

**MINUTES**  
**CENTRAL MINNESOTA AREA TRANSPORTATION PARTNERSHIP (ATP-3)**  
**Minnesota Department of Transportation (MnDOT)**  
**District 3, Skype/Conference Call**  
**Room 124/Skype/Phone**  
**October 8, 2020**

**Voting Members Present**

Darrick Anderson..... RDC-5	Matt Leonard..... S. Half City Eng.
Steve Backowski ..... N. Half Co. Eng.	Mike Moilanen..... Mille Lacs Band
Chris Byrd..... S. Half Co. Eng.	Chuck Parins ..... RDC-5
Raeanne Danielowski .....RDC-7W	Genny Reynolds..... RDC-7E
Chad Gramentz..... RDC-7E	Penny Simonsen ..... RDC-7E
Kelvin Howieson ..... MnDOT D3	Steve Voss proxy for Jim Hallgren ..... MnDOT D3
Vicki Johnson ..... St. Cloud APO	

**Voting/Non-Voting Members Absent**

A. Jake Bauerly.....RDC-7W	Tony Saccoman (non-voting)..... BIA/Advisory
Dave Green ..... St. Cloud MTC	Kurt Slettvedt..... BIA/Advisory
John Groothuis .....MnDOT Transit	Andy Stone..... Rural Transit
Greg Kimman ..... N. Half City Eng.	Vacant..... Leech Lake Band
Rick Miller ..... St. Cloud APO	Voni Vegar .....MnDOT Transit

**Non-Voting Members Present**

Tad Erickson..... RDC-5	Christine Neary .....MnDOT Transit
Jeff Lenz ..... MnDOT D3	Mary Nieken ..... MnDOT D3

**Guests Present**

Stacy Morse .....Congressman Emmer’s Office	Fred Sandal .....St. Cloud APO
Serge Phillips..... MnDOT, Government Affairs	Hally Turner MnDOT, Transportation System Mgmt.

**CALL TO ORDER AND INTRODUCTIONS**

- Due to the current COVID-19 restrictions in place, the meeting was held at the MnDOT Baxter offices remotely via Skype access and by phone. As a result of Chair Bauerly’s absence and the Vice Chair position currently being vacant, discussion took place regarding a member serving as chair for the meeting.
- Motion by Genny Reynolds, second by Ms. Johnson to have Raeanne Danielowski serve as chair for the meeting. A roll call vote of the voting ATP-3 members was taken. Motion carried.

- The meeting was called to order. A roll call of the members was taken and introductions of those attending the meeting. Discussion on the Leech Lake Band representative. It was noted Mr. Chase was no longer associated with the Leech Lake Band and there was a new contact. Mr. Anderson indicated he would forward the new contact's information to staff.

## **APPROVAL OF APRIL 2, 2020 MEETING MINUTES**

- ☑ Motion by Ms. Johnson, second by Mr. Backowski, to approve the April 2, 2020 meeting minutes with no corrections or changes. A roll call vote of the voting ATP-3 members was taken. Motion carried.

## **FY2021-2024 LOCAL FEDERAL PROGRAM UPDATE**

- Mr. Howieson updated ATP-3 members on the FY 2021 Local Federal projects.
  - Local Federal Program
    - Review of the FY 2021 projects. Documents are starting to come in.
    - It was noted Todd County's CSAH 12 project (S.P. 077-612-011) was pretty far along. The Elk River project (S.P. 204-090-004) is in good shape. It is tied to a MnDOT project.
    - The ROCORI trail project (S.P. 073-090-011) sponsored by Stearns County may have to be delayed due to a lack of a local match. It may be necessary to advance a project later this year if the ROCORI project is unable to provide the match.
  - Highway Safety Improvement Program (HSIP)
    - Few projects this year. Environmental documents have been done.
    - HSIP solicitation information for future years has been sent to the city and county engineers. Contact Mr. Howieson if information was not received. Region 5 and the St. Cloud Area Planning Organization requested information be sent to them. Submission date is November 25, 2020.
  - Local Partnership Program (LPP)
    - A smaller program. The purpose of the Local Partnership Program (LPP) is to address transportation issues on the trunk highway system that are of concern to Local Units of Government but are typically not large-scale or high enough priority that they are directly selected as projects in the regular MnDOT Transportation Program.
    - Select projects must provide a clear benefit to the trunk highway system as well as to the local community.
    - Further information will be sent out at the end of October/early November. For FY 2022, \$300,000 will be available and for FY 2025, approximately \$1.25 million will be available. Application deadline will be January 29, 2021.
  - Safe Route to School (SRTS)
    - ATP-3 members were encouraged to let school districts within their area about the SRTS program. Currently only SRTS planning assistance money is available, but infrastructure money can be applied for under the Transportation Alternatives (TA) program for actual sidewalk or pedestrian improvements. Deadline for SRTS applications is November 25, 2020, and Letters of Intent for TA funding must be submitted by October 30, 2020.

## **FEDERAL TRANSPORTATION UPDATE**

- Serge Phillips, from MnDOT's Office of Government Affairs, provided the ATP-3 membership a review of the Federal transportation program. A Continuing Resolution was passed by Congress and signed by the President extending FAST Act funding through December 11, 2020.

## **FY 2021-2024 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) UPDATE**

- The FY 2021-2024 Area Transportation Improvement Program was submitted to MnDOT's Central Office for inclusion in the FY 2021-2024 STIP, which has been approved by MnDOT's Transportation Improvement Investment Committee and executive leadership and submitted to the Federal Highway Administration and Federal Transit Administration for approval.
  - Once the STIP has been approved by the FHWA and Federal Transit Administration, which is expected in November, copies of the District 3 pages and a link to the online version of the approved STIP will be sent to ATP-3 members.

## **FY 2022-2025 STIP DEVELOPMENT TIMELINE**

- Mr. Voss reviewed the FY 2022-2025 Area Transportation Improvement Program (ATIP) Development Meeting schedule. In anticipation that the June ATP-3 meeting might be cancelled due to the COVID-19 restrictions, the schedule had been approved at the April 2 meeting.
- It was noted there were date changes regarding the Transportation Alternatives (TA) program in order to align with the State's announced TA statewide solicitation schedule. The Letter of Intent deadline changed to October 30<sup>th</sup> and the full application deadline for the TA solicitation changed to January 8, 2021. No action is needed on the schedule change as the April approval included provision to make needed changes to align with the statewide TA solicitation schedule.
- Transit capital projects will be managed centrally for FY 2025. It will be necessary to work with the Transit Office to match submission deadlines. Subcommittee meetings are scheduled in March 2021.
- It is anticipated funding guidance will be received in December from MnDOT's Central Office. This information will be shared at the ATP-3's January 14<sup>th</sup> meeting, which is anticipated to be a virtual meeting again.

## **FY 2025 ATP-3 ATP MANAGED PROGRAM FEDERAL FUNDING PROJECT SOLICITATION**

- The Local Surface Transportation Program (STP) guidance and application materials to be used by the Regions for soliciting local candidate projects for the ATP-3 Draft FY 2022– FY 2025 ATIP were reviewed.
  - The St. Cloud Area Planning Organization (APO) is now soliciting projects annually as part of developing a four-years program versus every other year to develop the five-year schedule as the agency had previously done. The application guidance form needs to be updated to reflect this change.
  - Discussion on how the Regions are using the scoring worksheet. Regions have the flexibility to use points, stars or rank (high/medium/low). Regions are required to apply the Planning Factors in this worksheet in scoring their candidate projects.
- Applications are due January 4, 2021. Cities under 5,000 populations are required to have a project sponsor such as the County.

- ☑ Motion by Ms. Johnson, second by Mr. Parins, to approve the ATP-3 Local Surface Transportation Block Grant Program (STBGP) Part 1-Application Guide with the change indicating the St. Cloud APO annually solicits projects for the fourth year of the Area Transportation Improvement Program, the ATP-3 STBGP Part 2-Application and the ATP-3 Regional Project Assessment Evaluation Worksheet for FY 2025. A roll call vote of the voting ATP-3 members was taken. Motion carried.

## **FY 2025 ATP-3 TRANSPORTATION ALTERNATIVES PROGRAM PROJECT SOLICITATION**

- ATP-3 reviewed the Transportation Alternatives (TA) project solicitation and selection schedule, guidelines and project selection process. It is anticipated that \$1.6 million will be available for FY 2025. Application materials will be sent upon approval by ATP-3 today.
  - A Non-State Aid City (population under 5,000) applying for TA funding, would need to have their project sponsored, likely by their County.
  - ATP-3 reviewed the equity points for FY 2025 TA solicitation. After discussion, it was determined Region 7E will receive 5 additional equity points and is the only Region eligible to award equity points. Region 5 currently is in the buffer zone and Region 7W and the St. Cloud APO are above the buffer zone.
- ☑ Motion by Ms. Johnson, second by Mr. Anderson to approve the ATP-3 Transportation Alternatives Project and Selection Schedule, the ATP-3 TA Guidebook and ATP-3 TA Full Application for FY 2025. A roll call vote of the voting ATP-3 members was taken. Motion carried.

## **ELECTION OF ATP-3 VICE CHAIR**

- Region 5's representative on the ATP-3 has changed and as a result, it is necessary to fill the Vice Chair vacancy.
- ☑ Motion by Mr. Leonard, second by Ms. Johnson, to nominate Ms. Danielowski as ATP-3 Vice-Chair. A roll call vote of the voting ATP-3 members was taken. Motion carried.

## **MnDOT PROGRAMMING UPDATE WORK GROUP ACTIVITIES**

- In 2010, MnDOT created a work group primarily to respond to federal reauthorization legislation and other matters affecting federal transportation funding to the State. The work group hadn't met for 18 months but with work being done on the Statewide Multimodal Transportation Plan update (to be presented next on the agenda), meetings began in August.
- MnDOT, regional planning groups and local agencies review federal funds that come to the State to determine best ways to address and create a distribution process as it relates to Area Transportation Partnerships (ATPs), utilizing those funds on a four-year basis.
- The work group will begin meeting monthly. The work group will be doing a full review of how funding is being distributed to MnDOT and the ATPs. It will also be reviewing issues relating to areas of the State where the ATP boundaries don't align with District construction and maintenance boundaries to see what can be done, along with seeking input and recommendations from the group on FAST Act reauthorization.
- Tad Erickson from Region 5, Steve Bot from Region 7W, John Welle from Aitkin County, and both Jim Hallgren and Steve Voss from District 3 are represented on the work group to represent this area.

- Mr. Voss will be sharing additional information with ATP-3 members as it becomes available but wanted to make members aware of potential changes in the ATP distribution method.

## **UPDATE OF MINNESOTA STATEWIDE MULTIMODAL TRANSPORTATION PLAN**

- Hally Turner from MnDOT's Office of Transportation System Management updated ATP-3 members on the efforts to update the Statewide Multimodal Improvement Plan (SMTP).
- The SMTP was last adopted January 2017 and the next update is due early 2022. MnDOT will be asking the Legislature for a six-month extension as a result of COVID-19.
- The purpose of the 2022 SMTP is to explore in more detail select topics and priorities from the 2017 SMTP. It is anticipated that four to six topics will be identified as potential areas of focus.
- A survey will be sent out to stakeholders in the next few weeks. ATPs are being asked to participate in and share engagement opportunities.
- Discussion on what has changed over the last five years.
- Ms. Turner is available to do presentations to groups.

## **NEXT MEETING**

- January 14, 2021 from 9:30 a.m. – 12 Noon. It is anticipated it will be a virtual meeting instead of being held at MnDOT's St. Cloud office building.

## **SUPPORT FOR MNDOT'S MINNESOTA HIGHWAY FREIGHT PROGRAM (MHFP) APPLICATION SEEKING FUNDING FOR SHOULDER WIDENING/PAVING ON U.S. HIGHWAY 169 IN AITKIN COUNTY**

- MnDOT Districts 1 and 3 are seeking up to \$16.6 million from the MHFP to cover the estimated costs of shoulder widening and paving on a 23.6 mile section of U.S. Highway 169 from the Mississippi River Bridge north of the City of Aitkin to the junction of MN Highway 200 in the City of Hill City. This funding would be added to funding already being provided in FY 2024 and FY 2025 by District 1 for the resurfacing of this section included in District 3's construction area.
- Funding this request will address the only remaining segment of Highway 169 with inadequate shoulders from the Iowa/Minnesota border to the junction of U.S. Highway 53, a distance of over 370 miles. The proposed shoulder widening upgrades will eliminate a substandard segment in the National Highway System (NHS).
- This segment of Highway 169 was identified in MnDOT District 1's Freight Plan where it was listed as an important north-south arterial connection, which lacked adequate shoulder width for the safe and efficient movement of freight. As a key route for the timber industry and other small manufacturers, additional resources from the MHFP will enable MnDOT Districts 1 and 3 to leverage their existing funding in order to rehabilitate this segment, improving the highway's overall safety and mobility for the region and State.
- The counties of Aitkin and Itasca and the cities of Aitkin, Palisade, Hill City, and Grand Rapids have provided letters of support for this project. Staff are seeking support from ATP-3 to provide a letter of support for this project, which would be included with the application.

- Motion by Mr. Leonard, second by Ms. Reynolds, to have Staff draft a letter of support by the ATP-3 for MnDOT's Districts 1 and 3 joint application seeking up to \$16.6 million from the MHFP for upscooped work on a 23.6 mile section of U.S. Highway 169 from the Mississippi River Bridge north of the City of Aitkin to the junction of MN Highway 200 in the City of Hill City to cover the estimated costs of shoulder widening and paving on two existing resurfacing projects. A roll call vote of the voting ATP-3 members was taken. Motion carried.

### **MEMBER REPORTS/OTHER BUSINESS**

- Ms. Danielowski – The Great Northern Trail in Elk River (Elk River to Zimmerman section) is now completed.

### **ADJOURNMENT**

- Motion by Mr. Leonard, second by Mr. Parins to adjourn the meeting. Motion carried.

Raeanne Danielowski  
Presiding Officer

1-14-21  
Date