Mankato/North Mankato Area Planning Organization
Technical Advisory Committee
Thursday, August 21, 2014 – 1:30PM
Intergovernmental Center,
The Minnesota River Room,
10 Civic Center Plaza, Mankato, MN 56001

I. Call to Order
II. Introductions
III. Approval of Agenda
IV. Approval of Minutes – May 15, 2014
V. New Business
   1. Functional Classification
   2. Long Range Transportation Plan
      (Kick off Meeting with SRF and Bolton & Menk)
VI. June 5, 2014 MAPO Policy Board Meeting Minutes (Informational)
VII. Technical Advisory Comments
VIII. Adjournment
SUMMARY OF MEETING
Mankato/North Mankato Area Planning Organization
Technical Advisory Committee
Regular Meeting
Thursday, May 15, 2014 – 2:30 p.m.
Minnesota River 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 May 15, 2014 at 2:30 p.m. in the Minnesota River Room of the Intergovernmental Center. Present were Michael Fischer – City of North Mankato Community Development, Jeff Johnson – City of Mankato Engineer, Mary Fralish – City of Mankato Public Works Director, Mark Anderson – City of Mankato Transit, Karl Friedrichs – Lime Township, Paul Vogel – Executive Director, Lisa Bigham – District 7 Minnesota Department of Transportation (MnDOT), Douglas Schaller – South Bend Township, Jake Huebsch – Mankato/North Mankato Area Planning Organization, Jerry Kolander for Sheri Allen – ISD 77, Ed Pankratz – Mankato Township, Lisa Bigham – Minnesota Department of Transportation (MnDOT), Brett Paasch – Minnesota Department of Transportation (MnDOT), Chris Bower – Minnesota Department of Transportation (MnDOT), Seth Greenwood – Nicolette County Engineer, Al Forsberg – Blue Earth County Engineer, Dan Sarff – Bolton & Menk / North Mankato

I. Call to Order

Chair Mr. Johnson called the meeting to order at 2:35 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 motion carried unanimously.
IV. Approval of Minutes, March 20, 2014

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

V. Old Business

1. Public Participation Plan

Staff updated the TAC on the Public Participation Plan (PPP) which was officially released on April 15, 2014 for public comment and the deadline to submit comments is May 27, 2014.

Hard copies of the PPP were distributed to The City of Mankato, City of North Mankato, City of Eagle Lake, County Administrative Buildings of Blue Earth and Nicolette, Blue Earth County Library in Mankato and the Taylor Library in North Mankato. In addition, the PPP was placed on the MAPO’s and the Blue Earth County web site along with an email distribution sent to local, state and federal partners linking to the PPP. Finally, a Public Notice was placed in the Mankato Free Press newspaper and an official news release was sent out from the Public Information department from the City of Mankato.

After May 27th, staff will compile all received public comments and address them in the PPP. The final PPP and public comments will be presented to the TAC and Policy Board for final approval.

VI. New Business

2. Long Range Transportation Plan Update and Proposal Recommendation

On April 17th, a sub-committee of the TAC reviewed and ranked three submitted proposals for the Mankato/North Mankato Area Planning Organization’s Long Range Transportation Plan. The review committee consisted of: Michael Fischer, Jeff Johnson, Ronald Fields, Paul Vogel, Lisa Bigham, Jake Huebsch and Al Forsberg. The review committee recommended that the MAPO accept the proposal submitted from SRF.

Mr. Friedrichs motioned to accept the Long Range Transportation Plan Proposal submitted by SRF and to develop a contract with SRF consulting. Mr. Fischer seconded the motion with all voting in favor the motion passed. Mr. Sarff abstained.
MAPO TAC Meeting Summary

3. **Member Jurisdiction Billing**

MAPO staff updated the group on membership billing. The MAPO receives federal and state funds that require a local match. In 2013, the City of Mankato covered the local share amount for the MAPO. The 2014 budget for the MAPO is $359,496 of which $45,487 is from local dollars. Below is the 2014 local share due amount which is planned to be billed out in June.

<table>
<thead>
<tr>
<th>UNIT OF GOVERNMENT</th>
<th>LOCAL SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Earth County</td>
<td>$ 17,701.50</td>
</tr>
<tr>
<td>Nicollet County</td>
<td>$ 5,813.00</td>
</tr>
<tr>
<td>City of Mankato</td>
<td>$ 16,927.50</td>
</tr>
<tr>
<td>City of North Mankato</td>
<td>$ 5,405.00</td>
</tr>
<tr>
<td><strong>TOTAL - MAPO</strong></td>
<td><strong>$ 45,847.00</strong></td>
</tr>
</tbody>
</table>

Mr. Schaller motioned to approve and invoice member jurisdiction for annual 2014 local payments. Mr. Friedrich seconded the motion with all voting in favor the motion passed.

4. **Statewide Functional Classification Update**

Staff updated the TAC on the Statewide Functional Classification Update. 2012, the U.S. Census Bureau released urban area boundaries which were followed by the release of the Federal Highway Administration (FHWA) functional classification guidelines in 2013. The Minnesota Department of Transportation is currently performing a Statewide Functional Classification Review which was previously conducted in the mid 2000s.

The Minnesota Department of Transportation has developed a proposed draft of the functional classification update which are shown in the following maps. It’s the MAPO’s task to review the current and proposed functional classification and determine if information is missing/incorrect (example: missing roadway) or if jurisdiction(s) wish to propose a change in the functional classification of a roadway.

Mr. Johnson recommended that each jurisdiction review the proposed changes for their jurisdiction and have MAPO schedule and coordinate a meeting with a sub-committee from the TAC to collectively have a list of changes that are presented to the Policy Board and MnDOT.

Staff will coordinate and work with Al Forsberg, Seth Greenwood, Paul Vogel, Michael Fischer, Karl Friedrichs, Jeff Johnson and Ronda Allis to set up a date to discuss and review functional classifications updates in the MAPO planning area.
5. **Mankato Transit Bus Route Expansion**

Mr. Anderson from the Mankato Transit Agency updated the TAC on the increased ridership since the Mankato Transit Redesign Study was completed in 2012. Since implementation of the study’s recommendation, ridership increased from:

- 2011: 375,773
- 2012: 472,767
- 2013: 672,573

Additionally, the first four months of 2014 vs. 2013 showed continued strength in this service area, with ridership up 13.3%.

Mr. Anderson requested a letter of recommendation to support the two proposed expansion bus routes by the City of Mankato Transit.

Mr. Schaller motioned to approve staff to write a letter of recommendation supporting the two expansion routes by the City of Mankato Transit. Mr. Friedrich seconded the motion with all voting in favor the motion passed.

6. **SP 5212-27: Veteran’s Memorial Bridge Pedestrian / ADA Compliance and Bike Trail**

Brad Paasch from the Minnesota Department of Transportation presented on Veteran’s Memorial Bridge Pedestrian / ADA Compliance and Bike Trail project scheduled for 2015. Mr. Paasch discussed options and answered questions relating to the proposed bridge design. Items discussed included: Preliminary design review, connections for transitioning trail users onto city streets, traffic impacts, functional bridge classification / design exceptions, lighting and maintenance cost participation – city and state.

**VII. Technical Advisory Comments**

None

**VIII. Adjournment**

With no further business, Vice Chair Mr. Greenwood closed the meeting as Chair Johnson had to leave early.

________________________________________
Chair, Mr. Johnson
AGENDA RECOMMENDATION

Agenda Heading: Statewide Functional Classification Update
Item No: 5.1

Agenda Item: Statewide Functional Classification Update

Recommendation Action(s): Motion to Recommend Approval of the MAPO Functional Classification Map

Summary: In 2012, the U.S. Census Bureau released urban area boundaries which were followed by the release of the Federal Highway Administration (FHWA) functional classification guidelines in 2013. The Minnesota Department of Transportation is currently performing a Statewide Functional Classification Review which was previously conducted in the mid 2000s.

The Minnesota Department of Transportation has developed a proposed draft of the functional classification update which are shown in the following maps. It’s the MAPO’s task to review the current and proposed functional classification and determine if information is missing/incorrect (example: missing roadway) or if jurisdiction(s) wish to propose a change in the functional classification of a roadway.

Staff has worked with area partners and jurisdictions to review and recommend changes to the functional classification map. Staff has also worked with MnDOT District 7 staff and Region Nine Development Commission Staff to ensure consistence outside of the MAPO planning boundary.

Attachments:
1. Mankato/North Mankato Area Planning Organization Functional Classification Map
   (A larger map will also be presented at the TAC meeting)
2. Mileage Percentage Breakdown
3. FHWA Functional Classification Guidelines
**MPO Road Classification and Length:**

**Total:**

<table>
<thead>
<tr>
<th>Road Classification</th>
<th>Length</th>
<th>Percentage</th>
<th>Mileage Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>398.68 Miles</td>
<td>64%</td>
<td>62%-74%</td>
</tr>
<tr>
<td>Minor Collector</td>
<td>50.56 Miles</td>
<td>8%</td>
<td>3%-16%</td>
</tr>
<tr>
<td>Major Collector</td>
<td>73.65 Miles</td>
<td>12%</td>
<td>3%-16%</td>
</tr>
<tr>
<td>Minor Arterial</td>
<td>52.84 Miles</td>
<td>9%</td>
<td>7%-14%</td>
</tr>
<tr>
<td>Principal Arterial</td>
<td>45.87 Miles</td>
<td>7%</td>
<td>4%-9%</td>
</tr>
<tr>
<td>Total</td>
<td>621.60 Miles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FHWA Functional Classification Guidelines

Overview
In 2013, the Federal Highway Administration released *Highway Functional Classification Concepts, Criteria and Procedures*. The document describes the procedures and processes for assigning functional classification to roadways and adjusting urban area boundaries. It builds upon and modifies prior guidance documents.

Some of the key changes are:
- Major and Minor Collectors can be classified in Urban Areas
- Principal Arterial – Other Freeway Expressway can be classified in Rural Areas
- Revised functional classification coding
- Revised functional classification guidelines, including different guidelines for urban and rural states

Rural states are defined as those with a maximum of 75 percent of their population in urban centers. Based on this definition, Minnesota is classified as a rural state. Approximately 73 percent of its population is located in urban areas with populations of 5,000 or more.

2013 FHWA Functional Classification Guidelines
Table 1 presents the new FHWA functional classification guidelines for the urban and rural system. Guidance was provided for mileage and Vehicle Miles Traveled.

Table 1: FHWA Functional Classification Guidelines

<table>
<thead>
<tr>
<th>Functional Classification</th>
<th>Rural</th>
<th>Urban</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mileage Guidance</td>
<td>VMT Guidance</td>
<td>Mileage Guidance</td>
<td>VMT Guidance</td>
</tr>
<tr>
<td>Principal Arterial – Interstate</td>
<td>1-3%</td>
<td>18-38%</td>
<td>1-3%</td>
<td>17-31%</td>
</tr>
<tr>
<td>Principal Arterial – Other Freeways &amp; Expressways</td>
<td>0-2%</td>
<td>0-7%</td>
<td>0-2%</td>
<td>0-12%</td>
</tr>
<tr>
<td>Principal Arterial – Other Principal Arterial</td>
<td>2-6%</td>
<td>15-31%</td>
<td>4-9%</td>
<td>16-33%</td>
</tr>
<tr>
<td>Minor Arterial</td>
<td>2-6%</td>
<td>9-20%</td>
<td>7-14%</td>
<td>14-27%</td>
</tr>
<tr>
<td>Major Collector</td>
<td>8-19%</td>
<td>10-23%</td>
<td>3-16%</td>
<td>2-13%</td>
</tr>
<tr>
<td>Minor Collector</td>
<td>3-15%</td>
<td>1-8%</td>
<td>3-16%</td>
<td>2-12%</td>
</tr>
<tr>
<td>Local</td>
<td>62-74%</td>
<td>8-23%</td>
<td>62-74%</td>
<td>9-25%</td>
</tr>
</tbody>
</table>

Notes:
- FHWA Guidance Mileage and VMT ranges derived from 2011 HPMS data.
- Information for Urban Major and Minor Collectors approximate based on small number of states reporting.
Using data as of January 31, 2013, Table 2 compares Minnesota’s functionally classified roadway system to the new FHWA guidelines. Overall, Minnesota’s roadways fell within the new guidelines with the exception of Urban Principal Arterial – Other.

Throughout 2013, MnDOT worked with the regional development commissions and metropolitan planning organizations to adjust the U.S. Census defined urban areas. As a result, numerous updates to functional classification will occur to reflect the new rural/urban break points. These adjustments will occur as part of the 2014 statewide functional classification review.

Table 2: Minnesota’s Functionally Classified Roadways Based on New FHWA Guidelines

<table>
<thead>
<tr>
<th>Functional Classification</th>
<th>Range</th>
<th>Minnesota Roadways</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FHWA Mileage Guidance</td>
<td>FHWA VMT Guidance</td>
</tr>
<tr>
<td><strong>Rural System</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Arterial – Interstate</td>
<td>1-3%</td>
<td>18-38%</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Urban System</strong></td>
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</table>

**For More Information**

AGENDA RECOMMENDATION

Agenda Heading: Long Range Transportation Plan
Item No: 5.2

Agenda Item: Long Range Transportation Plan (Kick off meeting with SRF & Bolton & Menk)

Recommendation Action(s): Working Session

Summary: At the MAPO Policy Board on June 5, 2014 the Policy Board accept the Long Range Transportation Plan Proposal submitted by SRF and approved the MAPO Executive Director and Policy Board Chair to develop a contract with SRF. In the months of June and July, staff worked with MnDOT Central Office and SRF to finalize the contractual agreement. The Contract was finalized on July 23, 2014.

Below is the agenda for the Long Range Transportation Plan Kickoff Meeting with SRF:

1. Welcome and Introduction
2. Current Planning Process
   • Description of project activities, study deliverables and public outreach
3. Role of Technical Advisory Committee with Transportation Plan
   • Role and expectations for the TAC in the planning process
4. Transportation Plan Schedule
5. Early Data Collection Activities
   • Data needs and gaps
   • Key intersection and corridor identification
   • Land use / major generator insight
6. Large Group Discussion Regarding Issues, Needs, and Opportunities
7. Next Steps
   • Schedule Future TAC Meetings

Attachments:
(Handouts will be provided at the TAC meeting)
A Regular meeting of the Mankato Area Planning Organization Policy Board was held on April 6, 2014, at 6:00 p.m. in the Mankato Room of the Intergovernmental Center. Present were Mankato Area Planning Organization members Mark Piepho, Chris Frederick, Dan Rotchadl and Ryan Short. Also present was MAPO Executive Director Paul Vogel, MAPO Transportation Planner Jake Huebsch, also in attendance were members from the Technical Advisory Committee (TAC) that included Seth Greenwood, Lisa Bigham, Al Forsberg, Mark Anderson and Jeff Anderson. Others present included Angie Bersaw, Brian Shorten, Steve Clark, Tom Engstrom, Richard Keir and Jon Anderson.

Call to Order

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

Motion to Approve Agenda

Mr. Rotchadl moved to approve the agenda. Mr. Short seconded the motion. The motion carried unanimously.

Approval of April 3, 2014 Minutes

Mr. Rotchadl moved to approve the April 4, 2014 minutes. Mr. Frederick seconded the motion. The motion carried unanimously.

Old Business

Item 1. Resolution Adopting the MAPO’s Public Participation Plan

Staff updated the Policy Board on the Public Participation Plan (PPP) which was officially released on April 15, 2014 for public comment and the deadline to submit comments is May 27, 2014. Hard copies of the PPP were distributed to the City of Mankato, City of North Mankato, City of Eagle Lake, County Administrative Buildings of Blue Earth and Nicolette, Blue Earth County Library in Mankato and the Taylor Library in North Mankato. In addition, the PPP was placed on the MAPO’s and the Blue Earth County web site along with an email distribution sent to local, state and federal partners linking to the PPP. Finally, a Public Notice was placed in the Mankato Free Press newspaper and an official news release was sent out from the Public Information department from the City of Mankato. Staff compiled all received public comments and addressed them in the PPP. The final PPP and public comments were present to the Policy Board.
Mr. Rotchadl made a motion to recommend approving the presented Resolution adopting the MAPO’s Public Participation Plan. Mr. Short seconded the motion. With all voting in favor, the motion passed.

**New Business**

**Item 2. Resolution Authorizing the Policy Board and Executive Director to Execute the Long Range Transportation Plan Contract with SRF**

Staff updated the Policy Board on the Long Range Transportation Plan process and recommended that the Policy Board accept the Long Range Transportation Plan Proposal submitted by SRF and to develop a contract with SRF consulting. On April 17th, a sub-committee of the TAC reviewed and ranked three submitted proposals for the Mankato/North Mankato Area Planning Organization’s Long Range Transportation Plan. The review committee consisted of: Michael Fischer, Jeff Johnson, Ronald Fields, Paul Vogel, Lisa Bigham, Jake Huebsch and Al Forsberg. The review committee recommended that the MAPO accept the proposal submitted from SRF. Mr. Frederick asked questions relating to process and scoring of the proposals which were answered by staff.

Mr. Rotchadl motioned to recommend approval of the presented Resolution Authorizing the Policy Board and Executive Director to Execute the Long Range Transportation Plan Contract with SRF. Mr. Short seconded the motion. With all voting in favor, the motion passed.

**Item 3. Motion Approving the MAPO’s Jurisdictional Billing**

MAPO staff updated the group on membership billing. The MAPO receives federal and state funds that require a local match. In 2013, the City of Mankato covered the local share amount for the MAPO. The 2014 budget for the MAPO is $359,496 of which $45,487 is from local dollars. The local share due amount is planned to be billed out in June.

Mr. Frederick motioned to approve and invoice member jurisdiction for annual 2014 local payments. Mr. Rotchadl seconded the motion, with all voting in favor the motion passed.

**Item 4. Motion to Approve the Letter of Support for the Mankato Transit Bus Route Expansion**

Mark Anderson from the Mankato Transit Agency updated the Policy Board on the increased ridership since the Mankato Transit Redesign Study was completed in 2012. Since implementation of the study’s recommendation, ridership increased from: 2011: 375,773 to 672,573 in 2013. Mr. Anderson requested a letter of support for the two proposed expansion bus routes by the Mankato Transit Agency.
Mr. Rotchadl motioned to approve the presented letter of support. The motion was seconded by Mr. Frederick, with all voting in favor the motion passed.

**Item 5. Presentation by Steve Clark – League of American Bicyclists**

Steve Clark from the League of American Bicyclists presented to the Policy Board on his bicycle tour in the greater Mankato area earlier that day. Mr. Clark also provided information on the League of American Bicyclists and the growing bicycle trend in America. Mr. Clark shared the results of the assessment and recommendations to the MAPO Policy Board.

**Misc**

It was recommended by staff that no Policy Board meeting be held in July with the next meeting scheduled for August 7, 2014.

**TAC Comments**

None

**Policy Board Comments**

Mr. Frederick asked a question relating to early completion incentive for the Highway 22 roundabout projects. Neither staff or members of the audience were able to answer the question, but staff would follow up with Policy Board once they received the answer.

**Adjournment**

With no further business, Mr. Frederick moved to adjourn the meeting. The motion was seconded by Mr. Rotchadl. With all members voting in favor, the meeting was adjourned at 7:35 p.m.

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Chair, Mr. Piepho