

CITY COUNCIL SPECIAL MEETING

**Brainerd, Minnesota
September 9, 2019
6:00 P.M.**

**Brainerd City Hall
Council Chambers**

_____ J. Lambert
_____ K. Stunek
_____ D. Pritschet
_____ K. Bevans
_____ D. Badeaux
_____ G. Johnson
_____ Mayor Menk

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Election of At-Large Council Seat Replacement**
- 5. Trunk Highway 210 Goals and Priorities and PMT Bylaws**
- 6. Request to Hire Community Service Officers**
- 7. Appointment of Interim City Administrator**
- 8. Adjourn**

**ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307.**



MEMO

TO: Mayor and City Council

FROM: Cassandra Torstenson, City Administrator

DATE: September 6, 2019

SUBJECT: City Council At-Large Member Appointment Process

The following is the appointment process we will follow to fill the current vacant City Council seat:

- Each member will vote for one nominee
- After each ballot (unless one candidate has received a majority of the votes cast), the following procedure will be used:
 - Candidates receiving zero votes will be eliminated.
 - After that, the candidate receiving the fewest votes shall be dropped.
 - If the combined votes of the two lowest candidates do not equal the votes of the next lowest candidate, both shall be eliminated.
 - If there is a tie for the lowest two or three candidates, and the combined total does not equal the next lowest candidate, they shall be eliminated. If only three nominees remain, there shall be a run-off between the tied candidates.
 - When one candidate receives a majority vote, that candidate is appointed.

The following individuals completed the approved City Council application form which are attached for your review as follows:

1. Tad Erickson
2. Wayne Erickson
3. Sulamita Furman
4. Donald Gorham
5. Michael O'Day

Additional background:

On August 5, 2019, the Brainerd City Council accepted, with regret, the resignation of Council Member Hilgart, publish the vacancy, establish a procedure/schedule for interested parties to submit an application, conduct interviews in an open meeting and make a decision.

The Vacant City Council seat is an “At-Large” seat, which means anyone that is a resident from the City of Brainerd is allowed to apply.

The City Council placed the deadline for submitting applications at Wednesday, September 4, 2019 by 4:30 p.m. and to hold a Special City Council meeting on Monday, September 9, 2019 at 6:00 p.m. to appoint a candidate.

The individual chosen to fill the remaining term of the open Council seat will be sworn in at the September 16th City Council meeting.

MN Statute 412.02, Subd. 2a. Vacancy. Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment.

August 30th, 2019

Tad A. Erickson
1906 Graydon Ave.
Brainerd, MN 56401

David Pritschet
Brainerd City Council President
501 Laurel St
Brainerd, MN 56401

Council President,

I love the city of Brainerd. I believe that the city has fantastic residents, businesses, and visitors; and that it has many under-rated and underutilized community assets. While I believe that Brainerd is uniquely positioned to grow, redevelop and thrive in the coming years, I also realize that we face several challenges as we navigate changing demographics, aging infrastructure, aging housing stock, and workforce challenges, among others.

I have been a Brainerd resident for nearly 9 years, when my wife and I purchased our 1st home in North Brainerd. Since that time, the birth of our two children, necessitated us to become move up buyers, and we were fortunate enough to find our 2nd home in South Brainerd.

It was always my intention to own and manage income properties, so we made the decision to keep our first home in North Brainerd and we pride ourselves by striving to be model income properties owners and have done so for the past 9 years.

Lastly, my career as a Regional Transportation Planner with the Region Five Development Commission has given me a unique perspective on the challenges facing rural municipalities having worked with dozens of cities, counties, and townships on a wide array of local government issues.

I'm seeking a seat on the Brainerd City Council, because I believe in the future of Brainerd; I want to play an integral role in the success of the City of Brainerd, by providing a sound, steady, reasoned and thoughtful approach. Overtime, I want to help further develop Brainerd into a regional hub, by ensuring its infrastructure is sound, its neighborhoods are safe, a variety of housing options are available, and the downtown continues to become a choice destination for residents, businesses and visitors alike.

Sincerely



Tad A. Erickson

City of Brainerd
City Council Application Form

Any questions contact City Hall at 218-828-2307

Date: 8/30/2019

Reminder: *The City requires a complete criminal history and driver's license check to be conducted upon your recommendation for appointment to determine whether there are any job-related factors that affect your suitability for the volunteer opportunity.*

General Information: (please note any information you would like kept private)

Name: Last ERICKSON First TAD M.I. A

PLEASE NOTE: To serve on the City Council, you must live within the City Limits of Brainerd.

Address: 1906 GRAYDON AVE City, State, Zip: BRAINERD, MN 56401

Phone Number(s): Home: NA Work: 218.894.3233 EXT #7

Cell: 218.820.9281 Email Address: TERICKSON@REGIONFIVE.ORG

Why do you want to serve on the City Council?

As the City of Brainerd continues to develop into a thriving city, I want to play a more active role in this process.

As Brainerd continues to grow I want to help find solutions to challenges like housing, transportation, economic dev.

I love the city of Brainerd; Brainerd has many assets that get overlooked, and I see lots of potential for Brainerd

What skills, strengths, or abilities do you believe you will add to the organization?

I've worked as a planner in local government and with a variety of municipalities across central Minnesota for 9 years.

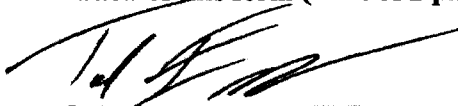
I previously served on the Brainerd Planning Commission.

I've been a resident, property owner and an income property owner in the City of Brainerd for 9 years

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? Yes.

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes ☒ No ☐ Perhaps – **Please Explain:**

Please list any additional comments on the back of this form (limit of 2 pages)


(Signature)

8/30/2019

(Date)

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 8/2019

RECEIVED

City of Brainerd
City Council Application Form

Any questions contact City Hall at 218-828-2307

AUG 22 2019

CITY OF BRAINERD
ADMINISTRATION

Date: 8-22-2019

Reminder: The City requires a complete criminal history and driver's license check to be conducted upon your recommendation for appointment to determine whether there are any job-related factors that affect your suitability for the volunteer opportunity.

General Information: (please note any information you would like kept private)

Name: Last Erickson First Wayne M.I. B.

PLEASE NOTE: To serve on the City Council, you must live within the City Limits of Brainerd.

Address: 1727 13th Ave. N.E. City, State, Zip: Brainerd, MN. 56401

Phone Number(s): Home: 218-251-2059 Work: 218-829-5767

Cell: 218-838-9462 Email Address: werickson@LRCSmail.com

Why do you want to serve on the City Council?

I would like to be a fair voice for my community within my city. To serve alongside our city government, business development and the families within our city. I would like helping my city grow into one that welcomes business development and affordable housing.

What skills, strengths, or abilities do you believe you will add to the organization? affordable housing. Business owner for 21+ years, Served on parking Commission, Charter Commission, EDA For city of Brainerd combined 19 plus years. I have served with many public officials and understand listening to everyone's views in very important.

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes No X Perhaps – Please Explain:

Please list any additional comments on the back of this form (limit of 2 pages)

Wayne Erickson
(Signature)

08-22-2019
(Date)

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 8/2019

RECEIVED

SEP 03 2019

CITY OF BRAINERD
ADMINISTRATION

**City of Brainerd
City Council Application Form**

Any questions contact City Hall at 218-828-2307

Date: 9-4-19

Reminder: The City requires a complete criminal history and driver's license check to be conducted upon your recommendation for appointment to determine whether there are any job-related factors that affect your suitability for the volunteer opportunity.

General Information: (please note any information you would like kept private)

Name: Last Furman First Sulamita M.I. —

PLEASE NOTE: To serve on the City Council, you must live within the City Limits of Brainerd.

Address: 207 1st ave NE City, State, Zip: Brainerd MN 56401

Phone Number(s): Home: _____ Work: _____

Cell: 218-244-4489 Email Address: sulifurman5@gmail.com

Why do you want to serve on the City Council?

I believe in a thriving Brainerd. I want to be a part of that improvement, rehabilitation and revitalization.

What skills, strengths, or abilities do you believe you will add to the organization?

I have served on community boards in the past (Grand Rapids). I want to see Brainerd flourish. City Council will likely have more to offer me at first so that I can learn.
Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? Yes.

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes _____ No X Perhaps – **Please Explain:**

not at this time.

Please list any additional comments on the back of this form (limit of 2 pages)

Sulamita Furman 9/4/19
(Signature) (Date)

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 8/2019

more on my community and what
it needs. I also communicate well with
others.

City of Brainerd
City Council Application Form
Any questions contact City Hall at 218-828-2307

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SEP 04 2019

CITY OF BRAINERD
ADMINISTRATION
Date: 9/4/19

Reminder: The City requires a complete criminal history and driver's license check to be conducted upon your recommendation for appointment to determine whether there are any job-related factors that affect your suitability for the volunteer opportunity.

General Information: (please note any information you would like kept private)

Name: Last GORHAM First DONALD M.I. A

PLEASE NOTE: To serve on the City Council, you must live within the City Limits of Brainerd.

Address: 419 SW 5TH ST City, State, Zip: BRAINERD MN 56401

Phone Number(s): Home: _____ Work: 218 829 6640

Cell: 218 851 5289 Email Address: DGORHAM5@YAHOO.COM

Why do you want to serve on the City Council?

I HAVE SERVED ON CITY COMMITTEES SINCE 2014 AND I HAVE FOUND THE EXPERIENCE REWARDING. A SEAT ON THE COUNCIL WOULD BE A CHANCE TO HELP MY HOME-TOWN.

What skills, strengths, or abilities do you believe you will add to the organization?

THIRTY YEARS OF WORK IN SMALL BUSINESS AND LEADERSHIP IN COMMUNITY GROUPS HAS GIVEN ME A BACKGROUND THAT CAN HELP OUR CITY.

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? YES

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: _____ Yes _____ No X Perhaps – Please Explain:

Please list any additional comments on the back of this form (limit of 2 pages)


(Signature)

9/4/19
(Date)

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 8/2019

RECEIVED

AUG 30 2019

CITY OF BRAINERD
ADMINISTRATION**City of Brainerd
City Council Application Form**

Any questions contact City Hall at 218-828-2307

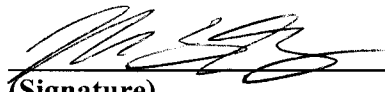
Date: 8.27.2019

Reminder: The City requires a complete criminal history and driver's license check to be conducted upon your recommendation for appointment to determine whether there are any job-related factors that affect your suitability for the volunteer opportunity.

General Information: (please note any information you would like kept private)

Name: Last O'Day First Michael M.I. C**PLEASE NOTE:** To serve on the City Council, you must live within the City Limits of Brainerd.Address: 11291 Arlington Ave City, State, Zip: Brainerd, MN, 56401Phone Number(s): Home: 218 851 3716 Work: 218 828 4418Cell: 218 851 3716 Email Address: michaeloday1@gmail.com**Why do you want to serve on the City Council?**I believe it to be a privilege and an honor to serve
your local government. I think this council is the best
way to serve the local government in my own hometown.**What skills, strengths, or abilities do you believe you will add to the organization?**I believe I am good at communicating my ideas, as well as
listening to the ideas of others. I have the ability to think
critically in complex situations in order to come to the best conclusion.Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? YesAre you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes ☒ No ☐ Perhaps - Please Explain:

Please list any additional comments on the back of this form (limit of 2 pages)


(Signature) 8.27.2019
(Date)**Submit completed application forms via one of the following options:****email:** sbestul@ci.brainerd.mn.us **fax:** 218-828-2316**Mail:** City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 8/2019



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



TH 210 Corridor Study - Project Management Team (PMT) #1 - Kick-Off Meeting

September 11, 2019

1:00 p.m. to 3:00 p.m.

MnDOT Baxter

Copies to: attendees

- I. Introductions
- II. Project Overview/Goal
- III. SEH Team
 - A. Firms
 - B. Task Leaders/Key Staff
- IV. Communication Protocols/Expectations
 - A. Internal Communications (MnDOT-City-County-Consultant Team)
 - 1. Weekly check-in calls (as needed)
 - B. External Communications/D3 Role
 - C. File Sharing
- V. Scope of Work and Schedule
 - A. Project Timeline
 - B. Review Work Plan
- VI. Critical Success Factors
 - A. MnDOT Priorities
 - B. City Priorities
 - C. County Priorities
- VII. Related Projects and Studies
 - A. Identify Related Projects
 - B. Determine Required Coordination
- VIII. Initial Task Priorities
 - A. Project Management Plan
 - B. Public Involvement Plan
 - 1. Key stakeholders
 - C. Data Collection
 - D. Traffic
- IX. Other
- X. Next PMT Meeting
 - A. Set Recurring Dates

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Scope of Work

MINNESOTA TRUNK HIGHWAY 210/WASHINGTON STREET CORRIDOR STUDY

BAXTER DRIVE TO PINE SHORES ROAD IN BRAINERD, MN

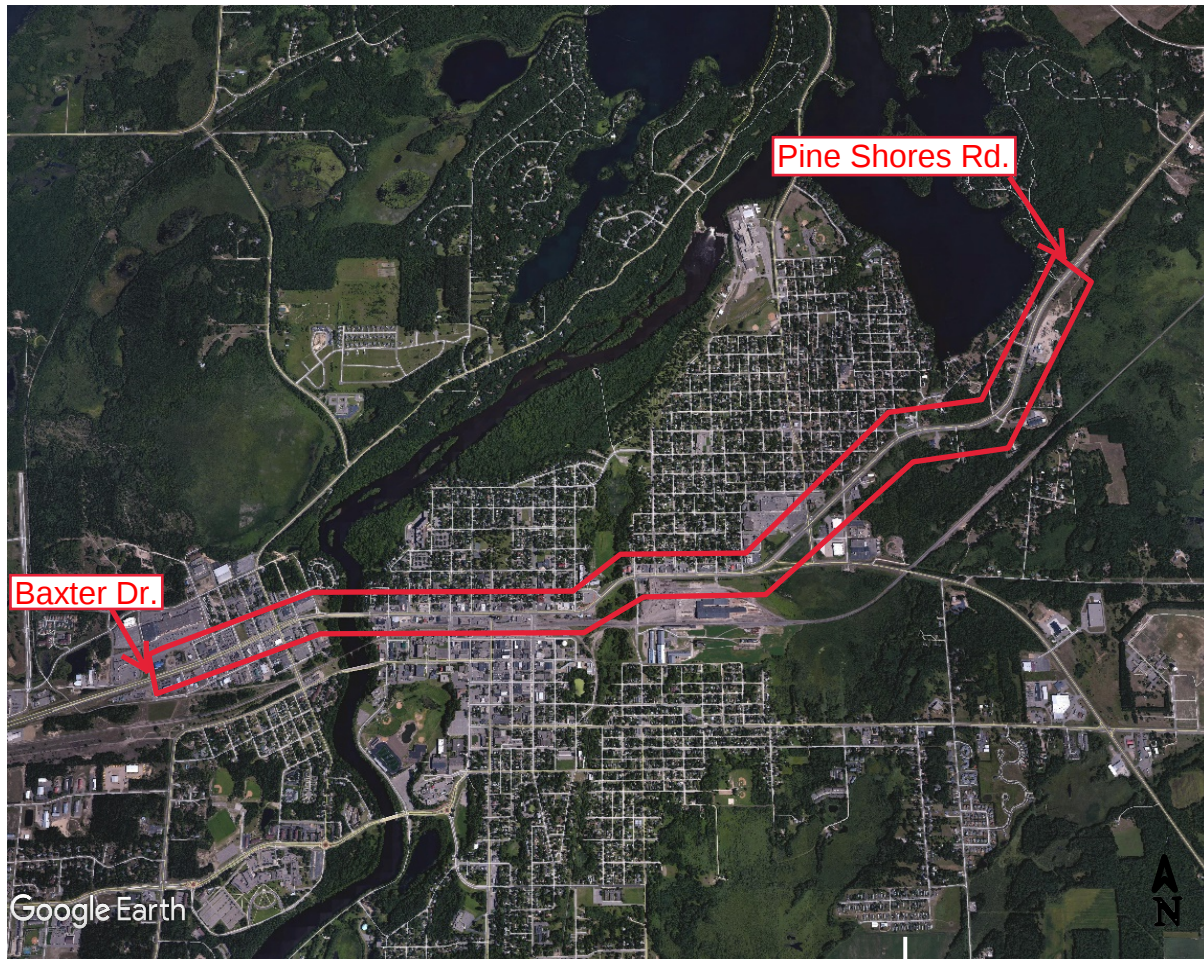


Table of Contents

<u>Background</u>	3
<u>Objective</u>	3
<u>Projects/Studies for Consideration</u>	4
<u>Scope of Work</u>	5
<u>Task 1: Project Management/Stakeholder Involvement</u>	5
<u>Subtask 1.1: Public Involvement Plan</u>	5
<u>Subtask 1.2: Progress Reports</u>	8
<u>Subtask 1.3: Development of Information Materials</u>	8
<u>Subtask 1.4: Ongoing Internal Project Coordination</u>	8
<u>Task 1 Deliverables</u>	8
<u>Task 2: Operational Needs</u>	9
<u>Task 2 Deliverables</u>	10
<u>Task 3: Traffic/Corridor Analysis</u>	10
<u>Subtask 3.1: Traffic Operations Analysis – Identify Needs</u>	10
<u>Subtask 3.2: Identify Geometric/Traffic Control Alternatives.</u>	11
<u>Subtask 3.3: Traffic Operations Analysis/Simulation-Assess</u>	12
<u>Subtask 3.4: Develop Conceptual Alternatives</u>	12
<u>Subtask 3.5: Develop Evaluation Criteria and Measures</u>	13
<u>Task 3 Deliverables</u>	13
<u>Task 4: Benefit/Cost Analysis</u>	14
<u>Task 4 Deliverables</u>	15
<u>Task 5: Level 1 layout</u>	15
<u>Subtask 5.1: Environmental Documentation</u>	16
<u>Subtask 5.2: Design Memo</u>	17
<u>Task 5 Deliverables</u>	17
<u>Timeline</u>	17
<u>MnDOT Contacts for Assistance</u>	18

Background

Washington Street is a major travel corridor spanning from West to East Brainerd, MN along T.H. 210. 2016 and 2107 traffic counts show ADTs varying from 12,300 to 30,500 along Washington Street as it spans the Brainerd Baxter area. This portion of T.H. 210 has the largest traffic volume in Crow Wing County with varying patterns in traffic characteristics along the corridor. These variances are due to the distribution of business and residential areas and their relative proximity to controlled intersections as well as other areas of congestion. In addition, the Paul Bunyan Trail and planned Cuyuna Lakes Trail enter Brainerd from the west and east respectively. Washington Street may be a candidate to improve bicycle connections across Brainerd and bring these two trails together.

Objective

The Minnesota Department of Transportation is requesting proposals to complete a corridor and development study for an upcoming T.H. 210 improvement project. This project is planned for fiscal year 2025. The result of this study would be providing MnDOT with a Geometric Design Support Unit (GDSU) approved Level 1 layout of the corridor. This Level 1 layout must have municipal consent. The primary objective of this study is to guide MnDOT and all interested/impacted parties to what the future corridor reconstruction/rehabilitation project will look like. This project would be along the four lane portion of Washington Street from Baxter Dr. to Pine Shores Rd. in Brainerd, approximately 4 miles in length. Primary areas of concern which will be seeking information and input on include:

- Americans with Disabilities Act (ADA) Improvements
 - Extensive changes to pedestrian access routes (PAR) in order to achieve compliance and improve safety.
- Railroad (RR)
 - Evaluate the working relationship of the RR corridor and maintenance yard parallel of the road corridor.
- Access Changes
 - Analyze potential vehicle access issues which need to be addressed in order to improve safety and traffic flow along the corridor.
 - Look at all available access control and future decisions regarding access.
- Bridge
 - Analyze the need for changes to the cross-section of Mississippi River Bridge #5060 and their potential impacts to the corridor.
- Mississippi River Walk
 - Coordination with the City of Brainerd's Mississippi Riverfront Committee which has pending conceptual plans for a river walk along the Mississippi River in downtown Brainerd.
- Bicycle Connectivity
 - Coordination with the City of Brainerd, Cuyuna Lakes Trail Association, Paul Bunyan Trail, and Department of Natural Resources (DNR). Trail facilities currently exist along and near the corridor, and additional connections are proposed. There is a gap in bicycle facilities through Brainerd.

- Freight and Commercial Vehicles
 - Coordination with regional trucks and businesses that use this route to transport goods.
- Utility Coordination
 - Inventory all existing utilities and potential conflicts. This includes but is not exclusive to utility crossings, water mains, storm sewer, and street lighting.
- Environmental
 - Investigate environmental impacts and provide a final environmental document with the GDSU approved Level 1 Layout.

Projects/Studies for Consideration:

There are numerous projects/studies involving the City of Brainerd, Crow Wing County and several other potential stakeholders in the vicinity of the Washington Street Corridor. These projects are likely to be completed or in progress during the time in which the study is desired to take place. These could have impacts to the characteristics of the corridor. It is required that all of these projects/studies are monitored, collaborated, and taken into consideration with regards to the completion of this layout. Coordination and correspondence with all invested parties will be essential.

Upcoming projects/studies and their anticipated timeframe include:

2019

- **City of Baxter:** Cypress Drive construction/expansion.
- **MnDOT Bridge #5060 Management Plan Study:** A study by consultant to determine best practices for preserving the bridge to provide a level of service that does not restrict permit vehicles along TH210 corridor and provides guidance for extending the service life of the bridge for an additional 10 to 40 years.
- **TH 210 Corridor Study in Baxter:** A corridor study by consultant for TH 210 from the west Baxter city limits near Cass CR 36 to the east Baxter city limits near Baxter Drive that will identify traffic conditions and a design feasibility assessment to assist the State in identifying a preferred access improvement concept for the section of TH 210 in Baxter.

2020

- **City of Brainerd:** Possible signal relocation from 4th Ave NE to 5th Ave NE to accommodate for trail crossing.
- **Cuyuna Lakes Trail:** Trail connection and improvements in Brainerd.
- **Crow Wing County:** CR 20/NW 4th St. resurfacing and roundabout.

2022

- **MnDOT:** Bridge #9099 replacement and coordination with City of Brainerd for trail connection with bicycle and pedestrian accommodations.

2023

- **MnDOT:** Pavement Preservation project at the beginning of four lane in Baxter to Baxter Drive. Project may implement solutions resulting from TH 210 Corridor Study conducted in 2019.

2025

- **MnDOT:** Bridge #5060 rehabilitation project with scope of work based on Management Plan Study.
- **MnDOT:** Washington Street Corridor Rehabilitation/Reconstruction project with scope of work based on the layout of this study.

Scope of Work

Task 1: Project Management/Stakeholder Involvement (Source Code: 1010/0054)

This task focuses on effective communication of the project work to expedite the decision making process and maintain project schedule. It requires the Selected Responder to support MnDOT efforts to engage and involve local stakeholders and partners along the Washington Street corridor. The Selected Responder will be required to prepare a Project Management Plan. The Project Management Plan will be continually updated and will include such items as a summary of the project's purpose and scope, schedule, project management approach and organization, and the Public Involvement Plan referenced below. The Project Management Plan will be submitted to MnDOT for review, revision and approval through the entire process.

Subtask 1.1: Public Involvement Plan

The Selected Responder will be required to prepare a Public Involvement Plan that will support MnDOT efforts to develop and maintain trust, awareness and understanding of the project among identified stakeholders. The corridor study represents an opportunity to engage local and regional project stakeholders in the identification of issues, planning goals and project visioning that leads to the identification and support of improvement alternatives for the corridor. MnDOT will also be a partner in public engagement throughout the project and should be updated frequently regarding plans and shared outreach opportunities. The Public Involvement Plan will be submitted to MnDOT for review, revision and approval.

Key Consideration of the Public Involvement Plan:

For the Public Involvement Plan to be successful, it should engage the impacted stakeholders early and often (number of meetings to be effective set by Selected Responder), be inclusive and address transportation infrastructure needs while balancing community needs and impacts.

Context

Demonstrate understanding of the project's physical, historical and political context as well as the demographics, economy and physical environment of those who are impacted by the project.

Identify and evaluate land use context zones within the corridor by looking at adjacent land use; is it commercial, suburban, etc. and what is its relationship to the corridor and its users. Additional uses such as pedestrian and freight traffic should also be considered.

An understanding of the context equates to knowing the project's audience and an understanding of the community's underlying values and issues of importance, now and into the future. The project plan should demonstrate that vision and commitment to the community over time.

There are currently several initiatives that the City of Brainerd, ISD 181 and other groups are working on that can provide in-depth context for the corridor study, these include:

- Imagine Brainerd - <https://imaginebrainerd.org/>
- Blueprint 181 - <https://blueprint181.org/>
- Destination Downtown - <http://www.downtownbrainerd.org/>

Stakeholders

People who should be engaged in the project should be identified and contacted. Public engagement should be early and frequent throughout the study. To establish thorough representation of stakeholders for this project, they can be identified through the following questions:

- Who are the key decision-makers?
- What organizations are here?
- Who lives here?
- Who works here?
- Who visits here?
- What under-represented communities need special-attention?
- What specialized expertise is needed?

Parties who will potentially have interest or be affected by this project's undertaking include the following:

- Burlington Northern Santa Fe (BNSF) Railway
- City of Brainerd
 - Brainerd Housing and Redevelopment Authority
 - Mississippi Riverfront Committee
 - Planning Department
 - Review of the City's Comprehensive Plan and Zoning Ordinances
 - Engineering Department
 - Brainerd Public Utilities
 - ADA Transition Plan
 - Walkable Bikeable City Committee
 - Brainerd Transit – Dial-a-Ride
 - Brainerd Law Enforcement
- MN DNR
 - Cuyuna Lakes Trail Association
- Brainerd Lakes Chamber of Commerce

- Medical & Emergency Services
- Brainerd Arboretum
- Paul Bunyan Trail
- ISD 181 School District
- City of Baxter
- Crow Wing County Highway Department
- Adjacent Businesses

In addition to the potential stakeholders identified above, the Selected Responder will identify additional groups/individuals that should be engaged during the project. This should include under-represented populations, non-profit and community organizations, residents, workers, businesses, neighborhood organizations, etc.

Tactics

Determining how, when and where affected communities will be engaged. Specific planning and thought should go into how community engagement activities will be conducted to successfully achieve a collaborative and inclusive engagement process.

Activities selected for public engagement should go beyond informing and consulting and involve and collaborate with stakeholders in the decision-making process.

Tactics for community engagement should consider outreach goals, reaching stakeholders early and often, resources available, seeking opportunities and addressing any special needs of the community.

Messages

Messages to communicate about the project should resonate with affected communities by speaking to community values and transportation needs. Messages should not only inform but also invite the community to collaborate and become involved in the decision-making process.

Evaluation

Assessment will be done to include the plan's effectiveness. It will show how the Public Involvement Plan will be measured and evaluated. Results and outcomes will be communicated to MnDOT as part of progress reports and as a conclusion of the study.

Deliverables of the Public Involvement Plan:

- **Stakeholder Database:** A stakeholder database will be created and updated throughout the study.
- **Timeline:** A Public Involvement Plan Timeline should be created outlining key activities and corresponding dates with updates made as needed.
- **Project Communication Strategy:** This should be coordinated with MnDOT and will include the creation of project websites, social media and other channels for external communication regarding the project.
- **Issues Matrix:** The Public Involvement Plan will include the development and ongoing maintenance of an issues matrix that will identify audiences/audience

segments, messages/talking points tailored to each audience/audience segment, communications goals/strategies/tactics, desired outcomes and feedback concerning the effectiveness of the strategies/tactics employed. The issues matrix will identify controversial issues encountered or anticipated, and how they will be addressed.

- **Policymaker Input:** The Selected Responder will develop and implement a process for obtaining feedback from key local, corridor and regional policymakers at key milestones throughout the project.
- **Technical Workshops:** The Selected Responder will plan and coordinate technical workshops involving technical staff from MnDOT and other county and city staff.
- **Public Comment Register:** The Selected Responder should track all public comments/feedback on the project and establish how a response will be provided to those comments.

Subtask 1.2: Progress Reports

The Selected Responder will be required to prepare quarterly reports of progress and such other reports related to stakeholder and public involvement as needed for the project.

Subtask 1.3: Development of Information Materials

The Selected Responder will be required to assist MnDOT in the preparation of materials that can be used at various stakeholder meetings including, but not limited to handouts, Powerpoint presentations, and other informational materials and displays as needed.

Subtask 1.4: Ongoing Internal Project Coordination

The Selected Responder will be required to support efforts to update MnDOT internal functional groups, and meetings. This includes the preparation of meeting agendas, meeting materials, and meeting minutes.

Task 1 Deliverables

Selected Responder

- Project Management Plan including a Project Schedule and Public Involvement Plan – Within 30 days of Notice to Proceed, maintained and updated throughout project
- Quarterly Progress Reports – within 30 days of the end of the quarter. Quarters are defined as Jan.–Mar., Apr.–Jun., Jul.–Sept., and Oct.–Dec.
- Meeting Agendas – 3 days prior to scheduled meetings
- Meeting Minutes – Within one week after meeting
- Project one-pager (s), PowerPoint presentations and other informational materials/displays as needed – Within 30 days from Notice to Proceed. These will be maintained and updated as needed throughout the project
- Attendance at key project meetings.

All deliverables will be submitted in both electronic and hardcopy formats, unless otherwise notified by the MnDOT Project Manager (PM). All deliverables will be provided to the MnDOT PM in native/original file type.

All deliverables must be provided in “Plain Language”, as defined in Governor Mark Dayton’s Executive Order 14-07 which requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined, Plain Language is a communication, which an audience can understand the first time they read or hear it, thereby providing Minnesotans better state services by reducing confusion, saving time, and improving customer satisfaction. To achieve that, the following steps must be taken:

- Use language commonly understood by the public.
- Write in short and complete sentences.
- Present information in a format that is easy-to-find and easy-to-understand.
- Clearly state directions and deadlines to the audience.

The Selected Responder will ensure that all documents and content provided to MnDOT for posting on MnDOT’s public website, or shared electronically, meet the provisions the State of Minnesota’s Accessibility Standards:

http://mn.gov/oet/images/Stdnd_State_Accessibility.pdf including Minnesota’s accessibility standard for electronic documents.

http://mn.gov/oet/programs/accessibility/electronic_documents.jsp. Also see:

<http://wwwdev.dot.state.mn.us/metro/consultants/adaplainlanguage.html>

Both state and federal ADA law requires that all documents posted online must be ADA compliant, which ultimately helps improve understanding among all audiences. MnDOT will provide the Selected Responder with access to resources for accessible documents, emails and webpages – as documents on its internal website at: <http://ihub/communications/adaweb>.

MnDOT

- List of potential stakeholders.
- MnDOT Contacts.

Task 2: Operational Needs (Source Code 1003)

The Selected Responder will summarize and gain consensus on user and stakeholder current and future needs along the corridor including safety issues, recurring congestion points, pedestrian and bicyclist requirements, and needs that maintain or enhance transit advantages. The Selected Responder will coordinate with the local agencies and MnDOT to identify planned and programmed improvements along the corridor. This can be developed through the review of existing documentation and reports such as the District 3 District Bicycle Plan. The project needs should identify existing and forecasted vehicle traffic and transit volumes, on-time transit performance, roadway congestion levels and causes, high crash areas, and other operational issues.

The evaluation of operational needs may extend beyond the corridor when considering bicycle travel as it relates to Washington Street. The District 3 District Bicycle Plan shows the Paul Bunyan Trail entering Brainerd from the west and the Cuyuna Lakes Trail entering from the east. However, bicycle routes through Brainerd have not yet been identified. In order to determine

bicycle operational needs along the corridor, a high-level evaluation of bicycle connectivity through Brainerd is necessary.

Selected Responder will evaluate on-street parking utilization, needs, and removal to provide information for consideration of a roadway reconfiguration for cross-sectional balance for multi-modal needs.

Task 2 Deliverables

Selected Responder

- Final Needs Assessment
- Scope of Work

Task 3: Traffic/Corridor Analysis (Source Code 1808)

The Selected Responder will perform a study of current conditions along the corridor in order to determine the vehicle Level-of-Service and any capacity, flow or other issues or concerns that are occurring. The Selected Responder will use the results of this study and stakeholder input to recommend improvements and/or mitigation strategies along Washington Street. The Selected Responder will develop conceptual layout alternatives pertaining to the needs of the project addressed in this scope of work as well as any other findings obtained throughout the course of this corridor study. The Selected Responder will provide associated cost estimates for each conceptual alternative according to the criteria defined in the following tasks.

Subtask 3.1: Traffic Operations Analysis – Identify Needs

- **Safety Analysis**

Selected Responder will perform a safety analysis of the corridor and existing intersections studied within the corridor. The vehicle safety analysis will be based upon the most recent five years of crash data available from the State. Pedestrian and bicycle safety analysis will be based upon the most recent five years of data. Crashes will be sorted by type, location and severity. Crash rates, Severity rates, and Crash Indexes will be calculated and compared to District and Statewide averages for similar facilities. Crash frequency, for those types of crashes considered to be potentially correctable, will be documented for the intersections being studied in the corridor.

- **Existing and Future Vehicle Traffic Conditions**

A capacity analysis of existing and future forecasted traffic volumes for the intersections and corridor will be performed for the existing weekday AM and PM peak hour conditions. The Selected Responder will calculate forecasted traffic volumes based on historical traffic volumes provided by MnDOT. An additional analysis with a percentage increase determined by the Selected Responder of TH 210 PM peak hour traffic should be performed to reflect peak summer weekend recreational traffic times conditions.

A model and operational analysis will be conducted for Existing 2017 and Year 2037 design hour traffic conditions using VISSIM traffic operations analysis software. The state will supply an electronic 2019 Synchro Model from it's 2019 retiming effort along TH 210 for input into the VISSIM model. The model encompasses TH 210 from TH 371 in Baxter to South 8th St. in Brainerd. Turning movements will also be provided at the signalized intersections. The result will be an analysis of existing and future operation conditions for the TH 210 Washington Street corridor assuming existing geometric and traffic control conditions. The traffic operations analysis will allow the identification of future operating deficiencies along the TH 210 Washington Street study segment and will be a key component in identifying future improvement needs. Intersection Control Evaluations for any intersection control changes.

- **Pedestrian and Bicyclist Operational Evaluation**

Selected Responder will perform an assessment of pedestrian and bicyclist travel along the corridor. This includes an evaluation of ADA needs, sidewalk widths, crossing locations, access to key destinations, and bicycle facilities. This assessment may consist of both quantitative and qualitative reporting of existing and future conditions along the corridor. The information evaluated in this task will also be used in the comparison of alternatives in Subtask 3.2.

- **Freight and Commercial Vehicle Operations**

Contractor will perform an assessment of freight and commercial travel along the corridor. This will involve evaluation of the amount of use, areas of critical movements, and geometric constraints/opportunities. John Hausladen, President of the Minnesota Trucking Association (MTA) would be an industry contact for external discussions. Discussions with MTA will need to be measured.

Subtask 3.2: Identify Geometric/Traffic Control Alternatives.

Selected Responder will review future operational conditions on TH 210 and evaluate any possible safety/capacity improvements for the intersections along this corridor.

Intersections of particular interest (but not limited to) with the Washington Street Corridor include:

- Baxter Drive/Charles Street
- CSAH 20/NW 4th
- 4th Street
- TH 371B
- CR 45
- 4th Ave NE/RR Shop entrance possibly moving to 5th Ave NE
- TH 25/CR 3 and configuration of the entire operations from 5th Ave NE to 10th Ave NE (mall access and commercial movement).
- Any other no signalized intersection that could warrant improvements including off corridor intersections which would be impacted from potential Washington Street Corridor improvements.

Cost benefit analysis will need to be completed for each alternative considered at an intersection deemed worthy for a possible improvement. Alternatives evaluated may include any solution to benefit the corridor.

Subtask 3.3: Traffic Operations Analysis/Simulation-Assess Traffic Control Options

- Conduct traffic operations analyses for the improvement concepts identified in Task 3 using VISSIM operational analysis software for future conditions.
- CAPX software should be used for checking the general capacity of each alternative and RODELL software should be used for detailed roundabout capacity analysis if needed.

Subtask 3.4: Develop Conceptual Alternatives

- Working with the stakeholders and public input, the Selected Responder will develop design concepts to be incorporated in the level 1 layout for the Washington Street corridor. The number of concepts is typically three but could vary depending on needs and engineering judgement. In addition to the stakeholders listed in Task 1, MnDOT internal stakeholders include:
 - o ADA
 - o Bridge Office
 - o GDSU
 - o Office of Freight
 - o Ped and Bike Unit
- The Selected Responder will develop conceptual alternatives incorporating the analysis of conflict points along the corridor and concepts for corridor improvements at such points at locations, including but not limited to the following:
 - o Inclusion of Federal Highway Administration (FHWA) Safe Transportation for Every Pedestrian (STEP) proven countermeasures, where applicable.
 - o Curb ramps at intersections will need to be upgraded to meet MnDOT standard.
 - o All signalized intersections will need to be upgraded to accessible pedestrian signals (APS).
 - o Sidewalk at back of curb in commercial areas (with buildings at back of walk) should be widened reasonably to accommodate amenities and pedestrian access routes (PAR).
 - o Sidewalk deficiencies need to be addressed (cross-slopes, trip hazard, bad condition, etc.).
 - o Evaluate for any new/necessary sidewalk connection.
 - o Existing structure/poles need to be relocated to outside of PAR.
 - o Trail repair if they are not on limited use permit (LUP) property.
 - o Side path or road shoulder needs to accommodate for bicycles and pedestrians between Pine Shores Rd and 14th Ave NE.
 - o Coordination of any changes to Bridge #5060 with the City of Brainerd's desires for a river walk.

- o Evaluate three scenarios with Bridge #5060. MnDOT will evaluate the load rating of scenario #2.
 - 1.) Impacts to the corridor if no changes were made to the cross-section on Bridge # 5060.
 - 2.) Impacts to the corridor based on a new cross-section at Bridge # 5060 that fits within the existing roadway width of 64'-0" on the bridge. Note that the existing sidewalks widths must be maintained as minimum based on structural load rating requirements.
 - 3.) Desired cross-section if Bridge # 5060 were to be replaced with a new bridge.
- o Potential changes to the existing cross section which would positively impact the corridor.
- o Right of way constraints/opportunities.
- o Access issues for various business locations along the corridor.
- o Evaluation of freight and commercial vehicle movements.
- o Accommodation of RR right of way along the corridor and at the BNSF Brainerd Maintenance Yard.
- o RR xing at 1st Ave NE and the potential need for this.
- o All aspects of the projects which may impact the Washington Street Corridor listed in "Projects of Consideration" prior to scope.

Subtask 3.5: Develop Evaluation Criteria and Measures

The Selected Responder will develop criteria and measures for screening and evaluating the layout concepts. This criteria should include pedestrian and bicyclist safety and mobility and should be consistent with the project goals and MnDOT long range transportation plans. The Selected Responder will evaluate each of the layout options against these criteria.

The Selected Responder will also develop a priority assessment of each section of the corridor. The Selected Responder will determine which section of the corridor is the highest priority according to the evaluation criteria.

Task 3 Deliverables

Selected Responder

- PowerPoint presentation(s) and other informational materials/displays for agency and public information sharing
- Notification to MnDOT of any outstanding findings, especially those having an immediate impact on the safety of the traveling public, that need to be addressed prior to the project's construction.
- Highlighting potential layout changes resulting from this analysis in quarterly progress reports.
- Implementation of findings from the analysis in the Selected Responder's conceptual alternatives.
- Evaluation table(s)

- Intersection Control Evaluation (ICE) reports for any intersection control changes.
- Technical memorandum (Microsoft Word) documenting safety analysis and traffic operations analysis findings - with existing and future traffic demands
 - Crash diagrams for each intersection listed in Task 3.2 and others identified to be of concern after crash analysis.
 - Document measures of effectiveness (i.e., Levels of Services (LOS) for existing conditions and future volumes.
- Technical memorandum identifying concepts considered and qualitative assessment of constraints and impacts
 - Conceptual typical sections for improvement concepts (previously developed sections will be utilized where appropriate)
 - Representative intersection/access concept plans (geometric layouts) at along the entire study corridor.
 - Assessment of key corridor constraints and impact assessment review.
- Technical memorandum (Microsoft Word) reporting results of warrant evaluation and traffic operations analysis
 - Preliminary traffic signal warrant assessment
 - Signalized operational analysis
 - Roundabout operational analysis
 - RCI capacity results
- Conceptual alternatives for the Washington Street corridor rehabilitation/reconstruction project.
- Vissum model
- Cost estimates for each layout concept including right of way estimate, capital costs and life cycle costs.

MnDOT

- Synchro model
- Intersection turning movement counts at signalized intersections
- Crash data along the corridor.
- Historic traffic counts.
- Survey data including existing alignment and right of way information. Lidar data will be available to Selected Responder by early 2020.
- Pavement and material recommendations.
- Existing and proposed typical sections.
- County GIS parcels.
- Existing plans for the modification of the storm sewer system as well as other drainage features.

Task 4: Benefit/Cost Analysis (Source Code: 1805)

A benefit-cost analysis will be conducted by the Selected Responder for one no-build and up to three build scenarios to understand the economic tradeoffs of investments identified for the

Washington Street corridor. This analysis will evaluate incremental differences between each of the alternatives identified for consideration. The objective of a benefit-cost analysis is to translate the effects of an investment into monetary terms and to account for the fact that benefits generally accrue over a long period of time while capital costs are incurred primarily in the initial years.

The primary transportation-related elements that can be monetized are travel time costs, right of way impacts, construction material costs, vehicle operating costs, safety costs, ongoing maintenance costs, remaining capital value, if any, to the end of the project life. The benefit-cost analysis will provide an indication of whether travel time and safety savings exceed the costs of design, construction, and long-term increased operating costs. A benefit-cost analysis provides a monetary measure of the relative economic desirability of project alternatives, but decision-makers often weigh the results against other non-monetized effects and impacts of the project, such as environmental impacts.

Task 4 Deliverables

Selected Responder:

- Technical Memorandum summarizing methodology, assumptions and findings of Benefit/Cost analysis of alternatives.
- PowerPoint presentation for agency and public information sharing.

MnDOT:

- High level cost estimate of the three bridge scenarios.

Task 5: Level 1 Layout (Source Code: 1140)

The Selected Responder will create a final layout based on the analysis and findings from the corridor study and other tasks listed above. This will be a GDSU approved Level 1 Layout with municipal consent and a final environmental document. In addition, the Selected Responder will document any change in impervious surface resulting from the final layout and any treatment areas/best management practices needed. The layout will include all elements and requirements described in the tasks of this document and construction limits to determine impacts. Guidance on layout development, design standards, and exceptions can be found at their website at <http://www.dot.state.mn.us/design/geometric/>.

Subtask 5.1: Environmental Documentation (Source Code: 1071)

Class II Environmental Document:

- The Selected Responder will prepare a Class II Environmental Document (CATEX) for approval with the following assumptions:
- Project meets the definition of a Class II Action (non-programmatic Categorical Exclusion) under National Environmental Policy Act (NEPA).
- Environmental document is a non-programmatic, long-form Categorical Exclusion (CATEX) document.
- Proposed improvements do not meet the threshold for mandatory EAW under Minnesota Environmental Quality Board (MEQB) rules. If MnDOT (as the responsible governmental unit (RGU) for projects on state trunk highway system) determines that a discretionary EAW is necessary, additional scope will be prepared.
- Assumes District 3 has completed Early Notification Memo (ENM) review process and will provide ENM responses for completion of CATEX.
- Assumes District 3 will coordinate draft and final CATEX reviews and approvals with MnDOT Office of Environmental Stewardship (OES) and FHWA.
- Assumes no noise analysis is required.
- Assumes no Section 7 (Endangered Species Act) consultation required. Assumes a determination of no effect from OES.
- Assumes no use of Section 4(f) property and that all conditions in 23 CFR 774.13(d) can be met for any potential project impacts.
- Assumes no Section 6(f)/LAWCON involvement.
- Assumes no low income and/or minority populations within the study area and no additional public outreach necessary to satisfy environmental justice review requirements.
- Assumes a qualitative MSAT analysis per Interim Guidance on Air Toxic Analysis in NEPA Documents Feb. 3, 2006 (or current) FHWA Memo. Assumes no quantitative air quality modeling (MSAT and CO) required.
- Assumes “no adverse effect” to Section 106 (historic) properties with the determination to be provided by MnDOT Cultural Resources Unit (CRU) in response to ENM. Any cultural resources studies (architectural history and/or archaeology), if required, will be prepared by MnDOT CRU.
- Phase I environmental site assessment (ESA) requirements to be determined by MnDOT Environmental Investigation Unit (EIU). Assumes a Phase I ESA, if required, will be prepared by EIU.

Environmental Document Coordination:

The Selected Responder will perform on-going coordination with MnDOT District 3 staff during development, processing and approval of the CATEX document including agency coordination.

Subtask 5.2: Design Memo

The Selected Responder will prepare a design memo in conjunction with the Level 1 layout. This is a requirement of GDSU when submitting a layout for approval.

Task 5 Deliverables

Selected Responder:

- GDSU approved Level 1 layout of the corridor which has municipal consent.
- Documentation of the percent change of impervious surface.
- Storm water treatment options for any net increase of storm water flow resulting from the layout.
- Modifications needed to existing storm water collection system.
- Final environmental document (Non-Programmatic Categorical Exclusion) included with layout.
- Design Memo.

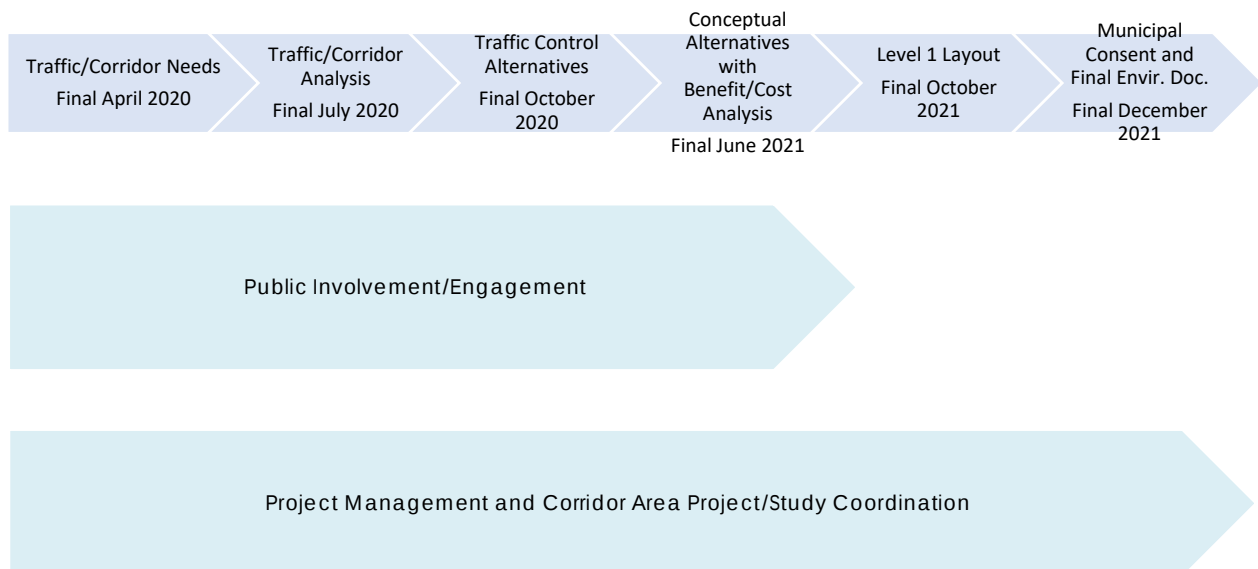
MnDOT:

- Early Notification Memo.
- Wetland Delineation/Permitting if needed.

General Overview of Tasks Timeline

(Selected Responder has flexibility to determine individual task deadlines)

Due Date (all components): December 2021



TH 210/Washington Street Corridor Study

Dear Ms. Arneson and Members of the Selection Committee:

MnDOT's upcoming corridor study on TH 210/Washington Street in the City of Brainerd requires a consultant partner able to deliver the following:



A meaningful and productive public and stakeholder engagement process



Conceptual alternatives that integrate stakeholder feedback and improve safety and mobility



A unified vision for the corridor that achieves stakeholder consensus

We believe the Short Elliott Hendrickson Inc. (SEH®)/HDR/Sambatek team is that partner! Selecting our team will benefit MnDOT and the City in the following ways:

Collaborative project management. As an experienced project manager, I am committed to providing you with effective communication, managing to budget, and facilitating a management approach that keeps you in the loop and helps expedite decisions.

Innovative public involvement. In teaming with HDR, SEH is demonstrating our understanding of the key role public involvement will play in the TH 210 study. Katie Caskey of HDR brings experience leveraging the type of cutting edge stakeholder engagement tools this project will need to achieve consensus and meet your goals.

Conceptual design and multimodal expertise. SEH and Sambatek designers together bring an impressive portfolio of conceptual and preliminary design experience on corridors throughout the State with similar constraints and opportunities. Multimodal solutions that integrate the needs of all users have been their priority.

Local office and relationships. The advantages of SEH's local office in Brainerd are many. Scott Hedlund of SEH brings trusted relationships with City staff and has his ear to the ground in terms of corridor history and infrastructure. Scott is also leading the current project to design an extension to the Cuyuna Lakes Trail between 8th Street and 5th Avenue NE.

With reconstruction planned for 2025, multiple opportunities exist in the study phase to improve bicycle/pedestrian safety and connectivity, examine aesthetic enhancement options, consider access consolidation, rethink the Mississippi River Bridge area, assess commercial trucking and rail needs and more. Our team would be honored to work with you and the Brainerd community in determining a vision for the TH 210 corridor that results in a unified, functional and modern facility all can be proud of. Thank you for considering our proposal!

Sincerely,

Christian J. Hiniker, AICP
Project Manager



Buildi

Id
for All of Us®



Hi Chris –

A little bit of sunshine for your upcoming weekend: SP 1209-22 is currently advertised for letting. One more important step in the journey is behind us.

Thanks for your hard work, and please pass along my thanks to everyone on your team – **great work!**

Gene East, Project Manager
MnDOT District 8 – Willmar
re: TH 40 over Lac Qui Parle Bridge

Contact Information

Short Elliott Hendrickson Inc. (SEH®)

3535 Vadnais Center Drive, St. Paul, MN 55110-5196

Chris Hiniker, AICP – Project Manager

651.490.2063 (direct) | 888.908.8166 (fax)

Eligibility

The SEH team is prequalified in all work types required for this project.

Project Understanding

MnDOT, in coordination with the City of Brainerd, is requesting professional project management, public involvement, traffic analysis and design services to complete a corridor study for the 3.9 mile segment of TH 210 (Washington Street) extending between Baxter Drive and Pine Shores Road. The study's aim is to identify infrastructure improvements to be integrated into the upcoming corridor reconstruction project, and will culminate in the approval of a Level 1 geometric layout that achieves municipal consent.

The SEH team's understanding of and approach to the TH 210 study is a product of significant research conducted in advance of your request for letters of interest. This work helped us define what we believe are the key issues that will need to be addressed to develop a corridor plan that gains consensus from MnDOT, the City of Brainerd and other affected stakeholders. In addition, we understand that the technical components of the study, including traffic analysis and layout development, will be largely defined and guided by the public involvement efforts.

In an effort to better understand the complexities of the corridor and provide a more manageable framework within which to discuss key issues and opportunities, we have divided the corridor into six segments defined by common roadway and land use features. The issues defining each segment are described at right and further illustrated on the map that follows.

West Segment (Baxter Drive to NW 2nd Street). The West Segment is characterized by commercial land uses, continuous sidewalks, raised medians with turn lanes at intersecting streets and a number of intermediate private driveways. There are several properties with a narrow strip of parking between the right-of-way and building face. Key challenges within this segment include ADA compliance, potentially reducing the number of private driveways and defining aesthetic treatments to tie this segment to the rest of the corridor.

River Segment (NW 2nd Street to Chippewa Street). The River Segment is defined by the Mississippi River crossing. The SEH team understands the MnDOT Bridge Office will be studying options to rehabilitate or replace the river bridge. If rehabilitation is selected, determining whether additional space can be provided for pedestrian and bicyclist circulation by widening the bridge deck will be a key consideration. In addition, the City's plans to extend the Brainerd Riverfront Trail under the bridge will need to be taken into account.

Central Segment (Chippewa Street to Kingwood Street). The Central Segment extends through portions of Brainerd's historic core and includes some of the study corridor's most significant challenges. The primary issues are associated with older commercial buildings abutting the right-of-way, private driveways, non-continuous raised medians, non-ADA compliant sidewalks and stretches of on-street parking. Our team anticipates that a large portion of the alternatives analysis and public involvement effort will focus on the Central Segment, and that the preferred concepts (both design and aesthetic) established in this area will carry over into the other segments.

Ravine/Railyard Segment (Kingwood Street to TH 25). Moving east from the Central Segment, the corridor "opens up" as TH 210 crosses the ravine near the Franklin Arts Center and extends along the northern border of the BNSF property. The relative openness of the Ravine/Railyard Segment is somewhat deceiving given several commercial structures abut much of TH 210 to the north and the BNSF property is a significant constraint to the south. The key issues along the north side of TH 210 in this segment include potentially reducing private driveway access, meeting ADA requirements and accounting for on-street parking. Selecting our team provides a unique advantage with regard to this segment in that SEH is leading the design of the Cuyuna Lakes Trail extension between 8th Street and 5th Avenue NE. The planned trail extension will set the southern edge of the TH 210 improvements and help facilitate coordination with BNSF,

TH 25/CSAH 3 Intersection Segment (TH 25 to 10th Avenue NE). The TH 210/TH 25/CSAH 3 triangle intersection has been a longstanding traffic operational challenge of this segment. The intersection is complicated by its skewed orientation, close proximity to East Brainerd Mall access points and significant turning movements. In addition, the recent closure of the TH 25 west leg intersection at TH 210 has added substantial traffic pressure at the skewed intersection. These unique challenges provide an opportunity to apply our team's experience developing innovative intersection solutions. Coordinating with the Cuyuna Lakes Trail extension project will also be an important element through this segment.

East Segment (10th Avenue NE to Pine Shores Road). Northeast from the 10th Avenue NE intersection, the study corridor extends through a mix of residential, spot commercial and open space land uses. Key considerations for the East Segment include accounting for plans to extend the Cuyuna Lakes Trail east from the 14th Avenue NE intersection, including crossing TH 210 near 14th Avenue NE; ADA accommodations along the existing trail segment; and potentially reducing the number of existing median breaks.



Multiple access points create conflicts between through and turning traffic, impacting safety and mobility.



With eight signal-controlled intersections, the project needs to consider geometric, phasing and connectivity improvements.



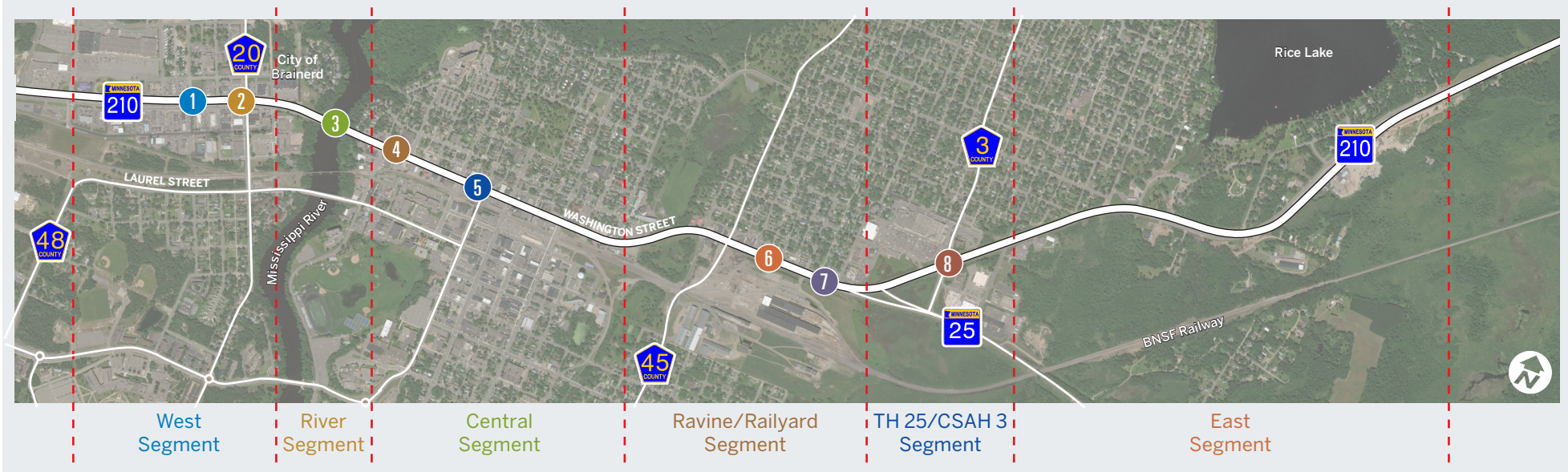
Improvements to pedestrian/bicycle movement across the river bridge is an important consideration.



Large portions of the study area do not meet current ADA standards.



Improvements to the tight, four-lane corridor need to balance mobility and access while minimizing impacts to adjacent developments.



Early and frequent engagement with BNSF representatives will be required to understand their issues and priorities.



The project will assess how current on-street parking is utilized and facilitate design options that include parking.



Alternative intersection geometrics and design options will be considered for the high traffic intersection at TH 210/TH 25/CSAH 3.

Key Corridor Considerations

- Account for 4th Street/Riverside Drive improvements
- Coordinate with Mississippi River Bridge studies and Riverfront Trail plans
- Retain existing or provide alternate business parking
- Define appropriate streetscape enhancements
- Create a balanced solution (mobility, accessibility and walkability)
- Accommodate Cuyuna Lakes Trail improvements
- Address turning radius issues at 13th Street SE (CSAH 45)
- Resolve long-standing operations and access issues at the TH 25/CSAH 3 intersection
- Proactively engage BNSF early in the process

Responder Experience and Qualifications (Company and Key Personnel)



Chris Hiniker, AICP | SEH Project Manager

BA Geography, University of Minnesota; Certified Planner; 31 years of experience

As project manager, Chris will be your day-to-day contact responsible for directing the activities of the SEH team, providing timely deliverables and overseeing budget and schedule. Chris is highly invested in this project's outcome and committed to seeing it through to its successful conclusion.

Over his career, Chris has built a strong resume managing projects and effectively engaging stakeholders on projects throughout Minnesota. His recent experience includes serving as project manager on uniquely complex projects such as the following:

TH 61 Reconstruction Project – City of Lake City, MN. Provided project management and stakeholder coordination for the alternatives analysis and redesign of TH 61 through Lake City.

TH 371 Improvement Project (MnDOT District 3) – Nisswa to Pine River, MN. Guided the study process, coordinated all technical activities and facilitated the public involvement efforts.

US 63 Mississippi River Bridge (MnDOT District 6) – Red Wing, MN. Responsible for overall management, public involvement, environmental documentation and preliminary design of the preferred alternative.

TH 61 Facilitation and Technical Support (MnDOT District 1) – Grand Marais, MN. Led process to facilitate communication between City officials and MnDOT to reach consensus on a preferred alternative for reconstructing TH 61 through downtown Grand Marais.

Cedar Avenue Corridor Transitway (Dakota County) – Apple Valley and Lakeville, MN. Managed alternatives analysis, preliminary design and EA, and led extensive public and agency outreach program.

Chris is consistently recognized by clients for his clear and responsive communication style, ability to anticipate issues and establish trust with project stakeholders, and quality deliverables provided on time and within budget.



Just a quick note to say how impressed I was with your agenda and organization of the meeting...keeping us on track and moving forward. Thanks!

Mayor Mark Nichols, City of Lake City, re: TH 61 Reconstruction Project

Team History on Similar MnDOT Projects

The proposed SEH team brings a history of collaboration on complex MnDOT projects. Lessons learned in terms of MnDOT design preferences and managing stakeholder expectations will directly benefit the TH 210 project!

Project	Similarities to TH 210	Client Contact
TH 61 Reconstruction Project – City of Lake City, MN • SEH	- Public Engagement - Traffic Analysis - Concepts/Alternatives Analysis - Bicycle/Pedestrian and ADA Enhancements - Streetscape Design - Geometric Layout/Environmental Document - Utility Coordination and Drainage	Scott Jensen City of Lake City 651.345.6850 sjensen@ci.lake-city.mn.us
US 63: Mississippi River Bridge Replacement Project – Red Wing, MN • SEH • HDR	- Public Engagement - Traffic Analysis - Concepts/Alternatives Analysis - Bicycle/Pedestrian and ADA Enhancements - Streetscape Design - Geometric Layout/Environmental Document	Chad Hanson MnDOT D6 507.286.7637 chad.hanson@state.mn.us
US Highway 61/London Road Corridor Study and Layout – Duluth, MN • SEH • Sambatek	- Traffic Analysis - Concepts/Alternatives Analysis - Bicycle/Pedestrian and ADA Enhancements - Geometric Layout - Public Engagement	Doug Kerfled MnDOT D1 218.725.2746 doug.kerfled@state.mn.us
TH 371 Improvement Project – Nisswa to Pine River, MN • SEH	- Public Engagement - Traffic Analysis - Concepts/Alternatives Analysis - Bicycle/Pedestrian and ADA Enhancements - Geometric Layout/Environmental Document	Jim Hallgren MnDOT D3 218.828.5797 james.hallgren@state.mn.us
TH 15/CSAH 120 Reconstruction Project – Sartell, MN • SEH • HDR	- Traffic Analysis and ICE Report - VISSIM Modeling - Alternatives Analysis - Traffic Operations and Design	Claudia DuMont MnDOT D3 320.223.6530 claudia.dumont@state.mn.us
TH 14/15 Reconstruction Project – New Ulm, MN • SEH • HDR (separate concurrent contract)	- Public Engagement - Concepts/Alternatives Analysis - Bicycle/Pedestrian and ADA Enhancements - Geometric Layout/Environmental Document	Zak Tess MnDOT D7 507.304.6199 zachary.tess@state.mn.us



Katie Caskey, AICP | HDR
Stakeholder Involvement

MURP Urban and Regional Planning, University of Minnesota; BS Architecture, University of Michigan; Certified Planner; 8 years of experience

Katie is a well-regarded public engagement specialist with a history of innovative and effective stakeholder engagement on transportation improvement projects. She will work in close partnership with Project Manager Chris Hiniker and MnDOT District 3 to design a robust and inclusive Public Involvement Plan that focuses on obtaining the trust, awareness and understanding of identified stakeholders and results in a vision for the TH 210 corridor that fully integrates the public's interest and input.

Katie brings extensive experience in transportation planning with a focus on public engagement and strategic communications. She is experienced in developing and executing creative engagement strategies, managing complex projects, communicating technical information to diverse audiences, facilitating meetings and building relationships. Katie works with web and graphic designers to create engagement, communications and education materials and tools that effectively engage the public on transportation projects.

Katie previously worked as the Policy Planning Director at MnDOT and brings significant knowledge of MnDOT and transportation in Minnesota. Her recent project experience includes:

- Strategic Highway Safety Plan – MnDOT
- Highway 65 Planning and Environmental Linkages Study – MnDOT
- Statewide Multimodal Transportation Plan – MnDOT
- Advancing Transportation Equity Community Conversations – MnDOT



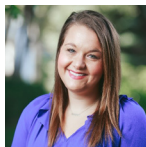
Christina Rolfes | HDR
Web and Graphic Designer

BS Biology, University of Minnesota; 12 years of experience

Christina will design the print and online content for public involvement activities.

Christina provides graphic design, web development and public involvement assistance for transportation projects. She designs innovative and interactive materials that engage audiences and aid in project understanding and acceptance. Christina's experience includes brand development, illustrations, brochures, signage, newspaper/magazine advertisements, web/interface design, presentation graphics and photo editing/collaging. She works closely with project teams to develop concepts and designs that effectively and creatively deliver project messaging. Her relevant project experience includes:

- Hwy 65 Planning and Environmental Linkages Study – MnDOT
- Snelling Ave (Hwy 51) Corridor Improvement Preliminary Design – MnDOT
- 13th Ave Corridor Study – City of West Fargo, ND



Tess Nejedlo | HDR
Public Involvement Coordinator

BA Business Administration, St. Norbert College; 4 years of experience

Tess will support the implementation of the public involvement activities.

Tess specializes in coordinating, implementing and managing public involvement services and activities for major infrastructure projects. She is experienced in providing logistics and meeting management for public open houses and creating and implementing social media campaigns using various tools and techniques. Tess provides innovative social media content creation and strategy for target audience engagement. Her recent project experience includes:

- Hwy 65 Planning and Environmental Linkages Study – MnDOT
- Snelling Ave (Hwy 51) Corridor Improvement Preliminary Design – MnDOT
- Statewide Multimodal Transportation Plan (SMTP) and State Highway Investment Plan (MnSHIP) Joint Plan Update – MnDOT



Graham Johnson, PE, PTOE | SEH
Traffic Lead

BS Civil Engineering, University of Minnesota; Professional Engineer in Minnesota; Professional Traffic Operations Engineer; 18 years of experience

Graham will lead for all traffic-related tasks, and be responsible for traffic data collection, origin-destination study, traffic safety, traffic operations, traffic study memorandums and ICE reports.

Graham is a senior traffic engineer who specializes in traffic operations modeling, safety analyses, benefit-cost analysis, origin-destination studies and traffic noise modeling. He is proficient in traffic software including CORSIM, Synchro/SimTraffic, Rodel, HCS, VISSIM and IHSDM. Graham's recent projects include the Cypress Drive improvement project in Baxter, TH 15 downtown reconstruction in Hutchinson, TH 22 origin-destination study (StreetLight) in Glencoe and Lake Street/Blaisdell Avenue connection project in Minneapolis. Additional relevant projects include:

- TH 61 Reconstruction Project – City of Lake City, MN
- TH 371 Improvement Project – MnDOT D3
- US 63 Mississippi River Bridge – MnDOT D6
- TH 95 Reconstruction Project – City of Cambridge, MN
- Safe Routes to School Study – City of Brainerd, MN
- TH 77 Managed Lanes Study – MnDOT Metro
- TH 15/County Road 120 DDI Signal Design in Sartell and St. Cloud – MnDOT D3



Heather Kienitz, PE | SEH Pedestrian and Bicyclist Operation Evaluation

BS Civil Engineering, University of Minnesota; Professional Engineer in Minnesota; 21 years of experience

Heather is the SEH team's multimodal specialist. She will help assess multimodal and parking operational needs, and perform the pedestrian/bicyclist/ADA needs assessment.

Heather has dedicated herself to developing highly inclusive, context-sensitive solutions for built environments for the past 21 years. She leads multimodal traffic engineering projects for area plans, preliminary designs and final designs. She is particularly experienced with the retrofit, reconstruction or new construction of bicycle and pedestrian facilities and enhancements. Her recent similar experience includes:

- Broadway Avenue Corridor Study – City of Rochester, MN
- MnDOT Complete Streets Workshop Instructor
- Non-Motorized Transportation Pilot Program Bicycle Operations – City of Minneapolis, MN
- West Lake Street Multimodal Study – City of Minneapolis, MN



Karl Weissenborn, PLA | SEH Context Sensitive Solutions

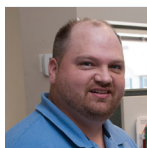
BLA, University of Minnesota; Registered Landscape Architect in Minnesota; 30 years of experience

Karl will help lead development of an aesthetic vision for the corridor and participate in public and targeted stakeholder meetings centered around this topic.

Karl is a senior landscape architect with wide-ranging experience in both public and private practice. He is currently working closely with District 3 and City of Hutchinson to finalize landscape and streetscape

design themes and amenities for TH 15. His other recent work includes working with members of this same team to develop site design elements and corridor landscaping on the following similar projects:

- TH 19 Reconstruction Streetscape Planning and Final Design – City of New Prague, MN
- TH 28 Streetscape Master Plan and Final Design (MnDOT D4) – Glenwood, MN
- Bass Lake Road Streetscape Design – City of Crystal, MN
- Division Street and 7th Street Reconstruction and Streetscape – City of Northfield, MN



Scott Hotchkin, PE | SEH Conceptual Alternatives Development

BS Civil Engineering, University of Minnesota; Professional Engineer in Minnesota; 20 years of experience

Scott will be responsible for developing the preliminary design concepts and coordinating with Sambatek staff in development of the final GDSU-approved Level 1 Layout.

Scott is a senior design engineer with extensive transportation engineering experience for the design and coordination of all aspects of roadway design, from the conceptual alternatives and analysis stage to final plans. Scott specializes in alternative intersection and roundabout analysis and design. His experience providing conceptual layouts for preliminary design includes the following recent and relevant projects:

- TH 19 Reconstruction Preliminary Design – City of New Prague, MN
- London Road Traffic Study and Layout, Duluth – MnDOT D1
- Cypress Drive Pre-design – City of Baxter, MN
- US 63 Mississippi River Bridge, Red Wing – MnDOT D6



Bob Rogers, AICP | SEH Alternatives Screening, Environmental Review QC

BA Geography, University of Wisconsin; MA Urban and Regional Planning, University of Minnesota; Certified Planner; 24 years of experience

Bob will lead the conceptual alternatives screening process and serve as QC reviewer of the environmental deliverables prepared by Sambatek.

Bob brings a significant history assisting communities and agencies to evaluate risk and feasibility of alternatives as part of transportation studies. He is a recognized leader in transportation system planning projects, with the ability to identify transportation, land use and environmental constraints, and provide comparative analysis of conceptual alternatives. Bob's recent and relevant experience includes:

- TH 61 Reconstruction Project – City of Lake City, MN
- TH 371 Improvement Project – MnDOT D3
- TH 95 Reconstruction Project – City of Cambridge, MN
- US 63 Mississippi River Bridge, Red Wing – MnDOT D6



Scott Hedlund, PE, PMP | SEH Local Liaison, Utility Coordination

BS Civil Engineering, University of Minnesota; Professional Engineer in Minnesota; Project Management Professional; 26 years of experience

Scott is located in our Brainerd office and serves as SEH's client liaison for the City of Brainerd. He brings a history of successful municipal infrastructure projects with the City, making him an ideal candidate to lead utility coordination efforts for the study.

Scott is a project manager and project engineer with extensive experience in transportation and civil engineering. He has designed, inspected and managed all aspects of public street, utility and traffic signal projects. His recent and relevant experience includes:

- Cuyuna Lakes State Trail – City of Brainerd, MN
- Cypress Drive Pre-design – City of Baxter, MN
- 2019 Garfield Safe Routes to School Project – City of Brainerd, MN
- Wetland Delineation Report for Buffalo Hills Trail – City of Brainerd, MN
- Airport Utility Extension – City of Brainerd, MN



Ben Lodin, PE | Sambatek **Preliminary Design Lead**

BS Civil Engineering, University of Minnesota; Professional Engineer in Minnesota; 13 years of experience

Ben will lead the Level 1 Layout task and prepare the Design Memo.

Ben is a senior design engineer who has led design tasks for more than 20 MnDOT projects. He has developed multiple design memos and layouts, including Level 1 layouts, and is familiar with GDSU standards and approval processes. Ben's recent and relevant experience includes:

- TH 61 London Road Traffic Study – City of Duluth, MN
- TH 5 Resurfacing and Access Modification – City of Green Isle, MN
- TH 43 Resurfacing and Slope Stabilization – Fillmore County, MN



Brian Hauth, PE | Sambatek **Hydraulics Lead**

BS Civil Engineering, North Dakota State University; Professional Engineer in Minnesota; 11 years of experience

Brian will lead the hydraulics subtasks related to concept and layout development.

Brian is a hydraulics engineer who predominantly focuses on MnDOT transportation projects. He has extensive experience in both rural ditch and culvert hydraulics as well as urban storm sewer hydraulics,

from scoping to detailed design plan development. Brian's recent and relevant experience includes:

- TH 91 Resurfacing Project – City of Adrian and Nobles County, MN
- TH 30 Resurfacing Project – Cottonwood County, MN
- TH 5 Resurfacing and Access Modification – City of Green Isle, MN



Todd Ullom, WDC | Sambatek **Environmental Documentation**

Post-Graduate Studies, Water Resource Management, Southwest Texas State University; BS in Conservation, University of Wisconsin; Certified Wetland Delineator in Minnesota; 26 years of experience

Wisconsin; Certified Wetland Delineator in Minnesota; 26 years of experience

Todd will lead the environmental documentation task and provide the non-programmatic CATEX.

Todd is a project manager and environmental specialist who provides ongoing wetland support to MnDOT. He has completed or overseen the completion of Early Notification Memos, Categorical Exclusion (CATEX) documents, Environmental Worksheet Assessments, Level 1 and 2 wetland delineations, MNRAM assessment of wetland's functions and values, wetland permit applications and monitoring of mitigation wetlands. Todd's recent and relevant experience includes:

- TH 75 Bridge Realignment Project – City of Pipestone, MN
- TH 251 Resurfacing and ADA Project – Freeborn and Mower Counties, MN
- Jamison Ave Improvement Project – City of St. Michael, MN

244+

years of combined team experience

Work Plan – Project Approach

The SEH team's proposed approach, work plan and deliverables closely align with the Scope of Work provided with MnDOT's request for letters of interest. Our team is fully committed to providing the range of deliverables detailed in the Scope of Work within the established timeline. For your review, key elements of our approach and work plan are described below. A project schedule, including deliverable due dates, is included at the end of this section.

Task 1 – Project Management and Stakeholder Involvement

Subtasks 1.1 – 1.3: Public Involvement Plan, Progress Reporting and Informational Materials

Our public involvement strategy is centered around developing and implementing a Public Involvement Plan (PIP) that features high-impact strategies and tools to innovatively gather input, with the goal of developing and maintaining trust, awareness and understanding of the project among identified stakeholders. The PIP will align with District 3's existing public engagement goals, including the Public Engagement Outreach Plan for Long-Term Equity (PEOPLE) which guides the District's broader engagement efforts.

Understanding Context and Identifying Stakeholders

Successful public involvement requires a solid understanding of the project's physical, historical and political context and the demographics, economics and physical environment of those impacted by the project. Our first step in developing the PIP will be to create a shared understanding of the project context, drawing from existing resources and initiatives and supplementing with original research and analysis as needed. Examples of existing resources include: Imagine Brainerd; Blueprint 181; Destination

Downtown; MnDOT Land Use Contexts: Types, Identification and Use (Technical Memorandum No. 18-07-TS-05).

This shared understanding will serve as the base for developing a robust stakeholder list and issues matrix to guide the development and implementation of the PIP. The stakeholder list will be built from those already identified by MnDOT, including groups and individuals that live along, work in and visit the corridor, as well as those who make decisions or have unique expertise for the project. We will focus on identifying underrepresented communities and develop specialized engagement strategies to reach those audiences.

Key Messages and Innovative Tactics

Our team brings extensive experience in public engagement and communications for transportation projects, which is critical to delivering an effective public involvement strategy that identifies the right tactics, messaging and timing of input for maximum impact. We will use lessons learned from our past projects and insights gathered from the context and stakeholder identification work to identify how, when and where to effectively engage with communities. Our collaborative and inclusive approach will use tactics and develop messaging with overall project phase/schedule, outreach goals and community values in mind. Tactics will include:

- Public open houses with project mailers to reach traditional audiences with valued in-person interactions, coupled with online open houses to provide a comparable input opportunity for those unable to attend in person
- Input opportunities at pop-up events within the community and passive input kiosks/stations installed at community gathering places to meet the general public where they are; this strategy has been effective in reaching “hard-to-reach” groups such as underrepresented communities, special interest groups (e.g. bicyclist) and visitors

specifically when locations are chosen with these groups in mind

- Policy workshops designed specifically to obtain input from policy makers in the region, and technical workshops designed specifically to obtain input from MnDOT, city and county staff
- Business-specific meetings focused on hearing from businesses along the corridor
- Online surveys and an interactive comment map shared through targeted social media campaigns to reach the general public, underrepresented communities and visitors, specifically those that may not be able to attend in-person events
- 3D visualizations showing potential future conditions at key locations, viewed using mobile phones (Google Cardboard) and available as part of an online interactive map
- General project website enhancements, including content for regular updates
- Comment management, including regular reporting and input summary

Our engagement strategy includes a mix of traditional and innovative tactics working together to create a cohesive approach to public involvement that effectively delivers project messaging and provides input opportunities to diverse stakeholders in ways that work for them. This includes developing engagement and communications materials that are written in plain language and meet MnDOT’s standards for web accessibility.

Ongoing Evaluation

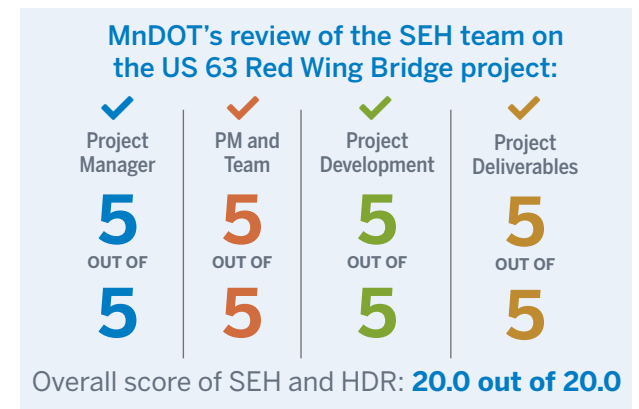
Our team is experienced in data-driven and responsive engagement. We will regularly track key engagement metrics to understand which tactics are most effective, who we reach and how we can improve. In addition to formal quarterly reporting, we will regularly circle back with the project team and

stakeholders to report on what we do, what we learn and how input is influencing key project decisions. We will build flexibility into our approach so we can respond to on-the-ground experience to deliver an effective PIP to meet project goals.

Subtask 1.4: Ongoing Internal Project Coordination (Project Management)

Effective project management and coordination will require timely communication with stakeholders and a high level of responsiveness to MnDOT’s project manager and staff. Project Manager Chris Hiniker will focus his efforts on coordinating interaction and communication among project team members, MnDOT, City representatives and other stakeholders.

In addition to recurring management team meetings and frequent electronic communications, Chris is committed to conducting weekly check-in phone calls with MnDOT’s project manager. The discipline of these weekly calls establishes a productive environment defined by co-ownership, trust and follow-through. Chris brings a proven 30-year track record of successfully managing complex, public engagement intensive projects for MnDOT including the TH 371 Improvement project and the US 63 Red Wing Bridge project (with HDR). The 20 out of 20 score received from MnDOT for the Red Wing Bridge project provides direct evidence of Chris’ project management expertise.



Task 1 – Key Staff/Level of Effort

Staff	Role	Hours
Chris Hiniker	Project Manager	560
Katie Caskey	Public Involvement Lead	444
Tess Nejedlo	Public Involvement Coordinator	360
Scott Hedlund	Local Liaison	104
Christina Rolfes	Web and Graphic Designer	336

Task 2 – Operational Needs

Building from the public involvement framework defined in Task 1.1, the SEH team will coordinate closely with stakeholders to gain a clear understanding of the operational, safety and multimodal challenges that define the study corridor. Specifically, our team will employ the engagement tactics described above to ensure all interested individuals, groups and organizations have the opportunity to express their concerns and priorities. This step is critical toward gaining trust and establishing credibility early in the study process.

The identified needs will be framed into a purpose and need statement. A clear purpose and need sets the stage for a sound alternatives analysis process and completion of the required environmental documentation. Experience has shown that without a clear purpose and need, the alternatives development and evaluation process can lose focus, and public engagement can suffer from the lack of a clear and consistent message from the project team.

Specific Operational Needs: Bicycle

As described later in Task 3.1, access to MnDOT's StreetLight data subscription will give our team an understanding of pedestrian and bicycle patterns. SEH will conduct a high level origin-destination (OD) analysis along the two existing regional trails to

determine if users are making connections between the west and east sides of the project area. A selection of most likely connector routes between the Paul Bunyan Trail and the Cuyuna Lakes Trail will be included to determine which routes users are currently taking, and be used in conjunction with GIS data, the District 3 Bicycle Plan and land use information to assist in identifying needs along TH 210, as well as needs for the greater network as they relate to the project area.

Specific Operational Needs: Parking

The desire and need for on-street parking will be of interest to stakeholders. Parking utilization data will be obtained along the corridor and on 10 key cross streets during three weekday periods and one weekend period (generally Baxter Drive to TH 25). Data will be obtained using a GIS application and provided in tables and map exhibits.

Task 2 – Key Staff/Level of Effort

Staff	Role	Hours
Graham Johnson	Traffic Operations	124
Heather Kienitz	Bicycle	64
Justin Anibas	Parking Assessment	80

Task 3 – Traffic/Corridor Analysis

Subtask: 3.1 Traffic Operations Analysis

This subtask includes four major components: safety analysis, traffic operations, pedestrian/bicyclist evaluation and freight/commercial operations.

Safety Analysis

The safety assessment will focus on an analysis of the corridor's five-year crash history, using the most recent data provided from MnDOT's data sets. The crash history will be used to assess potential safety improvements throughout the project study area and to address potentially correctable crashes.

Traffic Operations

Understanding existing and future traffic operations is vital in any planning study to determine if potential alternative designs are adequate and appropriately sized. The team will use historical AADT data to develop traffic forecasts for the entire corridor. The growth will be compared to historical population data and MnDOT State Aid projection factors for Crow Wing County, and approved by the project team.

As part of the traffic analysis, the SEH team proposes to complete an OD study. With access to the MnDOT StreetLight data subscription, SEH will be able to not only evaluate traffic patterns along the corridor, but also gain a better understanding of summer weekend patterns, commercial truck patterns and even some pedestrian and bicycle patterns as described in Task 2. SEH has developed a set of internal tools from our past experience with StreetLight to easily manage the immense amount of data generated by the platform. On past projects we utilized StreetLight data to track vehicle patterns on different arterial roadways as they traveled throughout a city. For TH 210, we will review existing traffic volumes provided by MnDOT, make observations in the field and possibly conduct additional intersection counts to ensure all relevant traffic data is captured.

Pedestrian and Bicyclist Evaluation

As part of Task 3.1, the team will evaluate conditions for biking and walking along the TH 210 corridor. This will include review and summary of several factors that impact the accessibility and walkability of the corridor: crossing distances, crossing locations, access to key destinations, signal phasing strategies, buffer from traffic, ADA needs, opportunities for bicycle connections and facilities and more. This assessment will also include the delay information from the operations and modeling. The team will work with MnDOT to determine which measures are most applicable in the evaluation of concept alternatives (Task 3.5).

Freight and Commercial Vehicle Operations

In addition to assessing available truck traffic data, the SEH team will tap into local industries to gain a better understanding of the challenges facing freight traffic and seek their ideas and insights into possible solutions to address their primary issues. The StreetLight data described above will provide valuable insight into freight flow.

Modeling

A VISSIM traffic operations model will be developed for existing traffic conditions. The existing traffic model will be calibrated to the existing conditions based on volume throughput, OD and field observations. The State-provided Synchro model will be used to incorporate existing signal timings, as well as develop future timings. Once calibrated, the existing model will be carried through to the forecast year No-Build conditions and used to assess future improvement needs.

VISSIM allows all design concepts to be fully evaluated without modeling limitations between control types or pedestrian-vehicle interactions; it is one of the only models that provides realistic interactions between all modes of travel. This tool allows our team to not only evaluate all design options, but also develop 3D video animations of each design for use in internal and public meetings.

Subtask: 3.2 Identify Geometric/Traffic Control Alternatives

Based on the operational results from Task 3.1, deficiencies along the corridor will be reviewed to determine if mitigations are required to improve operations and safety. These may include traffic control changes, access restriction or reconfigurations; Task 3.3, described next, will aid in these evaluations.

An Intersection Control Evaluation (ICE) will be conducted for each intersection in the project area where traffic control changes are potentially warranted. The evaluations will follow 2017 MnDOT ICE Manual

procedures. ICE analyses will include evaluating alternatives for each intersection including existing control, changes to traffic signals, roundabouts and other possible applications. The intersection improvement alternatives considered in this task will set the stage for developing corridor improvement alternatives in Task 3.4.

Subtask: 3.3 Traffic Operations Analysis/Simulation-Assess Traffic Control Options

As a first step towards mitigating problems in the existing and No-Build conditions, the SEH team will utilize the FHWA Capacity Analysis for Planning of Junctions (Cap-X) tool for the corridor. Cap-X is a fairly simple tool that assesses selected types of innovative junctions (eight at-grade intersections, five interchanges, three roundabouts and two mini-roundabouts) based on the peak hour volumes of an intersection. While not all 17 junction types are applicable to the TH 210 project, Cap-X will be useful in providing a quick evaluation of potentially viable options from both a design and operational perspective.

VISSIM models for the various alternative improvements along the corridor will be developed to ensure the changes at the different access locations or intersections all work together. While any potential roundabout intersection will be evaluated in the VISSIM program, a RODEL analysis will also be conducted for the detailed design and operations; the RODEL and VISSIM results will be documented in a comprehensive technical report.

Subtask: 3.4 Develop Conceptual Alternatives

Using input received from stakeholders, data gathered as part of Tasks 3.1, 3.2 and 3.3, and applying our engineering experience, the SEH team will define up to three corridor improvement concepts. These alternatives will be developed in enough detail to determine access modifications, parking impacts, environmental impacts, right-of-way needs and

pedestrian and bicyclist improvements (including ADA provisions), as well as account for drainage needs and local road access.

Another key component of Task 3.4 will be establishing a streetscape and aesthetic vision for the corridor. Guided by the principals of Context Sensitive Design, wwwincorporating corridor amenities has become an important element of arterial roadway reconstruction projects across the State. The SEH team understands it is critical to work closely with MnDOT and City staff to establish a corridor amenities plan that takes into account MnDOT design standards and cost sharing responsibilities.

Subtask: 3.5 Develop Evaluation Criteria and Measures

Task 3.5 focuses on assessing the alternatives defined in Task 3.4 and reaching consensus on a preferred alternative to advance to the geometric layout phase. The process of defining evaluation criteria will begin by reviewing the purpose and need statement prepared in Task 2. The criteria to evaluate and screen the alternatives must tie to the purpose and need in order to ensure a technically sound and defensible process. The evaluation process will culminate with the production of a clear, concise and public-friendly evaluation matrix. With the preferred alternative identified, the project will transition to the preliminary design and environmental documentation phase.

Task 3 – Key Staff/Level of Effort

Staff	Role	Hours
Graham Johnson	Traffic Operations	880
Heather Kienitz	Pedestrian/Bicycle	80
Chris Hiniker	Project Manager	40
Bob Rogers	Alts. Dev. and Evaluation	180
Scott Hotchkin	Concept Development	240
Karl Weissenborn	Corridor Aesthetics	280

Task 4 – Benefit-Cost Analysis

The traffic operations modeling completed in Task 3.3 will provide insight into the peak hour operational benefits of improvements along the corridor. The operations model is able to account for all vehicle-miles traveled (VMT) and vehicle hours traveled (VHT) within the model limits. This information is one of the most important pieces of a benefit cost analysis (BCA) for any project.

With VMT and VHT traffic information provided by the operations model, the safety benefits of each alternative will be assessed based on crash modification factors. These project benefits will be compared to the cost estimates being completed as part of the concept layout development. A BCA for each alternative will be conducted comparing the VMT/VHT benefits to the base, No-Build conditions. The BCA evaluation will follow MnDOT Planning and Programming guidance and methodology.

Task 4 – Key Staff/Level of Effort

Staff	Role	Hours
Graham Johnson	Benefit/Cost Lead	102

Task 5 – Level 1 Layout

The SEH team will engage District 3 and GDSU staff at the onset of the Level 1 layout development task to capture concept development history, unique design elements and exceptions, and commitments made to various stakeholders to ensure that all items are accounted for in the geometric layout. This proactive approach will help streamline both GDSU approvals and municipal consent. Our team will complete the layout design using modeling developed from PowerGEOPAK SS4. Leveraging this program, and working in tandem with the team on drainage design needs, we will be able to accurately analyze and

develop the construction limits for right-of-way evaluation.

Another important element of this task is the coordination of project development with affected utility owners. The SEH team will follow the steps and guidelines set forth in MnDOT's Utility Accommodation and Coordination Manual to determine and address all utility conflicts.

Hydraulics

Prior to any layout development work being done, our drainage design team will gather data for the existing stormwater system and coordinate with stakeholders to determine if there are portions of the system that are in disrepair or have historical flooding issues. This will help the team determine if modifications to the existing system are needed.

The roadway and drainage design teams will work together, using an iterative process, to develop the layout while allowing room for stormwater treatment. The drainage team will document all existing and proposed impervious surfaces, to determine stormwater treatment requirements per Thirty Lakes Watershed District and Crow Wing County Rules. Once treatment volumes are determined, the team will examine the corridor to determine locations for stormwater rate and water quality BMPs. These may consist of dry ponds or swales for rate control, surface infiltration basins, filtration basins, or even underground water quality BMPs. The drainage team will work with the roadway team to add the conceptual BMPs to the GEOPAK model and develop construction limits.

Ben Lodin of Sambatek will use a task tracker to document decisions and actions and allow easy reference of outstanding issues. The latest District 3 guidance and GDSU standards, guidance and checklists will be applied to develop the draft geometric layout. Four coordination meetings are anticipated: kick-off, resolutions for District draft

submittal, District final submittal and GDSU approval submittal. Scott Hotchkin, a senior design engineer with SEH, will provide internal quality assurance for both the Level 1 Layout and the Design Memo.

Subtask 5.1: Environmental Documentation

Preparation of a Non-Programmatic Categorical Exclusion (CATEX) document will be initiated following selection of the preferred alternative. Responses from the Early Notification Memo (ENM) will be used along with impact assessment based on the preliminary construction limits. All other environmental documentation items (e.g. Phase 1 ESA and Section 106 coordination) are assumed to be either not required or will be prepared by MnDOT. The SEH team will coordinate with District 3 staff on an ongoing basis to stay ahead of any potential issues and investigate environmental impacts at the most appropriate times.

Subtask 5.2: Design Memo

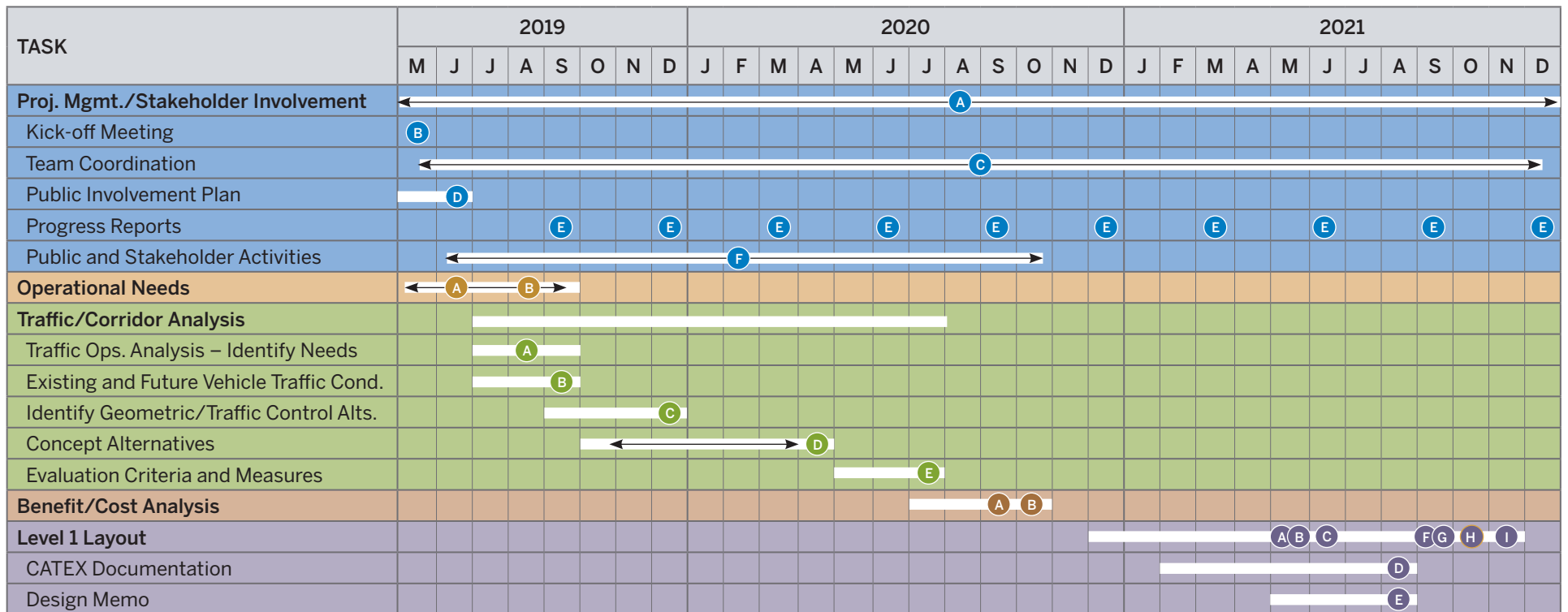
In accordance with GDSU requirements, the SEH team will prepare a Design Memo to accompany the Level 1 geometric layout submittal. Design Memo content and format will follow the latest guidance provided in MnDOT's February 2019 technical update.

Task 5 – Key Staff/Level of Effort

Staff	Role	Hours
Ben Lodin	Geometric Layout Lead	350
Scott Hotchkin	Quality Assurance	56
Matt Aman	Lead Technician	404
Jenny Barstow	Project Engineer	624
Todd Ullom	Environmental Documentation	120
Brian Hauth	Hydraulics	220

Schedule

An overall schedule of anticipated deliverables and associated due dates is provided on the following page.



Project Management/ Stakeholder Involvement

- A** Informational materials: agendas, minutes, figures, web updates, surveys, visualizations, summary reports, etc.
- B** Kick-off meeting
- C** Invoicing and team coordination (monthly)
- D** Public Involvement Plan
- E** Quarterly progress reports (10 events)
- F** Public and stakeholder activities (15 meetings and events)

Operational Needs

- A** Data collection and assessment needs: crashes, traffic volumes/operations, transit, ped/bike, freight, etc.
- B** Prepare Existing Conditions and Needs Assessment Tech Memo

Traffic/Corridor Analysis

- A** Safety and Traffic Operations Tech Memo
- B** ICE Reports and Warrant Evaluation Tech Memo
- C** Traffic Control Alternative Tech Memo
- D** Concept Alternatives, Constraints and Impacts Tech Memo
- E** Alternatives Evaluation Matrix

Benefit/Cost Analysis

- A** Benefit/Cost Tech Memo
- B** Prepare PowerPoint presentation for public/ agency engagement

Level 1 Layout

- A** Document percent change of impervious surface
- B** Identify existing stormwater modifications
- C** Preliminary construction limits
- D** Approved Non-Programmatic CATEX
- E** Design Memo
- F** Final construction limits
- G** Final cost estimates
- H** GDSU approved Level 1 Layout
- I** Municipal consent

Project Innovation

The following projects provide examples of where the SEH team has taken the lead in solving complex transportation challenges through innovative ideas and practices.



Cedar Avenue Corridor Improvements – Apple Valley and Lakeville, MN

SEH led a consultant team in developing a multimodal solution to address traffic congestion and safety issues along Cedar Avenue (CSAH 77), a major north/south arterial through Apple Valley and Lakeville. After significant traffic analysis and outreach efforts to clearly define the existing and forecast needs, the SEH team lead an alternatives analysis process that **investigated a range of unique intersection design solutions to address traffic needs while also accommodating the State's first shoulder running BRT system.** The process needed to account for the operational needs of the BRT service while also maintaining acceptable traffic levels at several major intersections, including CSAH 77 at CSAH 42, the busiest at-grade intersection in the State. SEH worked closely with the cities, businesses and residents to reach consensus on a preferred alternative and complete the geometric layout. **Traffic operations and BRT service continue to function very well, several years after project construction.**



TH 15/CSAH 120 Interchange – Sartell and St. Cloud, MN

SEH and HDR worked together as an extension of MnDOT's team to develop and design **the first urban diverging diamond interchange in Minnesota** at TH 15 and CSAH 120. The innovative solution was proposed after closely assessing traffic patterns at the previous at-grade intersection and accounting for other characteristics of the CSAH 120 corridor, including roundabout intersections and heavy turning volumes. After initial hesitation given an innovative design that requires traffic to travel "across the wrong side of the bridge," **the interchange has been well received by the traveling public and communities.**



I-694 Lane Additions – Arden Hills, MN

HDR supported MnDOT to develop and implement a multimedia communications strategy for the I-694 Lane Additions project. The project was originally scoped for public meetings and traditional outreach methods. Working as a team, HDR and MnDOT revamped the public involvement plan to strategically target the project's key audiences: commuters and businesses. **HDR led the development and implementation of four animated videos geared toward educating businesses and commuters on the project.** Businesses previewed videos and provided feedback prior to launching to a broader audience. Videos were pushed out via social media targeted ads, featured on the project website, shown in business lobbies, viewed at an "Open for Business" meeting and sent through email. **The ads gained thousands of views at the same cost of implementing the original plan of open houses.**



I am very appreciative of these videos and the focus of explaining decisions. Well done. Nothing's perfect and we obviously all have our issues with design however this goes a long way to properly informing us.

A Facebook follower



Chris – I want to sincerely thank you for all the work, time, effort, blood, sweat and tears you put into Cedar. I have truly enjoyed working with you daily. Thanks for your commitment and support to make this project a reality. Be proud as the project moves into construction knowing that you played a HUGE role in making it happen. I can't thank you enough! I look forward to working together again soon!

Kristine Elwood, Dakota County Project Manager
re: Cedar Avenue Corridor Improvements project

Forms, Documents and Certifications

Required Forms and Documents

All required forms and documents are attached.

Solicitation of TGB Firms Statement

I hereby recognize that a 30% TGB goal has been established for this announcement in accordance with the Special Provisions posted with the announcement. I understand that MnDOT's Office of Civil Rights is required to clear the successful responder's attainment of the goal, or Good Faith Efforts made to attain the goal, before a contract can be awarded. I understand that failure to meet the goal, or show a Good Faith Efforts to meet the goal, will deem the successful responder as non-responsive, resulting in rejection of the letter of interest.

Signature

Chris Hiniker

Print Name

04/16/19

Date



Brainerd City Council Agenda Request

Requested Meeting Date: September 9th, 2019

Title of Item: Request to Hire Community Service Officers

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: On September 5th, Community Service Officer Carson Moore submitted a letter of resignation. Two of the other CSOs are scheduled to start as police officers on September 15th & 16th, pending completion of the pre-employment screening process. This will leave us with only two CSOs. We are requesting authorization to hire two replacements.	
Alternatives, Options, Effects on Others/Comments: These are part time positions and the department normally operates with between four and six Community Service Officers based on their availability.	
Recommended Action/Motion: Accept CSO Carson Moore's resignation with regret and authorize the police department to hire two Community Service Officers to fill the existing vacancies.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <u>Please Explain:</u> These are part-time budgeted positions within the department's current budget based on hours shared between existing Community Services Officers.	

Carson Moore

698 Brenwood RD, Baxter, MN 56425 - 218-839-2568 - carsonmoore6@gmail.com

September 5, 2019

Corky McQuiston
Chief of Police
Brainerd, MN 56401

Dear Mr. McQuiston,

I am writing to inform you of my resignation from my position as community service officer, effective September 20th, 2019. I appreciate all the opportunities you, as well as the rest of the team, have provided me during my time with the Brainerd PD.

If I can be of any assistance during the transition, please don't hesitate to ask. I'm always available for questions, if need be.

Sincerely,

A handwritten signature in cursive script that reads "Carson Moore".

Carson Moore

CITY ADMINISTRATOR PERFORMANCE REVIEW SUMMARY

August 5, 2019

The Brainerd City Council completed City Administrator Cassandra Torstenson's annual performance review for the period of August 2018 – July 2019 on August 5, 2019. The Council met again in closed session on September 3, 2019 to review/accept the following summary.

The intent of a performance review is to provide positive as well as constructive feedback regarding the Council's expectations for the Administrator's performance. Administrator Torstenson's notable traits/accomplishments were highlighted in the following areas:

1. Safety/Work Rules
2. Attitude/Motivation/Enthusiasm
3. Strong Customer Service Focus
4. Highly Ethical

The Council identified the following areas for continued growth with action examples:

1. Planning & Time Management: Be more respectful of others time by being on-time for meetings whenever possible.
2. Supervisory Duties: Continue to try to improve relations with Staff following Chain-of-Command.
3. Communication: Return emails more timely – same day responses if possible.
4. Decision Making/Problem Solving: Ask Council for direction/clarification more frequently and follow the direction provided. Also, delegate more and let Staff present information.

The Council realized this is Administrator Torstenson's first Administrator job and they expected a learning curve. It was noted that several major projects were being implemented just as Administrator Torstenson was hired including the Pay Equity and Compensation Study, Union Negotiations, and the Facilities Study. The Council acknowledged that City Administrator Torstenson had many issues on her plate for the first 18 months of employment, and in hindsight, the Council should have reviewed the workload to help with efficiency and successfully bonding with the management team. In addition, the Council could have acted as a conduit to the management team in conveying the Council's expectations for which the administrator was tasked in completing.

It was noted that a few individuals forgot to mark some of their ratings which impacted the scoring. It is recommended going forward that another category between Requires Improvement and Achieves Expectations would be beneficial especially for employees that are developing and/or learning their position. To clarify, Requires Improvement usually means the individual is not doing their job/is not trying. It was noted that "Progressing" should be included as a performance rating on the Rating Form with 5 points.

It was also noted a 360 review was completed by the Department Heads and direct reports with the vast majority of the ratings reflected in the average area (received mainly 5s in a 0 – 10 scale).

Based on this review, Administrator Torstenson is eligible for step advancement on January 1, 2020. It was noted this review was conducted at the end of the evaluation process. Future reviews for all employees will begin on the front-end detailing expectations with quarterly talks and a final review. Administrator Torstenson will prepare and submit her Performance Framework document in September 2019. The Council will meet with Administrator Torstenson in October to review the Framework Document and discuss future expectations. The first quarterly review is expected to be held in December 2019 or January 2020.

Dated: 9/3/19