

AGENDA

APO TECHNICAL ADVISORY COMMITTEE MEETING

THURSDAY, JUNE 25, 2020 – 10 A.M.
ZOOM MEETING

1. Electronic Meeting Notification (Attachment A)
2. Introductions
3. Public Comment Period
4. Consideration of Consent Agenda Items (*Attachments B - D*)
 - a. Approve minutes of May 28, 2020, TAC meeting (Attachment B)
 - b. Approve staff report of June 10, 2020, Active Transportation Plan Development Committee (Attachment C)
 - c. Approve staff report of June 11, 2020, Policy Board meeting (Attachment D)
5. Discuss Draft TAC Bylaws Revision (Attachment E1-E3): *Vicki Johnson, Senior Transportation Planner*
 - a. **Suggested Action: None, informational.**
6. Discuss Transportation Security (Attachment F1): *Brian Gibson, Executive Director*
 - a. **Suggested Action: None, informational.**
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 Qodobka 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

ອົງການວາງແຜນຂອດພື້ນທີ່ 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***Saint Cloud Area Planning Organization Electronic Meeting Notification***June 25, 2020*

The Executive Director has determined that an in-person meeting is not prudent and under MN Statute, 13D.021 subdivision 1 believes that a Zoom conference with jurisdictional planners, engineers, and other transportation-related technical staff, participating via video conference and/or conference call is warranted.

The following process for the Saint Cloud Area Planning Organization's Technical Advisory Committee meeting to be held on Thursday, June 25, 2020, at 10 a.m. will be done in accordance with State Law:

1. The Executive Director will be present at the Saint Cloud Area Planning Organization office. The meeting will be audio recorded.
2. All votes will be done by rollcall so there is a clear record of who is in favor or opposed to the subject vote.
3. We will ensure that all members are able to hear one another and all discussions and testimony.
4. Notice of the meeting will be sent to all persons who have requested notice along with area media outlets.
5. Any member of the public may contact the Executive Director if he or she desires to be connected electronically to the meeting to hear the content of the meeting. If there is an expense for such connection, the Executive Director shall inform the public of the charge for such connection in advance of the meeting.

This meeting has been determined to not be feasible to have the public present at the meeting due to the health pandemic and emergency declaration and is authorized by MN Statute 13D.021, subdivision 1.

**Saint Cloud Area Planning Organization
TECHNICAL ADVISORY COMMITTEE MINUTES
May 28, 2020**

A Zoom meeting of the Saint Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held at 10:03 a.m. on Thursday, May 28, 2020. Senior Transportation Planner Vicki Johnson presided with the following members participating via zoom or telephone access:

Randy Sabart	Saint Joseph
Jeff Lenz	MnDOT Dist #3
Jodi Teich	Stearns County
Ryan Daniel	Metro Bus
Jon Halter	Sartell
Matt Glaesman	Saint Cloud
Chris Byrd	Benton County
Megan Neeck	MnDOT
Voni Vegar	MnDOT Transit & Active Transportation
Vicki Johnson	APO, Sr. Planner
Brian Gibson	APO, Exec Director
Alex McKenzie	APO, Planning Technician
Fred Sandal	APO, Assoc Planner
Dorothy Sweet	APO, Admin Asst

Senior Planner Vicki Johnson reviewed the Electronic Meeting Notification requirements.

Introductions were made.

Public Comment Period: No members of the public participated.

CONSIDERATION OF CONSENT AGENDA ITEMS: (Approval of Apr 30, 2020, TAC Meeting minutes, Staff Report of May 6, 2020, Active Transportation Adv Committee Meeting minutes, Staff Report of May 14, 2020 Policy Board Meeting minutes): ***Ms. Teich motion to approve Consent Agenda Items, and Mr. Byrd seconded the motion. Motion carried. (Roll Call: Sabart-Yes; Lenz-Yes; Teich-Yes; Daniel-Yes; Halter-Yes; Glaesman-Yes; Byrd-Yes).***

DRAFT FY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP):

Senior Planner Vicki Johnson reviewed the Draft FY 2021-2024 TIP document for projects to receive federal funding. The new projects in the TIP have been identified/awarded through the Surface Transportation Block Grant Program (STBGP), Transportation Alternatives (TA), and the Highway Safety Improvement Program (HSIP). The new projects include:

- City of Sauk Rapids Mayhew Lake Road Shared Use Path
- City of Saint Cloud's County Rd 136 TA project
- Stearns County CSAH 4/CSAH 133 roundabout
- MnDOT's I-94 flyover bridge overlay at CSAH 75

- MnDOT's US 10 guardrails from Saint Cloud to Clear Lake
- Metro Bus 2024 projects
- Benton County's CSAH 1 reclamation
- Stearns County CSAH 133 expansion

Other changes include:

- Some projects were advance constructed
- Project pages will continue to be updated until the projects "fall off" the TIP— they will then be updated as part of the Annual Listing of Obligated Projects until they are completed
- Waite Park's financial plan and fiscal constraint have been included.

Comments have been solicited and incorporated into the Draft TIP from MnDOT Dist #3 and Office of Transportation System Mgmt, Fed Highway and Fed Transit.

MnDOT Dist #3 Engineering Specialist/Program Coordinator Jeff Lenz said MnDOT Central Office is anticipating a \$40 million statewide deficit for fiscal years 2021-2024. He stated it is possible that cuts to various projects could occur within the APO's planning area, but at this time, it is unclear how Central Office is planning on handling this deficit. Mr. Lenz said the timing is less than ideal due to several Metropolitan Planning Organizations (MPOs) in Minnesota, including the APO, are nearing the final stages of their TIP development process.

Senior Planner Johnson requested recommendation to the Policy Board that they approve the draft TIP to release for a 30-day public comment period.

Mr. Sabart motioned, and Ms. Teich second to recommend to the Policy Board that they approve the draft TIP to release for 30-day public comment period. Motion carried. (Roll Call: Sabart-Yes; Lenz-Yes; Teich-Yes; Daniel-Yes; Halter-Yes; Glaesman-Yes; Byrd-Yes).

DRAFT FY 2021-2022 UNIFIED PLANNING WORK PROGRAM (UPWP):

Executive Director Brian Gibson presented the APO's annual budget and work plan for FY 2021-2022. The UPWP includes a proposed funding level to spend down over \$343,000 in carry-over Federal funds awarded in prior years. It also includes two consultant driven studies: a regional travel demand survey and a southwest beltline corridor planning study. He presented a plan to spend down the carry-over Federal funds for the next few years and the corresponding jurisdictional assessments. Mr. Gibson also provided alternatives that excluded the southwest beltline corridor study. The TAC members discussed the beltline study affordability, the necessity for and value of the southwest beltline study, whether the study could be postponed or whether the study should be done now. They also discussed the development plans for Waite Park and Saint Joseph and how those plans tie in to the southwest belt line. Several members questioned if the southwest beltline project would move forward if the study is done. The members expressed their concern that the assessment increase would have on the cities and counties.

Mr. Halter motioned to recommend Policy Board approval of the draft 2021-2022 UPWP, and Mr. Sabart seconded the motion. Motion carried by

a vote of 5 to 2. (Roll Call: Sabart-Yes; Lenz-Yes; Teich-Yes; Daniel-Yes; Halter-Yes; Glaesman-No; Byrd-No).

FREIGHT PROJECT FUNDING:

At the last MPO Directors' meeting, it was announced there is a potential new solicitation for competitive grants for the MN Highway Freight Program. The minimum award would be \$500,000. Funding potential up to \$14.7M in 2023, \$22.2M in 2024, and \$20M in 2025. Planning, safety, freight mobility, and intermodal connections are eligible activities. Solicitation announcement is expected soon with project selection announcement in October 2020.

OTHER BUSINESS & ANNOUNCEMENTS:

Senior Planner Vicki Johnson said at the last TAC meeting Jon Halter and Steve Foss expressed interest in further discussion with a speed limit working group. Several TAC members supported further discussion of this topic. Mr. Ryan Daniel and Randy Sabart also indicated their interest in joining the group discussion. It was decided to wait for further statewide discussion and to tackle this topic in the fall or winter.

The APO is still working on the Active Transportation Plan. We are still taking public comments. Members were encouraged to share the Survey Monkey and Wikimap with interested parties in their jurisdictions.

ADJOURNMENT:

The meeting adjourned at 10:56 a.m.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Technical Advisory Committee
FROM: Fred Sandal, Associate Planner
RE: Active Transportation Development Committee Update
DATE: June 10, 2020

The Saint Cloud APO Active Transportation Development Committee (previously, the Small Group Advisory Committee - the working group for the Active Transportation Plan), met on June 10, online via Zoom. Discussion topics included status reports on Safe Routes to School plans, ATAC participation in the Transportation Alternatives (TA) program, a review of the preliminary results of surveys, and a discussion of elements to be included in the Active Transportation Plan.

Discussion from members included the following:

1. The action of ATAC on May 10 requesting opportunities to comment on project recommendations for the TA program. Members were informed that the process will include information and input on the projects to be selected for FY 2025.
2. Staff reviewed the preliminary results from the Active Transportation Plan and engagement through the online mapping product. The APO has reached out to stakeholders and others to include representation from traditionally underserved groups. Volunteers from the committee offered to help identify leaders within these communities for further outreach. AT surveys will remain open to allow opportunities for broader participation.
3. The working group reviewed an outline of the components to be included in the Active Transportation Plan – a review of existing conditions including plans and policies from local jurisdictions, goals and objectives for active transportation, a regional needs assessment, and financial analysis that identifies fiscal constraints. A project prioritization process to be developed with the TAC and Policy Board will provide the basis for policy and program recommendations and phasing.
4. One member asked about the concern expressed about speeds on local streets and was told about the group of TAC members that is reviewing this issue.

Staff will continue to report to the TAC on progress in developing the APO Active Transportation Plan, requesting input as needed.

Requested 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 Technical Advisory Committee
FROM: Brian Gibson, Executive Director
RE: Staff Report on May Policy Board Meeting
DATE: June 11, 2020

The APO Policy Board met on June 11, 2020. The following is a summary of that meeting:

1. The Board approved the APO's COVID-19 Preparedness Plan.
2. The Board approved a 2020 budget adjustment moving \$4,500 out of the travel budget and putting it into IT Support and Equipment.
3. The Board approved a resolution authorizing the execution of a project grant agreement with MnDOT for the Mississippi River Bridge Planning Update.
4. The Board approved the release of the draft 2021-2024 Transportation Improvement Program (TIP) for public comment.
5. The Board approved the 2021-2022 Unified Planning Work Program (UPWP), choosing to freeze jurisdictional assessments at their 2020 level, and spending down financial reserves as needed to leverage the Federal funds necessary for the program.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Technical Advisory Committee
FROM: Vicki Johnson, Senior Transportation Planner
RE: Technical Advisory Committee Bylaws Revision
DATE: June 9, 2020

The proceedings of the APO's Technical Advisory Committee (TAC) is governed by a set of bylaws that were originally adopted by the APO's Policy Board on Aug. 7, 2002, with amendments occurring on Sept. 4, 2008, and March 5, 2009.

In the 11 years since the last amendment to the TAC's bylaws, several changes to the APO's organizational structure have occurred including the departure of a member jurisdiction, the revision of the organization's Joint Powers Agreement, and the amendment of the APO Policy Board bylaws.

With the changes outlined above, APO staff have reviewed the 2009 amended TAC bylaws and are proposing a revision of the existing TAC bylaws to better align with the current organizational structure of the APO.

Attachment F2 is a copy of the current TAC bylaws. Attachment F3 is the proposed revision.

Major changes to the TAC bylaws in the proposed revision include:

1. Rather than listing individual jurisdictions as members, we've tried to identify membership in a way that allows the TAC to change without requiring an amendment of the bylaws. To wit, the definition of members would include: Any political subdivision of the State of Minnesota whose jurisdiction overlaps – in whole or in part – with the approved geographic metropolitan planning area (MPA) of the APO AND whose governing body has approved the APO's Joint Powers Agreement (JPA); and the Minnesota Department of Transportation; and the Saint Cloud Metropolitan Transit Commission or successor agency thereof. (3.1.1)
2. The ability for the APO Policy Board to approve additional individuals, organizations, agencies, advocacy groups, non-profits, or other non-jurisdictions to the TAC as either voting or non-voting members. (3.1.2) We feel the Board has the right to decide who advises them, and we can envision the possibility that a non-jurisdiction (e.g., Tri-CAP, WACOSA, an environmental advocacy group, the Council on Aging, or others) may desire to serve on the TAC.
3. The ability for members to decide who serves as their TAC representative rather than automatically assigning the TAC responsibilities to a specific position within the respective entity. (3.2 and 3.3) We feel the members are best positioned to decide who would best represent them on the TAC.
4. The removal of APO staff as a voting member of the TAC. (3.2) We see the TAC's role as advising and guiding both the Board and APO staff.
5. The ability to call Special Meetings of the TAC. (5.2) A Special Meeting is, essentially, one that occurs outside of the approved schedule of meetings which is set at the last meeting of each calendar year for the next calendar year. Some of you may recall that last year we needed to call a few Special Meetings to get the MTP approved on time.

6. Establishment of a one-third voting member quorum to conduct business. (5.5)
Currently, a single voting representative constitutes a quorum.
7. Guidance on video and teleconference meetings. (5.6) Obviously, this has become more important during the current health pandemic and declarations of emergency.

In addition to discussion on all revisions proposed, APO staff is seeking TAC input on the possibility of including a provision for Emergency Meetings (5.3). An Emergency Meeting would be one that could be called and held with less than 10 days public notice in order to deal with an important time-sensitive issue.

APO staff hope to provide a finalized draft of the TAC bylaws at the July TAC meeting in the hopes of seeking approval of the bylaws from the APO's Policy Board in August.

Suggested Action: None, informational.

**By-Laws for the
St. Cloud Area Planning Organization
Technical Advisory Committee**

Attachment E2

1. STATEMENT OF PURPOSE:

To advise the St. Cloud Area Planning Organization (APO) in transportation related matters including, but not limited to, the development of transportation plans and programs, preparation of the transportation portion of work programs and study designs, and review of transportation projects submitted to APO.

To provide a forum for discussion of transportation matters relevant to the St. Cloud Metro Area by the local, state and federal officials who are directly concerned with their planning, programming and implementation.

To encourage participation in, and coordination with, planning by all transportation implementation agencies and departments which have a direct part in the physical development of the transportation system of the St. Cloud Metro Area.

To encourage an intermodal and interdisciplinary approach to the overall transportation needs of the St. Cloud Metro Area.

2. MEETINGS:

Meetings of the Technical Advisory Committee (TAC) shall typically be held on the first Thursday of each month at a location and time selected by the Chair. The Chair or Vice-Chair may, when he/she deems it necessary, call a special meeting of the TAC.

3. RULES:

Robert's Rules of Order shall govern the conduct of all meetings.

4. OFFICERS:

The APO Sr. Transportation Planner shall serve as Chair and with the Executive Director serving as Chair of the Committee in absence of the APO's Sr. Transportation Planner. The Chair shall preside over all meetings of the Committee, provide or designate a secretary to take minutes of the meeting and perform such other duties as may be required.

5. QUORUM:

A quorum to conduct business shall consist of the eligible voting members present.

6. SUB-COMMITTEES:

Sub-Committees of the Committee shall be appointed by the Chair, and unless otherwise ordered, shall investigate and act for the Committee in such matters as may be assigned to them by the Committee. Such Sub-Committees shall report to the Committee in such matters and at such time as called upon by the Chair.

7. MEMBERSHIP:

Voting Members

Eligible voting membership shall be as listed below. In the absence of the voting member listed, a substitute (proxy) can serve. All representing agencies and jurisdictions listed as Voting Members are allowed one vote with the exception of St. Cloud, which is allowed two votes.

- 1) St. Cloud Area Planning Organization (APO):
 - a. Sr. Transportation Planner
 - b. Executive Director (**proxy** in absence of Sr. Transportation Planner)
 - c. Any APO staff (**proxy** in absence of Sr. Transportation Planner & Executive Director)
- 2) Metropolitan Transit Commission – Metro Bus:
 - a. Planning and Marketing Director
 - b. Any Appointed Metro Bus Staff (**proxy** in absence of Planning and Marketing Director)
- 3) Mn/DOT – District 3:
 - a. District Planning Director
 - b. District State Aid Engineer (**proxy** in absence of District Planning Director)
 - c. Any member of the District planning staff (**proxy** in absence of District Planning Director & District State Aid Engineer)
- 4) City of Sartell:
 - a. Planning and Community Development Director
 - b. City Engineer (**proxy** in absence of Planning & Community Development Director)
 - c. City Administrator (**proxy** in absence of Planning & Community Development Director & City Engineer)
 - d. Any City staff (**proxy** in absence of Planning & Community Development Director, City Engineer & City Administrator)
- 5) City of Sauk Rapids:
 - a. City Administrator
 - b. Public Works Technician (**proxy** in absence of City Administrator)
 - c. City Engineer or Planner (**proxy** in absence of City Administrator & Public Works Technician)
 - d. Any City staff (**proxy** in absence of City Administrator, Public Works Technician & City Engineer or Planner)
- 6) City of St. Augusta:
 - a. City Administrator
 - b. City Engineer (**proxy** in absence of City Administrator)
 - c. Any City staff (**proxy** in absence of City Administrator & City Engineer)
- 7) City of St. Cloud (1 of 2):
 - a. Public Services Director
 - b. City Engineer (**proxy** in absence of Public Services Director)
 - c. Any City staff (**proxy** in absence of Public Services Director & City Engineer)
- 8) City of St. Cloud (2 of 2):
 - a. Planning & Community Development Director
 - b. City Planner (**proxy** in absence of Planning & Community Development Director)

- c. Any City staff (**proxy** in absence of Planning & Community Development Director & City Planner)
- 9) City of St. Joseph:
 - a. City Administrator
 - b. Street Superintendent (**proxy** in absence of City Administrator)
 - c. City Engineer (**proxy** in absence of City Administrator & Street Superintendent)
 - d. Any City staff (**proxy** in absence of City Administrator, Street Superintendent or City Engineer)
- 10) Benton County:
 - a. County Engineer
 - b. Assistant County Engineer (**proxy** in absence of County Engineer)
 - c. Any County staff (**proxy** in absence of County Engineer & Assistant County Engineer)
- 11) Sherburne County:
 - a. County Engineer
 - b. Assistant County Engineer (**proxy** in absence of County Engineer)
 - c. Any County staff (**proxy** in absence of County Engineer & Assistant County Engineer)
- 12) Stearns County:
 - a. County Engineer
 - b. Assistant County Engineer (**proxy** in absence of County Engineer)
 - c. Any County staff (**proxy** in absence of County Engineer & Assistant County Engineer)
- 13) City of Waite Park:
 - a. Public Works Director
 - b. City Administrator (**proxy** in absence of Public Works Director)
 - c. City Engineer (**proxy** in absence of Public Works Director & City Administrator)
 - d. Any City staff (**proxy** in absence of Public Works Director, City Administrator or City Engineer)
- 14) Each Township: Township Engineer or Planner

Ex-Officio Members

Ex-officio members may attend and participate in any Technical Advisory Committee meeting, but may not vote unless indicated above under appointment by proxy. They shall receive the Committee meeting agendas and minutes:

- 1) APO Executive and/or Policy Board Members
- 2) Environmental Protection Agency (EPA): Regional Office
- 3) Federal Highway Administration (FHWA): District Office
- 4) Federal Transit Administration (FTA): Regional Office
- 5) Minnesota Pollution Control Agency: Air Quality Division
- 6) Mn/DOT: District State Aid Engineer
- 7) Mn/DOT: Office of Transit and/or District Transit Project Manager
- 8) Mn/DOT: Office of Investment Management
- 9) St. Cloud APO Bike/Pedestrian Advisory Committee Representative

8. AMENDMENTS:

Any rules of procedure of the Committee may be enacted, amended, repealed, or suspended by a majority vote of the voting members.

9. IMPLEMENTING AGENCIES:

Implementing agencies of the St. Cloud Area Planning Organization are considered to be the following:

- 1) City of St. Cloud
- 2) City of Sartell
- 3) City of Sauk Rapids
- 4) City of Waite Park
- 5) City of St. Joseph
- 6) City of St. Augusta
- 7) Stearns County
- 8) Benton County
- 9) Sherburne County
- 10) Minnesota Department of Transportation – District 3
- 11) Metropolitan Transit Commission – Metro Bus

10. These By-Laws for the Technical Advisory Committee were adopted by the St. Cloud Area Planning Organization on the 7th day of August, 2002, amended on the 4th day of September, 2008 and the 5th day of March, 2009.



Bylaws for the Saint Cloud Area Planning Organization Technical Advisory Committee

1. NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

2. ORGANIZATION

The purpose of the TAC is to research, analyze, and report on all issues of a technical nature as well as to provide assistance and to make recommendations to the Saint Cloud Area Planning Organization's (APO's) Policy Board in carrying out the goals and objectives of the APO. The TAC will also provide guidance to APO staff and consultants in conducting the work specified in the Unified Planning Work Program (UPWP). Additional and specific responsibilities may be defined, as needed, by the APO Policy Board.

3. MEMBERSHIP & VOTING

3.1 Members

3.1.1 At a minimum, TAC membership shall include:

- a. Any political subdivision of the State of Minnesota whose jurisdiction overlaps – in whole or in part – with the approved geographic metropolitan planning area (MPA) of the APO AND whose governing body has approved the APO's Joint Powers Agreement (JPA); and
- b. The Minnesota Department of Transportation; and
- c. The Saint Cloud Metropolitan Transit Commission or successor agency thereof.

3.1.2 At its sole discretion, the APO Policy Board may approve additional individuals, organizations, agencies, advocacy groups, non-profits, or other entities to be members of the TAC. Such members may be either voting members or non-voting members.

3.2 Primary Voting Representatives

3.2.1 Each TAC member identified in section 3.1.1 (above) shall appoint one Primary Voting Representative to serve on the TAC with the exception of the City of Saint Cloud, which is allowed to appoint two Primary Voting Representatives.

3.2.2 Entities approved for TAC membership under subsection 3.1.2 (above) shall also appoint a Primary Representative to serve on the TAC. If the Policy Board approved the entity as a voting member of the TAC, then the representative of that entity shall be a Primary Voting Representative. Otherwise, they shall be a non-voting Primary Representative.

3.2.3 All voting and non-voting Primary Representatives shall serve until replaced by the member's appointing body or until the member withdraws their APO membership.

3.2.4 Primary Representatives may be changed at any time by the member, however, the appointment of a new Primary Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO's TAC. Failure to provide sufficient notice may result in the member's Primary Voting Representative not to be recognized as the duly appointed voting representative for that member.

3.2.5 All Primary Voting Representatives are allowed one vote.

3.3 Alternate Voting Representatives



3.3.1 Voting members may also appoint Alternate Voting Representatives. These representatives shall be recognized as the member's official voting representative only if the member's Primary Voting Representative is absent from a meeting.

3.3.2 If a member's Primary Voting Representative and Alternate Voting Representative both attend the same meeting at the same time, only the Primary Voting Representative's vote shall count and the presence of the Alternate Voting Representative shall not be considered for purposes of determining quorum.

3.3.3 Alternate Voting Representatives may be changed at any time by the member unit, but the appointment of an Alternate Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO TAC. Failure to provide sufficient notice may result in the member's Alternate Voting Representative not being recognized as the duly appointed representative for that member.

3.4 Ex-Officio Members & Representatives

3.4.1 Ex-officio representatives are individuals who are members of the TAC by virtue of holding another position or office. The following are ex-officio members of the TAC:

- a. APO Policy Board members.
- b. Air Quality Specialist for U.S. Environmental Protection Agency (EPA): Regional Office.
- c. Community Planner for Federal Highway Administration (FHWA): District Office.
- d. Transportation Program Specialist for Federal Transit Administration (FTA): District Office.
- e. Minnesota Pollution Control Agency Principal State Planner.
- f. MnDOT District 3 State Aid Engineer.
- g. MnDOT Office of Transit and Active Transportation (OTAT) Transit Mobility Coordinator.
- h. MnDOT Office of Transportation System Management Planning Program Coordinator.
- i. Saint Cloud APO Active Transportation Advisory Committee (ATAC) Representative.

3.4.2 Ex-officio members and representatives are non-voting members and representatives.

3.4.3 Ex-officio members do not count toward determining the presence of a quorum.

4. OFFICERS

4.1 TAC Chair

The APO Senior Transportation Planner will serve as the TAC Chair.

4.1.1 Duties of the TAC Chair

Duties of the TAC Chair include: Drafting of an agenda of business to be transacted at any Regular or Special Meeting of the TAC; presiding at TAC meetings to assure a comprehensive, cooperative, and continuing (3-C) process; calling special meetings as the TAC Chair deems necessary or upon request by a one-third vote of TAC members; and facilitating and/or coordinating special committees created by the TAC membership.

4.2 TAC Vice Chair

The APO Executive Director shall serve as the TAC Vice Chair.

4.2.1 Duties of the TAC Vice Chair

Perform the duties of the Chair in the absence of the Chair.

4.3 Absence of TAC Chair and Vice Chair

In the absence of the TAC Chair and Vice Chair, the most senior-level APO staffer will preside at the Regular or Special Meeting of the TAC as temporary chair until such a time that (a) the Chair or Vice Chair arrive; or (b) the meeting has adjourned.



4.4 TAC Secretary

The APO Administrative Assistant will serve as the TAC Secretary.

4.4.1 Duties of the TAC Secretary

Duties of the TAC Secretary include: Taking minutes at all meetings and submit them for approval to the membership at the following meeting; serving as custodian of the TAC's records; and keeping the official membership roll.

5. MEETINGS

5.1 Regular Meetings

Meetings of the TAC shall be held monthly based upon a schedule adopted by the TAC annually. The TAC Chair shall determine the meeting location and time. The TAC Chair or Vice Chair may cancel a regularly scheduled meeting. Notices of regular meetings shall be emailed to the membership at least 10 days in advance of the meeting.

5.2 Special Meetings

The TAC Chair or Vice-Chair, when they deem necessary, may call a Special Meeting of the TAC. At least one representative from each member unit must be contacted personally 10 days in advance of the meeting for such Special Meeting to be valid.

5.2.1 A written petition signed by one-third of the member units and presented to the TAC Chair and/or Vice Chair 10 business days prior to the requested date for a Special Meeting shall constitute a call for such meeting.

5.2.2 The call for any Special Meeting shall designate the date, time, place, the business to be transacted, and who called the meeting. As such Special Meetings, no business shall be considered other than as designated in the call.

5.2.3 The agenda for said meeting may be delivered via email to each representative of the TAC at least three days prior to the date of such Special Meeting.

5.3 Emergency Meetings

5.4 Conduct of Meetings

5.4.1 All agendas of the TAC will be posted to the APO's website 10 days in advance of Regular or Special Meetings of the TAC.

5.4.2 All meetings of the TAC will be conducted in-person unless the threshold to conduct meetings through the use of Internet means has been met as outlined in Section 5.6.

5.4.3 Pursuant to the Americans with Disabilities Act and the policies of the APO's Stakeholder Engagement Plan, meeting locations shall be accessible to all people of all abilities.

5.4.4 All meetings of the TAC will be open to the public.

5.4.5 All Regular and Special Meetings of the TAC will have a designated time for the public to address the TAC membership.

5.5 Quorum

In order for business to be transacted, there must be a recognized quorum of voting representatives. Quorum for the TAC will be no less than one-third of voting members.

5.5.1 A quorum is not lost when a member or members abstain from voting.



5.5.2 If a quorum is not reached within 15 minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

5.6 Video and Teleconference Meeting

5.6.1 Meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair (a) when the Chair or Vice-Chair has obtained written consent for this from a majority of the TAC membership; (b) in the case of special meetings, when so directed by those calling the special meeting; or (c) when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

5.6.2 In the event that an in-person meeting of the TAC is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statute Chapter 12, the TAC may conduct its business in an electronic format as outlined in Minnesota Statute 13D.021.

5.6.3 Internet meetings of the TAC shall be subject to all rules adopted by the APO's Policy Board for the conduct of the TAC. Any such rules adopted by the APO Policy Board for the conduct of the TAC shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the TAC.

5.6.4 If communication is lost by a voting representative and cannot be restored in a timely fashion, the voting representative participating through electronic means will be considered to have left the meeting. In that event, the Secretary will ascertain whether quorum continues.

5.7 Agenda

The TAC Chair shall draft all meeting agendas.

5.7.1 Regular Meeting agendas may be amended at the meeting pursuant to Robert's Rules for amending agendas. Special Meeting and **Emergency Meeting** agendas are restricted to the business designated in the meeting notice.

5.8 Voting

Voting privileges are bestowed upon representatives of voting members as identified in Sections 3.

6. SUB-COMMITTEES

6.1 Permanent Sub-Committees

6.1.1 The APO Policy Board may, by a two-thirds vote of voting representatives present at a duly called meeting noticed for such purpose, approve the formation or dissolution of permanent advisory sub-committees of the TAC.

6.1.2 The following committees have been formally approved by the Policy Board to serve as a sub-committee of the TAC:

- a. Active Transportation Advisory Committee (ATAC), as established by the APO's Policy Board, shall serve as a permanent citizen advisory committee to the TAC for the purpose of identifying and addressing the needs of active transportation modes such as bicycling and walking.

6.2 Temporary Working Groups

A temporary working group of the TAC may be appointed by the TAC Chair on the recommendation of TAC membership. Temporary working groups shall be created for a specific



task or function delegated by a majority vote of voting representatives present at a duly called meeting.

7. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current addition) shall govern the conduct of meetings where not otherwise specifically provided by these bylaws.

8. AMENDMENT OF BYLAWS

8.1 Amendments

8.1.1 The Bylaws of the TAC must be approved by a two-thirds vote of the APO's Policy Board present at a duly called meeting noticed for such purpose.

8.1.2 All amendments shall be recorded by date with clearly identified changes and permanently appended to these Bylaws in an appendix.

These Bylaws for the Technical Advisory Committee were adopted by the Saint Cloud Area Planning Organization Policy Board on Aug. 13, 2020.



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

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Technical Advisory Committee
FROM: Brian Gibson, Executive Director
RE: Transportation Security
DATE: June 10, 2020

By Federal regulation, the APO's planning process must consider projects and strategies that will "increase the security of the transportation system for motorized and non-motorized user."¹

The question is, what exactly was meant by "security" in a transportation context?

Following the terrorist attacks of Sept. 11, 2001, much greater emphasis was placed on planning for transportation security. Immediately following the attack, there was a lack of coordination in managing the New York City transportation systems. In some cases, transportation operating agencies did not know what other local agencies were doing, and law enforcement agencies were telling transportation operators to cease service (to prevent the escape of any perpetrators or accomplices) at the time when services were needed to move people away from the scene.

But the APO does not operate or manage any transportation system. In the event of a terrorist attack in the Saint Cloud MPA, the APO would have no role to play in operating or managing transportation systems. So, what does "transportation security" mean for the Saint Cloud APO?

By its nature, planning for emergencies and disasters includes not only planning for man-made events (e.g., acts of terror), but also naturally occurring events like severe weather and flooding. In general, transportation security planning has evolved somewhat since 9/11 to include planning for natural but destructive events, and might more appropriately be called "disaster planning" rather than "security planning." In a real sense, it makes no difference if, for example, a bridge was destroyed by a flood or tornado rather than a terrorist's bomb. The point is the bridge is unusable and that creates a transportation problem.

A white paper by Dr. Michael D. Meyer of the Georgia Institute of Technology titled [The Role of the Metropolitan Planning Organization \(MPO\) in Preparing for Security Incidents and Transportation System Response](https://bit.ly/2SvU1Uk) (<https://bit.ly/2SvU1Uk>) attempted to examine possible roles for MPOs in the realm of transportation security. The paper did not consider the relative size of the MPO nor the size of urban area for which it was responsible. Instead, it attempted to generalize sufficiently to be applicable to all MPOs in all urban areas. Dr. Meyer identified six phases of security incidents and five possible roles for MPOs in each phase. The resulting matrix looked like this:

¹ 23 CFR §450.306(b)(3)

Possible MPO Security Role

Incident Phase	Management & Operations Planning	Forum Convener	Consensus Champion	Plan Developer	Implement Operations Strategies
Prevention					
Response/Mitigation					
Monitoring/Information					
Recovery					
Investigation					
Institutional Learning					

	Lead MPO Role, Possible, Especially for Some Components
	Minor or Supporting MPO Role Possible
	No Likely MPO Role

In general, the paper concludes that given the strength of MPOs as coordinators and conveners of meetings among many stakeholders working toward regional consensus, MPOs were well suited to continue that role regarding planning for transportation security. Additionally, given MPO's strengths in technical analysis of data, it could also serve a supporting role in the development of the disaster and emergency plans of other agencies. To date, the APO has not been approached to serve any role in the disaster planning efforts of our jurisdictional partners. However, APO staffers are prepared to support the jurisdictions if called upon to do so.

Federal planning regulations² state, "The metropolitan transportation plan should include...(as appropriate) emergency relief and disaster preparedness plans and strategies and policies that support homeland security (as appropriate) and safeguard the personal security of all motorized and non-motorized users." APO staff has reviewed the hazard mitigation plans and emergency operations plans of the member jurisdictions in order to ascertain if there were any appropriate projects, strategies, or policies that should be carried forward into the Metropolitan Transportation Plan (MTP). However, following review of the documents, APO staff did not identify any appropriate transportation-related projects, strategies, or policies for consideration as part of the MTP.

Given the overall importance of disaster preparedness and response, we wanted to facilitate a general discussion among the TAC members as to the current state of disaster preparedness planning, and develop a general consensus as to:

1. How do we want to define transportation security locally?
2. What role, if any, can or should the APO play in transportation security?
3. How do we want to measure the attainment of transportation security?

² 23 CFR §450.322(h)