

REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC)

Location: Five Development Commission
200 1st Street NE, Ste. 2 NE, Staples MN 56479

Date: Wednesday, September 19th, 2018

Time: 10:00 a.m. – 12:00 p.m.

Participants

Ben Byker
Amie Gendron
Randy Jahnke
Erich Heppner
Cassie Conn
Pete Berscheit
Nathan Bertrum
Katherine Mackedanz

Sue Seimers
Brenda Brittin
Theresa Eclov
Andy Stone
Bob Nelson
Matt Kallroos
Tad Erickson

Call To Order

The meeting was called to order at 10:05 a.m.

- Welcome/Introductions
 - o Stakeholders took a few minutes to go around the table and introduce themselves.
- Preview of Agenda
 - o Erickson took a few minutes to preview the agenda and review the overall planning process/timeline

Administrative Update:

- July Progress Report
 - o Erickson noted that the July RTCC monthly progress report had been submitted.
- Website Update
 - o Erickson noted that MCOTA will be hosting a website where the R5RTCC can maximize its public engagement efforts by posting its meeting announcements, agendas, handouts, minutes, and deliverables.
 - o Erickson also noted that he is in communication with MnDOT staff and MCOTA staff regarding when the MCOTA website will be operational.
- Review Overall Timeline/Process
 - o Erickson referenced the timeline handout and pointed out the remaining stakeholder meetings, the public participation meetings, and the overall timeline/process.

Action Item #1: Structure of RTCC defined as:

A council of the Region Five Development Commission similar to the Transportation Advisory Council (TAC) structure.

- Erickson reminded the group of the discussion at the July meeting where the group was asked to consider the structure of RTCC defined as: A council of the Region Five Development Commission similar to the Transportation Advisory Council (TAC) structure.
- Erickson further noted that the group would be asked to take action on this item at this meeting.

- Sue Siemers noted that since potential funding may/will be awarded to the RTCC, MnDOT would require that the RTCC to maintain more independent autonomy than the TAC. Whereas the TAC makes recommendations to the R5DC, the RTCC would need the autonomy to make final decisions of its own.
- Erich Heppner suggested that the RTCC have two R5D commissioners as permanent members on the RTCC instead of 1 like the TAC.
- Noting a discussion from the July meeting, it was brought up to have representation on the RTCC from elected leaders, and particularly one commissioner from each county in the region.
- After discussion, a motion was made to Structure the RTCC as a council of the Region Five Development Commission, having two Region Five Commissioners, a county commissioner from each county in addition to the current members listed in the DRAFT operational guidelines handed out at the July meeting; and be a council that has autonomy for making certain final funding decisions independent of the R5DC.
- Motion was made by Makedanz.
- Seconded by Berscheid.
- Motion Carried

Action Item #2: Confirm definition of the region:

At the meeting we discussed the definition of the region as: Cass, Crow Wing, Morrison, Todd, and Wadena Counties (consistent with the MACSSA regions/map (handout)

- The group seemed to have a consensus around defining the RTCC region as Cass County, Crow Wing County, Morrison County, Todd County, and Wadena County, consistent both with the Region Five Development Commissions (R5DC) service area and the MACSSA regions map provided by MnDOT.
- Motion was made by Brittin.
- Seconded by Makedanz.
- Motion Carried.

Action Item #3: Approval of the Public Participation Plan:

See attached timeline/public participation plan.

- After some discussion the group agreed to approve the timeline/public participation plan developed by Region Five staff for the RTCC application.
- Motion made by Bob Nelson.
- Seconded by Cassie Conn.
- Motion Carried.

Action Item #4: Determine the Implementation Lead Organization:

The Implementation lead organization would staff the RTCC beginning in year 2 (after the planning year).

- It was agreed by the group that the Region Five Development Commission (R5DC) would be the implementation lead organization for the RTCC.
- Motion made by Andy Stone.
- Seconded by Burtrum.
- Motion Carried.

Potential alignment with Local Human Service Transit Coordination Plan (LHSTCP)

- Erickson noted that Region Five staff has developed a list of potential alignment with the Local Human Service Transit Coordination Plan, which can be shared and discussed further at the next meeting.

Adjourn

- The meeting was adjourned at 12:00 p.m.