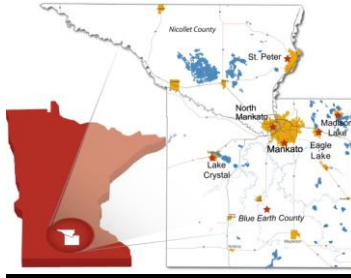


**Mankato/North Mankato Area Planning Organization  
Technical Advisory Committee**

Thursday, March 16, 2017 – 1:30PM

Intergovernmental Center,  
Minnesota Valley Room (Behind Elevators 1<sup>st</sup> Floor of IGC)  
10 Civic Center Plaza, Mankato, MN 56001

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes – January 19, 2016
- V. New Business
  1. Intersection Control Evaluation Proposal Recommendation
  2. Proposed MAPO 2017-2020 Transportation Improvement Program (TIP) Amendments & Modification
    - a. 137-591-003 – City of Mankato
    - b. 007-612-021 – Blue Earth County
    - c. 137-080-002 – City of Mankato
  3. 2021 Local Projects
- VI. Other Business, Discussion & Updates
  1. Transit Development Plan
  2. Trunk Highway 22 Corridor Study
    1. ADA Transition Plan RFP
    2. Riverfront Drive Corridor Study Open House April 20<sup>th</sup>
  3. 2018-2021 Transportation Improvement Program (TIP)
- VII. February 2, 2016 MAPO Policy Board Minutes (Informational)
- VIII. Adjournment



## **SUMMARY OF MEETING**

### **Mankato/North Mankato Area Planning Organization Technical Advisory Committee Regular Meeting Thursday, January 19, 2017 – 1:30 p.m. Minnesota Valley Room, Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN 56001**

A meeting of the Technical Advisory Committee (TAC) of the Mankato Area Planning Organization was held on January 19, 2017, at 2:15 p.m. in the Minnesota River Room of the Intergovernmental Center. Present Jeff Johnson – City of Mankato Public Works Director, Paul Vogel – MAPO Executive Director, Lisa Bigham – District 7 Minnesota Department of Transportation, Jake Huebsch – MAPO Transportation Planner, Ed Pankratz – Mankato Township, Sam Parker, Region Nine Development Commission, Karl Friedrichs – Lime Township, Mark Anderson – City of Mankato Transit, Mike Fischer – City of North Mankato, Brad Potter – Eagle Lake City Administrator, Dan Sarff – City of North Mankato. Others present: Angie Bersaw – Bolton & Menk, Bobbi Retzlaff – MnDOT.

#### **I. Call to Order**

Chair Fischer called the meeting to order at 2:15 p.m.

#### **II. Introductions**

Introductions were made.

#### **III. Approval of Agenda**

Mr. Vogel moved and Mr. Friedrichs seconded a motion to approve the agenda. With all voting in favor, the agenda was approved.

#### **IV. Approval of Minutes, October 20, 2016**

Mr. Friedrichs moved and Mr. Pankratz seconded a motion to approve the minutes. With all voting in favor, the minutes were approved.

## **V. New Business**

### **1. Proposed MAPO 2017-2020 Transportation Improvement Program (TIP) Amendments**

- a. 137-591-003 – Mankato SRTS project
- b. TRF-0756-17 – MRCI Mankato Purchase two buses
- c. TRS-0028-16 – Transfer STP Funds for purchase of one class 400 low floor bus.

The MAPO received 3 Amendment to the 2017-2020 Statewide Transportation Improvement Program (STIP). Amendment to project 137-591-003 is in FY17 and is sequence #999 and was entered in the STIP as if it was a safe routes to school project. However, the project was a District 7 Area Transportation Partnership (ATP) Transportation Alternatives Program (TAP) project. A STIP/TIP amendment was needed to remove the \*\*SRTS\*\* smart code from the description as well as the reference to CE (construction engineering). Additionally, the reference to Main Street needs to be removed. Main Street had to be removed from the project due to the lack of right of way to add sidewalk on this street.

Amendment to project TRS-0048-16 Sequence #1069A. This amendment would transfer Surface Transportation Program (STP) funds to MNDOT for the purchase of one class 400 Low floor bus for a total cost of \$200K (\$160K state funds and 40K local funds). This bus would replace an existing vehicle within the City of Mankato.

Project TRF-0756-17 – MRCI in Mankato for the purchase of two buses. This project was not included in the 2017-2020 STIP and needed to be included for MRCI to purchase two buses total Federal amount would be \$121,600 and local share \$30,400 for a total project amount of \$152,000.

Mr. Friedrichs suggested MAPO talk with Carol Clark at VINE regarding the purchase of buses for the tri-county regional transit.

Mr. Johnson moved and Mr. Biggam seconded a motion to recommend amending the 2017-2020 TIP and projects 137-591-003, TRF-0756-17 and TRS-0028-16 to the MAPO Policy Board. With all voting in favor, the motion carried unanimously.

### **2. Proposed 2017 Unified Planning Work Program Amendment**

Staff proposed moving the ADA Transition Plan from 2018 to 2017 and moving the Pavement Management Plan from 2017 to 2018. The purpose of ADA transition plan is to incorporate all necessary elements required to ensure the local jurisdictions with the MAPO area are in compliance with current ADA regulations. The ADA transition plan provides an inventory of all existing facilities so that the local jurisdiction can identify existing obstacles and barriers to develop a long term plan for necessary upgrades. The same work plan amendment was presented and approved by the TAC and Policy Board in October and November, but because the

## MAPO TAC Meeting Summary

Policy Board approved the amendment before FHWA approved the 2017 UPWP, the action by the Policy Board was said to be invalid.

Mr. Friedrichs motioned and Mr. Parker seconded the motion to recommend to the MAPO Policy Board that the 2017 work plan be amended to include the ADA transaction plan and to move the Pavement Management Plan to 2018. With all voting in favor, the motion carried unanimously.

### 3. **Local Projects Seeking Federal Funds in 2021 through the MnDOT District 7 Area Transportation Partnership**

MAPO staff explained that 3 projects in the MAPO planning area were submitted through the Mn/DOT District 7 Area Transportation Partnership (ATP) in which they are seeking Federal Funds in FY2021 the 3 projects were Nicollet County, CSAH 13 seeking funds through the Surface Transportation Program (STP) Rural Program, City of North Mankato, Commerce Drive seeking funds through the (STP) Small Urban Program and City of North Mankato, Monroe Elementary and Bridges Elementary Safe Routes to School Project seeking funds through the Transportation Alternatives (TA) Program. Staff explained that the TA project will be scored and ranked by the District 7 ATP TA subcommittee in February. Staff recommended that the MAPO follow the same process as last year regarding the regional significance ranking for project within the MAPO area. Staff will compile the scores for the two STP projects and send the regional ranking score to District 7 staff. A sub-committee of the MAPO TAC will be reviewing the STP applications and providing a regional significance ranking to the Mn/DOT District 7 ATP.

Mr. Friedrichs moved and Mr. Johnson seconded a motion to reappoint the same review committee and follow the same ranking process as last year. With all voting in favor, the motion carried unanimously.

### 4. **Proposed MAPO TAC Bylaw Amendment**

Staff explained that the MAPO TAC bylaws were originally adopted April 17, 2013 and amended by the TAC June 18, 2015. In accordance with the Amendment of Bylaws Section, the TAC bylaws should be revised and updated if needed at least every two years. Additionally, staff recommended that the quorum language be changed to provide greater flexibility, after discussion that the following language in bold was included added to the quorum section of the TAC bylaws: quorum shall consist of ten (10) of the total number of members. A quorum is necessary for a vote to be taken on any matter before the TAC. **However, provided representatives from the City of Mankato, City of North Mankato, Blue Earth County, and Nicollet County are present at a TAC meeting, a quorum may consist of eight (8) members of the TAC.**

## MAPO TAC Meeting Summary

Mr. Potter moved and Mr. Anderson seconded a motion to amend the TAC bylaws as indicated above. With all voting in favor, the motion carried unanimously.

### 5. **Riverfront Drive & Belgrade Avenue Corridor Study Update**

Prior to the MAPO TAC meeting, Ms. Bersaw provided an update on both the Riverfront Drive & Belgrade Avenue Corridor studies. Ms. Bersaw explained that both studies will be completed in the spring.

## **VI. Other Business & Updates**

Mr. Anderson provided an update on the Transit Development Plan. He indicated that 4 proposals have been received and a review committee will be meeting on January 25<sup>th</sup> to review and rank the proposals. Mr. Huebsch provided an update on the complete 2016 intersection control evaluation studies as well as the status of the 2017 intersection control evaluation studies. Mr. Huebsch also provided a status of the TH22 Corridor Study RFP. He indicated we are waiting on a DBE goal from the office of civil rights.

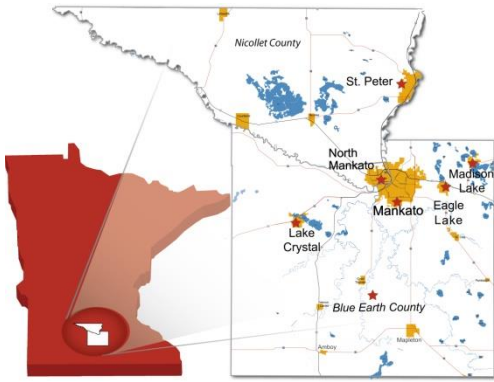
The September 8, 2016 MAPO Policy Board Minutes were included as Informational

## **VII. Adjournment**

Mr. Potter moved and Mr. Anderson seconded a motion to adjourn the meeting. With all voting in favor, the motion carried unanimously.

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Chair, Mr. Fischer



## AGENDA RECOMMENDATION

### Agenda Heading: Intersection Control Evaluation Proposal Recommendation No: 5.1

**Agenda Item:** Intersection Control Evaluation Proposal Recommendation

**Recommendation Action(s):** Motion to recommend to the MAPO Policy Board that the MAPO accept SRF's Intersection Control Evaluation Proposal.

**Summary:** The MAPO received 3 proposals relating to Intersection Control Evaluations (ICE) RFP that was released on January 4<sup>th</sup> and closed on February 6<sup>th</sup>. On February 23<sup>th</sup> MAPO staff along with 3 members of the MAPO TAC reviewed and ranked the ICE study proposals

Members based their scoring on the criteria outlined in the RFP which included:

#### **Technical Approach (40 points)**

1. Specialized expertise, capabilities and technical competence, as demonstrated by the Responder's expressed project understanding, proposed project approach and methodology, project work plan, and project management techniques. (15)
2. Project background and experience, as demonstrated by the Responder's ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members. (15)
3. The Responder's record of past performance, including quality of work (10)

#### **Cost (30 points)**

1. Overall cost to complete the Intersection Control Evaluation Studies (30)

#### **Organization, personnel and expertise (20 points)**

1. Qualifications of personnel assigned to project (10)
2. Experience of personnel assigned to project (10)

#### **General quality of response and responsiveness to terms and conditions (10 points)**

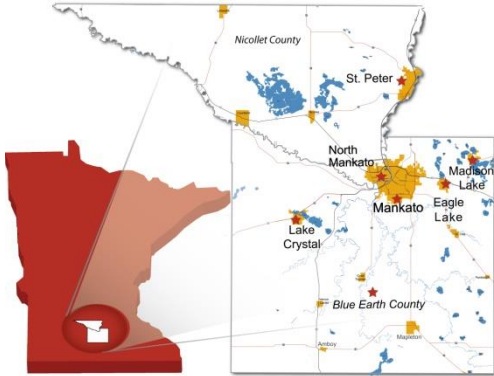
On the following page, the cost and hours associated with the received proposals as well as the total and average scores based on the review and ranking process.

WSB	\$26,998	270 Hours
SRF	\$24,130	224 Hours
Alliant	\$31,848	338 Hours

	WSB	SRF	Alliant
<b>Technical Approach (40 points)</b>			
1. Specialized expertise, capabilities and technical competence, as demonstrated by the Responder's expressed project understanding, proposed project approach and methodology, project work plan, and project management techniques. (15)			
2. Project background and experience, as demonstrated by the Responder's ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members. (15)			
3. The Responder's record of past performance, including quality of work (10)	149	153	138
<b>Cost (30 points)</b>			
1. Overall cost to complete the Intersection Control Evaluation Studies (30)	103.4	115	85.3
<b>Organization, personnel and expertise (20 points)</b>			
1. Qualifications of personnel assigned to project (10)			
2. Experience of personnel assigned to project (10)	71	73	68
<b>General quality of response and responsiveness to terms and conditions (10 points)</b>	40	40	40
<b>Total</b>	363.4	381	331.3
<b>Average</b>	90.85	95.25	82.825

**Attachments:**

None



## AGENDA RECOMMENDATION

### Agenda Heading: Proposed MAPO 2017-2020 Transportation Improvement Program (TIP) Amendments & Modifications No: 5.2

**Agenda Item:** Proposed 2017-2020 Transportation Improvement Program (TIP) Amendments & Modifications

**Recommendation Action(s):** Motion to recommend to the MAPO Policy Board amending the 2017-2020 TIP to include amendments & modifications to projects 137-591-003, 007-612-021, 137-080-002.

**Summary:** **Project 137-591-003** (Mankato Washington Elementary Transportation Alternatives Program) is in FY17 and is sequence #999 in the 2017-2020 Statewide Transportation Improvement Program (STIP). Pfau Street and East Main Street have been removed from the project. Because federal funds will be decreasing by \$208,638 and the project description changed an amendment is needed. The description will read: IN MANKATO ALONG, DIVISION ST, DANE ST, CAPITAL DR & MCCONNEL STREET, CONSTRUCTION OF SIDEALK.

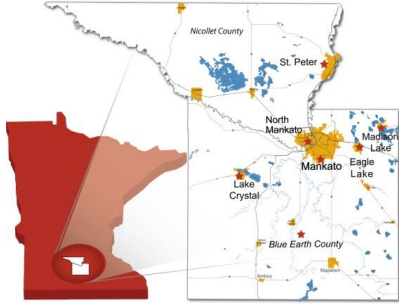
**Project 137-080-002**– (Adams Street Extension) is FY17 and is sequence #988 in the 2017-2020 Statewide Transportation Improvement Program (STIP). This project received additional federal funds in the amount of \$515,600 therefore a modification is needed.

**Project 007-612-021** – (Blue Earth County CSAH 12 New Road) is in FY17 and is sequence #994 in the 2017-2020 Statewide Transportation Improvement Program (STIP). This project received additional federal funds in the amount of \$228,00 therefore a modification is needed.

**Attachments:**

1) None





## AGENDA RECOMMENDATION

### Agenda Heading: 2021 Transportation Improvement Program (TIP) Projects No: 5.3

**Agenda Item:** 2021 Transportation Improvement Program (TIP) Project.

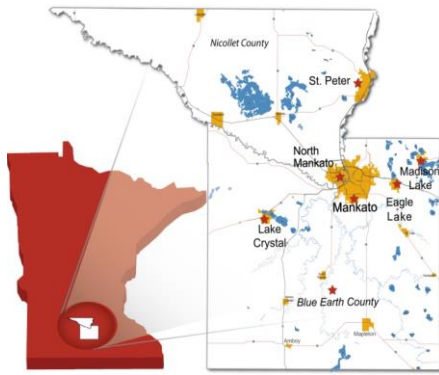
**Recommendation Action(s):** Informational

**Summary:** At the MnDOT District 7 Area Transportation Partnership (ATP) meeting on Friday, March 10, 2017, four projects were approved for federal funding in 2021.

1. City of North Mankato Monroe and Bridges Safe Routes to School Project, Federal Amount: \$224,428. The project includes infrastructure improvements in the areas surrounding Monroe Elementary School and Bridges Elementary School (formerly Garfield Elementary) as outlined in the North Mankato Safe Routes to School Plan that will facilitate the ability of children to walk and bike to school safely.
2. City of North Mankato, Commerce Drive partial reconstruction of Commerce Drive between Lookout Drive and Lee Boulevard. The project would include the complete removal of the existing full-depth bituminous pavement section and replacement of a new bituminous pavement section with aggregate base and edge drains. The project would include isolated removal and replacement of the existing curb and gutter and sidewalk as well as ADA pedestrian ramp improvements at the intersecting streets.  
The new street section will be re-stripped to provide for one lane in each direction, a center turn lane and designated bicycle lanes on both sides of the street. New street lights are proposed along the length of the project. It is anticipated that the project will also include the closure of some of the driveways between Roe Crest Drive and Lor Ray Drive to improve safety by reducing conflicting left turn movements and reduce traffic congestion.
3. Nicollet County CSAH 13 from 506<sup>th</sup> Street to Trunk Highway 99. Mill existing bituminous surface, bituminous joint repair, repair drainage structures, concrete overlay, concrete/bit shoulders, striping, seeding.
4. MnDOT – At Intersection of US 169 & Owatonna Street replace signal system in the City of Mankato.

**Attachments:**

- 1) None



## **MINUTES**

### **Mankato / North Mankato Area Planning Organization Policy Board Meeting February 2, 2017 – 6:00 p.m. Intergovernmental Center, Mankato Room 10 Civic Center Plaza, Mankato, MN 56001**

A Regular meeting of the Mankato/North Mankato Area Planning Organization Policy Board was held on February 2, 2017, at 6:00 p.m. in the Minnesota River Room of the Intergovernmental Center. Present Policy Board members Mark Piepho, Mike Laven, Jack Kolars, Dan Rotchadl, Brianna Anderson and Bob Freyberg. Also present was MAPO Transportation Planner Jake Huebsch and Executive Director Paul Vogel. In attendance from the Technical Advisory Committee (TAC) was Ryan Thilges, Mike Fischer, Mark Anderson and Seth Greenwood. Angie Bersaw from Bolton & Menk was also in attendance.

#### **Call to Order**

Chair Mr. Piepho called the meeting to order at 6:00 p.m.

#### **Motion to Approve Agenda**

Mr. Freyberg motioned to approve the agenda with the addition of adding the election of Vice Chair to the agenda. Mr. Rotchadl seconded the motion. The motion carried unanimously.

#### **Motion to Approve the November 3, 2016 Meeting Minutes**

Mr. Kolars moved to approve the November 2, 2016 Policy Board Meeting minutes. Mr. Rotchadl seconded the motion. The motion carried unanimously.

#### **New Business**

##### **Election of Vice Chair**

Mr. Freyberg motioned to recommend Mr. Laven as the MAPO Policy Board vice chair. Mr. Rotchadl seconded the motion. The motion carried unanimously.

#### **Proposed MAPO 2017-2020 Transportation Improvement Program (TIP)**

##### **Amendments**

- 137-591-003 – Mankato SRTS project
- TRF-0756-17 – MRCI Mankato Purchase two buses
- TRS-0028-16 – Transfer STP Funds for purchase of one class 400 low floor bus.

The MAPO received 3 amendments to the 2017-2020 Statewide Transportation Improvement Program (STIP). An amendment to project 137-591-003 is in FY17 and is sequence #999 which was entered in the STIP as if it was a safe routes to school project. However, the project was a District 7 Area Transportation Partnership (ATP) Transportation Alternatives Program (TAP) project. A STIP/TIP amendment was needed to remove the **\*\*SRTS\*\*** smart code from the description as well as the reference to construction engineering (CE). Additionally, the reference to Main Street needs to be removed. Main Street had to be removed from the project due to the lack of right of way to add sidewalk on this street.

An amendment to project TRS-0048-16 sequence #1069A would transfer Surface Transportation Program (STP) funds to MNDOT for the purchase of one class 400 low floor bus, for a total cost of \$200K (\$160K state funds and 40K local funds). This bus would replace an existing vehicle within the City of Mankato.

Project TRF-0756-17 – MRCI in Mankato for the purchase of two buses. This project was not included in the 2017-2020 STIP and needed to be included for MRCI to purchase two buses. The total Federal amount would be \$121,600 and local share would be \$30,400, for a total project amount of \$152,000.

Mr. Rotchadl moved and Mr. Freyberg seconded a motion approving the amendment to the 2017-2020 TIP and projects 137-591-003, TRF-0756-17 and TRS-0028-16. With all voting in favor, the motion carried unanimously.

### **Proposed 2017 Unified Planning Work Program Amendment**

Staff proposed moving the ADA Transition Plan from 2018 to 2017 and moving the Pavement Management Plan from 2017 to 2018. The purpose of ADA transition plan is to incorporate all necessary elements required to ensure the local jurisdictions with the MAPO area are in compliance with current ADA regulations. The ADA transition plan provides an inventory of all existing facilities so that the local jurisdiction can identify existing obstacles and barriers to develop a long term plan for necessary upgrades. The same work plan amendment was presented and approved by the TAC and Policy Board in October and November 2016, but because the Policy Board approved the amendment before FHWA approved the 2017 UPWP, the action by the Policy Board was said to be invalid.

Mr. Rotchadl motioned and Mr. Freyberg seconded the motion to amend the 2017 work plan to include the ADA transaction plan and to move the Pavement Management Plan to 2018. With all voting in favor, the motion carried unanimously.

### **Appointment to the MnDOT Area Transportation Partnership (ATP)**

Mr. Chris Frederick was the MAPO representative to the ATP with Mr. Seth Greenwood (Nicollet County Engineer and MAPO TAC member) serving as the alternate. Mr. Frederick decided to not seek re-election for his council position with the City of Mankato, therefore MAPO needed to elect a new MAPO representative to the ATP.

Mr. Rotchadl moved and Mr. Kolars seconded the motion to appoint Seth Greenwood as the MAPO's ATP representative and Ms. Anderson to serve as the alternate. With all voting in favor, the motion carried unanimously.

### **Local Projects Seeking Federal Funds in 2021 through the Mn/DOT District 7 Area Transportation Partnership**

MAPO staff explained that 3 projects in the MAPO planning area were submitted through the Mn/DOT District 7 Area Transportation Partnership (ATP) in which they are seeking Federal Funds in FY2021. The 3 projects were Nicollet County, CSAH 13 seeking funds through the Surface Transportation Program (STP) Rural Program, City of

North Mankato, Commerce Drive seeking funds through the (STP) Small Urban Program and City of North Mankato, Monroe Elementary and Bridges Elementary Safe Routes to School Project seeking funds through the Transportation Alternatives (TA) Program. Staff explained that the TA project will be scored and ranked by the District 7 ATP TA subcommittee in February. A sub-committee of the MAPO TAC was established too and provided a regional ranking score for the two STP projects within the MAPO planning area. The scores were provided to Mn/DOT District 7 staff for inclusion in the review process.

Mr. Kolars motioned and Mr. Laven seconded a motion for the MAPO to send letters of support for the STP projects within the MAPO. With all voting in favor the meeting was adjourned at 7:30 p.m.

Staff will work with the MAPO chair to write and send letters of support for the two STP project applications.

#### **Riverfront Drive & Belgrade Avenue Corridor Study Update**

Ms. Bersaw provided an update on both the Riverfront Drive & Belgrade Avenue Corridor studies. Ms. Bersaw explained that both studies will be completed in the spring.

#### **Policy Board Comments, Other Business and Verbal Updates**

MAPO staff provided an update on the completed 2016 ICE Studies which are posted on the MAPO webpage. In addition, staff updated the Policy Board on the progress of the 2017 ICE studies RFP proposal process. Mr. Anderson, with Mankato Transit, explained that a review committee reviewed and ranked four proposals for the upcoming Transit Development Plan. Mr. Anderson indicated Kimley Horn will be the recommended firm to the Mankato City Council pending reference checks.

#### **TAC Comments**

None

#### **Adjournment**

With no further business, Mr. Laven moved to adjourn the meeting, Mr. Rotchadl seconded the motion. With all voting in favor the meeting was adjourned at 7:30 p.m.

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Chair, Mr. Piepho