



NORTHERN
ROCHESTER
TRANSPORTATION STUDY

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PROJECT MANAGEMENT TEAM MEETING
RECORD OF MEETING NO. 23

DATE: June 9, 2011 (Thursday)
LOCATION: Mn/DOT District 6 office
START: 9:30 a.m. DRAFT DATE: June 21, 2011
ADJOURN: 11:30 a.m. APPROVAL DATE: June 23, 2011
ATTENDEES: See Attendance List (end of document)

MEETING DISCUSSION

I. Approval of Previous Minutes

- PMT 22 Meeting (May 12, 2011) – Approved with minor comments to the contact information on the list of attendees on page 4.

II. Topics of Discussion

• **Final Deliverables:**

- Tech Memo 5 – John Hagen provided a brief summary of the Mn/DOT comments that will be addressed in the final Tech Memo 5. *SRF to revise Tech Memo 5 and send out a final copy of Tech Memo 5 (with changes highlighted) to the PMT for their review and/or approval.*
- Tech Memo 6 – The PMT reviewed Tech Memo 6. The City provided SRF with comments prior to the meeting and Mn/DOT provided minor comments (to the Introduction section) during the meeting. The PMT discussed FHWA concerns with the timing of the upgrade of 55th Street to six-lanes. SRF noted that 55th Street (west of Chateau Road) will not be needed until Phase 4 of the recommended 55th Street improvements.

The PMT also discussed items raised in the June 8, 2011 e-mail from Abbi Ginsberg regarding FHWA's comments on proposed 55th Street project phasing and the required environmental documentation in light of the current NEPA and Fiscal Constraint Policy. The PMT agreed on the following responses to FHWA's comments:

- The NRTS project phasing will follow FHWA’s proposed approach “B” outlined in the June 8, 2011 e-mail. Specifically, a CatEx will be prepared for the proposed Phase 1 improvements, and an EA will be prepared to cover Phases 2 and 3, respectively. This decision was made due to the fact that Phase 1 is already programmed and the scope of work is limited in scope; while Phases 2 and 3 are somewhat interdependent from an operational standpoint.
- The upgrade of 55th Street from Chateau Road to Members Parkway will be constructed as part of the proposed Phase 4 of the 55th Street improvements.

Tech Memo 6 will be revised to further clarify/document these decisions. *SRF to revise Tech Memo 6 and send out a final copy of the Tech Memo (with changes highlighted) to the PMT for their review and/or approval.*

- **Public Informational Meeting Recap:**

- Open House Summary – The PMT reviewed the draft Open House Meeting Summary. The list of Agency Attendees was revised to correctly identify those in attendance. The PMT added two (2) additional comments to the “Oral Comment Summary”:
 - Is there a need for a dual southbound left-turn lane on Chateau Road at 55th Street now and/or in the future?
 - What is the proposed traffic control at the future 55th Street/Clearwater Road intersection? Will it operate as a future signalized T-intersection or a modified T-intersection (where the westbound through movement is uncontrolled)?

The PMT asked that SRF prepare a summary of responses to the frequently asked questions at the May 19, 2011 Public Open House. This summary will be posted on the project website. *SRF to revise Open House Summary as noted, and will prepare a set of responses to the frequently asked questions at the May 19th Open House.*

- **Project Close-out:**

- Final NRTS Documentation – John provided a summary of the proposed final NRTS documentation that will consist of a three-ringed binder that contains copies of the all of the various documents prepared as part of the NRTS (including but not limited to Tech Memos, meeting minutes, newsletters/project press, open house materials, final layouts, and cost estimates). The binder will also include a CD/DVD with electronic copies of the project documents. The PMT suggested that this document also include copies of miscellaneous correspondence from FHWA. *SRF to prepare a project binder for Mn/DOT (2 copies), the City of Rochester (1 copy), Olmsted County (1 copy), ROCOG (1 copy), and FHWA (1 copy).*

III. Other Items

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

The PMT requested that SRF provide a copy of the 65th Street layout with the title “Exhibit A” to be used as an attachment to the MOU between the City and Mn/DOT regarding the 65th Street Interchange Project.

The City requested that SRF verify Mn/DOT right-of-way lines and property identification with the Menards plat along TH 52. *SRF to review Mn/DOT right-of-way requirements along ramp and usage of identified lots.*

- **Acknowledgements:**

Ken Holte thanked the NRTS PMT members, member staff, and project partners for all their time and effort over the past few years to make the NRTS a success!

IV. Next Steps

- Finalize and Approve Tech Memos 5 and 6
- Review and Approve PMT Meeting 23 Summary
- Review and Approve May 19, 2011 Public Open House Meeting Summary
- Project Close-out/Final Project Documentation
- Final Website Update

Attachment – Attendee List

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Project Management Team Meeting No. 23

June 9, 2011

ATTENDEES

PMT Members		Phone	Email
X	Jeff Bunch, Mn/DOT D6	507-286-7557	jeffrey.bunch@state.mn.us
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