



PROJECT MANAGEMENT TEAM MEETING
RECORD OF MEETING NO. 18

DATE: November 10, 2010 (Wednesday)
LOCATION: Mn/DOT District 6 office
START: 10:30 a.m. DRAFT DATE: December 6, 2010
ADJOURN: 12:30 p.m. APPROVAL DATE: December 9, 2010
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- PMT 17 Meeting (September 30, 2010) – Approved with no comments.

II. Topics of Discussion

- Revised Project Schedule – Kevin Jullie discussed the revised project schedule. The schedule now includes the remaining items of the NRTS as well as the 65th Street Interchange project and the City's 2012 Federal funding project on 55th Street. The schedule identifies issues with a construction letting date for the 65th Street interchange and timeliness/ability to conduct field surveys before the authorization to proceed on the 65th Street project.
- April 8, 2010 Public Meeting Follow-up – The PMT discussed the Frequently Asked Questions (FAQ) document, PMT Discussion Item Memo regarding the proposed responses to the specific questions raised at the 4/8/10 open house, and the draft newsletter. Due to the latest developments in the NRTS project, the PMT agreed that it is important to be proactive with providing the public with information on the status of the project. Therefore, the FAQs and the proposed responses to the specific questions that were raised at the 4/8/10 open house need to be reviewed and revised to be consistent with the current status of the NRTS. Mn/DOT staff will work on a press release that will provide an update on the NRTS project. A third public informational meeting will be scheduled once the Technical Memorandum 5 and the Phased Improvement Memorandum (Technical Memorandum 6?) is completed.

The timing and content of the newsletter was also discussed. Richard Freese requested that an electronic copy of the newsletter be sent to the PMT for their review and comments. **[Editor's Note: electronic copy of the newsletter was sent to the PMT on November 10, 2010.]** It was decided that the future press release, newsletter, and website update should be coordinated in order to provide the public with an update on the NRTS and the appropriate notification of the final public informational meeting.

SRF will revise the FAQs and proposed responses to the direct responses prior to the December PMT meeting. The PMT will review the draft newsletter and provide comments to SRF prior to the December PMT meeting.

- FHWA Concurrence on Recommended Improvements:

- PMT Discussion Item Memo: Additional TH 52 Analyses

Jeff Bunch stated that the PMT Discussion Item Memo regarding the additional TH 52 analyses provided the FHWA with enough information to conclude that the West Frontage Road is not needed within the 25-year planning horizon, or prior to the year 2035. Therefore, the PMT approved the Additional TH 52 Analyses PMT Discussion Item Memo without any changes.

- Status of FHWA Letter of Concurrence

Jeff provided the PMT with a summary of an e-mail that Mn/DOT had received from Phil Forst of the FHWA. The e-mail provided FHWA's positions regarding the City's desire to construct an interchange at 65th Street. Specifically, if the City decides to construct the 65th Street interchange with Federal funds, a Federal Environmental Assessment (EA) would be required. However, if the City decides to construct the 65th Street interchange without the use of Federal funds the FHWA will not have direct layout/NEPA document approval authority; therefore, an EA would not be required; however, a State EAW would be needed.

Based on their review of the PMT Discussion Item Memo (dated October 12, 2010), the FHWA has concluded that since the mainline TH 52 traffic operations between 55th and 65th Streets do not fail (with or without a west frontage road between 55th and 65th Streets) prior to or unacceptably close to the 25-year planning horizon, they will not require an evaluation of a west frontage road as part of an EA to address the future improvements along 55th Street.

- Tech Memo 5 – The City provided comments on Tech Memo 5 prior to the PMT meeting. Jeff noted that he will forward on Mn/DOT's comments on Tech Memo 5 after the PMT meeting. The PMT also directed SRF to complete the Elk Run sensitivity analysis, and include a summary of this in the final version of Tech Memo 5.

*Mn/DOT will provide SRF with a copy of their Tech Memo 5 comments. **[Editor's Note: Jeff forwarded an electronic copy of Mn/DOT's comments on November 10, 2010.]** SRF will complete the Elk Run sensitivity testing and prepare a final draft of Tech Memo 5 that incorporates these results as well as the comments received by the PMT.*

- Revised NRTS Scope – Jeff stated that based on his discussions with the District’s contracting staff, they do not need to revise the NRTS scope at this time. However, since the Contract’s expiration date is December 31, 2010, and the NRTS will not likely be completed by the end of the year, the Contract’s expiration date will need to be extended.

Jeff to check with the District contracting staff to determine the required paperwork needed to revise the NRTS Contract expiration date. SRF to revise the NRTS scope.

- 65th Street Interchange Project – Kevin provided the PMT with an update of the 65th Street project. The City will not provide SRF with an authorization to proceed with the 65th Street project until they have executed a memorandum of understanding with Mn/DOT regarding implementation of the NRTS improvements. Kevin noted that in order for the design work and environmental documentation to be completed in time for a project letting during the 2011 construction season, there is some field/survey work that needs to be completed ASAP. Richard asked that SRF provide the City with an estimate to complete the required field work to keep the 65th Street project moving, prior to the authorization to proceed.

SRF to provide the City with an estimate to complete the necessary field/survey work for the 65th Street Interchange Project. [Editor’s Note: Kevin provided the City with an estimate on November 30, 2010.]

III. 55th Street Design Collaboration Meeting

- Initial 55th Street Concepts – Kevin described the three initial concepts to be considered at 55th Street: Diverging Diamond Interchange (DDI) options, Roundabout options, and the Northeast Loop option. Based on a preliminary review of the construction costs, it will be difficult to construct any option that involves the relocation of the east frontage road with the \$2.7 million funds that are currently available to the City. Therefore, options that require only minimal right-of-way need to be investigated.

The PMT directed SRF to look at potential options that include: roundabout at Bandel Road, widened 55th Street Bridge (to provide more left-turn storage on the bridge), relocated Bandel Road, and/or a modified DDI with a 3/4-access at Clearwater Road and a roundabout at Bandel Road.

SRF to prepare revised 55th Street concepts for the November 17th Design Collaboration Meeting with Mn/DOT GDSU, FHWA, and County staff.

IV. Next Meetings

- Design Collaboration (with FHWA & GDSU staff) – Wednesday, November 17 at 9:30 a.m. to 12:30 p.m.
- PMT 19 – Thursday, December 9 at 9:30 a.m. to 12:30 p.m.

Attachment – Attendee List

NORTHERN ROCHESTER TRANSPORTATION STUDY

Project Management Team Meeting No. 18

November 10, 2010

ATTENDEES

PMT Members		Phone	Email
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