



**Northern Rochester Transportation Study
Project Management Team Meeting**

RECORD OF MEETING NO. 2

DATE: Tuesday, March 17, 2009

LOCATION: Rochester Public Works

START: 9:15 a.m.

Draft Date: March 24, 2009

ADJOURN: 12:00 noon

Approval Date: April 9, 2009

ATTENDEES: See Attendance List at end of document.

MEETING DISCUSSION

I. February 10, 2009 Meeting Minutes (PMT 1)

- Add Logo to Minutes
- Discussed approval of future minutes. The City suggested that minutes/documents be approved at the following meeting in order to help maintain the schedule. Previously, it was discussed that minutes/documents be reviewed at the following meeting with approval coming at the subsequent meeting. The PMT agreed to change the procedure, but also noted an emphasis must be placed upon getting the minutes/documents out for review within one week and also allowing a minimum of one week review time of new information in advance of upcoming meeting.
- Minutes to be sent to PMT members for review and editing. Microsoft Word documents will be utilized with PMT using tracked changes within documents. It will be important for the PMT to notify other PMT members that edits are being made in order to consolidate comments and reduce digital file conflicts.
- Strikeouts should be used to document changes within a particular meeting.
- Each meeting should be numbered to help track progress.
- Comments received via e-mail from District 6 were reviewed.

- Future meeting dates: Tuesday, April 14 changed to Thursday, May 14.
- SRF to coordinate FTP site for project data and website for public information. SRF to review possibilities for having FTP access be part of website, but not allow public access to FTP area.
- Attendees list to include phone numbers and e-mail addresses.
- February 10, 2009 minutes to be revised and resent to the PMT. Approval will be via e-mail responses.

II. Action Items

- The District provided an example of a potential project log example. This log will track action items and assigned responsibilities during the project. It will be constructed such that newer items will be added to the top of the list, and will be living document throughout the project.
- Project FTP site to be hosted by the City. SRF to coordinate with Russ Kelm. Project site is to allow access by all project partners. FTP site to be used to store large files during reviews and consist primarily of “Draft” information.
- Project website to be hosted by SRF. SRF to create site layout for PMT review. The City requested that FTP site link be included in the website for easy reference. It was discussed that this may prompt inquiries from public about access, but it was agreed that the FTP site is for work in progress. Only finished/approved elements would be posted on website. The City and District sites will be linked to the project site.
- The PMT discussed forecast model year. Previous data was all developed for year 2035. The 2006 counts were calibrated to the 2035 forecast model, so that should all be consistent. It was discussed that ROCOG may be developing a 2040 forecast model, but it was thought that this model was not yet complete and likely focused on the southwest part of Rochester (Airport) which is also being studied, but lacks a 2035 forecast model. The PMT requested confirmation/coordination of the Elk Run forecast year.
- Corsim modeling to include north ramps at 41st Street in order to evaluate TH 52 mainline. The PMT also discussed which intersections should be included in Corsim model, but no final determinations were made. SRF is to prepare a graphic illustrating the area and intersections to be included in Corsim modeling. This graphic could be representative of the anticipated link-node diagram.
- Since it was agreed to utilize the 2035 forecast model and previously collected counts, SRF indicated that counts are also needed at two additional locations: 1) 65th Street NW at 34th Avenue, and 2) 65th Street NW at 50th Avenue. Also, the City indicated that the northbound off-ramp at 55th Street NW has been converted to a double left turn since 2006, and should therefore be recounted. SRF’s John Hagen is to coordinate directly with the City who will collect the information.

- SRF is compiling previous data and reviewing current collection of information to be utilized in the project. This information will be the content of Technical Memorandum No. 2.
- SRF was able to verify that a 2035 forecast model based upon higher land use intensity more commonly associated with an interchange is available from ROCOG.
- The City will provide prairie crossing traffic report shortly.
[SUBSEQUENT NOTE: Report received on March 17, 2009.]
- The PMT discussed development of Purpose & Need and Previous Project Information. It was agreed that previous data, if applicable, could be brought forward. However, in order to allow for due process and to be consistent with NEPA requirements, the Purpose & Need should not be discussed until the existing network and deficiencies could be identified, particularly in relation to the design year analysis (no-build condition).
- The PMT discussed project development flowchart/matrix. To further the discussion from PMT No. 1, there were two illustrations requested: 1) A process flowchart for use at public meetings, and 2) a decisions flowchart for identifying when tasks are to occur. Item 1 is to be fairly broad-based, but allow the public to understand the key components and order of the project development. The second item is to be more detailed and specific project tasks identified when occurred and when certain areas of analysis are to occur. Items to be addressed include: Corsim, Syncro, interchange configurations, 55th Street vs. 65th Street, etc.

III. Project Schedule

- Updated project schedule was reviewed. No particular comments were discussed, but the schedule did generate discussion regarding the analysis of TH 52, such as:
 - Should TH 52 mainline be focus of initial analysis?
 - When are interchange configurations introduced?
 - How/when do local road improvements get incorporated?
 - Should 55th Street or 65th Street be analyzed before the other? We discussed that 55th Street improvements would be evaluated first and then the 65th Street interchange would be designed to fit the need. If SRF does not agree with this, we'll need to discuss in more detail

IV. Technical Memorandum No. 1

- The PMT reviewed updated Technical Memorandum No.1. Some editorial comments in the study objectives and Table 3 will be incorporated into the document and then resubmitted. The PMT will strive to approve this document via e-mail confirmation prior to the next PMT.

V. Current Task Activities

- **Task 3** – Scheduling cultural resources literature review [Note: will need to schedule coordination meeting with the District and OES], building DTM and identifying initial list of survey needs, drafting Technical Memorandum No. 2, developing basemap.
- **Task 4** – Collecting information in order to begin deficiencies analysis, forecasting efforts, and safety analysis. Field observations of TH 52 being scheduled.
- **Task 5** – Drafting initial screening criteria for upcoming PMT review.
- **Task 6** – Building existing Corsim network.
- **Task 7** – Sending out early coordination letter.
- **Task 13** – Beginning creation of existing right of way basemap.
[SUBSEQUENT NOTE: The District thought ROC 52 recorded plats may have been on previously delivered CDs.]

VI. Next Steps

- Future PMT meetings are scheduled for:
 - April 9th
 - May 14th
 - June 11th
 - July 9th
 - August 13th
- Project partners are to be invited to the April meeting to begin getting them involved and prepared for upcoming tasks/decisions.

{SUBSEQUENT NOTE: Rhonda spoke with Kaye and Mike on 3/26/09 and they were not aware of this meeting date. Unfortunately their schedules for April 9th are booked. Please get these meeting dates out to the partners a.s.a.p.}
- SRF is to be diligent in providing information to be reviewed at least one week in advance of meetings.
- SRF is to take initiative and advance tasks quickly in order to present information and recommendations to PMT.
- SRF is to provide potential public information dates to PMT.

VII. Other

- The PMT reviewed potential project logos presented by SRF.

[SUBSEQUENT NOTE: Follow up discussion lead to District identifying a preferred choice—the City deferred.]
- The City's 2010 ATP 65th Street Project was discussed.

- The City has 2010 federal monies through ATP allocated towards 65th Street from 34th Avenue to 50th Avenue.
- The City wishes to advance environmental document for this leg in order to utilize federal monies.
- The same tasks and scope identified in the NRTS project will be followed, but the 65th Street corridor would be covered by a separate Project Memorandum (PM).
- A preliminary review shows that forecast volumes along 65th Street, west of the frontage road, will be less than 20,000 VPD and not affected by the interchange at 65th Street/TH 52.
- The City is proposing a controlled access facility consisting of two thru lanes and dedicated left- and right-turn bays.
- The right of way and curb faces are being developed to allow for a future conversion to a four-lane facility should it be necessary.
- Rhonda expressed concern with the City’s proposal and recommended a meeting with FHWA and State-Aid.

[SUBSEQUENT NOTE: Mn/DOT and the City have resolved this issue. The federal money for 65th Street will be moved to a different project and the 65th Street West project will not be reviewed separately but will be included in the overall NRTS review as originally planned].

VIII. Action List

TASK	ASSIGNED	DUE DATE
▪ Revise & resubmit PMT No. 1 Minutes	SRF	3-25-09
▪ PMT & comment on PMT No. 1 Minutes	PMT	4-11-09
▪ Create and populate Project Log	SRF	4-1-09
▪ Coordinate project FTP with City	SRF	4-1-09
▪ Begin development of project website	SRF	4-1-09
▪ Determine Elk Run forecast year and coordination needs	SRF	4-1-09
▪ Develop graphic illustrating Corsim model components	SRF	4-1-09
▪ Collect needed traffic counts	City.....	4-9-09
▪ Create draft of TM No. 2	SRF	4-1-09
▪ Provide Prairie Crossing traffic report	City.....	4-1-09
▪ Develop draft process flowchart for PIM use	SRF	4-9-09
▪ Develop draft decisions flowchart for PMT use	SRF	4-1-09
▪ Revise & resubmit TM No. 1 for final review	SRF	4-27-09

- Approve TM No. 1 PMT 4-9-09
 - Invite project partners to April meeting SRF 4-27-09
 - Provide potential PIM dates to MPT SRF 4-9-09
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ATTENDEES

Tuesday, March 17, 2009

PMT Members		Phone	Email
X	Rhonda Prestegard, Mn/DOT District 6	507-286-7511	rhonda.prestegard@dot.state.mn.us
X	Richard Freese, City of Rochester	507-328-2426	rfreese@rochestermn.gov
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PMT Member's Staff:			
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Project Partners:			
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