

**ST. CLOUD AREA PLANNING ORGANIZATION
EXECUTIVE BOARD MINUTES
November 10, 2016**

The St. Cloud Area Planning Organization's Executive Board was held on Thursday, November 10, 2016, at 5:00 p.m. at the St. Cloud APO. APO Chair Mayor Gunderson presided with the following Members present:

Councilmember Jeff Goerger	City of St. Cloud
Councilmember John Libert	City of St. Cloud
Mayor Brad Gunderson	City of Sauk Rapids
Mayor Rick Schultz	City of St. Joseph
Mayor Bob Kroll	City of St. Augusta
Mayor Rick Miller	City of Waite Park
Commissioner Jake Bauerly	Benton County
Commissioner Felix Schmiesing	Sherburne County
Township Chair John Krehbiel	LeSauk Township
Also Present: Brian Gibson	Exec Director, St. Cloud APO
Joseph Mueller	St. Cloud APO
Dorothy Sweet	St. Cloud APO

APPROAL OF AGENDA:

Mr. Gibson requested adding Snowplowing Bids to the Agenda after #7. Mayor Kroll motioned to approve the agenda with the addition of snowplowing bids, and Commissioner Bauerly seconded the motion. Motion carried.

CONSIDERATION OF BILLS:

Councilmember Goerger motioned to approve the bills, and Mayor Kroll seconded the motion. Motion carried.

CONSIDERATION OF TRAVEL REIMBURSEMENT REQUEST FOR AMPO 2016 CONFERENCE:

Mr. Gibson reported that he recently attended an AMPO meeting in Texas where the emphasis was on MPO's creating performance targets and performance measures in safety, congestion, pavement, etc. Mr. Gibson asked that the board approve his travel and lodging expenses after the fact since he was unaware that he needed to have prior approval for travel from the board.

Mayor Miller motioned to approve his travel and lodging expenses, and Mayor Schultz seconded the motion. Motion carried.

CONSIDERATION OF ACCOUNTING SERVICES CONTRACT:

Mr. Gibson stated that he recently sought bids for accounting services since the APO's contract with Schlenner Wenner will be expiring at the end of December, 2016. Two bids were received (Your CFO, Inc. and Schlenner Wenner & Co.). Your CFO, Inc's bid was for \$75/hr for routine bookkeeping and accounting tasks and \$125 for non-routine tasks, and assumed monthly hours of 11.5 for routine accounting and 2 for non-routine. They currently provide payroll and accounting services to the Fargo-Moorhead Metropolitan Council of Governments. Schlenner

Wenner's bid was for \$57/hr for routine duties and \$115 for non-routine, with estimated hours of 26 hrs per month for routine duties and 2 hours for non-routine. Staff's recommendation was to accept Schlenner Wenner's bid since their billing hours have averaged about 30.5 hours/month over the last several months, and they are very familiar with the APO's needs, and presents less down-side risk. After considerable discussion, the board members recommended the APO go with Your CFO, Inc. for one year, and offer payment for 16 hours per month. Any costs above 16 hours would need to be absorbed by accounting firm.

Councilmember Goerger motioned to offer a one year contract to Your CFO for 16 hours per month, and Councilmember Libert seconded the motion. Motion carried. If Your CFO, Inc. does not accept the one-year contract or the 16 hours/month maximum, then the APO was authorized to go with Schlenner Wenner's bid.

CONSIDERATION OF RESOLUTION AUTHORIZING BOARD CHAIR TOPAY CERTAIN CLAIMS:

Mr. Gibson described the current process for paying invoices and claims. A resolution defining the process of authorizing the APO Chair to approve payment of claims of \$10,000 or less between meetings and before full board approval is recommended.

Councilmember Libert motioned to approve the Resolution authorizing Board Chair to Approve Payment of Certain Claims, and Commissioner Schmiesing seconded the motion. Motion carried.

CONSIDERATION OF SAINT JOSEPH CSAH 75 PEDESTRIAN CROSSING STUDY CONTRACT:

Mr. Gibson reported that four proposals were received for the St. Joseph CSAH 75 Pedestrian Crossing Study, which was programmed in the 2016 UPWP. The evaluation committee reviewed and ranked the proposals with SRF Consulting Group being ranked as their first choice. The final scope of work and contract price is still being worked out. Approval is requested to enter into a contract with SRF for an amount not to exceed (NTE) \$40,000.

Mayor Miller motioned to approve the St. Joseph CSAH 75 Pedestrian Crossing Study contract NTE \$40,000 to SRF Consulting Group, and Councilmember Goerger seconded the motion. Motion carried.

CONSIDERATION OF SENIOR TRANSPORTATION PLANNER CANDIDATES:

Mr. Gibson stated that the Personnel Committee met just prior to the Executive Board meeting. The Personnel Committee reviewed the applicants for Senior Transportation Planner and recommended offering the position to Joseph Mueller with a starting salary of \$57,000 with an increase to \$59,000 after six months of satisfactory performance. It was recommended to offer the other applicant who interviewed for the position, Doug Dietrichsen, the GIS position at a starting salary of \$52,000 and after six months of satisfactory performance, an increase to \$53,500.

Councilmember Goerger motioned to approve the Personnel Committee's recommendation to Joseph Mueller and Doug Dietrichsen, and Commissioner Bauerly seconded the motion. Motion carried.

SNOWPLOW BIDS:

Mr. Gibson presented the board with three snow plowing bids, and noted that staff was in the process of contacting Ron Schroeden who plows for St. Michael's church. Mr. Gibson asked for approval of a snow plow contract not to exceed \$65 per snowfall. If Mr. Schroeden's bid comes in less than \$65 per snowfall, staff will contract with him. Otherwise, the contract for St. Cloud Sprinkler for \$65 was recommended.

Mayor Schultz motioned to approve the snow plowing bid not to exceed \$65 per snowfall, and Mayor Miller seconded the motion. Motion carried.

***NOTE:** After the meeting, Ron Schroeden's bid for \$60 per snowfall with a 3-year contract was received and the APO accepted his bid.*

CONSIDERATION OF CANCELLING THE DECEMBER EXECUTIVE BOARD MEETING:

Mayor Miller motioned to approve the cancelling of the December meeting, and Mayor Schultz seconded the motion. Motion carried.

ADJOURNMENT

The meeting was adjourned at 5:24 p.m.