

**St. Cloud Area Planning Organization**  
**TECHNICAL ADVISORY COMMITTEE MINUTES**  
**May 4, 2017**

A regular meeting of the St. Cloud Area Planning Organization's (APO) Technical Advisory Committee (TAC) was held on Thursday, May 4, 2017 at Stearns County Public Works. Mr. Joseph Mueller, Senior Transportation Planner, presided with the following members present:

Chris Byrd	Benton County
April Ryan	SEH/Sartell
Jodi Teich	Stearns County
Matt Glaesman	St. Cloud
Tom Cruikshank	Metro Bus
Brian Gibson	St. Cloud APO
Joseph Mueller	St. Cloud APO
Dorothy Sweet	St. Cloud APO

The meeting was called to order at 10:07 a.m. Mr. Mueller stated that according to the APO TAC Bylaws, a quorum for the TAC meeting constitutes the number of members who are in attendance.

**TAC MEETING MINUTES OF FEBRUARY 2, 2017:**

Mr. Glaesman motioned to approve the February 2, 2017 TAC meeting minutes, and Ms. Teich second the motion. Motion carried.

**UPDATED 2017-2021 APO TIP (for MnDOT 2018-2021 STIP)**

Mr. Mueller said that approval of the TIP is necessary because the St. Cloud APO TIP is developed on a 5-year cycle, and the MnDOT STIP is developed on a 4-year cycle and, therefore, the APO does a TIP update to synch up projects with the State of Minn STIP. Mr. Mueller received agreement from Paula at Metro Bus. No concerns were expressed by the TAC. Mr. Mueller added that we may be doing an amendment for Metro Bus later on this summer. Ms. Teich motioned to approve the Updated 2017-2021 TIP, and Mr. Cruikshank seconded the motion. Motion carried.

**APO UPWP PROJECTS:**

Mr. Gibson, APO Executive Director, said he is working on the APO's annual budget and work plan (UPWP) for 2018. As he develops the budget, he asked for guidance from the TAC members as to what projects should be included. In 2016 three consultant-lead projects were identified for programming in 2018 (Access Management Plan, Congestion Management Plan, and Intelligent Transportation Systems Plan), but Mr. Gibson asked if these projects are still needed or desired by the member jurisdictions. After some discussion among the members, it was decided that those three projects did not need to be included in the UPWP, but instead gave other suggestions. Mr. Gibson said the APO may need some assistance in developing project costs as we do the LRTP and also some website assistance because our current website does not meet ADA criteria. Mr. Cruikshank suggested an update to their Transportation Plan because it is out of sync from other transportation plans and is more of a short term plan of up to 5 years.

At the time the Metro Bus did their plan, the two new high schools (Tech and Sartell) were not approved. Mr. Cruikshank said he would like to spend more time analyzing data and ridership information pertaining to St. Cloud State University as they seem to be pulling away from supporting transit since they are building more parking garages. Mr. Gibson said that because of staffing shortages in 2016, we could have up to \$100,000 available. Mr. Gibson and Mr. Cruikshank agreed to discuss this issue further next week. Mr. Byrd asked if there is a line item in the APO budget for planning grants. Mr. Gibson said there was approximately \$90,000 available last year and we have approximately \$85,000 after staff, rent, utilities, etc. MnDOT has not yet notified the APO how much there will be. Mr. Glaesman said St. Cloud could use the \$100,000 for updating several studies. Mr. Byrd added that Benton County will need additional funds for their ADA Transitional Plan. Ms. Teich said that after doing the Pavement Management project that we needed to make sure that information continues to get updated on a regular basis.

**MnDOT FREIGHT INVESTMENT PLAN UPDATE:**

Mr. Gibson announced that the FAST Act provides formula funding for freight projects.

Examples of these projects include:

Long term pavement fixes	Improving access to freight generating facilities
Bridge Work	ITS
Turn Lanes, bypass lanes	Traffic signal optimization
Adding or widening shoulders	Rail-highway grade separations
Geometric improvements	Truck parking rest areas
Capacity increases	Upgrading to a 10-ton road

There is a 20% match requirement for these funds and the funds must be spent on the National Highway Freight Network. However, the designated freight corridors have not yet been identified. For now, the State is willing to identify the projects first and then designate the corridors as a Critical Urban Freight Corridor (CUFCs). The APO recently procured consultant assistance to help identify first mile/last mile CUFCs for the APO region. Mr. Gibson asked for feedback for designating projects and corridors in our region.

**TSM 2015 BASA DATA:**

Mr. Gibson reported that as we update the LRTP, we need to update the traffic model to a new base year and to project Traffic Analysis Zone (TAZ) data out to 2045. SRF is working on that projection for the APO, and the information will be brought to the TAC later on. Mr. Gibson explained the process that our former Planning Technician used to create the charts which showed changes from Base Year 2010 to the Draft Base Year 2015. This information is being presented for your consensus that this data appears to be correct. Next month we will require your approval on this. Please let Mr. Gibson or Mr. Mueller of any questions, changes or concerns. Mr. Mueller agreed to send Mr. Glaesman the TAZ map.

**POPULATION PROJECTIONS BY TAZ:**

Mr. Gibson reported that the APO recently contracted with SRF to develop the required socio-economic data projects by TAZ for 2045. SRF will build upon the 2040 TAZ data. Pending approval of the 2015 data, the TAC will likely see a draft 2045 population and job distribution between jurisdictions at the June meeting and a draft 2045 TAZ allocation at the August meeting.

**US CENSUS ADDRESS VERIFICATION:**

Mr. Gibson discussed the recent invitation from the US Census Bureau to participate in a Local Update of Addresses Operation (LUCA), which is a review of the Census Bureau's address list prior to the 2020 Census. Mr. Gibson asked if this is something that the APO typically takes the lead on. Mr. Glaesman responded that this is something the City of St. Cloud typically does and is not done by the APO.

**OTHER BUSINESS:**

The next TAC meeting will be held on Thursday, June 1.

**ADJOURNMENT:**

The meeting was adjourned at 10:39 a.m.