

**SAINT CLOUD AREA PLANNING ORGANIZATION  
EXECUTIVE BOARD MINUTES  
July 13, 2017**

The Saint Cloud Area Planning Organization's Executive Board was held on Thursday, July 13, 2017, at 5:00 p.m. in the Saint Cloud APO Conference Room. Chair Jeff Goerger presided with the following Members present:

Councilmember Jeff Goerger	City of Saint Cloud
Mayor Dave Kleis	City of Saint Cloud
Mayor Rick Schultz	City of Saint Joseph
Mayor Rick Miller	City of Waite Park
Councilmember Nick Sauer	City of Sauk Rapids
Commissioner Joe Perske	Stearns County
Commissioner Tim Dolan (Alt)	Sherburne County
Township Supervisor Jeff Westerlund	LeSauk Township

Also Present:

Brian Gibson	Exec Director, St. Cloud APO
Joseph Mueller	Saint Cloud APO
Vicki Ikeogu	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Stacey Morse	Congressman Emmer's Office

**APPROVAL OF AGENDA:**

Chair Goerger noted one change to the Agenda. Joseph Mueller, Senior Planner, will speak on behalf of Jon Mason, MnDOT, for the Agenda item on Human Services Transportation Coordination Plan. **Mayor Schultz motioned to approve the agenda including the change and Mr. Sauer seconded the motion. Motion carried.**

**CONSIDERATION OF MINUTES OF APRIL 13, 2017 MEETING:**

**Mayor Miller motioned to approve the Minutes of April 13, 2017 and Mr. Sauer seconded the motion. Motion carried.**

**CONSIDERATION OF BILLS:**

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

**CONSIDER 2018 UNIFIED PLANNING WORK PROGRAM:**

Mr. Gibson reviewed the 2018 UPWP, which is the annual budget and work plan for staff and consultant-led projects we procure. Although jurisdictional assessments were originally proposed to be \$0.60 per capita, it has been changed to \$0.62 per capita. Reasons for the increase from last year's \$0.52 include: an increase in our Federal Planning Grant, a required change in how we calculate the match requirements for our State and Federal grants, increase in budget for annual Washington trip, and recent notification that we cannot use federal funds to pay for annual audits. Other noteworthy attributes of the draft UPWP included the addition of incentives and bonuses per approved Personnel Policy, consultant-led proposals (redesigning and rebuilding our APO website to be ADA compliant, consultant support for our regional travel demand model, refreshing Saint Cloud's CSAH 75 Corridor Study and assisting Benton County with the completion of an ADA Transition Plan), and increased funding for the LRTP budget which is due by October, 2019. Mr. Gibson noted that categories 200 (Budget and UPWP) and 500 (Transportation Project Development) are being reduced based upon expenditures in those categories over the last twelve months. Mr. Gibson also noted that, unlike most years, the APO had received more requests for planning funds from the jurisdictions than we had to available. Mr. Gibson described a 5-step method for evaluating and prioritizing competitive proposals for planning funds. When asked how projects would be prioritized if they were all equal in nature, Mr. Gibson stated that he would defer to the Executive

Board as to which projects to fund. Commissioner Dolan and Mayor Kleis raised questions and concerns about the proposed prioritization method and requested something more procedural and less subjective. **Mr. Gibson agreed to work on improving and changing the model to prioritize projects.**

Mayor Schultz inquired how the budget for performance incentives and bonuses was calculated. Mr. Gibson responded that the budget shown is for a worst case scenario, and that we could always spend less than is budgeted.

**Mayor Schultz motioned to approve the 2018 UPWP, and Mayor Kleis seconded the motion. Motion carried unanimously.**

#### **CONSIDER APPOINTMENT OF REPRESENTATIVE TO AREA TRANSPORTATION PARTNERSHIP:**

Mr. Mueller announced that the Saint Cloud APO has two representatives on the District 3 Area Transportation Partnership (ATP) Council, a regional committee where MnDOT and various sub-region local government transportation stake-holders meet to discuss transportation issues, policies, and funding. One APO representative is the Senior Planner, Mr. Mueller, and the other slot was previously filled by Mayor Kroll from Saint Augusta. Since Saint Augusta has dropped their membership in the APO, the APO needs to fill that vacancy. Meetings are typically held every three to five months lasting two to three hours each. The meetings alternate between Baxter and Saint Cloud.

**Mayor Kleis motioned to create a policy to have the person assigned as APO Chair be designated as the ATP representative. Mayor Schultz seconded the motion. Motion carried.**

#### **CONSIDER DRAFT HUMAN SERVICES TRANSPORTATION COORDINATION PLAN:**

Mr. Mueller presented information on behalf of Mr. Mason. Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities Program be included in a locally developed and coordinated public transit-human services transportation plan. These plans help identify transportation needs and provide strategies for meeting the needs of individuals with disabilities, older adults, and low incomes. MnDOT District #3 has taken the lead on developing this plan for our area and the APO must be a signatory on the final plan, which is why this draft plan is being presented to the Executive Board members before releasing it for full public review. Mr. Mueller reviewed the scope of work, planning area involved, types of coordination, questionnaire/survey/focus group responses, transportation service assessment, planning workshop, strengths and weaknesses, strategies to improve transit coordination, project ideas, effort vs. impact, and next steps. Needs vary in town and rural areas. The biggest complaint received was limited weekend and after hours service since people want to go where they want and when they want. There seems to be much confusion as to who to call since there is no one provider who is coordinating these efforts. Mr. Gibson noted that there is a desire in the area for a regional transportation coordinator to coordinate efforts with all transportation providers. The APO building has the space to house a regional transit coordinator, but not necessarily fund the position. If the need for a coordinator is included in the final plan, Mr. Gibson expressed his willingness to talk with transit providers about how the APO might help support the position.

**Mayor Miller motioned to approve the Draft Human Services Transportation Coordination Plan, and Mr. Sauer seconded the motion. Motion carried.**

#### **CONSIDER STEARNS COUNTY ADA TRANSITION PLAN:**

Mr. Gibson said the Stearns County ADA Transition Plan is being presented for acceptance by the Executive Board since the APO provided funding for the plan. As part of the 1990 Americans with Disabilities Act (ADA), individuals with disabilities shall not be excluded from participation in or be denied benefits of the services, programs, or activities of a public entity, or be subjected to discrimination of any such entity. While all facilities need to be ADA compliant, federal transportation funds can only be used for roadway and sidewalk

compliance. Stearns County intersections were classified into three tiers. This information will be used as they do resurfacing and maintenance work to ensure ADA compliance.

Mr. Goerger announced that a complaint has been received about accessibility to APO meetings. He has spoken to the Saint Cloud Library, and the Library Director has said the APO Executive Board meetings could be booked in advance, even though the usual lead time for booking meetings is 90 days. Mr. Goerger said that the APO has an obligation to meet reasonable accessibility and other ADA requests and would like to permanently move the Executive Board meetings to the Saint Cloud Library. **Mr. Goerger will speak to the Library Director to finalize plans for moving the Executive Board meetings to the Saint Cloud Library and will let us know when that switchover will start.** Two board members stated that past discussions have included the remodeling of the APO garage into a conference room/meeting space which could accommodate larger crowds.

**Mayor Miller motioned to accept the Stearns County ADA Transition Plan, and Mr. Dolan seconded the motion. Motion carried.**

#### **CONSIDER SARTELL 15<sup>TH</sup> STREET CORRIDOR STUDY:**

The Saint Cloud APO is being asked to accept the Sartell 15<sup>th</sup> Street Corridor Study which was funded by the APO. Mr. Gibson commented that Sartell has experienced significant growth in the last ten years. Part of Sartell's future transportation network includes the extension of 15<sup>th</sup> Street North between Pinecone Road and 30<sup>th</sup> Avenue North (Townline Road/75<sup>th</sup> Avenue). Several alternative alignments were considered. The final recommendation was to move forward the alternative with the least environmental impact, which is the alignment that would stay on the section line. The first phase will run from Pinecone Road to the 19<sup>th</sup> Avenue, and the second phase, from 19<sup>th</sup> Avenue to Townline Road, would be constructed when warranted. Demand will drive the need. Mr. Gibson described the public input processes used in the study, which included listening sessions, pop-up events, focus group meetings, open house and on-line engagement. Mr. Perske and Mr. Gibson disagreed about their understanding of when redevelopment of 30<sup>th</sup> Avenue could take place. Mayor Schultz felt this should have been addressed during one of the public input meetings.

**Mr. Westerlund motioned to accept the Sartell 15<sup>th</sup> Street Corridor Study, and Mayor Schultz seconded the motion. Motion carried with one member opposed (Commissioner Perske).**

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

- Mr. Gibson announced that as a result of one of our investment firms refusing to complete a form needed for our annual audit, the APO will pull out the CD's as they mature and put them in US Bank locally. In a couple of years, after all CD's mature and are pulled from that investment firm, we should no longer have this issue during the audit.
- Mr. Goerger said that the evaluation of the Executive Director will be on the agenda for the next meeting in August. He will be discussing Mr. Gibson's evaluation with him after the meeting.
- Mayor Kleis suggested the APO look for grants for ADA compliance and remodeling the garage. Ms. Ikeogu commented that part of the problem is that the APO is not on the regular bus route.
- Mr. Gibson noted that three resolutions are required with the approval of the 2018 UPWP.

**Mayor Miller motioned to approve the three resolutions, and Mayor Kleis seconded the motion. Motion carried:**

**Resolution 2017-04: Authorizing filing of a Federal Consolidated Planning Grant Agreement for the Calendar Year 2018 Unified Planning Work Program**

**Resolution 2017-05: Authorizing filing of a grant agreement with MnDOT for Calendar Year 2018 Unified Planning Work Program**

**Resolution 2017-06: Certifying compliance of the Saint Cloud Area Planning Organization procurement procedures with all administrative requirements, cost principles, and audit requirements for Federal awards**

**ADJOURNMENT:**

The meeting was adjourned at 5:54 p.m.