

**ST. CLOUD AREA PLANNING ORGANIZATION  
EXECUTIVE BOARD MINUTES  
January 12, 2017**

The St. Cloud Area Planning Organization's Executive Board was held on Thursday, January 12, 2017, at 5:00 p.m. at the St. Cloud APO. Vice-Chair Councilmember Jeff Goerger presided with the following Members present:

Councilmember Jeff Goerger	City of St. Cloud
Councilmember John Libert	City of St. Cloud
Mayor Rick Schultz	City of St. Joseph
Councilmember Pat Lynch (Alt)	City of Sartell
Mayor Bob Kroll	City of St. Augusta
Commissioner Joe Perske	Stearns County
Commissioner Ewald Petersen	Sherburne County
Township Supervisor Jeff Westerlund	LeSauk Township

Also Present:

Brian Gibson	Exec Director, St. Cloud APO
Joseph Mueller	St. Cloud APO
Dorothy Sweet	St. Cloud APO
Stacy Morse	Congressman Emmer's Office

**APPROVAL OF AGENDA:**

Commissioner E. Petersen motioned to approve the agenda, and Councilmember Libert seconded the motion. Motion carried.

**CONSIDERATION OF MINUTES OF NOVEMBER 10, 2016 MEETING:**

Councilmember Libert motioned to approve the November 10, 2016 meeting minutes, and Mayor Kroll seconded the motion. Motion carried.

**CONSIDERTION OF BILLS:**

Mayor Kroll motioned to approve the bills, and Commissioner Petersen seconded the motion. Motion carried.

**ELECTION OF OFFICERS TO SERVE REMAINDER OF TERM (UNTIL MAY 2017):**

Mr. Gibson noted that two board officers were not re-elected in their communities which created two openings on the Executive Board. Mayor Kroll suggested the remaining two officers advance to the Chair and Vice-Chair positions and nominating two new officers for the remaining two offices.

**Mayor Kroll motioned and Councilmember Libert seconded to move Councilmember Goerger to the Chair position. Motion carried. Councilmember Libert motioned and Mayor Schultz seconded to move Mayor Kroll to the Vice-Chair position. Motion carried. Mayor Kroll motioned and Supervisor Westerlund seconded to nominate Councilmember Libert to the Secretary position. Motion carried. Mayor Kroll motioned and Commissioner Perske seconded to nominate Mayor Miller to the Treasurer position. Motion carried.**

**CONSIDER ANNUAL RESOLUTIONS:**

Mr. Gibson announced that three resolutions need to be renewed and reapproved on a yearly basis.

*Resolution 2017-01: Establishment of CY 2017 Investment Procedures:* This resolution establishes investment procedures and preferred financial institutions and brokerage firms and remains unchanged from 2016.

**Commissioner Petersen motioned to approve Resolution 2017-01, and Mayor Kroll seconded the motion. Motion carried.**

*Resolution 2017-02: Delegation of Authority for Paying Certain Claims:* This resolution delegates the authority for certain claims to be paid via autopay. Stearns Electric was added to the previous list.

**Mayor Schultz motioned to approve Resolution 2017-02, and Councilmember Libert seconded the motion. Motion carried.**

*Resolution 2017-03: Designation of Official Newspaper:* The St. Cloud Times is the only legal newspaper meeting the circulation qualification for the APO planning area.

**Mayor Schultz motioned and Commissioner Petersen seconded to approve Resolution 2017-03 designating the St. Cloud Times as the Official Newspaper. Motion carried.**

### **CONSIDERATION OF PRIORITIES FOR 2017:**

Mr. Gibson presented that 2015 list of regional priorities for review and possible updating in anticipation of the APO's annual trip to Washington DC in the Spring. Board members were encouraged to consider the priorities and other unmet regional transportation needs.

The 2015 priorities included:

- Expand I-94 Corridor to six-lanes from Rogers to Saint Cloud;
- Restore Federal transportation funding for the central Minnesota to reduce inequities;
- Connect the Northstar Commuter Rail to Saint Cloud from Big Lake
- Position the Saint Cloud Regional Airport as a regional air hub

During the development of the current Long-Range Transportation Plan (LRTP), the following issues were raised as needs, but were not addressed in the LRTP:

- Continuing the Lake Wobegon Trail eastward through the metro region
- Installing electronic parking meters
- Developing a bike share program for downtown, SCSU, and trailheads
- Building an additional Mississippi River crossing
- Building a Sauk River Bridge to connect Industrial Park West to Division Street
- Improving truck movement on TH15 through 2nd Street, Division Street, and 3rd Street intersections
- Any of the Illustrative projects shown on the last page of this memo

The TAC committee discussed these priorities and issues last week but did not take any official action. The TAC members generally felt the airport issue was premature. They felt strongly about restoring funding equity, expanding I-94, Northstar and connecting the Lake Wobegon Trail. In addition, Roberts Road alignment, expansion of CR 134 to four lanes and CSAH 133 new alignment were also important.

The Executive Board raised questions about and discussed several priorities including electronic parking meters, BSNF, ridership between St. Cloud and big Lake, President Elect Trump's support of infrastructure, expanding I-94, airport study, Highway 10, beltway and river crossing/bridge connecting

Industrial Park West to Division Street. The general consensus was to keep four issues on the list of priorities.

**Because very few engineers were present at the TAC meeting, Councilmember Libert motioned and Mayor Schultz seconded to wait until next month to finalize the priority list so that more TAC committee members and engineers could be involved in discussing and creating the priorities list.**

**Ms. Morse from Congressman Emmer's office stressed the importance of having two top priorities emphasized and highlighted on the priorities list.**

**PRESENTATION OF DRAFT ADA SELF-EVALUATION:**

Mr. Gibson reviewed the Federal Highway Administration's recent request for all Minnesota MPOs to identify ADA barriers and opportunities for improvement within the organization and its processes. The goal is to have all MPOs self-certify for ADA compliance for the 2019-2022 Transportation Improvement Program submittal. Mr. Gibson recently reviewed the ADA requirements, completed a physical premises check of the APO building and summarized the process and results for the board. Possible changes to be considered may include expanding the Personnel policy, making reference to or append information to the Public Participation Plan, requiring an auxiliary services request statement on all public meeting notices, identifying specifics to provide auxiliary services, establishing procedures for investigation and resolving complaints alleging disability discrimination by members of the public, holding public input meetings near a fixed route bus stop, upgrading garage space, lowering urinal and flush control, ensuring office supplies and other storage are accessible, and implementing short and long range improvements to the APO website. Mr. Gibson requested the board's approval to release the draft document for public review and comment. Funding is available to implement the upgrades for ADA compliance

**Mayor Schultz motioned and Councilmember Libert seconded to approve the release of the draft ADA document for public review. Motion carried.**

**PRESENTATION OF PROCUREMENT POLICIES UPDATE:**

Mr. Gibson stated that four Requests for Proposals (RFPs) were sent out in 2016. He noted that the federal requirements were recently updated and that the APO's policies did not reflect all of the new requirements, but the updated version will contain the required Federal clauses. In the event of an inconsistency in policy between state and federal requirements, the more restrictive version will be followed. In the event of a direct conflict in policy between state and federal requirements, the federal requirements would be followed. Changes to the policy will also include that the Executive Director may authorize up to \$1500 in expenditures, the Chair can authorize up to \$10,000, board approval required over \$10,000 and APO personnel may accept gifts up to \$25 in value per year. Mr. Gibson requested review and feedback. The policy will be finalized and approval will be sought at the February Executive and Policy Board meetings.

**PRESENTATION OF CHANGES IN FEDERAL RULES FOR MPOs:**

Mr. Gibson announced that the US Department of Transportation finalized a rule change for MPOs in mid-December 2016. The goal of this is to better align the planning regulations with statutory provisions concerning the establishment of metropolitan planning area (MPA) boundaries and the designation of MPOs.

The rule does two main things:

1. The rule clarifies that an MPA must include an entire urbanized area (UZA) and the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPOs may need to adjust their boundaries, consider mergers, or, if there

are multiple MPOs designated within a single MPA, coordinate with the other MPOs to create unified planning products for the MPA. Specifically, the rule requires MPOs within the same MPA to develop a single metropolitan transportation plan (MTP), a single transportation improvement program (TIP), and a jointly established set of performance targets for the MPA.

2. The rule requires MPOs to work with State DOTs to develop a dispute resolution process.

Because the St. Cloud APO has a good working relationship with MnDOT, no problems are anticipated meeting the requirements of Rule #2. In the long term, if there is an urbanized area (UZA) being served by multiple MPOs, the MPOs must either merge or defend the continued separation to the USDOT.

No MPOs in Minnesota are directly affected by the first point, but the APO planning boundary and the Met Council planning boundary are currently separated by approximately 25 miles. The Met Council's current planning boundary includes Albertville. By 2020, it may include Monticello, which would narrow the separation to only about 16 miles. At some point, it seems likely that the APO's planning boundary and the Met Council's planning boundary will touch, at which point, the MPOs will need to begin merger discussions or prepare to defend continued separation.

**OTHER:**

Mr. Gibson announced the Stearns County Open House to Discuss Roadway System and their ADA Transition Plan on January 24 from 5-7 p.m. at the Stearns County West Side Service Center, Room 121 B/C/D.

Councilmember Libert announced that he is co-chair of the Governor's Fishing Opener, a three day event on the Mississippi River. Contact Mr. Libert if you would like access. Hosts with boats are needed.

**ADJOURNMENT:**

The meeting was adjourned at 5:50 p.m.