

**SAINT CLOUD AREA PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING
Thursday, July 30, 2020 @ 10 a.m.**

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, July 30, 2020. Senior Transportation Planner Vicki Johnson presided with the following members participating via Zoom or telephone access:

Ryan Daniel	Saint Cloud Metro Bus
Steve Voss	MnDOT District 3
April Ryan	City of Sartell
Todd Schultz	City of Sauk Rapids
Steve Foss	City of Saint Cloud
Matt Glaesman	City of Saint Cloud
Bobbi Retzlaff	Federal Highway Administration
Vicki Johnson	APO, Senior Planner
Brian Gibson	APO, Executive Director
Alex McKenzie	APO, Planning Technician
Fred Sandal	APO, Associate Planner
Amber Blattner	APO, Administrative Assistant

Ms. Johnson reviewed the Electronic Meeting Notification requirements.

Introductions were made.

PUBLIC COMMENT PERIOD

No members of the public were participating.

Consider minutes of June 25, 2020, TAC Meeting

Mr. Daniel a made motion to approve the June 25, 2020, minutes. Mr. Glaesman seconded the motion. Motion carried. Roll Call: Daniel – YES; Ryan – YES; Schultz – YES; Foss – YES; Glaesman – YES; Voss – YES.

FY 2021-2024 Transportation Improvement Program (TIP)

Ms. Johnson provided summary of TIP public input that took place between June 24 and July 24. Eight surveys were created that the APO staff then promoted. There was a total of 133 total participants. Common threads included: Mississippi River Crossing, sidewalks/shared use paths, Northstar, and General roadway maintenance. During public comment, MnDOT had requested three project cost changes to the draft TIP. Those changes included: A project cost increase for the MN 23/US 10 interchange from \$30.3 million to \$35.58 million; a project cost increase for the I-94 flyover bridge resurfacing from \$1.1 million to \$1.2 million,

and a project cost increase for the guardrail installation on US 10 from Saint Cloud to Clear Lake from \$1,634,250 to \$1.9 million.

Mr. Schultz made a motion to recommend the Policy Board accept the MnDOT changes and approve the final draft of TIP. Mr. Voss seconded the motion. Motion carried. Roll Call: Daniel – YES; Ryan – YES; Schultz – YES; Foss – YES; Glaesman – YES; Voss – YES.

TAC Bylaws Revision

Ms. Johnson provided background information about the TAC's current bylaws. The original bylaws were adopted in 2002 and last amended in 2009. Ms. Johnson sought to continue the discussion from last month's TAC meeting to prepare a finalized version of the bylaws for the TAC's next meeting.

Special Meeting vs Emergency Meeting

Ms. Johnson asks opinion on if special and emergency meetings can be combined. Mr. Daniel supports combining the two meeting provisions. Mr. Glaesman agrees and suggests that 72-hour notice be provided when possible. Mr. Voss agrees with Mr. Daniel and Mr. Glaesman.

Membership and Voting

Ms. Johnson sought opinions on establishing and inserting the total number of voting members based on membership criteria to help in determining quorum requirements. Upon discussion, no changes were made.

Mr. Voss had suggested adding "District 3" to clarify MnDOT membership. Mr. Gibson clarifies the bylaws in general leave it to the member unit to decide who fills primary voting representative role. Mr. Voss feels it is helpful District 3 is on the committee to have localized MnDOT rep.

Ms. Johnson sought opinions on moving MnDOT District 3 State Aid Engineer to Voting representative from the Ex-Officio membership. This would allow MnDOT to have two voting representatives on the TAC. Mr. Glaesman thinks comments from them are helpful but they do not need to be a voting member. Mr. Schultz agrees with Mr. Glaesman that representation is important, but them having a vote is not and should leave District State Aid Engineer as Ex-Officio.

Meetings

Ms. Johnson asks recommendations on meeting schedule. It was suggested to consider a bimonthly meeting schedule and allowing for additional "Special Meetings," if necessary. Mr. Gibson suggests keeping a monthly meeting schedule for consistency and cancel meetings as needed. Mr. Schultz agrees to continue with current arrangement and to place things on agenda that are not time sensitive to next meeting. Mr. Foss agrees with Mr. Gibson, keep the date as place holder, instead of holding special meeting. Mr. Glaesman agrees.

Ms. Johnson brings up discussion on quorum of one-third of the voting members,

one-half, or none at all. With the proposed revisions, one-third quorum would be four representatives, one-half would be six representatives. Mr. Gibson thinks a minimum attendance should be required. Mr. Foss feels one-third is an adequate amount to pass agenda items and keep meetings moving. Mr. Schultz agrees with one-third vote. Mr. Glaesman agrees four people is good enough representation.

Mr. Voss thinks the TAC should try to reach one-half participation and feels like we should encourage more of a regional approach and have more people at the table. Mr. Glaesman agrees that we should strive for a higher percent but hates to have to postpone something unnecessarily and suggests postponing action until later if necessary, for important topic discussions.

Mr. Glaesman wonders if in the future all meetings should be virtual to encourage more attendees. Ms. Johnson mentions the in-person meetings bring more back and forth discussion. Mr. Voss supports 50% and agrees it is better to meet in person if possible.

Mr. Glaesman suggest asking voting members to participate in certain percentage of meeting. Mr. Voss agrees. Not reprimandable but informational for jurisdictions deciding if they have the right person representing them on the TAC. Mr. Schultz agrees to have communication back to the jurisdiction at the end of each year letting them know the attendance level.

Ms. Johnson confirms we should send attendance records to jurisdictions to improve attendance. Mr. Glaesman, Mr. Schultz, and Mr. Voss all agree with Ms. Johnson.

A discussion was had about the possibility of doing a hybrid of in-person and virtual meetings. Mr. Schultz suggested APO staff do research on the potential investment needed to do this and present findings at next meeting.

Other announcements

Mr. Glaesman asks others to share a Facebook post from City of Saint Cloud's page in regards to the Census beginning the door knocking campaign.

Adjournment

The meeting adjourned at 11:06 a.m.