

AGENDA

APO POLICY BOARD MEETING

THURSDAY, APRIL 11, 2024 - 4:30 P.M.

**GREAT RIVER REGIONAL LIBRARY, BREMER ROOM
1300 W ST GERMAIN ST, ST CLOUD, MN 56301**

1. Pledge of Allegiance
2. Introductions
3. Approval of Agenda
4. Public Comment Period
5. Approve Consent Agenda Items (*Attachments A – F*)
 - a. Approve Minutes of March 14, 2024 Policy Board Meeting (*Attachment A*)
 - b. Approve Bills Lists (*Attachment B*)
 - c. Receive 2024 Q1 Financial Report (*Attachment C*)
 - d. Approve Publication of the Stakeholder Engagement Plan Annual Report (*Attachment D*)
 - e. Approve Amendments and Administrative Modifications to the 2024-2027 Transportation Improvement Program (TIP) (*Attachment E*)
 - f. Receive Staff Report on Technical Advisory Committee Meeting (*Attachment F*)
6. Receive 2023 Financial Audit Report (*Attachment G*), *Brianna Schlicht, Bergan KDV*
 - a. **Suggested Action: None, Informational Only**
7. Consider Approval for 2025 Carbon Reduction Program (CRP) Funds (*Attachment H*), *Vicki Johnson, Senior Transportation Planner*
 - a. **Suggested Action: Approve Benton County Roundabout Project to Receive 2025 CRP Funds**
8. Consider Publication of the Annual Transportation Performance Monitoring Report (*Attachment I*), *James Stapfer, Planning Technician*
9. **Suggested Action: Approve Publication of Annual Transportation Performance Monitoring Report**
10. Other Business & Announcements
11. Adjournment

English

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Somali

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252-7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, March 14, 2024 – 4:30 PM

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, March 14, 2024, at 4:30 PM APO Chair Raeanne Danielowski presided with the following members:

Jake Anderson	City of Saint Cloud
Dottie Seamans	City of Sauk Rapids
Tim Elness	City of Sartell
Frank Theisen	City of Waite Park
Jared Gapinski	County of Benton
Joe Perske	Stearns County
Jeff Westerlund	LeSauk Township
Kevin Kluesner	City of St. Joseph (Alternate for Rick Shultz)
Mike Kedrowski	Metro Bus (Alternate for Ryan Daniel)

Also in attendance were:

Brian Gibson	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Trina Ness	Saint Cloud APO
Gary Gray	Sherburne County
Anne Buckvold	Citizen

Absent:

Mayor Dave Kleis	City of St. Cloud
Jeff Goerger	City of Saint Cloud

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

Mr. Gapinski motioned to approve the amended agenda. Mr. Kluesner seconded the motion. Motion carried.

PUBLIC COMMENT PERIOD: No members of the public came forth with thoughts or concerns.

CONSIDERATION OF CONSENT AGENDA ITEMS:

- a. Approve Minutes of February 7, 2024, Policy Board Meeting
- b. Approve Bills Lists
- c. Approve Publication of the Regional Infrastructure Investment Plan
- d. Receive Staff Report on Technical Advisory Committee Meeting
- e. Receive Staff Report on Beltline Workshop

Ms. Seamans motioned to approve the consent agenda items. Mr. Theisen seconded the motion. Motion carried.

6. CONSIDER BELTLINE FUNDING FORMULAS

Mr. Gibson reviewed the beltline discussion from the February 7, 2024 Beltline Workshop. He said that the jurisdictions asked that the APO come up with a few different options for paying for the environmental review match. Mr. Gibson presented the following options:

Base APO Formula		
Member		%
St. Cloud	\$90,803.17	45.40%
St. Joseph	\$9,282.11	4.64%
Sartell	\$26,008.69	13.00%
Sauk Rapids	\$18,159.50	9.08%
Waite Park	\$11,327.64	5.66%
LeSauk TWP	\$1,641.41	0.82%
Benton County	\$9,151.43	4.58%
Sherburne County	\$3,799.97	1.90%
Stearns County	\$26,092.05	13.05%
Metro Bus	\$3,734.05	1.87%
Total	\$200,000.00	100.00%

He then presented a number of alternative options.

If 65% of the costs were to be paid by the relevant jurisdictions, the costs would break out like this:

65% Formula				
Member		Individual %	Grouped Percent	Difference from Base
St. Cloud	\$124,778.23	62.39%	65.00%	\$33,975.06
Sherburne County	\$5,221.77	2.61%		\$1,421.80
St. Joseph	\$6,164.77	3.08%	35.00%	-\$3,117.34
Sartell	\$17,273.84	8.64%		-\$8,734.85
Sauk Rapids	\$12,060.75	6.03%		-\$6,098.75
Waite Park	\$7,523.32	3.76%		-\$3,804.32
LeSauk TWP	\$1,090.15	0.55%		-\$551.26
Benton County	\$6,077.98	3.04%		-\$3,073.45
Stearns County	\$17,329.20	8.66%		-\$8,762.85
Metro Bus	\$2,479.99	1.24%		-\$1,254.06
Total	\$200,000.00	100.00%	100.00%	\$0.00

If the responsibility of relevant jurisdictions were 80%, the costs would look like this:

80% Formula				
Member		Individual %	Grouped Percent	Difference from Base
St. Cloud	\$153,573.21	76.79%	80.00%	\$62,770.04
Sherburne County	\$6,426.79	3.21%		\$2,626.83
St. Joseph	\$3,522.73	1.76%	20.00%	-\$5,759.38
Sartell	\$9,870.76	4.94%		-\$16,137.93
Sauk Rapids	\$6,891.86	3.45%		-\$11,267.64
Waite Park	\$4,299.04	2.15%		-\$7,028.60
LeSauk TWP	\$622.94	0.31%		-\$1,018.46
Benton County	\$3,473.13	1.74%		-\$5,678.30
Stearns County	\$9,902.40	4.95%		-\$16,189.65
Metro Bus	\$1,417.14	0.71%		-\$2,316.91
Total	\$200,000.00	100.00%		100.00%

Another possibility discussed was dividing costs based on the length of the beltline within each jurisdiction.

There are two ways to consider this. The first is to consider only municipal boundaries. In other words, for purposes of this formula, it does not matter who is responsible for maintaining the roadway. If a segment of the beltline falls within a jurisdiction's boundaries, then that segment is attributed to them.

Location Formula				
Member		Individual %	Grouped Percent	Difference from Base
St. Cloud	\$61,069.67	30.53%	32.15%	-\$29,733.50
Sherburne County	\$3,236.73	1.62%		-\$563.24
St. Joseph	\$22,656.18	11.33%	67.85%	\$13,374.07
Sartell	\$20,306.84	10.15%		-\$5,701.85
Sauk Rapids	\$8,529.78	4.26%		-\$9,629.72
Waite Park	\$25,924.36	12.96%		\$14,596.72
LeSauk TWP	\$6,065.94	3.03%		\$4,424.53
Benton County	\$42,950.74	21.48%		\$33,799.31
Stearns County	\$9,259.77	4.63%		-\$16,832.28
Metro Bus	\$0.00	0.00%		-\$3,734.05
Total	\$200,000.00	100.00%		100.00%

The other way to consider the length of the beltline is to consider who is responsible for operating and maintaining the roadway.

Ownership Formula				
Member		Individual %	Grouped Percent	Difference from Base
St. Cloud	\$57,188.36	28.59%	30.21%	-\$33,614.81
Sherburne County	\$3,236.73	1.62%		-\$563.24
St. Joseph	\$8,754.72	4.38%	69.79%	-\$527.38
Sartell	\$0.00	0.00%		-\$26,008.69
Sauk Rapids	\$0.00	0.00%		-\$18,159.50
Waite Park	\$25,359.66	12.68%		\$14,032.02
LeSauk TWP	\$0.00	0.00%		-\$1,641.41
Benton County	\$59,570.07	29.79%		\$50,418.64
Stearns County	\$45,890.46	22.95%		\$19,798.41
Metro Bus	\$0.00	0.00%		-\$3,734.05
Total	\$200,000.00	100.00%		100.00%

Finally, he presented one option wherein the APO would pay \$50,000 out of its financial reserves, and the remaining \$150,000 would be divided among the jurisdictions based on the 80% formula:

\$50,000 APO Reserves + 80% Formula				
Member	\$	Individual %	Grouped %	Difference from Base
APO Reserves	\$50,000.00	25.00%	25.00%	N/A
St. Cloud	\$115,179.90	57.59%	60.00%	\$24,376.74
Sherburne County	\$4,820.10	2.41%		\$1,020.13
St. Joseph	\$2,642.04	1.32%	15.00%	-\$6,640.06
Sartell	\$7,403.07	3.70%		-\$18,605.62
Sauk Rapids	\$5,168.89	2.58%		-\$12,990.61
Waite Park	\$3,224.28	1.61%		-\$8,103.36
LeSauk TWP	\$467.21	0.23%		-\$1,174.20
Benton County	\$2,640.85	1.30%		-\$6,546.58
Stearns County	\$7,426.80	3.71%		-\$18,665.25
Metro Bus	\$1,062.85	0.53%		-\$2,671.19
Total	\$200,000.00	100.00%		100.00%

There was discussion regarding how to pay for the environmental review match and what steps in the project development process should be shared-costs versus individual costs for the implementing jurisdiction.

Mr. Kluesner motioned to move forward using the base formula. Ms. Seamans seconded the motion. Motion failed.

After much discussion regarding different ways to meet the match Mr. Perske presented the idea of using \$100,000 from the APO's financial reserves and \$100,000 from the City of St. Cloud to meet the match requirements. He made the point that everyone contributed to the financial reserves, so everyone is helping pay for the local match. There was discussion that the APO would need to replenish its financial reserves, and so dues would need to increase over future years. No formal action was taken regarding increasing dues at this time.

It was also stated that the APO and jurisdictions still needed to have a plan for future beltline needs and spending in place before the end of the year, however no formal action was taken at this time to do so.

Mr. Perske motioned to take \$100,000 out of the Area Planning Organization's reserves toward the 2025 Environmental Study, and the City of St. Cloud would come up with the remaining \$100,000 to make the match. Mr. Gapinski seconded the motion. Motion carried.

Agenda items 7 through 10 were tabled until the April 11, 2024, Policy Board meeting.

11. ADJOURNMENT:

Mr. Gapinski motioned to adjourn the meeting. Mr. Theisen seconded the motion. Motion carried.

The meeting was adjourned at 5:50 PM.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

March 2024

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Abdo Financial Solutions						
03/01/2024	Bill	484620	Yes		2000 Accounts Payable	4,642.16
Adobe Creative Cloud						
03/08/2024	Bill	7003982630	Yes		2000 Accounts Payable	59.99
03/11/2024	Bill	2706982108	Yes		2000 Accounts Payable	59.99
03/17/2024	Bill	2712170589	Yes		2000 Accounts Payable	21.51
03/21/2024	Bill	2715655807	Yes		2000 Accounts Payable	21.51
AFLAC						
03/05/2024	Bill	158774	Yes		2000 Accounts Payable	1,098.42
BCBS of MN						
03/01/2024	Bill	240301465611	Yes		2000 Accounts Payable	4,195.43
berganKDV						
03/26/2024	Bill	1223271	Yes		2000 Accounts Payable	10,000.00
City of St. Cloud - Water/Sewer						
03/04/2024	Bill	03272024	Yes		2000 Accounts Payable	49.43
David Turch & Associates						
03/21/2024	Bill	3/21/24	Yes		2000 Accounts Payable	8,000.00
Dell Financial Services						
03/15/2024	Bill	4133355	Yes		2000 Accounts Payable	4,836.66
Delta Dental						
03/12/2024	Bill	RIS0005593642	Yes		2000 Accounts Payable	299.62
Loffler Companies						
03/18/2024	Bill	4643730	Yes		2000 Accounts Payable	123.22
Mailchimp.com						
03/02/2024	Bill	MC19069905	Yes		2000 Accounts Payable	20.00
Metro Sales Inc						
03/06/2024	Bill	CW2276	Yes		2000 Accounts Payable	1,078.15
Principal Mutual Life Insurance						
03/01/2024	Bill	03012024	Yes		2000 Accounts Payable	271.56

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction List by Vendor

March 2024

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Quill.com						
03/05/2024	Bill	37550682	Yes		2000 Accounts Payable	112.06
Rajkowski Hansmeier LTD						
03/10/2024	Bill	96248	Yes		2000 Accounts Payable	235.00
Spectrum Business (Charter)						
03/01/2024	Bill	0961067030124	Yes		2000 Accounts Payable	419.94
Stearns Electric Association						
03/05/2024	Bill	1763	Yes		2000 Accounts Payable	176.84
SurveyMonkey.com						
03/26/2024	Bill	32624	Yes		2000 Accounts Payable	900.00
Weisman Cleaning Inc						
03/27/2024	Bill	6841	Yes		2000 Accounts Payable	150.00
West Central Sanitation, Inc						
03/01/2024	Bill	13050562	Yes		2000 Accounts Payable	53.35
Xcel Energy						
03/06/2024	Bill	302755587	Yes		2000 Accounts Payable	180.25

ST. CLOUD AREA PLANNING ORGANIZATION
Budget vs. Actuals: Budget Year 2024 - FY24 P&L
 January - March 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4000 Assessments	0.00	0.00	0.00	
4001 General Operations	57,459.79	115,718.00	-58,258.21	49.66%
4108 Local Match	0.00	0.00	0.00	
4108.11 Travel Demand Model Improvement	4,512.13	9,000.00	-4,487.87	50.13%
4108.15 Hard-to-Reach Liaisons	802.41	1,600.00	-797.59	50.15%
4108.21 SS4A	15,043.57	30,000.00	-14,956.43	50.15%
4108.22 Regional Arterial and Collector Roadway Planning	10,841.97	21,334.00	-10,492.03	50.82%
Total 4108 Local Match	\$ 31,200.08	\$ 61,934.00	-\$ 30,733.92	50.38%
Total 4000 Assessments	\$ 88,659.87	\$ 177,652.00	-\$ 88,992.13	49.91%
4103 MnDOT	0.00	0.00	0.00	
4103.01 MN DOT Grant	15,380.01	61,520.00	-46,139.99	25.00%
Total 4103 MnDOT	\$ 15,380.01	\$ 61,520.00	-\$ 46,139.99	25.00%
4105 Consolidated Planning Grant	146,901.80	0.00	146,901.80	
4105.01 CPG-1	0.00	660,859.00	-660,859.00	0.00%
4105.02 CPG-2	0.00	12,500.00	-12,500.00	0.00%
Total 4105 Consolidated Planning Grant	\$ 146,901.80	\$ 673,359.00	-\$ 526,457.20	21.82%
4111 SS4A	0.00	120,000.00	-120,000.00	0.00%
4900 Interest	4,189.74	2,000.00	2,189.74	209.49%
4950 Miscellaneous	418.00	0.00	418.00	
5001 Washington Lobbyist Assessment	23,900.32	48,000.00	-24,099.68	49.79%
5004 Category 900 Activities	0.00	11,500.00	-11,500.00	0.00%
Total Income	\$ 279,449.74	\$ 1,094,031.00	-\$ 814,581.26	25.54%
Gross Profit	\$ 279,449.74	\$ 1,094,031.00	-\$ 814,581.26	25.54%
Expenses				
6560A Wages and Benefits	0.00	0.00	0.00	
6560 Payroll Expenses	126,790.92	421,500.00	-294,709.08	30.08%
6565 Payroll Tax Expense	9,350.36	32,400.00	-23,049.64	28.86%
6600 Employee Benefits	0.00	0.00	0.00	
6600.1 PERA	9,509.28	33,600.00	-24,090.72	28.30%
6600.5 Health/Dental/Life Insurance	16,023.63	64,800.00	-48,776.37	24.73%
6600.6 HSA Account	1,803.83	6,200.00	-4,396.17	29.09%
Total 6600 Employee Benefits	\$ 27,336.74	\$ 104,600.00	-\$ 77,263.26	26.13%
Total 6560A Wages and Benefits	\$ 163,478.02	\$ 558,500.00	-\$ 395,021.98	29.27%
6601 Office Supplies	446.08	1,250.00	-803.92	35.69%
6602 Accounting Services	0.00	0.00	0.00	
6602.2 Accounting Services	15,006.48	58,000.00	-42,993.52	25.87%
Total 6602 Accounting Services	\$ 15,006.48	\$ 58,000.00	-\$ 42,993.52	25.87%
6603 Communications	0.00	0.00	0.00	
6603.1 Telephone	219.98	3,000.00	-2,780.02	7.33%

6603.2 Postage	5.97	750.00	-744.03	0.80%
6603.3 Internet	199.96	3,000.00	-2,800.04	6.67%
Total 6603 Communications	\$ 425.91	\$ 6,750.00	-\$ 6,324.09	6.31%
6604 Travel	319.42	2,500.00	-2,180.58	12.78%
6605 Printing & Publishing	1,101.60	2,000.00	-898.40	55.08%
6606 Utilities and Maintenance	0.00	0.00	0.00	
6606.1 Utilities	1,420.78	8,850.00	-7,429.22	16.05%
6606.2 Maintenance	1,536.00	6,000.00	-4,464.00	25.60%
Total 6606 Utilities and Maintenance	\$ 2,956.78	\$ 14,850.00	-\$ 11,893.22	19.91%
6607 Legal Services	235.00	1,575.00	-1,340.00	14.92%
6608 Multifunction Copier	332.02	1,500.00	-1,167.98	22.13%
6609 IT Support & Software	11,679.31	30,375.00	-18,695.69	38.45%
6609.1 Equipment & Hardware	10,229.62	18,750.00	-8,520.38	54.56%
6610 Dues & Subscriptions	1,197.69	4,200.00	-3,002.31	28.52%
6615 Insurance - Office	0.00	6,500.00	-6,500.00	0.00%
6616 Bank Service Charges	7.00	0.00	7.00	
6618 Professional Development	2,819.80	2,500.00	319.80	112.79%
6622 CPG Passthrough Expense	0.00	0.00	0.00	
6622.22 Travel Demand Model Updates	308.96	45,000.00	-44,691.04	0.69%
6622.29 Hard-to-Reach Liaisons	0.00	8,000.00	-8,000.00	0.00%
6622.32 Regional Arterial and Collector Roadway Planning	0.00	100,000.00	-100,000.00	0.00%
6622.33 Safe Streets & Roads for All	0.00	150,000.00	-150,000.00	0.00%
Total 6622 CPG Passthrough Expense	\$ 308.96	\$ 303,000.00	-\$ 302,691.04	0.10%
Total Expenses	\$ 210,543.69	\$ 1,012,250.00	-\$ 801,706.31	20.80%
Net Operating Income	\$ 68,906.05	\$ 81,781.00	-\$ 12,874.95	84.26%
Other Expenses				
902 Ineligible Fed Reimbursemt	0.00	0.00	0.00	
902.1 Travel - Air Meals Etc	197.98	5,000.00	-4,802.02	3.96%
902.10 Washington Lobbyist	16,000.00	48,000.00	-32,000.00	33.33%
Total 902 Ineligible Fed Reimbursemt	\$ 16,197.98	\$ 53,000.00	-\$ 36,802.02	30.56%
903 Audit Fees	10,000.00	15,000.00	-5,000.00	66.67%
Total Other Expenses	\$ 26,197.98	\$ 68,000.00	-\$ 41,802.02	38.53%
Net Other Income	-\$ 26,197.98	-\$ 68,000.00	\$ 41,802.02	38.53%
Net Income	\$ 42,708.07	\$ 13,781.00	\$ 28,927.07	309.91%



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: Alex McKenzie, Associate Transportation Planner
RE: 2023 Stakeholder Engagement Plan Annual Report
DATE: April 2, 2024

The Annual Stakeholder Engagement Plan (SEP) serves as our roadmap, guiding APO staff, advisory committees, and decision-makers on how to engage with the community. Our goal is to provide every community member with an equal and equitable opportunity to participate in the planning process.

The APO has developed three specific goals when it comes to getting the community involved in the regional transportation planning process:

- 1. Opportunities for Involvement.** We strive to offer early, accessible, and continuous opportunities for public involvement, embracing diversity among stakeholders.
- 2. Access to Information.** We are committed to providing reasonable public access to technical and policy information used in planning and project development.
- 3. Review of Materials.** Ensuring transparency, we provide sufficient time for the community to review materials and offer comments before plan adoption.

To assess our progress, APO staff conducts an annual evaluation, measuring the effectiveness of policies and practices around public involvement. The 2023 SEP Annual Report serves as a public engagement evaluation tool.

Chapter 1 of this report begins with an introduction to the APO's role and significance in the region. *Chapter 2* outlines various techniques APO staff used to engage and inform members of the public on regional transportation planning and programming processes. *Chapter 3* gives a detailed insight into various outreach activities employed by APO staff and consultants in 2023, from meetings and events to online surveys and social media engagement. Emphasizing the importance of inclusivity, the report dives into using demographic data in outreach efforts to ensure representation from a diverse community. Recognizing the commitment to obtaining feedback from participants, the APO asked for advice through a survey on how to improve APO-sponsored events and activities. *Chapter 4* provides insight into the social media platforms employed by the APO to connect with the public. In *Chapter 5*, the staff conducts a self-evaluation, explicitly discussing their efforts to engage people with limited English proficiency. The *last chapter* explores a two-fold approach, reviewing past recommendations and proposing new strategies that will help engage the public more effectively.

To review the document in its entirety, visit this link: <http://stcloudapo.org/wp-content/uploads/2024/03/1.-2023-SEP-Annual-Report-WATERMARKED.pdf>

Suggested Action: Recommend approval of the 2023 Stakeholder Engagement Plan Annual Report.



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: FY 2024-2027 Transportation Improvement Program Amendments
DATE: April 1, 2024

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.

The Minnesota Department of Transportation (MnDOT) has requested a change to the APO's TIP.

Minnesota Department of Transportation

- 2025:
 - **7303-52.** MN 15, BR 73019 OVER MN 15 AT CSAH 137, -REOVERLAY. The anticipated project cost estimate has increased from \$921,000 to \$1,200,000. Proposed funding breakdown is as follows: STIP Total: \$1,200,000; Target FHWA: \$976,226; Total FHWA: \$976,226; State TH: \$223,774; Total TH: \$223,774; Project Total: \$1,200,000.

Fiscal constraint has been maintained.

The 30-day public comment period on these changes concluded on March 15, 2024. APO staff have received 11 completed online surveys. It should be noted that in addition to this change, APO staff had been processing an administrative modification for the City of Sauk Rapids upon the request of MnDOT District 3 staff. This change was approved by the Policy Board at the March 14 Policy Board meeting.

The table below indicates the public comments received during the public engagement period.

Agency/Jurisdiction	Proposed Project Number	Comments	Date
MnDOT	7303-52 (Bridge 73019 at CSAH 137 over MN 15)	Strongly agree (2) Agree (4) Neither agree nor disagree (4) Disagree (1)	03/15/2024
City of Sauk Rapids	191-104-006 (Second Avenue S reconstruction)	Strongly agree (5) Agree (4) Neither agree nor disagree (2)	03/15/2024

Suggested Action: Approval.



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 of the March 28, 2024, Technical Advisory Committee Meeting
DATE: April 1, 2024

The Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (TAC) held a regular meeting on Thursday, March 28, 2024. At that meeting, the following topics were discussed:

1. Consideration of the 2024-2027 Transportation Improvement program (TIP) amendments and administrative modifications
 - a. APO Senior Transportation Planner Vicki Johnson provided an overview of the two requested changes to the APO's 2024-2027 TIP. The first was from the Minnesota Department of Transportation (MnDOT) regarding a cost increase for the overlay project for the Stearns CSAH 137 bridge spanning MN 15. The second was for the elimination of the advance construction payback of the City of Sauk Rapids's 2024 Second Avenue S reconstruction project. Ms. Johnson provided an overview of the public engagement. Ms. Johnson also stated that given the immediacy of the Sauk Rapids administrative modification, the Policy Board had already taken action to approve that change. TAC representatives recommended Policy Board approval of the MnDOT amendment.
2. Consideration of the FY 2025-2026 Carbon Reduction Program (CRP) Solicitation
 - a. Ms. Johnson provided an overview of the Carbon Reduction Program. This included a relation to MnDOT's Carbon Reduction Strategy which essentially determines what types of projects are eligible to be funded using CRP dollars. Ms. Johnson reviewed the solicitation guidelines including the funding allocation targets for the APO (\$440,000 in FY 2025 and \$440,000 in FY 2026) that can be spent within the APO's urban area. She also reviewed the funding allocation targets for the Central Minnesota Area Transportation Partnership (ATP-3) -- \$2,190,000 in FY 2025 and \$2,230,000 in FY 2026 -- which can be spent in the rural portion of the APO's planning area as well as all other areas within the ATP sans the APO's urban area and the Met Council's urban area in Sherburne County. The APO had opened the solicitation for CRP funds on March 12. Ms. Johnson did state given the tight turnaround to allocate the FY 2025 funding, she had reviewed overmatched projects within the APO's 2024-2027 TIP in hopes of finding a project that would be able to spend the funding. There was one project, Benton County's CSAH 29/CSAH 1 roundabout project, that was within the APO's urban area and was overmatched. She recommended TAC representatives consider allocating the FY 2025 CRP funds to this Benton County project to ensure the funding gets spent. This solicitation would then encompass just FY 2026. TAC representatives recommended Policy Board approval to award the APO's FY 2025 CRP funding of \$440,000 to Benton County's CSAH

29/CSAH 1 roundabout project.

3. Other Business

- a. MnDOT District 3 Planning Director Steve Voss provided an update on funding cuts to the ATP-Managed program. He stated due to a change in funding distribution, the Central Minnesota ATP-3 needed to cut \$500,000 from the Surface Transportation Block Grant Program (STBGP) and \$100,000 from the Transportation Alternatives (TA) Program for FY 2028. To address the STBGP cuts, Mr. Voss said the \$500,000 cut would be distributed based upon the funding formula for the district. This would mean the APO would need to cut 20.53% (or \$102,650) in funding from the FY 2028 projects. Ms. Johnson had already begun work with Benton and Stearns counties to reduce their federal funding allocations. Because funding awards with TA have not been announced, Mr. Voss did not provide many details on how that cut would be handled.
- b. This conversation sparked a larger conversation about the district's funding formula distribution. There was conversation by the TAC about how if MnDOT as a whole was distributing funding to the ATPs based on population and system size, then shouldn't ATP-3 factor population more heavily in their funding distribution – which could result in the APO and Region 7W receiving a larger percentage because of population. There was some conversation about bringing this up to the ATP to reconsider the funding formula that was adopted in 1999. Ms. Johnson said she will work with the TAC to determine the course of action in order to bring something up to the ATP at the scheduled June meeting.

Suggested Action: None, informational.



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, Executive Director
RE: 2023 Financial Audit
DATE: April 2, 2024

Each Spring, the APO undergoes a financial audit for the previous fiscal year.

This year, staff from BerganKDV completed our financial audit for fiscal year 2023.

The results of the audit are two documents.

The first document is a communications letter (<http://stcloudapo.org/wp-content/uploads/2024/04/2023-St-Cloud-APO-CL-FINAL.pdf>).

The second document is a report on our financial statements (<http://stcloudapo.org/wp-content/uploads/2024/04/2023-St-Cloud-APO-FS-FINAL.pdf>).

A staff member from BerganKDV will be at the April 11 Board meeting to present the results of their audit.

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 Transportation Planner
RE: FY 2025-2026 Carbon Reduction Program Urbanized Funding Solicitation
DATE: April 1, 2024

The Infrastructure Investment and Jobs Act (IIJA) established the Carbon Reduction Program (CRP) which provides federal funds for projects designed to reduce carbon emissions from surface transportation.

The CRP provides Minnesota with approximately \$20.9 million annually over five years to fund projects that reduce carbon emissions from surface transportation. Program funding is distributed across the state with some funds allocated proportionally based on population. Minnesota Department of Transportation (MnDOT) Districts, Metropolitan Planning Organizations (MPOs) – like the Saint Cloud APO – and Area Transportation Partnerships (ATPs) will select projects to receive CRP funding.

This funding, like most federal funding programs, requires a minimum 20% match for federal funds requested.

Projects eligible for CRP funding are broken into three categories: Electrification, Travel Options, and Low Carbon Infrastructure and System Management.

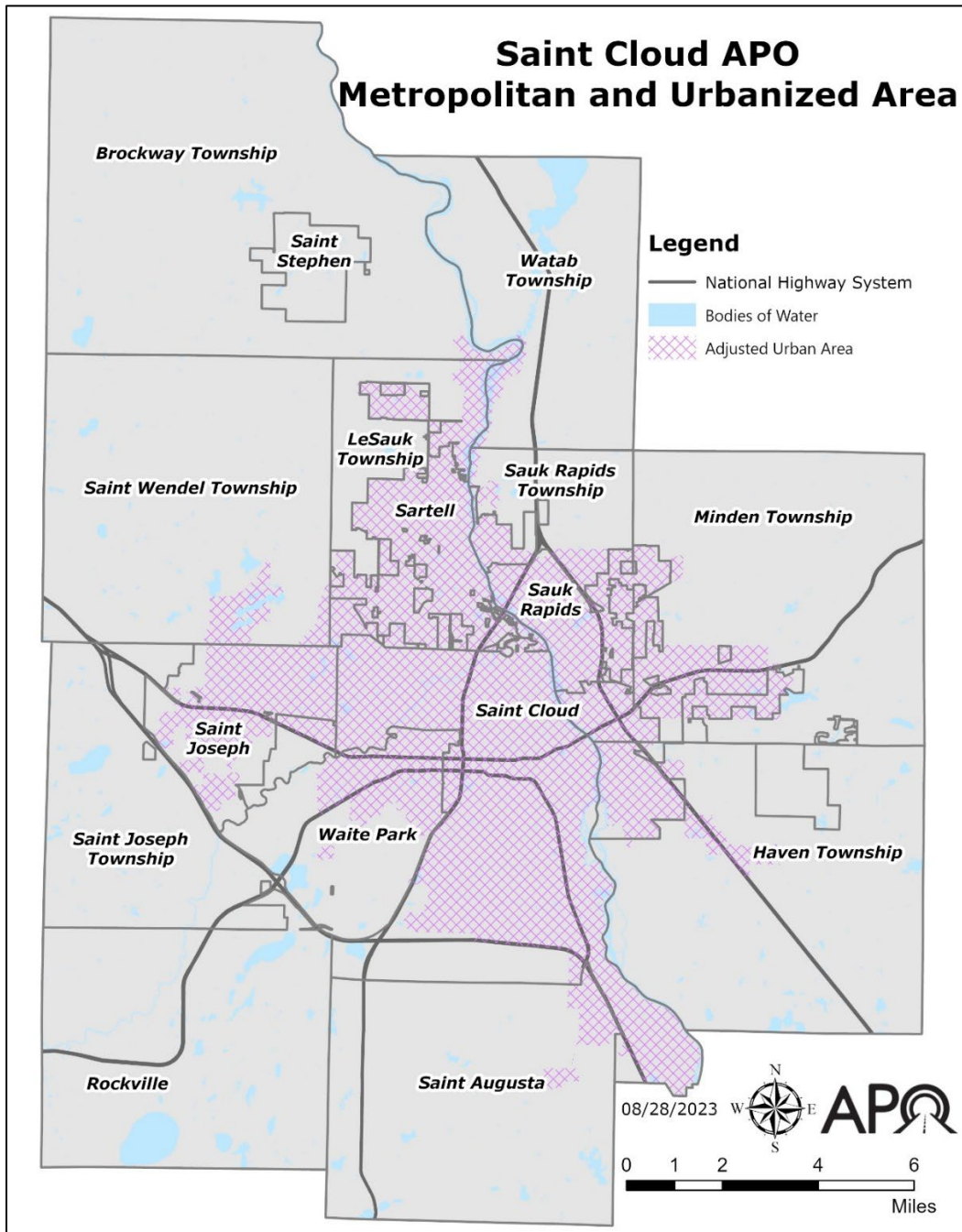
1. Electrification. Eligible projects to support the decarbonization of vehicle fleets in Minnesota include:
 - a. Install Electric Vehicle (EV) or Zero Emissions Vehicles (ZEV) charging infrastructure.
 - b. Purchase or lease EVs or ZEVs.
 - c. Support EV and ZEV adoption through outreach and education.
2. Travel Options. Eligible projects to support a reduction in per-capita vehicle miles traveled (VMT) include:
 - a. Install and maintain infrastructure network improvements for walking, rolling, and biking.
 - b. Plan, design, and engineer infrastructure network improvements for walking, rolling, and biking.
 - c. Implement context sensitive design for travel options.
 - d. Add high-capacity transit options.
 - e. Add intercity and regional public transit options.
 - f. Implement travel demand management.
3. Low Carbon Infrastructure and System Management. Eligible projects to support the reduction of carbon emissions throughout the entire transportation process (from construction and maintenance of infrastructure to vehicle operations) include:

- a. Optimize transportation system management and operations.
- b. Utilize low carbon methods for construction and maintenance of transportation infrastructure.
- c. Support renewable energy generation.

A full list of eligible project types can be found in the CRP project solicitation email distributed to TAC reps on March 12 or on the APO's website (<https://tinyurl.com/2htbsmve>).

MPOs, like the Saint Cloud APO, are directly allocated federal CRP funding. This funding can only be spent within the **urbanized** area of the MPO. Areas that fall within the APO's **planning area, but outside of the urbanized area**, will be eligible to apply for CRP funding through the Central Minnesota Area Transportation Partnership (ATP-3) once that solicitation opens.

Below is an updated map of the APO's urbanized area boundaries as approved by Federal Highway Administration (FHWA) in concurrence with MnDOT.



Below is the anticipated federal funding available for both the Central Minnesota ATP-3 and the Saint Cloud APO.

Year	Central Minnesota ATP (RURAL FUNDS)	Saint Cloud APO (URBAN FUNDS)
FY 2025	\$2,190,000	\$440,000
FY 2026	\$2,230,000	\$440,000

Per the instructions from MnDOT’s Office of Sustainability and Public Health, APO staff have been instructed to launch a CRP solicitation this spring to allocate the CRP funding for both FY 2025 and 2026. Projects funded from this solicitation will be incorporated into the APO’s

2025-2028 Transportation Improvement Program (TIP) – and subsequently the 2025-2028 State Transportation Improvement Program (STIP).

Funding for FY 2025 must be obligated no later than June 30, 2025. Funding for FY 2026 must be obligated no later than June 30, 2026.

On March 12, APO staff distributed the APO's CRP solicitation information to TAC representatives. CRP information can also be found on the APO's website (<https://tinyurl.com/2htbsmve>).

The APO's CRP solicitation closes at 3 p.m. on Friday, May 10. Completed applications are due to Senior Transportation Planner Vicki Johnson (ikeogu@stcloudapo.org).

Given the tight time for the solicitation of the FY 2025 funding in particular, APO staff recommended allocating the FY 2025 funding of \$440,000 to Benton County for the CSAH 29/CSAH 1 roundabout project. This project is currently programmed into the TIP/STIP but is underfunded (Federal share is less than 80% of the total eligible construction cost). ***The CSAH 29/CSAH 1 roundabout project is the only project currently programmed within the APO's urban area that would meet the CRP guidelines.*** By providing the \$440,000 to Benton County, the APO would be able to spend the 2025 funds without risk of losing them.

Similar to the APO-managed Surface Transportation Block Grant Program (STBGP) solicitation, APO staff will conduct the initial scoring of the CRP projects and present a draft prioritization to the TAC for their discussion. TAC representatives will then meet to discuss each CRP project and recommend a ranked and prioritized list for Policy Board approval.

In addition, due to the immediate need to conduct this solicitation and program projects into the 2025-2028 TIP, APO staff have launched the CRP solicitation utilizing the funding guidance and scoring rubric developed by MnDOT's Office of Sustainability and Public Health. Once this solicitation concludes, APO staff will be working with TAC representatives over the summer to identify regional priorities for CRP funding from the list of eligible funding opportunities identified by MnDOT. This revised solicitation program will ideally be completed in time for the second CRP solicitation to be launched this fall for FY 2027 and FY 2028 funds. It is anticipated the APO will have \$270,000 in federal CRP funding to allocate in both 2027 and 2028.

At the regularly scheduled meeting, TAC representatives discussed the FY 2025-2026 CRP solicitation and recommended Policy Board approval to award the APO's 2025 CRP funding of \$440,000 to Benton County's CSAH 29/CSAH 1 roundabout project. This would mean the APO would only be accepting CRP applications for the FY 2026 solicitation.

Suggested Action: Approval to award the APO's 2025 CRP funding of \$440,000 to Benton County's CSAH 29/CSAH 1 roundabout project.



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: James Stapfer, Planning Technician
RE: 2022 Transportation Performance Monitoring Report
DATE: April 02, 2024

The Transportation Performance Monitoring Report includes a set of performance measures that will track the region's progress towards achievement of transportation goals. Performance measures are designed to serve as a benchmark to evaluate and quantify progress. This performance-based approach is meant to improve accountability of Federal transportation investments, assess risks related to different performance levels, and increase transparency. The report serves as an annual snapshot of the region to help the APO and its planning partners better understand current and anticipated performance of the transportation system and how well it is moving towards achieving the goals stated in the MTP.

The full 2022 Transportation Performance Monitoring Report can be found at <http://stcloudapo.org/wp-content/uploads/2024/03/tpmr2022-WATERMARKED.pdf>.

At the Feb. 29, 2024, Technical Advisory Committee (TAC) meeting, TAC representatives voted to recommend Policy Board approval to publish the 2022 transportation performance monitoring report.

Suggested Action: Approve publication of the annual transportation performance monitoring report.