

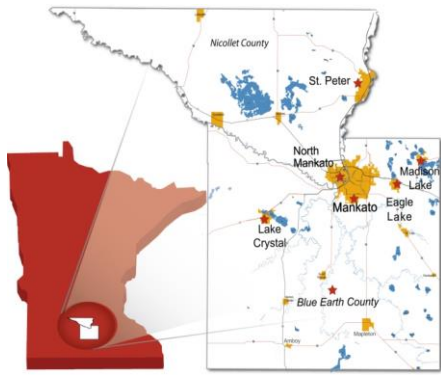
Mankato/North Mankato Area Planning Organization Policy Board Meeting

Thursday, April 6, 2017 – 6:00PM

Intergovernmental Center,
Minnesota River Room

10 Civic Center Plaza, Mankato, MN 56001

- I. Call to Order
- II. Review of Agenda
- III. February 2, 2017 Meeting Minutes
- IV. 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
- V. Other Business, Discussion & Updates
 1. Transit Development Plan
 2. Trunk Highway 22 Corridor Study
 3. Riverfront Drive Corridor Study Open House April 20th
 4. Belgrade Avenue Corridor Study
- VI. TAC Comments (March 15, 2017 TAC Meeting Minutes Attached)
- VII. Adjournment



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.

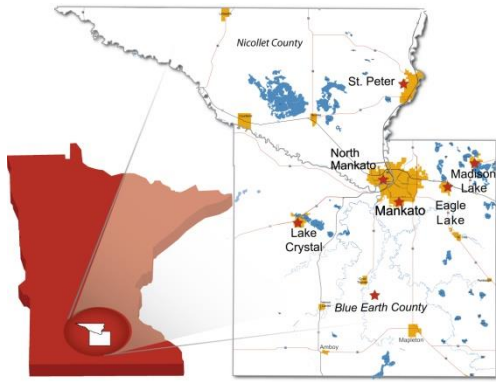
TAC Comments

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.

Chair, Mr. Piepho



AGENDA RECOMMENDATION

Agenda Heading: Intersection Control Evaluation Proposal Recommendation No: 4.1

Agenda Item: Intersection Control Evaluation Proposal Recommendation

Recommendation Action(s): Motion to accept SRF's Intersection Control Evaluation Proposal and execute a contract with SRF not to exceed the proposed amount.

Summary: The MAPO received 3 proposals relating to Intersection Control Evaluations (ICE) RFP that was released on January 4th and closed on February 6th. On February 23th MAPO staff along with 3 members of the MAPO TAC reviewed and ranked the ICE study proposals. The MAPO TAC recommended accepting SRF's proposal at their March 16th meeting.

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)

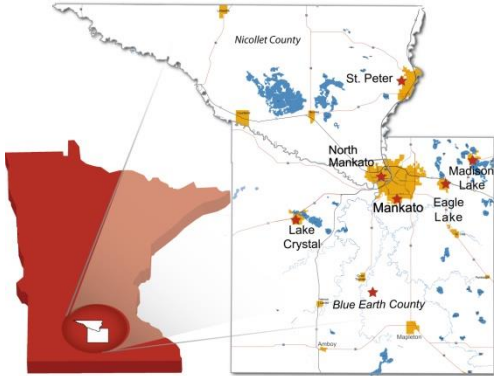
On the following page, the cost and hours associated with the received proposals as well as the total and average scores based on the review and ranking process.

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

	WSB	SRF	Alliant
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)	149	153	138
Cost (30 points)			
1. Overall cost to complete the Intersection Control Evaluation Studies (30)	103.4	115	85.3
Organization, personnel and expertise (20 points)			
1. Qualifications of personnel assigned to project (10)			
2. Experience of personnel assigned to project (10)	71	73	68
General quality of response and responsiveness to terms and conditions (10 points)	40	40	40
Total	363.4	381	331.3
Average	90.85	95.25	82.825

Attachments:

None



AGENDA RECOMMENDATION

Agenda Heading: Proposed MAPO 2017-2020 Transportation Improvement Program (TIP) Amendments & Modifications No: 4.2

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

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

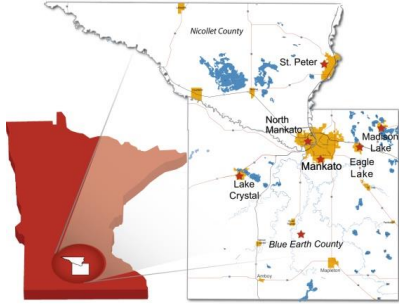
Summary: **Project 137-591-003** (Mankato Washington Elementary Transportation Alternatives Program) is in FY17 and is sequence #999 in the 2017-2020 Statewide Transportation Improvement Program (STIP). The Mankato City Council voted on March 27th to not move forward with the project. The project was initially awarded \$356,142 in Federal funds. The funds will be redistributed by the Mn DOT District 7 Area Transportation Partnership (ATP).

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 \$228,000 therefore a modification is needed.

Attachments:

1) None



AGENDA RECOMMENDATION

Agenda Heading: 2021 Transportation Improvement Program (TIP) Projects No: 4.3

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

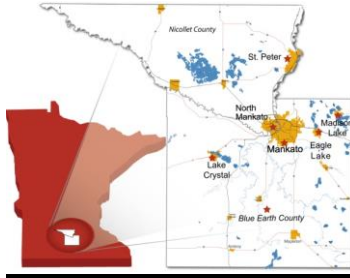
Recommendation Action(s): Informational

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, Federal amount: \$908,000. 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 506th Street to Trunk Highway 99, Federal amount \$1,596,000. 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



SUMMARY OF MEETING

Mankato/North Mankato Area Planning Organization Technical Advisory Committee Regular Meeting Thursday, March 16, 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 March 16, at 1:30 p.m. in the Minnesota Valley 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, Dan Sarff – City of North Mankato, Ryan Thilges – Blue Earth County Public Works Director, Mandy Landkamer – Director of Environmental Services Nicollet County, Nate Huettl - Facilities Management, Minnesota State University, Mankato. Others present: Bobbi Retzlaff – MnDOT.

I. Call to Order

Chair Fischer called the meeting to order at 1:30.

II. Introductions

Introductions were made.

III. Approval of Agenda

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

IV. Approval of Minutes, January 19, 2017

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

V. New Business

1. **Intersection Control Evaluation Proposal Recommendation**

MAPO Staff explained that the MAPO received 3 proposals relating to Intersection Control Evaluations (ICE) RFP that was released on January 4th and closed on February 6th. On February 23th MAPO staff along with 3 members of the MAPO TAC reviewed and ranked the ICE study proposals. Based on review and ranking of the proposals, the subcommittee recommended accepting SRF's proposal. Below is the subcommittee scoring.

	WSB	SRF	Alliant
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)	149	153	138
Cost (30 points)			
1. Overall cost to complete the Intersection Control Evaluation Studies (30)	103.4	115	85.3
Organization, personnel and expertise (20 points)			
1. Qualifications of personnel assigned to project (10)			
2. Experience of personnel assigned to project (10)	71	73	68
General quality of response and responsiveness to terms and conditions (10 points)	40	40	40
Total	363.4	381	331.3
Average	90.85	95.25	82.825

Mr. Parker motioned and Mr. Johnson seconded the motion to recommend to the MAPO Policy Board that the MAPO accept SRF's proposal to perform 3 ICE studies. With all voting in favor, the motion carried unanimously.

2. **Proposed 2017-2020 Transportation Improvement Program (TIP) Amendments & Modifications**

The MAPO received 3 Amendment to the 2017-2020 Statewide Transportation Improvement Program (STIP): 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.

MAPO TAC Meeting Summary

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 \$228,000 therefore a modification is needed.

Mr. Johnson moved and Mr. Friedrichs seconded a motion to recommend amending the 2017-2020 TIP and projects 137-591-003, 137-080-002 and 007-612-021 to the MAPO Policy Board. With all voting in favor, the motion carried unanimously.

3. 2021 Transportation Improvement Program (TIP) Project.

Staff updated the TAC on the local projects that were selected for funding in 2021 thought the MnDOT District 7 Area Transportation Partnership (ATP) meeting on Friday, March 10, 2017. The first project was in for a Safe Routes to School Project in North Mankato for Monroe and Bridges elementary. The Federal Amount awarded was: \$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. The second project was Commerce Drive in North Mankato. The project is 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 third project was Nicollet County CSAH 13 from 506th Street to Trunk Highway 99. The project will mill existing bituminous surface, bituminous joint repair, repair drainage structures, concrete overlay, concrete/bit shoulders, striping, seeding.

VI. Other Business & Updates

Mr. Anderson provided an update on the Transit Development Plan. The City selected Kimley-Horn as their consultant to assist in the development of the Transit Development Plan and its work is expected to begin shortly. MAPO Staff provided an update on the TH22 corridor study. Staff explained that proposals are due and March 31 and a review committee will meet shortly after to rank the proposals. Staff also updated the TAC on the ADA Transition Plan RFP. Staff explained they will seek a qualified consultant to assist the MAPO by performing field investigations within the City rights-of-way (streets, intersections, curb

MAPO TAC Meeting Summary

ramps, sidewalks, etc.) into a comprehensive ADA Transition Plan. Staff explained that the Riverfront and Belgrade Avenue Corridors studies will be completed in the next two to three months and the final Riverfront Drive Corridor Study Open House is scheduled for April 20th. MAPO staff will be working on the 2018-2021 Transportation Improvement Program (TIP) over the next few months.

The February 6, 2017 MAPO Policy Board Minutes were included as Informational

VII. Adjournment

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

Chair, Mr. Fischer

Publish: March 31 & April 5, 2017

NOTICE IS HEREBY GIVEN that on the 6th day of April at 6:00 p.m. the Mankato/North Mankato Area Planning Organization (MAPO) Policy Board will hold their regularly scheduled meeting.

The Meeting will be held in the Minnesota River Room of the Intergovernmental Center, 10 Civic Center Plaza, Mankato, Minnesota.

Copies of the agenda and materials will be available upon request by March 31, 2017 at the Intergovernmental Center, 10 Civic Center Plaza, Mankato, Minnesota, during regular business hours. To receive electronic copies please visit www.mnmapo.org or call (507) 387-8630 for additional information.

**Paul Vogel
Executive Director
Mankato/North Mankato Area Planning Organization**