

**Saint Cloud Area Planning Organization  
EXECUTIVE BOARD COMMITTEE MINUTES  
September 14, 2017**

A regular meeting of the Saint Cloud Area Planning Organization's (APO) Executive Board Meeting was held on Thursday, September 14, 2017 in the Array Room of the Great River Regional Library in Saint Cloud. In the absence of the APO Chair, Vice-Chair Jeff Westerlund presided with the following members present:

|                                     |                 |
|-------------------------------------|-----------------|
| Mayor Dave Kleis                    | Saint Cloud     |
| Councilmember John Libert           | Saint Cloud     |
| Councilmember Nick Sauer            | Sauk Rapids     |
| Mayor Rick Schultz                  | Saint Joseph    |
| Township Supervisor Jeff Westerlund | LeSauk Township |
| Commissioner Joe Perske             | Stearns County  |

Also Present:

|               |                            |
|---------------|----------------------------|
| Brian Gibson  | Executive Director, APO    |
| Stacy Morse   | Congressman Emmer's Office |
| Vicki Ikeogu  | APO                        |
| Alex McKenzie | APO                        |
| Dorothy Sweet | APO                        |

**APPROVAL OF AGENDA:**

**Mayor Schultz motioned and Councilmember Libert seconded to approve the Agenda. Motion carried.**

**CONSIDERATION OF MINUTES OF AUGUST 10, 2017 MEETING:**

**Councilmember Sauer motioned and Mayor Schultz seconded the motion to approve the August 10, 2017 Executive Board Meeting minutes. Motion carried.**

**CONSIDERATION OF THE BILLS:**

**Councilmember Libert motioned and Councilmember Sauer seconded to approve the Bills. Motion carried.**

**CONSIDER 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) UPDATE:**

In the absence of the Senior Planner, Joseph Mueller, Mr. Gibson updated the members. The TIP is updated every year and as part of that process, we request public comments. No comments were received other than some changes in wording from MnDOT. The TAC reviewed the TIP Update and recommended approval by the Executive Board.

**Mayor Schultz motioned and Mayor Kleis seconded the motion to approve. Motion carried.**

**CONSIDER MnDOT MEMORANDUM OF UNDERSTANDING (MOU) REGARDING PERFORMANCE TARGET SETTING:**

Mr. Gibson restated that the APO is transitioning to performance based planning and programming and therefore must establish performance measures and set performance targets. USDOT has established a set of national performance measures. Each state sets its own targets for those measures. Each MPO must decide to either use their state's targets or set their own targets. MnDOT's MOU regarding how targets are to be set was included in the agenda packet. Metro Bus Director, Ryan Daniel, has indicated his agreement with the MOU.

**Mayor Kleis motioned and Councilmember Sauer seconded to approve and accept MnDOT's MOU regarding performance targets. Motion carried. Mr. Gibson will obtain the required signatures on the MOU and return it to MnDOT.**

**CONSIDER 2017 UNIFIED PLANNING WORK PROGRAM (UPWP) ADMINISTRATIVE MODIFICATION TO ADDRESS MATCH REQUIREMENTS AND INCLUDE EQUIPMENT BUDGET:**

Mr. Gibson reported that APO operations are funded by local funds, a State Grant and a Federal Grant. Matching funds designated for one grant cannot be used for the other. With Mr. Gibson's arrival at the APO last July, the 2017 UPWP was considered "behind schedule" and he had to rush to complete it for September approval by MnDOT. Because of Mr. Gibson's late start date and the rush to complete the UPWP, local match requirements were miscalculated and the APO will be \$15,700 short of our local match requirement.

At this time new traffic counters are needed since their software is no longer compatible with our computers. We also have a need for some new computers. Mr. Gibson proposed the addition of an Equipment line-item to our 2017 overhead budget for the purpose of purchasing new traffic counting equipment, computers, accessories, and other miscellaneous equipment using 100% local funds for an amount not to exceed \$16,000. The purchase will meet the local match requirements for the APO's grants. The funds would be deducted from the APO's saving account, which has a current balance of \$125,126, so no additional funds from the member jurisdictions would be required. Mr. Gibson also noted that the traffic counting equipment is common property and can be used by any of the member jurisdictions.

**Councilmember Libert motioned to approve the addition to the 2017 UPWP of an Equipment line-item not to exceed \$16,000, which would be taken from the APO's savings account, and the approval of the purchase of traffic counting equipment, computers, accessories and other miscellaneous equipment. Councilmember Sauer seconded the motion. Motion carried.**

**CONSIDER 18-MONTH EXTENSION OF ACCOUNTING CONTRACT:**

Mr. Gibson stated that the APO's contract with our accountant, Your CFO, Inc., based in Fargo, ND, will be expiring at the end of December, 2017. The contract allows for extensions of up to two additional years. The accountant is interested in

extending the contract for 18 additional months with the recommendation that we do not bring a new accountant on-board in January because this puts the new accountant in a position of needing to work with the auditor in the audit of a fiscal year during which the accountant did not work for the APO. The 2018 salary would not exceed \$17,835, and the salary for the first six months of 2019 would not exceed \$9,140. Mr. Gibson reviewed the details and terms of the two firms that initially applied. Mayor Kleis expressed his concern, and several members agreed, that the APO's accounting services are not being provided locally. He also raised the possibility of the APO cities or county accountants providing these services for the APO. Councilmember Libert suggested extending the contract for only six months. Mayor Kleis suggested that we find out if a six month extension is acceptable with the accountant, and if not, then accept the 18 month extension.

**Councilmember Sauer motioned to approve a six month extension contract with Your CFO, Inc., but if the accountant refused, then the contract could be extended to 18 months. Mayor Schultz seconded the motion and stated that the final decision would be left up to the Executive Director. Motion carried.**

#### **CONSIDER COOPERATIVE PURCHASING AGREEMENT:**

Mr. Gibson reported that as a recipient of Federal funds, the APO is encouraged to enter into cooperative purchasing agreements. The Minnesota Office of State Procurement has a Cooperative Purchasing Venture (CPV) which allows us and other government bodies to join free-of-charge. Joining this CPV does not obligate the APO to purchase under the State contracts. The APO retains the freedom to follow our established procurement rules for any purchase. This agreement would give the APO another option for purchasing items.

**Mayor Schultz motioned to approve entering into this Cooperative Purchasing Agreement, and Mayor Kleis seconded the motion. Motion carried.**

#### **OTHER BUSINESS & ANNOUNCEMENTS:**

Mr. Gibson reported that he attended a public meeting last week for a MnDOT effort to try to establish a second daily train from Minneapolis to Chicago, hopefully by 2022.

Mr. Gibson mentioned that we are scheduled for an Executive Board meeting on Oct. 12 and a Policy Board meeting two weeks later on October 26. **Mayor Kleis motioned to cancel the October 12 Executive Board Meeting. Mayor Schultz seconded the motion. Motion carried. The APO staff will cancel the Library room reservation and will send out a notice to the Executive Board members about the cancellation.**

#### **ADJOURNMENT:**

**Councilmember Sauer motioned to adjourn the meeting, and Mayor Kleis seconded the motion. Motion carried. The meeting was adjourned at 5:29 p.m.**

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