



PROJECT MANAGEMENT TEAM MEETING
RECORD OF MEETING NO. 14

DATE: March 25, 2010 (Thursday)
LOCATION: GoToMeeting On-Line Conference Call Session
START: 9:30 a.m. DRAFT DATE: March 29, 2010
ADJOURN: 11:30 p.m. APPROVAL DATE: April 1, 2010
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- Ken Holte said that the GDSU Meeting Minutes from February 8, 2010 are not yet approved. He will follow-up with reviewers.
- Meeting minutes from PMT 12 (January 12, 2010), PMT 13 (February 25, 2010), and Conference Call 8 (March 5, 2010) have not yet been approved and are awaiting review/comments by the City.
- Richard Freese said that he had already sent his comments for PMT 13 and Conference Call 8, and went over comments on the phone.
- SRF will update meeting minutes and send out approved versions.

II. Tasks

- **Task No. 1 – Project Management and Coordination**
 - Debrief of Mn/DOT and FHWA meeting.
 - Rhonda Prestegard met with Phil Forst to discuss the NRTS project on March 19th.
 - The project is being handed-off from Kevin Kliethermes to Phil Forst. Phil has not yet reviewed the project.
 - Rhonda noted that FHWA is starting to implement a policy of only reviewing environmental documents for projects that are funded.

- The Group discussed how this may impact the NRTS environmental document.
- SRF will update future PMT attendance list, meeting invites, and meeting minutes to include Phil Forst.
- Project schedule
 - Goal for EA/EAW approval is by the end of 2010.
 - Rhonda mentioned that evaluation of necessary interim fixes may extend NRTS completion schedule.
- Budget status
 - Ken responded to Rhonda’s concern that the current project might run out of funds by July, if the spending continues at the current rate. According to Ken’s review of the budget, there is approximately 10 months of budget remaining if the project team continues to charge at the same rate as the past few months.
 - Ken Holte will put together a budget recap and send to Rhonda and Richard for their review.
- **Task No. 5 – Initial Concepts**
 - Critical Lane Analysis
 - There were no additional comments regarding the Critical Lane Analysis. As a result, the Critical Lane Analysis (Exhibits 5 and 6) is considered complete.
 - TH 52 sight line issues
 - The group agreed that specific TH 52 sight line mitigation measures should be discussed at a future meeting when work for the geometric layout begins.
 - Evaluation Matrices
 - 55th and 65th Street Interchange Matrices
 - 55th and 65th Street Interchange Matrices are both considered complete.
 - West Frontage Road Matrix
 - John Hagen discussed changes that SRF has made to the West Frontage Road Matrix, including updating the option numbers.
 - The group discussed how to address Item 32 – “Improves economic development opportunity”. Agreed to change “Yes” and “No” to “Good”, “Fair”, and “Poor” ratings. Specifically, Options 1 and 3 will be rated “Fair”, and Options 2 and 4 will be rated “Good”.
 - The group discussed frontage road continuity versus local road connectivity. Agreed to split Item 8 into 2 rows. Options 1 and 2 will be rated “Fair”

and Options 3 and 4 will be rated “Good” for frontage road continuity. For local road connectivity, Options 1 and 3 will be rated “Good”, while Options 2 and 4 will be rated “Fair”.

- SRF will update the West Frontage Road Matrix as discussed, and will resend to the PMT for their review/comments.
- Layout/Recommended Alternative figure
 - SRF will update the Recommended Alternative layout to include 34th Avenue/West Frontage Road connections (north and south) as part of the project. 34th Avenue will be shown as closed.
 - SRF will change legend/file name from “Preferred Alternative” to “Recommended Alternative.”
- **Task No. 6 – Concept Evaluation**
 - Technical Memorandum 5
 - John Hagen said that Technical Memorandum 5 is being updated by SRF. Rhonda and Richard agreed that they do not need to see Technical Memo 5 before the open house meeting on April 8, 2010.
- **Task No. 14 – Public Involvement**
 - Public Meeting
 - Public open house meeting will be held on April 8, 2010 from 6:30 to 8:30 p.m. at the George W. Gibbs Jr. Elementary School (5525 - 56th Street NW), with a brief presentation at 7:00 p.m.
 - Newsletter invite will be mailed to residents on March 26, 2010. SRF is handling the newsletter design and mailing.
 - Rhonda Prestegard and Mike Schweyen expressed concern about letters/public notice/announcement not covering everyone. Rhonda commented that Mn/DOT will be responsible for the public notice. It is anticipated that the notices will be sent out on March 26th and April 5th.
 - SRF has drafted a letter to affected property owners. Mn/DOT and the City have made edits. The City will finalize and mail the letter to affected property owners.
 - Kaye Bieniek suggested that the Board that shows Planned Roadway System Improvements for the Year 2035 be revised to highlight CSAH 4 from CSAH 22 to 60th Avenue, since the improvement is included in the County’s CIP (2014).
 - Rhonda and Richard went through their edits to the handout and PowerPoint for the upcoming meeting. SRF will revise the presentation and will send out to the PMT for their review and comments.

III. Next Meetings

- Conference Call No. 10 (Thursday, April 1, 2010, 9:00 to 10:00 a.m.)
- Public Open House (Thursday, April 8, 2010, 6:30 to 8:30 p.m.)
- Future PMT Meetings on April 22nd, May 27th, and June 24th

NMR/bls

Attachment – Attendee List

NORTHERN ROCHESTER TRANSPORTATION STUDY

Project Management Team Meeting No. 14

March 25, 2010

ATTENDEES

PMT Members		Phone	Email
X	Rhonda Prestegard, Mn/DOT D6	507-286-7511	rhonda.prestegard@state.mn.us
X	Richard Freese, City of Rochester	507-328-2426	rfreese@rochestermn.gov
X	Ken Holte, SRF Consulting Group, Inc.	763-249-6732	kholte@srfconsulting.com
PMT Member's Staff:			
	Greg Paulson, Mn/DOT D6	507-286-7502	greg.paulson@state.mn.us
X	Michael Schweyen, Mn/DOT D6	507-286-7636	michael.schweyen@state.mn.us
	Jeff Bunch, Mn/DOT D6	507-286-7557	jeffrey.bunch@state.mn.us
X	Gary Shannon, City of Rochester (partial)	507-328-2430	gshannon@rochestermn.gov
X	John Hagen, SRF Consulting Group	763-249-6726	jhagen@srfconsulting.com
	Angela Bersaw, SRF Consulting Group	763-475-0010	abersaw@srfconsulting.com
	Kevin Jullie, SRF Consulting Group	763-249-6711	kjullie@srfconsulting.com
X	Cynthia Warzecha, SRF Consulting Group	763-475-0010	cwarzecha@srfconsulting.com
X	Natalie Ries, SRF Consulting Group	763-475-0010	nries@srfconsulting.com
X	Jordan Mancl, SRF Consulting Group	763-475-0010	jmancl@srfconsulting.com
Project Partners:			
	Mike Sheehan, Olmsted County	507-328-7070	sheehan.michael@co.olmsted.mn.us
X	Kaye Bieniek, Olmsted County	507-328-7070	bieniek.kaye@co.olmsted.mn.us
	Charlie Reiter, ROCOG	507-328-7136	reiter.charlie@co.olmsted.mn.us
	Phil Forst, FHWA	651-291-6110	phil.forst@dot.gov