



PROJECT MANAGEMENT TEAM MEETING
RECORD OF MEETING NO. 15

DATE: April 22, 2010 (Thursday)
LOCATION: GoToMeeting On-Line Conference Call Session
START: 9:30 a.m. DRAFT DATE: April 26, 2010
ADJOURN: 12:00 p.m. APPROVAL DATE: May 11, 2010
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- Ken Holte said that he did not receive any comments from Mn/DOT Central Office on the GDSU Meeting Minutes from February 8, 2010. Richard Freese and Rhonda Prestegard agreed that the minutes can be finalized. SRF will finalize minutes and post on the FTP site. **[Editor's Note: completed April 27, 2010.]**
- Conference Call No. 9 Meeting Minutes have not yet been finalized. Richard and Rhonda will review minutes and send comments to Natalie Ries at SRF.

II. Topics for Discussion

- **April 2010 Public Meeting Comments**
 - The PMT discussed the public open house meeting on April 8, 2010. Over 200 people attended the meeting, and approximately 50 comments have been received. SRF has provided a summary of the comments (on FTP site).
 - Richard noted that no comments were received from residents in the Orchard Ridge neighborhood, and about 10 to 15 people from the neighborhood attended the open house. This neighborhood was not very well represented at the meeting.
 - Rhonda noted that the PMT has public education responsibilities to people along Bandel Road and the proposed West Frontage Road, and public outreach will need to continue. She suggested having neighborhood meetings in the future.
 - Richard emphasized that it is important to understand the reason for public comments and not rely on emotional responses.

- The PMT discussed that the West Frontage Road is not a condition of the proposed 65th Street interchange.
 - Agencies may need to address the question of valuation for homes in the Harborage neighborhood.
 - Agencies will need to work together, financially, upon purchase of West Frontage Road homes, if needed.
- The PMT went through the public comments and discussed how to respond to comments.
 - The PMT went through eight comments that need direct responses. SRF will draft responses and provide to Richard and Rhonda to email or mail.
 - The PMT noted that many of the other comments have similar questions and concerns. SRF will draft a list of frequently asked questions. Richard and Rhonda will review, and the FAQs will be posted on the project website.
 - Rhonda noted that the website needs to better show recent updates on the main page.
 - Richard and Rhonda requested that the comments be sorted and categorized (positive, negative, neutral, which portion of project). SRF will categorize and go through the comments to develop a list of the social concerns of the public.
- **Preferred Alternative**
 - The PMT agreed that a Preferred Alternative cannot be determined at this time. The PMT discussed barriers and steps that need to be taken in order to determine a Preferred Alternative.
 - The Rochester City Council stated opposition to construction of the West Frontage Road at its April 19, 2010 Council meeting.
 - Mn/DOT staff discussed internal “messaging” regarding the need for the NRTS project, particularly the West Frontage Road. Mn/DOT District 6 will work with Mn/DOT upper management to clarify position and concerns.
 - Rhonda will schedule meeting with Mn/DOT upper management.
 - Rhonda raised issues from FHWA (Phil Forst) regarding Preferred Alternative design and FHWA’s new policy not to review environmental documents for project’s that are not part of a fiscally constrained plan.
 - Mn/DOT will schedule a meeting with Phil Forst to discuss his position and concerns. The City of Rochester requested to be invited to this meeting.
 - Rhonda requested that SRF attend this meeting and prepare a list of talking-points beforehand. Comment summaries and FAQs will be sent to Phil Forst prior to meeting.

- The Benefit Cost Analysis should more clearly define the social benefits and impacts. The PMT will need to determine how to address “neighborhood” issues.
 - Michael Schweyen noted that weighing the benefits and costs of the West Frontage Road will be a key factor in determining the Preferred Alternative.
- The City of Rochester proposed that SRF develop the draft social impacts of the West Frontage Road alternatives and potential mitigation in order to aid the discussion of the Preferred Alternative.

- **Technical Memorandum 5**

- The PMT discussed the process to complete Technical Memorandum 5 and information to be included in this document.
 - SRF will finalize Tech Memo 5 to the point where a Recommended Alternative was chosen.
 - Tech Memo 5 should go further in depth about the need for the 65th Avenue interchange (update from Technical Memorandum 4). This information can be used in future meetings with FHWA.
 - An addendum or Technical Memorandum 6 will be written at a later time to document the reasoning and decision making process used to determine the Preferred Alternative.
 - Addendum/Tech Memo 6 should include discussion about social impacts and benefits/costs of the West Frontage Road. This Addendum/Technical Memorandum should clearly document how the PMT reached a decision on the West Frontage Road.
 - SRF will send Rhonda the previous ROCOG and City comments on the Benefit Cost Analysis.

- **Environmental Document**

- The PMT discussed the environmental document for the NRTS project.
 - Richard asked if FHWA is still not reviewing non-funded projects and how this will impact the NRTS environmental document.
 - Rhonda said that FHWA is reviewing projects on a case-by-case basis.
 - Mn/DOT presented email input received from Phil Forst about the NRTS project.
 - Greg Paulson suggested that the environmental document could use a tiered approach, based on which portions of the Preferred Alternative are funded. Non-funded portions could be presented as right of way preservation. Greg suggested that Jennie Ross (Mn/DOT Office of Environmental Services) should be invited to future meetings with FHWA in order to help determine the environmental documentation process for the project.

- The PMT agreed that they need to make a decision about the Preferred Alternative soon, regardless of how it is dealt with in the environmental document.

III. Next Meetings

- Conference Call No. 12 (Tuesday, May 11, 2010, 9:00 am to 12:00 pm)
- Meeting with FHWA (tentatively mid-May – Mn/DOT will schedule)
- PMT Meeting No. 16 (Thursday, May 27, 2010, 9:30 am to 12:30 pm)
- PMT Meeting No. 17 (Thursday, June 24, 2010, 9:30 am to 12:30 pm)

IV. Other Items

- Jeff Bunch has officially taken over as project manager for Mn/DOT. He should be included on all project correspondence. Any tasks delegated to Rhonda in these meeting minutes will be transferred to Jeff.
- Project schedule and phasing were discussed. SRF will begin developing a plan for the phasing prioritization process.

NMR/bls

Attachment – Attendee List

NORTHERN ROCHESTER TRANSPORTATION STUDY

Project Management Team Meeting No. 15

April 22, 2010

ATTENDEES

PMT Members		Phone	Email
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