

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD

Thursday, May 9, 2019 – 5:00 p.m.

Great River Regional Library, Saint Cloud

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, May 9, 2019 at 5 p.m. at the Great River Regional Library. Chair Jeff Westerlund presided with the following members present:

Council Member Jeff Goerger	Saint Cloud
Council Member Paul Brandmire	Saint Cloud
City Administrator Matt Staehling (Alt)	Saint Cloud
Mayor Rick Schultz	Saint Joseph
Mayor Ryan Fitzthum	Sartell
Council Member Frank Theisen (Alt)	Waite Park
Supervisor Jeff Westerlund	LeSauk Township
Commissioner A. Jake Bauerly	Benton County
Commissioner Joe Perske	Stearns County
Commissioner Barbara Burandt (Alt)	Sherburne County
Ryan Daniel, Exec Director	Metro Bus

Also Present:

Brian Gibson	Exec Director, Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Dorothy Sweet	Saint Cloud APO
Stacey Morse	Congressman Tom Emmer's Office

Chairman Westerlund announced that all future Policy Board meetings will be held at the Saint Cloud library.

APPROVAL OF AGENDA:

Mr. Goerger motioned to approve the agenda. Mr. Perske commented that he had some general planning comments he would like to add under 9) Other Business & Announcements. Mr. Bauerly seconded the motion with the addition. Motion carried.

PUBLIC COMMENT PERIOD:

No comments.

CONSIDERATION OF CONSENT AGENDA ITEMS (Approval of March 14, 2019 minutes; Approval of Bills for March, April and Anticipated May Bills; Approval of APO Website Rebuilding Contract; Approval of Resolution Committing to Completion of RTCC Phase 2 Implementation; Approval of Resolution Adopting the 2017 Human Resources Transportation Coordination Plan; Approval of 2019-2023 TIP Changes; and Approval of Travel Request for Executive Director):

Mr. Goerger motioned to approve the Consent Agenda Items. Mr. Perske seconded the motion but had some questions about the APO Website Rebuilding cost. Specifically, he asked what was wrong with our current website and when would we have to update the website after this current rebuilding. Mr. Gibson responded that our current website is not readable for sight impaired individuals. Other members noted that the Federal Government has guidance and suggestions on improving website, but are not requirements. We have no way of knowing how long before any updates would be required after the current rebuilding of the website. The question was raised if it is prudent to spend this money if we aren't getting that many uses. Mr. Gibson

stated that there are a fair number of hits on our website. It was noted that the most common usage of the website was for document retrieval and to access documents that the APO creates. Motion carried.

CONSIDER DRAFT 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP):

Mrs. Johnson presented the Draft 2020-2023 TIP, which is a federally mandated document that contains highway, transit, and other transportation projects that are being recommended for Federal funding during the next four years. The TAC has recommended this Draft for release to the public for comments. Mrs. Johnson highlighted the project table which contains three additional projects (two from Stearns County and one from MnDOT) from last year. The MN 23/US10 interchange project was originally programmed for 2022 but is being pushed back to 2023. Mrs. Johnson asked that members contact her if they wanted to review a copy of the Draft TIP.

Mayor Schultz motioned to approve the Draft TIP for 30-day public comment release, and Mr. Goerger seconded the motion. Motion carried.

CONSIDERATION OF 2015 TRAVEL DEMAND MODEL (TDM) CALIBRATION RESULTS:

Mr. Gibson announced that Federal regulations require us to forecast future traffic conditions when completing the Metropolitan Transportation Plan (MTP). To accomplish this, the APO maintains a sophisticated computer model that predicts traffic flow on major regional roadways. SRF has created a travel demand model (TDM) for the APO to accurately replicate known conditions and uses 2015 as the base year. The regional TDM uses population, demographics, employment, and the 2015 roadway network. This process is referred to as "calibration" of the model. Once the model is calibrated, we make the logical leap-of-faith that if we make changes to the roadway network or if we grow the population to match expected growth over the next 25 years, the model will again produce reasonable results.

Alex McKenzie, Planning Technician, presented the results of the calibration to the Board members. The simplified TDM flow involves a 4-step model: Travel Model Step, Trip Generation, Trip Distribution and Trip Assignment. Mr. McKenzie reviewed the processes used in each of the four steps. Land uses were grouped and summed within model Transportation Analysis Zones (TAZ) by the APO. Within the St. Cloud TDM, there are 261 TAZs and each has socio-economic data associated with it, with an additional 30 external TAZs outside the APO planning area which feed into the network. The TAZs were assigned to 13 districts. Roadway corridor attributes were reviewed and updated. Examples of Nodes, Links and Centroid connectors of the TDM roadway network were presented. Information on Trip Generation--How many trips are generated was presented, as well as Trip Distribution--Where do trips go? Mr. McKenzie provided information on the route of each trip, as well as information on Link and Model Deviation. Other topics reviewed included Daily Capacity, Level of Service, and Average Annual Daily Traffic (AADT). Based on TDM's 2015 Network Level of Service Results, eight corridors are operating in the two worst levels (E, F). However, based on data obtained from MnDOT's annual counts that were compared to capacities, only one corridor has an E level. As the APO moves forward in this project, future projects can be adjusted based on where we know the model is over- or under-assigning trips in the base year. The next steps include projecting traffic using 2045 population and socio-demographic forecasts. The TAC has reviewed and has recommended approval of the model calibration.

One member disagreed with the results which showed that the University Bridge was rated the worst. The Board members raised questions on how we plan to use this information and if the StreetLight data ties into this. Mr. Gibson responded that the information can help the jurisdictions determine which roadways need to be improved to handle the forecasted traffic volumes. The APO received the StreetLight information too late to be incorporated into this model, but going forward we will incorporate the information in the next model.

Mr. Goerger motioned to accept and approve the 2015 TDM Calibration Results, and Mr. Bauerly seconded the motion. Motion carried.

REPORT ON 2018 APO YEAR-END FINANCIALS:

Mr. Gibson presented the 2018 financial information to the Board. The FY 2018 UPWP was amended twice during the year. He provided information showing the budgeted amounts in each category, the expenditures, and an explanation for going over or under in those categories. He also noted key activities and accomplishments in each category. The APO member jurisdictions provided \$78,953.50 to the APO through their annual assessments. In return, the member jurisdictions were awarded \$9,493,690 in Federal funds through the Transportation Improvement Program, which is a 12,024% return on investment. Additionally, specific jurisdictions provided matching funds for planning studies within their geographic boundaries and/or regional planning work of \$26,383.50 and were used to purchase a total of \$111,717 in planning effort and activities, a return of 236%. Mr. Goerger commented that he found this information very informative and complimented Mr. Gibson on the good job he was doing.

Mayor Schultz motioned to accept the 2018 Financial Report, and Mr. Staehling seconded the motion. Motion carried.

REPORT ON RISK EXPOSURE FOR HOSTING CENTRAL MINNESOTA TRANSPORTATION COUNCIL:

Mr. Gibson reported on the feedback he received from the APO's attorney regarding risk exposure for hosting the Central Minnesota Transportation Council (CMTC) staff. Last month when Mr. Gibson presented the opportunity for the APO to house the CMTC staff, liability concern was expressed by some members. Mr. Gibson agreed to review this with our attorney. Our attorney, Gordon Hansmeier, raised two major concerns: 1) risk resulting from passenger transportation and, 2) risk from acting in a fiscal oversight role. He felt there was very minimal risk regarding the passenger transportation issue since the transportation service providers carry their own liability insurance. He suggested the CMTC should:

- Establish a policy of requiring members to provide proof of liability insurance annually
- Approve a policy establishing a high minimal insurance limit for CMTC members in order to cover almost all possible cases
- Carry general liability insurance (should be separate from the APO's liability insurance)
- In the APO's agreement with the CMTC, APO should stipulate that the CMTC's insurance coverage would be used first in any liability cases

If the above steps are taken, the likelihood of a passenger liability case working its way back to the APO would be "as thin as a thread."

Regarding the risk from the APO acting as a fiscal oversight role, Mr. Hansmeier recommended:

- The CMTC should be subject to an annual audit (our auditors have provided us with an estimate of what it would cost to add the CMTC to our audit, with the additional cost covered by the CMTC).
- The APO should develop an agreement with the CMTC that passes appropriate MnDOT grant agreement requirements on to the CMTC. (CMTC must follow APO's procurement procedures which comply with the State's procurement requirements until they have their own)
- Our agreement with CMTC should define and separate responsibilities appropriately, and should make clear that the APO accepts responsibility for only a narrow set of tasks. (Make clear CMTC staff are not APO staff; the APO Board does not manage or direct CMTC staff; indemnify and hold harmless the APO and its staff from any and all actions or claims arising from CMTC staff completing the CMTC work plan; acting in our fiscal oversight

role, we will ask the CMTC for certain information but we cannot be held liable if they lie to us.

Overall, Mr. Hansmeier felt the liability risk to the APO could be made fairly minimal.

Brian gave an update on where we are with establishing the RTCC. He stressed that setting up the CMTC will be a one-year commitment completely funded by MnDOT. MnDOT has not made a funding commitment beyond one year at this time.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Perske raised the issue of a new river crossing. He felt it was important that our Board discuss this so we can be on board with unified support for this. If this moves forward, residential, commercial development, and the beltway would be affected. He felt we could all do better in sharing and working together. Mr. Gibson responded that we are working with jurisdictions on transportation projects and in July we will present a map of fiscally constrained projects. Models will be run with a ring road and without a ring road. Once the models are completed, they will be presented to the board.

APO Staff Updates: Mr. Gibson announced that Joseph Mueller has resigned from the APO. Vicki Johnson has been promoted to the Senior Planner position. We will start advertising for an Associate Planner later on this summer.

ADJOURNMENT:

The meeting was adjourned at 6:18 p.m.