss this issue further.

Suggested Action: None, informational only.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Planner
RE: Staff Report on Central Minnesota Area Transportation Partnership
DATE: April 13, 2020

The Central Minnesota Area Transportation Partnership (ATP) met on April 2, 2020. At that meeting, the following topics were discussed:

1. Transit Vehicle Funding Update and Other Transit Items

- a. **Mark Nelson with MnDOT's Office of Transit and Active Transportation (OTAT)** provided updates on greater Minnesota transit investments. He discussed the shortcomings of previous planning practices – making decisions on an annual basis – and how OTAT and greater Minnesota transit systems were working on making the decision process more transparent and working to strengthen the long-range planning efforts for transit agencies. The goal of this initiative is to establish a four-year program of projects. He discussed the joint planning/programming effort undertaken by OTAT and the transit providers that defined key areas for transit investment: operations, vehicle replacements, facilities, new services (expansion of fleet/service hours), and improvements (a catchall category). These categories will be used to assist transit agencies in identifying projects and will help MnDOT allocate funding for projects.
- b. A brief discussion was had about the COVID-19 stimulus package and its impact on transit agencies. Mr. Nelson said MnDOT is starting conversations about how best to allocate that funding if/when it comes through from the U.S. Department of Transportation.

2. FY 2020-2023 Local Federal Project Update

- a. District 3 State Aid Engineer Kelvin Howieson provided an update on 2020 local projects receiving Surface Transportation Block Grant Program (STBGP), Transportation Alternatives (TA), Safe Routes to School (SRTS), Statewide Performance Programs for Freight (SPPF), and Off-System Bridge Program (BROS) funding. Mr. Howieson said both 2020 projects within the APO (**Stearns County's CSAH 75 concrete pavement rehabilitation and Sauk Rapids' Benton Drive reconstruction**) were good to go. Two projects were missing some information at the time of the ATP meeting, but Mr. Howieson believes these jurisdictions will get the necessary information in within the next few weeks.
- b. Mr. Howieson also provided an update on the 2020 Highway Safety Improvement Program (HSIP) projects for the district. All 10 projects (none **in the APO's planning area**) are ready to move forward.

3. Greater MN Highway Safety Improvement Program (HSIP) Fall 2019 Solicitation Announcements

- a. MnDOT District 3 Planning Director Steve Voss discussed the local HSIP projects that were selected in MnDOT District 3. Ten projects were selected

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for funding within the four-year planning cycle (2021-2024). Within the APO, Stearns County had received funding for a roundabout at the intersection of CSAH 4 and CSAH 133 (\$800,000 in Federal funds). Funding for this project was allocated in 2023.

- b. Mr. Voss also discussed the MnDOT HSIP solicitation results for District 3. Six MnDOT projects were selected for funding. Two projects will occur within the APO – one is a US 10 high tension cable barrier installation from Saint Cloud to Clear Lake (\$1,470,825 in Federal funds), the other assisting in the pedestrian connection along the US 10/MN 23 interchange corridor (\$675,000 in Federal funds). Both projects will occur in 2023.
4. Review FY 2021-2024 State Transportation Improvement Program Funding Guidance
 - a. Mr. Voss discussed the funding guidance MnDOT District 3 was given by MnDOT Central Office in terms of allocating funding for various programs across the district. The information provided illustrated the yearly allocations to each MnDOT district including targets for programs like STBGP, HSIP, TA, and local National Highway System (NHS) Pavement. A further breakdown of Federal funding targeted allocations was provided.
 - b. **Mr. Voss also discussed ATP's STBGP managed program and reviewed changes that were accepted at the January ATP meeting.**
 5. ATIP Development Committee Draft FY 2021-2024 Area Transportation Improvement Program
 - a. MnDOT District 3 Program Coordinator Jeff Lenz provided information about the 2024 STBGP projects selected by the four planning regions (Region 5 Development Commission, East Central Regional Development Commission (7E), Region 7W Transportation Policy Board, and the APO). A total of eight projects were funded with the available \$10.7 million at the district level. Within the APO, two projects were funded: **Stearns County's CSAH 133 expansion and Benton County's CSAH 1 reclamation.** Due to an oversight by APO staff, additional funding was provided to these projects than what was **previously awarded by the APO's Policy Board. The ATP approved this funding allocation.**
 - b. Mr. Lenz provided information about the 2024 TA projects awards. Thirteen applications were received by the district competing for the \$1.6 million in TA Federal funding allocated. Five projects were recommended for funding **including two within the APO's planning area (City of Sauk Rapids CSAH 1 trail and City of Saint Cloud's County Road 136 reconstruction with bike/pedestrian infrastructure improvements).** The ATP approved this recommendation for funding.
 - c. Mr. Howieson provided information about the Local Partnership Program solicitation. One application – from Wright County for the construction of a roundabout at the intersection of MN 25 and County Road 138 in Buffalo – was received. The ATP voted to approve the \$1 million in Federal funding requested for this project.
 - d. Mr. Voss provided an overview of the MnDOT District 3 FY 2021-2024 Trunk **Highway Construction Program. The main changes within the APO's planning area not previously addressed include:**
 - i. Project cost increase for the 2021 MN 23 mill and overlay project from County Road 1 to MN 95.
 - ii. Project cost increase for the 2022 bridge replacement project on US 10.

- iii. The addition of Greater Minnesota Reliability Funds for the US 10/ MN 23 interchange project in 2023.
- iv. The addition of a bridge overlay project for the flyover bridge on I-94 in Saint Joseph in 2023.
- v. The project cost decrease for the two bridges over the BNSF railroad on I-94 in 2023.

The ATP voted to approve this list of projects.

6. FY 2022-2025 STIP Development Timeline

- a. Mr. Voss detailed the FY 2022-2025 STIP development timeline. This item is normally discussed at the June ATP meeting. However, given the COVID-19 situation, Mr. Voss felt it would be beneficial to discuss this timeline in the event of a worsening situation that would prohibit a future meeting. The ATP voted to approve the timeline as presented.

7. City of **Saint Martin's Transportation Revolving Loan Fund Application**

- a. Mr. Voss presented on a request from the City of Saint Martin for assistance with completing necessary infrastructure improvements on CSAH 12 (which **runs through the city**) during the county's reconstruction of that roadway. The City of Saint Martin is seeking a loan of \$1,760,315.97 to replace existing sewer and water lines during this reconstruction. The ATP voted to approve the request.

Suggested Action: None, informational only.



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: FY2019 Audit Results
DATE: April 30, 2020

The firm of Conway, Death, and Schmiesing (CDS) is again conducting our annual financial audit. Kari Steinbeisser from CDS will be present at the May 14th meeting to present the results of the audit.

Policy Board members can expect to receive the audit documents prior to the May 14th meeting, but as of the date of this memo, the documents are not yet ready. I will send them out to the members via email as soon as possible.

SUGGESTED ACTION: Approve the FY2019 financial audit.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Planner
RE: FY 2020-2023 Transportation Improvement Program Amendments
DATE: April 30, 2020

One of the responsibilities of the Saint Cloud Area Planning Organization (APO), as outlined by the Federal Government, is to develop and maintain a Transportation Improvement Program (TIP). The TIP is the document that programs federal funds for transportation **improvements in the APO's Metropolitan Planning Area (MPA)**. Decisions about transportation investments require collaboration and cooperation between different levels of government and neighboring agencies and jurisdictions. As a document, the TIP reports how the various agencies and jurisdictions within the MPA have prioritized their use of limited Federal highway and transit funding.

A change has been proposed to the APO's FY 2020-2023 TIP from WACOSA. The details of this requested change can be found below.

WACOSA

- 2021
 - o TRF-9503-21: Adding the purchase of one replacement Class 400 bus to the TIP. Project cost is \$89,610 with \$71,688 coming from Federal Transit Administration (FTA) funds and \$89,610 coming from local funds.

With this proposed change, fiscal constraint has been maintained.

The 30-day public comment period on this change concludes on Friday, May 8, 2020.

As of noon, on April 30, APO staff have had ten people participate in the online survey. Two virtual open houses via Facebook Live were also scheduled for April 21 and April 29. One comment was received from the April 21 event. As of noon, on April 30, no other comments via Facebook were received.

Any additional comments received prior to the end of the public comment period (May 8) will be presented to Policy Board members at the meeting.

At the April 30 Technical Advisory Committee (TAC) meeting, TAC members voted to recommend Policy Board approval of this proposed change.

Suggested Action: Approval.



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

T. 320.252.7568 F. 320.252.6557

FY 2020-2023 Transportation Improvement Program Amendments
Public Comments April 2020

A request for changes to the Saint Cloud Area Planning Organization’s (APO’s) fiscal year 2020-2023 Transportation Improvement Program (TIP) have warranted a 30-day public comment period. During this period (April 8 – May 8, 2020) the APO has received the following comments (current through noon on April 30, 2020). Please note that a more complete list (if warranted) will be provided at the APO Policy Board meeting.

Online Survey:

Agency/Jurisdiction	Proposed Project Number	Public Comments (Grouped if Same Response)	Date Recorded
WACOSA	TRF-9503-21	Strongly Approve (4)	04/14/2020
WACOSA	TRF-9503-21	Approve (3)	04/28/2020
WACOSA	TRF-9503-21	Neither approve nor disapprove	04/14/2020
WACOSA	TRF-9503-21	Disapprove (2)	04/14/2020

Virtual Open House:

Agency /Jurisdiction	Proposed Project Number	Public Comments (Grouped if Same Response)	Disposition	Date Recorded
WACOSA	TRF-9503-21	Nice job Vicki, the bus sounds like a good investment choice. Thank you! Only other thought I might have is if they needed funding for operations and scheduling – if fed funding is available for that too.	<p>You are so welcome. I will be sure to forward your comment on to WACOSA as well.</p> <p>I can check if there are other options for them. But, for this particular pot of grant money, funding is restricted to purchasing buses/vans; wheelchair lifts, ramps, and securement devices; transit-related technology systems; mobility management programs; and the acquisition of transportation services. More information can be found here: https://cms7.fta.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310?fbclid=IwAR36uBXGkfkPhTT_OjOhU1zpoT3n49RTHnObhcVZws-ohCP_CmFxRk88ez8.</p>	04/28/2020

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			<p>For the purposes of the APO's involvement, our programming document focuses on Federal dollars primarily for bus purchases for organizations like WACOSA. There are probably other state dollars available (again, I'll check on it), but that falls outside of the APO's area of expertise. But I'll ask if there are other avenues in which WACOSA could pursue federal funding.</p> <p>Good question!</p> <p>Hello. So I checked with MnDOT's Office of Transit and Active Transportation yesterday – they are the ones who really help assist transit agencies in getting funding from the Federal Transit and Federal Highway Administrations (FTA and FHWA). As far as they are aware, there aren't any other types of federal grants available through FTA or FHWA to assist WACOSA with operations and scheduling. However, they did say other funding sources are potentially available to them through the Minnesota Department of Human Services. But the extent of that funding and whether WACOSA takes advantage of this and/or other funding sources would be more in WACOSA's wheelhouse. For the APO, we are primarily only concerned with federal funding being spent within our planning area so our field of expertise doesn't go that far into the weeds. Hope this helps!</p>	
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Phone:

Agency/Jurisdiction	Proposed Project Number	Public Comments (Grouped if Same Response)	Date Recorded

Facebook Posts (Not Related to Virtual Open House):

Agency/Jurisdiction	Proposed Project Number	Public Comments (Grouped if Same Response)	Date Recorded

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Email/Mail:

Agency/Jurisdiction	Proposed Project Number	Public Comments (Grouped if Same Response)	Date Recorded