



PROJECT MANAGEMENT TEAM MEETING
RECORD OF MEETING NO. 22

DATE: May 12, 2011 (Thursday)
LOCATION: Mn/DOT District 6 office
START: 9:30 a.m. DRAFT DATE: June 8, 2011
ADJOURN: 11:30 a.m. APPROVAL DATE: June 9, 2011
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- PMT 21 Meeting (April 14, 2011) – Approved with minor comments on page 3.
 - The first bullet point under the Update on the 65th Street Interchange Project was revised to read “The City has approved the contract for the design and environmental documentation of the 65th Street improvement project.”

II. Topics of Discussion

• **Final Deliverables:**

- Tech Memo 5 – Mn/DOT provided SRF with a list of items from earlier comments that do not appear to be addressed in the revised Tech Memo 5. Jeff Bunch mentioned that some of the items may no longer apply; however, they would like SRF to review the list and provide responses on each item. *SRF to review the list and provide responses for each of the remaining comments (e.g. – were they addressed, do they need to be addressed, if not – provide explanation why?)*
- Tech Memo 6 – John Hagen provided a brief overview of Tech Memo 6. There were no specific initial comments from the PMT other than need to identify when the recommended upgrade of 55th Street to six-lanes might be needed. FHWA is concerned with the recommended phased improvements, and has not yet agreed upon the required environmental documentation of the subsequent projects/implementation phases. Further discussion is needed to determine the necessary environmental documentation for future projects. *The PMT will review*

Tech Memo 6 and provide SRF any comments so that the memo can be finalized and approved at the final PMT meeting in June.

- **Public Informational Meeting Preparation:**

- 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:**

- Draft Press Release – The draft press release was reviewed by the PMT. It was determined that the press release needed to be sent out on Friday, May 13th in order to provide adequate notice of the upcoming Open House. Jeff asked that SRF send Mn/DOT an electronic copy of the press release so that they can revise and send out by June 13th. [**Editor’s Note: An electronic copy of the press release was sent to Mn/DOT on May 12, 2011. Mn/DOT sent out the press release on June 13, 2011**]
- Draft PowerPoint Presentation – The PMT reviewed the draft PowerPoint presentation. The PMT had the following comments:
 - Revise the legend for each LOS graphic to show LOS A through C and the green dots (not LOS A through D).
 - Revise the NRTS Outcomes slide and create three (3) new slides (Project Resources, Recommended Alternatives, and Subsequent Projects)
 - Revise the Next Steps slide and create two (2) new slides (one for the 65th Street Interchange project and the other for the 55th Street Phase I improvement project)
- Draft Meeting Handout – The PMT reviewed the draft meeting handout. Minor changes included the addition of a statement that notes that the engineering design and environmental studies are currently underway for the 55th Street Phase I improvements.
- Draft Meeting Boards – The PMT reviewed the draft meeting boards and had the following comments:
 - Revise the title of the “Planned Roadway System Improvements: Year 2035” board to match the newsletter. The study area shown on this board will also be revised to show the full study area.
 - Remove the second bullet point from the “Purpose and Need” board.
- Meeting Comment Form – The PMT reviewed the meeting comment form and suggested that text be added to note that comments can also be e-mailed to either Richard or Jeff (and include their e-mail addresses)

- Sign-in Sheet – No comments from the PMT.
- Layouts – The PMT reviewed the layouts that will be presented at the May 19th Open House. Revisions included:
 - Revise the 65th Street layout to show the relocated 34th Avenue connection to 65th Street
 - Add insets on the 65th Street layout that show future lane configurations at 65th Street/34th Avenue intersection, 65th Street/Relocated 34th Avenue intersection, and the 34th Avenue/Relocated 34th Avenue intersection.

III. Next Steps

- Finalize Tech Memos 5 and 6 (based on comments received from PMT)
- Prepare for the May 19, 2011 Public Informational Meeting
- Project Close-out/Final Project Documentation

IV. Upcoming Meetings

- **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.)
- **Final PMT Meeting** (held at Mn/DOT D-6 Offices in Rochester):
 - June 9, 2011, 9:30 a.m. to 12:30 p.m.

Attachment – Attendee List

NORTHERN ROCHESTER TRANSPORTATION STUDY

Project Management Team Meeting No. 22

May 12, 2011

ATTENDEES

PMT Members		Phone	Email
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