



**PROJECT MANAGEMENT TEAM MEETING
(Web-based Conference Call)**

RECORD OF MEETING NO. 21

DATE: April 14, 2011 (Thursday)
LOCATION: (Web-Based Conference Call)
START: 9:30 a.m. DRAFT DATE: May 10, 2011
ADJOURN: 10:30 a.m. APPROVAL DATE: May 12, 2011
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- PMT 20 Meeting (January 13, 2011) – Approved with no comments.

II. Topics of Discussion

• **Contract Discussion:**

- The Contract expiration date has been revised to June 30, 2011.
- SRF has been asked to follow a new format for invoices. *SRF will work with City staff to make sure subsequent invoices are in the proper format.*
- The revised Contract did not incorporate the revisions to the subconsultant work performed early in the project. While these proposed revisions do not change the overall project budget, it does reallocate funds from one subconsultant to another, and reallocates the remainder to the SRF budget. *SRF will work with City and Mn/DOT staff to see how these proposed changes should be made within the Contract.*

• **Remaining Schedule:**

- The final two PMT meetings will occur in May and June (see Upcoming Meetings section for date, time, and location)
- The final Public Meeting is scheduled for May 19th, 2011 (see Upcoming Meetings section for time, and location)

- **Public Involvement:**

- Revised Draft Newsletter: Comments from the PMT included adding the new date, meeting time, and location to the newsletter. Revisions to the second sentence under the Upcoming Events: Informational Open House section to better describe the meeting purpose. Finally, it was suggested that a new section be added to the Current Project Status section of the newsletter to describe the Phasing Plan for the 55th Street improvements.

SRF will finalize the draft newsletter and send a copy to the PMT for their approval prior to mailing. [Editor's Note: The revised newsletter was reviewed by Mn/DOT and City staff, and the final NRTS newsletter was posted on the project website on April 29, 2011, Mn/DOT sent out e-mail notifications on May 2, 2011, and the newsletter was mailed out on May 3, 2011]

- Website Update: The PMT reviewed the proposed changes to the NRTS website. The PMT recommended that the Project Schedule portion of the website be updated to provide general dates of the subsequent projects.

SRF to revise the website and provide the PMT with an opportunity to review the changes prior to going "live" with the updates. [Editor's Note: The website updates were reviewed and approved by Mn/DOT and City staff, and the updated NRTS website went "live" on April 29, 2011 and Mn/DOT sent out e-mail notifications on May 2, 2011.]

- Frequently Asked Questions (FAQs): The PMT had minor revisions to the FAQs, specifically with respect to changing the text to state that the NRTS is now completed.

SRF to revise the FAQs as noted, and post them on the NRTS website. [Editor's Note: The FAQs were added to the project website as part of the April 29, 2011 update.]

- **Final Deliverables:**

- Tech Memo 5: Tech Memo 5 is being finalized to incorporate the Elk Run Sensitivity tests and comments received by Mn/DOT and the City before the project was put on hold during the revisions to the Contract expiration date. The PMT requested that Tech Memo 5 be posted on the NRTS website prior to the May public meeting.

SRF will finalize Tech Memo 5 and submit a revised copy for the PMT to review and approve before posting it on the project website. [Editor's Note: The revised Tech Memo 5 was sent to the PMT for their review and comment on April 22, 2011.]

- Phased Improvement Memo (Tech Memo 6): Tech Memo 6 will document the evaluation of constructing the recommended improvements of the NRTS in phases depending on the overall project cost and funding availability. The memo will

primarily focus on the 55th Street improvements. The PMT requested that Tech Memo 6 be posted on the NRTS website prior to the May public meeting.

SRF will prepare a draft Tech Memo 6 and submit a copy to the PMT for their review and comment.

- **Update on the 65th Street Interchange Project:**

- The City has approved the contract for the design and environmental documentation of the 65th Street improvement project. A memorandum of understanding between the City and Mn/DOT for the 65th Street interchange has also been approved. A public hearing on the 65th street Interchange environmental document is anticipated in mid-2011. Construction of the proposed 65th Street interchange is anticipated in 2012.

III. Next Steps

- **Finalize Tech Memo 5**
- **Prepare draft Phased Improvement Memo (Tech Memo 6)**
- **Newsletter, Website Update, and preparation for the final Public Informational**

IV. Upcoming Meetings

- **Final two PMT Meetings** (all meetings to be held at Mn/DOT D-6 Offices in Rochester):
 - May 12, 2011, 9:30 a.m. to 12:30 p.m.
 - June 9, 2011, 9:30 a.m. to 12:30 p.m.
- **Final Public Informational Meeting**
 - Thursday, May 19, 2011 at George W. Gibbs, Jr. Elementary School from 6:0 to 8:30 p.m. (a brief presentation will be given at 7:00 p.m.)

Attachment – Attendee List

NORTHERN ROCHESTER TRANSPORTATION STUDY

Project Management Team Meeting No. 21 (Web-based Conference Call) April 14, 2011

ATTENDEES

PMT Members		Phone	Email
X	Jeff Bunch, Mn/DOT D6	507-286-7557	jeffrey.bunch@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
	Michael Schweyen, Mn/DOT D6	507-286-7636	michael.schweyen@state.mn.us
	Rhonda Prestegard, Mn/DOT D6	507-286-7511	rhonda.prestegard@state.mn.us
	Kristin Calliguri, Mn/DOT D6 (partial)	507-286-7684	kristin.calliguri@state.mn.us
	Gary Shannon, City of Rochester (partial)	507-328-2430	gshannon@rochestermn.gov
X	John Hagen, SRF Consulting Group	763-249-6726	jhagen@srfconsulting.com
X	Kevin Jullie, SRF Consulting Group	763-249-6711	kjullie@srfconsulting.com
	Denny Eyley, SRF Consulting Group	763-475-0010	deyley@srfconsulting.com
X	Aaron Vacek, SRF Consulting Group	763-475-0010	avacek@srfconsulting.com
Project Partners:			
	Mike Sheehan, Olmsted County	507-328-7070	sheehan.michael@co.olmsted.mn.us
	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
	Abbi Ginsberg, FHWA	651-291-6104	Abbi.Ginsberg@dot.gov