



US Hwy 169 Corridor Coalition

Working together to enhance safety, reduce congestion and maximize economic development along the US Highway 169 inter-regional corridor.

Joint Executive and Technical Committee Meeting

June 27, 2013

5:00 p.m. – 7:00 p.m.

**Scott County Government Center
Board Conference Room
Shakopee, MN**

Meeting Minutes

First Name	Last Name	Title	Agency
Doug	Weiszhaar	Corridor Advocate	WSB & Associate
Jan	Callison	Commissioner	Hennepin County
Jane	Kansier	Assistant City Manager	City of Prior Lake
Jim	Gates	Deputy Director Public Works	City of Bloomington
Jim	Hovland	Mayor	City of Edina
Jon	Ulrich	Commissioner	Scott County
Lewis	Giesking	Director of Public Works	City of St. Peter
Lisa	Freese	Transportation Program Director	Scott County
Michael	Leek	Community Dev. Director	City of Shakopee
Ronda	Allis	Comm & Economic Dev Director	Region 9 Development Commission
Tom	Hulting	Council Member	City of Bloomington
Vance	Stuehrenberg	Commissioner	Blue Earth County

The meeting was called to order at 5:00 PM by Chairman, Commissioner Jon Ulrich.

1. Welcome/Introductions – Jon Ulrich, Chair, Scott County Commissioner
2. Adoption of Agenda

Commissioner Vance Stuehrenberg made a motion to approve the agenda. The motion was seconded by Councilmember Tom Hulting and approved.

3. Adoption of Minutes from March 14, 2013 and May 9, 2013

Commissioner Jan Callison noted some minor changes. Commissioner Callison made a motion to approve the minutes as modified. The motion was seconded by Director of Public Works Lewis Giesking and approved.

4. Financial Report for May 2013

Deputy Director of Public Works Jim Gates made a motion to approve the financial report. The motion was seconded by Commissioner Vance Stuehrenberg and approved.

5. Corridor Advocate Report

- a. Corridor Advocate Doug Weiszhaar distributed the June Corridor Advocate Report. The primary activity in June was the outreach event attended by 24 people, with 15 potential members. Commissioner Stuehrenberg thought the meeting went extremely well. He has spoken to a few participants since then. Two new members added as a result. Commissioners Ulrich and Stuehrenberg commented this strategy is working. In the future, the events should be rotated along the corridor. The next event is scheduled for September/October. Mayor Jim Hovland will check on the availability of Braemer golf course.

6. Communications/Technology and Administrative Support RFP

Commissioner Ulrich noted this item will also include a discussion about the corridor advocate.

a. Draft RFP

- i. Is this the right set of services and the correct approach?
 - Mayor Hovland stated the statement of services looks good. The RFP needs to be clear this is not an employment contract and there is not an obligation to hire low bidder.
 - Community and Economic Development Director Ronda Allis questioned whether this position would coordinate the outreach events. Should they be included in the RFP or bid separately? Lisa Freese noted event planning could be included as an optional service. Tried to keep separate, or can offer option to bid on one element only.
 - Commissioner Callison suggested we keep the RFP simple. The basic foundation is communications/technology and administrative support. Additional duties may be added later.
- ii. Mileage Reimbursement: The Executive Committee determined the Scott County Courthouse should be considered home base. Only mileage to meetings or events outside the courthouse will be reimbursed.
- iii. Proposal: Length of proposals should be limited to 5 pages.
- iv. Insurance: Lisa Freese stated we will most likely be dealing with individuals who may have problems with the \$1 Million insurance requirement. The cost of this is somewhere between \$500 and \$800 per year. We may need to consider how this will be managed if the selected person cannot handle insurance.
- v. Selection Committee:
 - The Technical Committee will review the proposals and distribute them to the selection committee electronically.
 - Commissioner Jon Ulrich, Councilmember Tom Hulting. Lisa Freese and Ronda Allis will serve as the selection

committee. They will bring a recommendation to the Executive Board on August 8, 2013.

Commissioner Callison made a motion to approve the RFP with the modifications discussed. The motion was seconded by Mayor Jim Hovland and approved.

- b. Corridor Advocate: Commissioner Ulrich noted we have a corridor advocate and a need for administrative services. What is mood of group? The Corridor Advocate seems to have had more success in recent months with quarterly outreach event. Commissioner Stuehrenberg noted he likes what they have done. Past problem may have been lack of proper direction. Recent events have been more successful. Mayor Hovland stated the question is whether they are right advocate in the future. He is not prepared to make a decision on WSB tonight, but is on the administrative services RFP. Commissioner Ulrich stated if proposals come in higher than expected, the Board may need to make a decision about a corridor advocate.

The Executive Committee acknowledged the WSB contract expires at the end of June, 2013, and there is nothing between then and the August 8th meeting the Corridor Advocate will be responsible for.

Committee members had some discussion about the role of the consultant for the Highway 14 Corridor. Ronda Allis stated this contract is for \$50,000 per year, and the consultant is paid for maintaining a presence at the Capital. This may be an opportunity to partner with the Highway 14 Coalition for these services.

The Executive Committee also discussed what the role of the Corridor Advocate should be. In the past, the role was to build membership. Should a future role be to serve as the coalition's eyes and ears at the legislature, and at other State agencies?

No action is required on the current WSB contract.

7. Studies:

- a. Long Haul Study: Ronda Allis noted she has not been able to get a lot of information. She has been in contact with District 7, and will invite them to next meeting. Lisa Freese suggested we invite Land-to-Air and the City of Eden Prairie as well.
- b. 169 Transitway Study: The Metropolitan Council is planning to partner with local governments along the corridor to complete a transitway study for 169. This is a step towards getting the region to commit some transit funds on the corridor. Commissioner Callison suggested we invite the Metropolitan Council to make a presentation at the next meeting to discuss the study.
- c. Jim Gates stated the State is making some funding available for projects in "corridors of commerce." He noted the 169 corridor has the potential to be on this list. Mayor Hovland asked the Technical committee to look at this.

8. 2014 budget

- a. Recommend 2014 Dues Structure: Commissioner Stuehrenberg made a motion to maintain the same dues structure for 2014. The motions was seconded by Commissioner Callison and approved.

9. Other Items

- a. Successes on the 169 Corridor:
 - i. MN DOT application to Federal Government for flood mitigation funded for \$9.833 Million. The Region 9 RDC will conduct a regional tour on July 10th along 169 corridor, along with an evening event to celebrate the grant. 169 Corridor Coalition members are invited to attend.

10. Next Meeting

- a. August 8, 2013
 - i. Executive & Technical Committee 5:00 – 7:00 p.m.
 - ii. Full Board 7:00 – 9:00 p.m.
 - iii. Topics will include the 169 transitway study and the long haul study. Communities along the 169 corridor to 394 should be invited, as well as Chaska and Chanhassen. Mayor Hovland will check on the availability of Braemer golf course.
- b. September 12, 2013
 - i. Board meeting in St. Peter
 - ii. Suggested Topic- meet with colleges

11. The meeting was adjourned at 6:37 PM

Respectfully submitted by Jane Kansier, City of Prior Lake