

# Public Involvement Plan

for the

**Duluth-Superior  
Metropolitan Interstate Council**

**February 2007**



Prepared by the  
**Duluth-Superior Metropolitan Interstate Council (MIC)**



A joint venture of the Arrowhead Regional Development Commission (ARDC)  
and the  
Northwest Regional Planning Commission (NWRPC)





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*Duluth-Superior Urban Area Communities  
Cooperating in Planning and Development through a Joint Venture  
of the  
Arrowhead Regional Development Commission  
and the  
Northwest Regional Planning Commission*



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**Duluth-Superior  
Metropolitan Interstate Council**  
*Guiding the Future of Transportation  
For the Twin Ports Area*

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## INTRODUCTION

*Structured, yet flexible. The purpose of the Public Involvement Plan update is to identify and implement formalized procedures for effective community participation, based on the following principles:*

- *Be more accessible*
  - *Document and integrate public comments into plans and programs*
  - *Increase public/agency outreach*
  - *Include a set of public involvement procedures*
- 

Active citizen participation in the planning process leads to more creative and effective decision-making. Public involvement:

- Builds public knowledge and trust about processes and issues
- Identifies public concerns and values
- Gathers information, develops consensus, resolves conflicts and produces better decisions
- Enhances the accountability of government decisions through increased opportunity for citizen participation
- Gains the fresh perspective of empowered citizens leading to creative approaches agencies never thought possible
- Reduces delays and costs from not having public involvement

### **Background**

The Duluth-Superior Metropolitan Interstate Council (MIC), which is the Metropolitan Planning Organization (MPO) for the Duluth-Superior urbanized area, involves the participation of a broad range of interest groups, organizations, governments, and citizens to build a consensus for addressing the area's transportation issues.

All Metropolitan Planning Organizations (MPOs) are mandated to include public involvement in developing their Long Range Transportation Plans, Public Involvement Plans, Transportation Improvement Programs, and planning studies. MPOs must provide complete information, timely public notice and access to public decisions. Key changes under the latest transportation legislation (Safe, Accountable, Flexible, Efficiency Transportation Equity Act-A Legacy for Users or SAFETEA-LU) require MPOs to define public involvement procedures, identify methods to reach out to stakeholders, interest groups, and

general public, apply visualization techniques, and improve web accessibility. The intent of these mandates is to allow the public to have a real influence throughout the planning stages and decision-making process by soliciting and incorporating public comment on ideas, issues, scope, and alternatives.

### **Purpose**

Public involvement in the transportation planning process should be early, continuing and proactive. The purpose of this document is to provide guidance for the both the public and MIC staff about the procedures and techniques to be undertaken while carrying out a planning process.

### **Goals & Objectives**

#### **Goal 1: Early Involvement**

The public will be involved early in the decision making process.

Objective: Actively encourage and facilitate early and continuous public participation and examination of regional issues.

#### **Goal 2: Opportunity**

The public will be given the opportunity to participate in transportation decision making processes.

Objective: Provide all citizens who utilize the various modes of transportation the opportunity for ongoing involvement in regional decision-making through representation on MIC committees and advisory bodies which develop recommendations on transportation issues. Citizen representation will be diverse.

#### **Goal 3: Information**

The public will be provided with clear, timely, and accurate information.

Objective: Expand the public's awareness and understanding of regional issues and MIC activities by disseminating information through an effective and multifaceted effort.

#### **Goal 4: Techniques**

The public will be involved with a flexible and varied participation process. Several techniques will be utilized and combined to yield the most effective results and to meet a particular need.

Objective: Give the public an opportunity to increase their interaction and dialogue with local governments on day-to-day metropolitan

transportation issues to yield input on solutions. Coordinate informal meetings to discuss transportation issues and designate transportation contacts for each jurisdiction. The MIC will seek formal endorsement from local governments on any plan that affects their local jurisdiction or regionally significant issues.

### **Process**

This document has been prepared in consultation with “interested parties” as is statutorily required under the federal transportation legislation, SAFETEA-LU. Beginning in August, 2006, the MIC began a thorough review of the existing Public Involvement Plan, which consisted of evaluating the previous plan in accordance with SAFETEA-LU regulations and guidance, examining of other agencies’ participation plans, and an internal review of the formal and informal public involvement procedures that the MIC would follow when undertaking a planning effort.

In October, 2006 a draft version of this plan was released to the public for a 45-day public comment period, from October 23, 2006 through December 15, 2006. The plan was made available on the MIC website as well as at both the Duluth and Superior Public Libraries. The plan was also distributed to a number of agencies, including MnDOT (Central Office and District 1), WisDOT (Central Office and NW Region), FHWA in Minnesota and Wisconsin and all the agencies represented on the MIC’s Policy Board. In January, 2007 the MIC held two small discussion group meetings with a round-table format. The meetings were targeted to citizens, both public and elected officials, within the Duluth-Superior Metropolitan Area who were actively involved in the community. A flyer was sent out to a number of community activists and organizers and local agency staff to help spread the word. Both meetings were at 7pm, with the first one held on January, 9, 2007 at the Duluth Coppertop Church and second meeting held on January 29, 2007 at the Wisconsin Indianhead Technical College (WITC) in Superior. The comments were summarized at the January and February MIC and TAC meetings, before the document was approved.

### **Comments Received**

For the most part, the MIC received similar comments at both meetings about how to improve public involvement. The comments focused on the MIC becoming more visible, by actively guest speaking at various bi-monthly township officer meetings, business associations, neighborhood associations and other groups. In addition, a number of suggestions were made for the MIC to more actively reach out to the neighborhood newspapers and newsletters by

writing or being interviewed, on projects that affect those neighborhoods. In addition, a number of comments were received on meeting facilitation and etiquette, including the importance of a well-structured presentation/discussion. Below is a list of the major comments received from the two small discussion groups:

- Become more visible (guest speaking).
- Create well-designed meeting flyers and posters (help from a task force).
- Finish meetings on time.
- Include good visual aids (less words) at the meeting and on flyers/notices.
- Provide “good” refreshments (include on meeting flyer if and/or what refreshments will be provided).
- Include a paragraph in the plans on how the comments were handled.
- Maintain a list of meeting attendees for future reference.

These major comments, as well as comments received from the Federal Highway agencies in Minnesota and Wisconsin were incorporated into this document.

## PUBLIC INVOLVEMENT PROCEDURES

*The procedures include:*

- *Targeted Guidelines – LRTP, TIP, & PIP*
  - *General Guidelines – MIC Planning Efforts*
  - *Stakeholder Identification – Involving “interested and affected parties”*
- 

### TARGETED PROCEDURAL GUIDELINES

Targeted procedural guidelines are applicable to specific plans and programs, as follows:

#### **Long Range Transportation Plan (LRTP) Procedures**

The Long Range Transportation Plan (LRTP) defines a 20-year vision of improvements to preserve current infrastructure and identify transportation network deficiencies. Its goals and objectives are based on federal legislation, regional transportation issues, agency meetings, and public comment. The LRTP must be updated every four years.

1. Devise public outreach program:
  - a. Level of public involvement (these are not mutually exclusive)
    - i. Informational (i.e. educational session on planning concept)
    - ii. Advisory (i.e. TIP)
    - iii. Problem Solving (i.e. LRTP, PIP)
  - b. Number of meetings
  - c. Type of meetings
2. Identify Stakeholders and form steering (study advisory) committee
  - a. Government Partners – townships, cities, counties, federal & state agencies, school districts.
  - b. Stakeholder Groups – Directly impacted individuals and groups, neighborhood associations, business associations, freight related businesses and operators, other groups within the study area.
  - c. General Public – not directly impacted, but interested citizens from the community at-large.
3. Form steering (study advisory) committee and devise meeting schedule. Steering committee should consist of government partners directly impacted by project and others who will provide guidance and perspective. As part of the steering committee formation, develop and

- maintain list of interested and affected parties whose input will be actively sought during the LRTP development process.
4. Hold meetings with each metropolitan jurisdiction partners to get details on short, mid, and long-term transportation goals.
  5. Reach out to federal, state, and other non-metropolitan local officials including: land use management, natural resource, historic, and other agencies, organizations, and groups.
  6. Compare transportation plans with other available plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
  7. Hold an issue identification/information gathering public meeting to discuss background information and known issues, generate input on other transportation issues in the metro area, and determine long range goals and objectives. Invite all impacted parties within the study area:
    - a. Direct Mailing (postcard, letter)
    - b. Publish public meeting notice via print media (newspapers, newsletters), electronic media (MIC website, e-mail lists, blogs, forums, TV & radio, jurisdiction websites).
    - c. Posting (ARDC Front Window Meeting Notice Display, public spaces)
  8. Respond to public comments from all sources (meetings, website, phone calls, in person, by mail, etc.) either directly or by the following means:
    - a. MIC website – post comments, either verbatim or summarized, and the MIC’s responses on the project web page.
    - b. Discuss comments with TAC and MIC and LRTP advisory committee.
  9. Compile Draft document
    - a. Incorporate public comments and responses in document.
    - b. Hold additional public meeting, if needed, to address received comments.
  10. Present Draft LRTP to MIC and TAC for their approval to release the plan for a public comment period. The length of the comment period shall be determined in consultation with FHWA, FTA, MnDOT, WisDOT, and the public.
  11. Make Draft Plan available to the public, maintain additional copies (electronic and hardcopy) available upon request. Copies of the Draft Plan may be found at the following locations:
    - a. MIC office
    - b. MIC website (dsmic.org)

- c. Duluth and Superior Public Libraries
12. Hold Public Meeting to review Draft LRTP.
13. Respond to question or comments from agencies, organizations, groups and citizens.
14. If the final plan or program contains substantive changes from the draft made available for public comment or raises new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, an additional 30-day duly announced public comment period on the revised plan or program will be provided. In addition to the 30-day extension of public comment, MIC will disseminate information regarding what specifically has changed and why.
15. Present Final LRTP to MIC and TAC for approval.
16. Make Final LRTP available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of Final LRTP may be found at the following locations:
  - a. MIC office
  - b. MIC website
  - c. Duluth & Superior Public Libraries
17. Present and distribute Final LRTP to impacted agencies, organizations, and/or groups.
18. Periodically review and update as needed to incorporate federal transportation legislation and state initiatives.
19. Work to implement LRTP objectives in the development of annual Work Programs, TIPs, and planning efforts.

### **LRTP Amendment Procedures**

LRTP amendments will be released for 30-day public comment if they are significant in nature. Significant amendments include: major scope changes, capacity-increasing projects and projects negatively impacting air quality or environmental justice areas (concentrated populations of low income and minorities).

### **Transportation Improvement Program (TIP) Procedures**

The Transportation Improvement Program (TIP) is a short-range program document listing all transportation projects within the metropolitan area proposed for federal funding for the next four years. The TIP is updated annually. Due to significant variations in the TIP processes between Minnesota and Wisconsin, the MIC compiles a separate TIP document for the Duluth Metro (Minnesota) and Superior Metro (Wisconsin). Therefore, each the TIP public involvement procedures are listed separately for the two TIPs.

#### **Duluth Metro TIP Public Involvement Procedures**

1. Hold meetings with each jurisdiction eligible to receive federal funding to get details on short range transportation goals.
2. Administer TIP project solicitation process with eligible jurisdictions.
3. Devise public outreach program by determining:
  - a. Level of public involvement (these are not mutually exclusive):
    - i. Informational (i.e. educational session on planning concept)
    - ii. Advisory (i.e. TIP)
    - iii. Problem Solving (i.e. LRTP, PIP)
  - b. Number of meetings
  - c. Type of meetings
4. Identify Stakeholders
  - a. Government Partners – townships, cities, counties, federal & state agencies, school districts.
  - b. Stakeholder Groups – directly impact individuals and groups, neighborhood associations, business associations, other community groups within the study area.
  - c. General Public – not directly impacted, but interested citizens from the community at-large.
5. Reach out to agencies, organizations, and groups that are directly impacted by proposed projects.
6. Post fliers in local general purpose government buildings and other public places to advertise public meeting/open house (depending on the scale and type of submitted projects).
7. Publish public meeting notice in local papers and MIC website.
8. Hold a public meeting/open house at convenient and accessible times and locations in order to give groups and the general public opportunity to review and comment on proposed projects.

9. Respond to public comments from all sources (meetings, website, phone calls, in person, by mail, etc.) either directly or by the following means:
  - a. MIC website – post comments, either verbatim or summarized, and the MIC’s responses on the project web page.
  - b. Discuss comments at February Project Prioritization meeting with TAC and MIC members.
10. Prioritize project applications at TAC meeting in February and approve at February MIC Meeting.
11. Compile Draft TIP
  - a. Hold additional public meeting, if needed, to address received comments.
12. Present Draft TIP at TAC and MIC meetings in May for their approval to release the plan for a 30-day public comment period. The length of the comment period may be adjusted after consultation with FHWA, FTA, the state DOT, and the public.
13. Make Draft Plan available to the public, maintain additional copies (electronic and hardcopy) available upon request. Copies of the Draft Plan may be found at the following locations:
  - a. MIC office
  - b. MIC website
  - c. Duluth Public Library
14. Publish legal notice of Public Comment Period and Public Meeting to review Draft TIP in local paper.
15. Post meeting notice on MIC website.
16. Hold Public Meeting to review Draft TIP.
17. Respond to question or comments from agencies, organizations, groups and citizens.
18. Compile public comments and provide them to each jurisdiction, the TAC and MIC Policy Board prior to final TIP approval.
19. If the final TIP contains substantive changes from the Draft TIP made available for public comment or raises new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, an additional 30-day duly announced public comment period on the revised plan or program will be provided. In addition to the 30-day extension of public comment, MIC will disseminate information regarding what specifically has changed and why.

20. Present Final TIP to MIC and TAC for approval.
21. Make the final TIP document available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of the document may be found at the following locations:
  - a. MIC office
  - b. MIC website
  - c. Duluth & Superior Public Libraries

**Duluth Metro TIP Amendment Procedures**

TIP administrative modifications are needed when a project is moved into the current TIP year from a later year. Justification is needed under “Comments” to explain which specific projects are deferred to maintain fiscal constraint.

Formal TIP amendments are approved by the TAC and MIC at regularly-scheduled public meetings and are necessary when:

1. A project not listed in the current, approved TIP is added to the current year.
2. There is an increase in the total cost of a project and the increase exceeds the following guidelines:

Cost of Project	Amendment needed if the increase is more than:
> \$1 Million to \$3 Million	50%
> \$3 Million to \$10 Million	35%
> \$10 Million to \$50 Million	20%
> \$50 Million to \$100 Million	15%
Over \$100 Million	10%

Note: No amendment is needed for a project of \$1 Million or less if the percentage increase does not result in a total cost greater than \$1 Million.

3. A phase of work (preliminary engineering, right-of-way, construction, etc.) is added to the project and increases the project cost. No formal amendment (or administrative modification) is needed for adding a phase of work that does not increase project cost.
4. Congestion Mitigation and Air Quality Improvement Program (CMAQ), Transportation Enhancements (TEA), or Highway Safety Improvement Program (HSIP) funds are added to a project.

5. The project scope is changed (e.g., for a bridge project – changing rehab to replace; e.g., for a highway project – changing resurface to reconstruct).
6. There is a major change to project termini (more than work on bridge approaches or logical touchdown points).
7. There is any change affecting air quality conformity for projects in the CO Air Quality Maintenance Area (City of Duluth).

NOTE: No amendment will be accepted for projects that “may” receive future congressional funding (funds must be identified in an approved Transportation Act or Appropriations Bill).

The MIC will make all approved amendments and updated project lists available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of the amendments and updated project lists may be found at the following locations:

- a. MIC office
- b. MIC website ([dsmic.org](http://dsmic.org))

### **Superior Metro TIP Public Involvement Procedures**

1. Administer TIP project solicitation process with eligible jurisdictions.
2. Present Draft TIP to MIC and TAC for their approval to release the plan for a 30-day public comment period. The comment period length may be adjusted only after consultation with FHWA, FTA, WISDOT, and the public.
3. Make Draft Plan available to the public, maintain additional copies (electronic and hardcopy) available upon request. Copies of the Draft Plan may be found at the following locations:
  - a. NWRPC & MIC/ARDC offices
  - b. NWRPC & MIC/ARDC websites
  - c. Duluth & Superior Public libraries
4. Publish legal notice and public meeting ad and release Draft TIP for 30-day public comment period.
5. Hold public meeting.
6. Present Final TIP to MIC and TAC for approval.

7. Make the final TIP document available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of the document may be found at the following locations:
  - a. NWRPC & MIC/ARDC offices
  - b. NWRPC & MIC/ARDC websites
  - c. Duluth & Superior Public libraries

### **Superior Metro TIP Amendment Procedures**

For the Superior Metro TIP, project changes may lead to one of three outcomes:

- 1. No Amendment Required**
- 2. Minor Amendment**
- 3. Major Amendment**

For all outcomes, the amended TIP must remain fiscally constrained within revenues that can reasonably be expected to be available. The following criteria and procedures will be followed when reviewing a project change in the TIP and determining the appropriate action:

- 1. No Amendment Required** – No action necessary from the regular MIC and TAC approval process. Projects changes require no TIP amendment if the following criteria are met:
  - a. Changing the implementation schedule for projects within the TIP.
  - b. Changes in scope (character of work on project limits) while remaining reasonably consistent with the approved project.
  - c. Changing the source of funding (Federal, State, local) category (IM, NHS, STP, earmarks); or amount of federal funding for a project without changing the scope of work or schedule for the project or any project within the TIP.
- 2. Minor Amendment** – Proceed through the regular MIC, TAC and state DOT approval process, no public comment period necessary. Project changes require a minor amendment to the TIP when the following criteria are met:
  - a. Adding an exempt/preservation project to the first four years of the TIP, including advancing a project for implementation from an illustrative list.
  - b. Moving an exempt/preservation project out of the TIP.
  - c. Changing the scope of an exempt/preservation project within the TIP such that the current description is no longer reasonably accurate.

- d. Change in project funding that impacts the funding for other projects within the TIP forcing any exempt/preservation project out of the first three years of the TIP.
- 3. Major Amendment** – Public involvement necessary, including a 30-day public comment period to formally comment and air quality and community impact assessment/environmental justice can be analyzed. Then proceed through the regular MIC, TAC and state DOT approval process. A major amendment is necessary if the project changes meet any one of the following criteria:
- a. Adding a non-exempt/expansion project to the TIP, including advancing a project for implementation from an illustrative list.
  - b. Moving a non-exempt/expansion project out of the TIP.
  - c. Significantly changing the scope of a non-exempt/expansion project within the TIP such as the current description is no longer reasonably accurate.
  - d. Adding or deleting any project that exceeds the lesser of:
    - i. 10% of the total Federal funding programmed for the calendar year, or
    - ii. \$1,000,000.

The MIC will make all approved amendments and updated project lists available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of the amendments and updated project lists may be found at the following locations:

- c. MIC office
- d. MIC website ([dsmic.org](http://dsmic.org))

## **Public Involvement Plan (PIP) Procedures**

1. Devise public outreach program:
  - a. Level of public involvement (these are not mutually exclusive)
    - i. Informational (i.e. educational session on planning concept)
    - ii. Advisory (i.e. TIP)
    - iii. Problem Solving (i.e. LRTP, PIP)
  - b. Number of meetings
2. Reach out to stakeholders:
  - a. Government Partners – townships, cities, counties, federal & state agencies, school districts.
  - b. Stakeholder Groups – directly impacted individuals and groups, neighborhood associations, business associations, other community groups within the study area.
  - c. General Public, Organization, & Groups
3. Hold a small group discussion meeting
  - a. Direct Mailing (postcard, letter)
  - b. Print Media (newspapers, newsletters)
  - c. Electronic Media (MIC website, e-mail lists, blogs, forums, TV & radio)
  - d. Posting (ARDC Front Window Meeting Notice Display, public spaces)
  - e. Publish public meeting notice in local papers, MIC website, and jurisdiction websites.
4. Examine existing PIP goals and objectives based on federal legislation, regional transportation issues, agency meetings, and public comment.
5. Make issue identification public comments available on website and by request.
6. Compile Draft PIP, hold additional meetings as necessary.
7. Present Draft PIP to MIC and TAC for their approval to release the plan for the federally required 45-day public comment period, prior to adoption by the MIC and TAC.
8. Make Draft PIP available to the public, maintain additional copies (electronic and hardcopy) available upon request. Copies of the Draft Plan may be found at the following locations:
  - a. MIC office
  - b. MIC website ([dsmic.org](http://dsmic.org))
  - c. Library

9. If substantive changes are made to PIP, hold a public meeting to review Draft PIP.
10. Respond to question or comments from agencies, organizations, groups and citizens.
11. If the final PIP contains substantive changes from the draft made available for public comment or raises new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, an additional 30-day duly announced public comment period on the revised plan or program will be provided. In addition to the 30-day extension of public comment, MIC will disseminate information regarding what specifically has changed and why.
12. Present Final PIP to MIC and TAC for approval.
13. Make Final PIP available to the public and maintain additional copies (electronic and hardcopy) available upon request. Copies of Final PIP may be found at the following locations:
  - a. MIC office
  - b. MIC website ([dsmic.org](http://dsmic.org))
  - c. Duluth & Superior Public Libraries
14. Present and distribute copies (hard copies and/or CDs) of the Final PIP to impacted agencies, organizations, and/or groups.
15. Annually review the PIP and follow up as necessary with the small discussion group attendees.

## **GENERAL PROCEDURAL GUIDELINES**

General procedural guidelines are applicable agency-wide to MIC planning studies and programs.

### **Planning Studies**

The MIC conducts various modal studies derived from needs identified in the Long Range Plan and at the request of local jurisdictions. All studies begin with a scope of work, most use advisory committees and public outreach techniques to identify key issues and develop goals and objectives. Data is collected and analyzed and a document is drafted from this information. All studies are presented to the TAC and MIC for formal adoption. Below are the public involvement procedures to follow while performing a plan or study. Note, the general procedure guidelines are meant to provide structure and consistency to the public involvement process which the MIC undertakes with each plan and program. However, depending on the study, different methods will have to be devised in order to attain effective public participation. Therefore, these guidelines are also designed to be flexible, in order to tailor the public involvement strategy to effective methods of gathering meaningful public involvement for the particular plan or program.

1. Devise public outreach program by determining:
  - a. Level of public involvement
    - i. Informational (i.e. educational session on planning concept)
    - ii. Advisory (TIP)
    - iii. Problem Solving (LRTP, PIP)
  - b. Number of meetings
  - c. Type of meetings
2. Identify Stakeholders and form steering (study advisory) committee
  - a. Government Partners – townships, cities, counties, federal & state agencies, school districts.
  - b. Stakeholder Groups – directly impacted individuals and groups, neighborhood associations, business associations, other community groups within the study area.
  - c. General Public – not directly impacted, but interested citizens from the community at-large.
3. Form steering (study advisory) committee and devise meeting schedule. Steering committee should consist of government partners directly impacted by project and others who will provide guidance and perspective. As part of the steering committee formation, develop and

- maintain list of interested and affected parties whose input will be actively sought during the plan development process.
4. Reach out to federal, state, and other non-metropolitan local officials including: land use management, natural resource, historic, and other agencies, organizations, and groups that are affected by plan.
  5. Review available study area plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
  6. Hold an issue identification/information gathering public meeting to discuss background information and known issues, generate input on other transportation issues in the metro area, and determine study goals and objectives. Invite all impacted parties within the study area:
    - a. Direct Mailing (postcard, letter)
    - b. Publish public meeting notice via print media (newspapers, newsletters), electronic media (MIC website, e-mail lists, blogs, forums, TV & radio, jurisdiction websites).
    - c. Posting (ARDC Front Window Meeting Notice Display, public spaces)
  7. Respond to public comments from all sources (meetings, website, phone calls, in person, by mail, etc.) either directly or by the following means:
    - a. MIC website – post comments, either verbatim or summarized, and the MIC’s responses on the project web page.
    - b. Discuss comments with TAC and MIC and study advisory committee.
  8. Compile Draft document
    - a. Incorporate public comments and responses in document.
    - b. Hold additional public meeting, if needed, to address received comments.
  9. Hold additional public meetings as necessary.
  10. Compile Draft Plan
  11. Hold a Draft Plan meeting, reviewing the study process, the issues and comments. Focus this meeting on the solutions and recommendations presented in the Draft Plan. Invite all impacted parties, including everyone whom was invited to the first public meeting, the issues identification/information gathering public meeting.
  12. Respond to question or comments from agencies, organizations, groups and citizens.

13. Present Draft Plan to MIC and TAC for their approval. Present comments or grouped comments by theme, to the MIC and TAC.
14. Make Draft Plan available to the public, maintain additional copies (electronic and hardcopy) available upon request. Copies of the Draft Plan may be found at the following locations:
  - a. MIC office
  - b. MIC website ([dsmic.org](http://dsmic.org))
15. Present Final Plan to MIC and TAC for approval.
16. Make Final Plan available to the public and maintain addition copies (electronic and hardcopy) available upon request. Copies of Final Plan may be found at the following locations:
  - a. MIC office
  - b. MIC website ([dsmic.org](http://dsmic.org))
  - c. Duluth & Superior Public Libraries (optional)
17. Present and distribute Final Plan (hard copies and/or CDs) to impacted agencies, organizations, and/or groups.
18. Follow up with steering committee and project stakeholders by reviewing the next steps in the planning process, including the status of the implementation options.

## **STAKEHOLDER IDENTIFICATION**

The MIC will develop and maintain a list of stakeholders, which will consist of interested and affected parties. This list will be used to inform individuals, groups, and agencies about the development of a plan or program and to notify them about specific opportunities for public involvement.

The MIC regularly involves the participation of a broad range of interest groups, organizations, jurisdictions, and citizens in addressing transportation issues. One of the most critical forms of participation the MIC uses is the formation of study advisory committees. The purpose of these committees is to shape and guide the development of various plans ensuring diverse representation. This process however has not been successful in getting the general public involved. The composition of these advisory committees differs depending on the study, but all involve technical advisors, policy makers, and individuals representing special interest groups.

Overall, the formation of the study advisory committees has been a successful way to ensure that a thorough, two-way flow of information occurs between local governments and special interest groups. However, this process has not been very successful at getting general citizens involved early in the planning stages.

The MIC will begin each study by enlisting the assistance of its established boards and committees including the following:

1. MIC Policy Board – consists of elected officials and citizens (nine from Minnesota and nine from Wisconsin) who represent all local units of government within the MIC planning.
2. Transportation Advisory Committee (TAC) – consists of planning and engineering technical staff from the Cities of Duluth, Hermantown, Proctor and Superior, Douglas and St. Louis Counties and State of Minnesota and the State of Wisconsin, as well as representatives from specific modes of transportation including air, transit and bikes and pedestrians and economic.
3. Harbor Technical Advisory Committee (HTAC) – consists of harbor stakeholders including business owners, freight operators, environmental groups and local, state and federal officials.

In addition to the MIC boards and committees, the MIC will include affected and interested parties from, but not be limited to, the following:

➤ <b>Business Representatives</b> Chambers of Commerce, Business Improvement Districts & Development Associations
➤ <b>Educational Institutions (public &amp; private schools &amp; universities)</b> School Boards, Parent Teacher Associations (PTA), Student Associations & Other Such Groups
➤ <b>General Public</b> Directly impacted (in study area) and indirectly impacted citizens
➤ <b>Government Partners</b> Local Officials - elected (township, city, county) & staff (engineering, fire, planning, police, transit, etc) State Officials - elected members representing study/planning area & staff Federal Officials - elected members representing study/planning area & staff
➤ <b>Human Service and Non-Profit Agencies</b> Agencies with low income, minority, elderly, disabled & refugee clients
➤ <b>Individuals and Interest Groups</b> Groups with demonstrated interest in transportation issues
➤ <b>Local media, print and electronic</b>
➤ <b>Neighborhood Associations &amp; Civic Groups &amp; Organizations</b>
➤ <b>State and Local Agencies, Organizations, and Groups involved with the following:</b> i. Land Use Management ii. Resource Preservation (historical & archeological) iii. Conservation iv. Economic Development v. Environment vi. Freight Generating & Hauling Operators
➤ <b>Traffic Safety &amp; Enforcement Agencies</b>
➤ <b>Transit and Taxi Operators</b> Both public and private, including demand response operators
➤ <b>Transportation Users</b> Bicycle, pedestrian, and disabled users

## PUBLIC INVOLVEMENT TOOLS AND TACTICS

*Outreach techniques include:*

- *Electronic & Print Media*
- *Visualization Techniques*
- *Public Meetings*
- *Meeting Ads & Notices*
- *Community Impact Assessment (Environmental Justice)*

The MIC conducts a broad range of citizen participation and communication efforts to help people understand important regional issues and to build consensus for solving the metropolitan area’s transportation problems. The MIC fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The MIC also realizes that it needs to become more visible and find additional ways to get the average citizen involved throughout all planning stages.

MIC Public Involvement Tools & Tactics	
Tools	Media Tactics
• Public Meetings	• Block Advertisements
• Public Meeting Comment Cards	• News Releases
• Community Presentations	• Calendar Releases
• MIC Website (dsmic.org)	• Newspaper Articles
• MIC Organizational Fact Sheet	• Editorial Board Meetings
• Project Summary Sheets	• Legal Notice
• Questionnaires/Surveys	• Displays, Posters & Flyers
• Quarterly <i>Focus on Transportation</i> Newsletter	• Direct Mailings/Email Distribution Lists

## **ELECTRONIC & PRINT MEDIA**

Actively reaching out to the media has proven to be one of the most successful ways of disseminating information on recent planning efforts and aids in drawing attention to implement these plans. Educating the press on the agency's role is also important. There are various forms of electronic media that the MIC will utilize to perform public outreach, including television, radio, and the increasingly important web-based media.

### **Web Based Media**

The internet has become an essential method for delivering information to the public. As the method for which people get information continues to move towards the web-based media, the MIC will utilize the two forms of web-based media described as follows:

#### **MIC Website: [www.dsmic.org](http://www.dsmic.org)**

The MIC website is user friendly and includes web-accessible formats for the public. Note that access to the MIC website can also be found by accessing the ARDC website ([www.ardc.org](http://www.ardc.org)) and vice versa. Upcoming meeting schedules will be posted on the MIC website. The MIC website provides agency information; include staff contact information, electronic copies of recent plans, programs, and maps and in some cases interactive maps.

#### **Web-logs (Blogs) & Forums:**

As more and more people are getting their news from blogs and other internet discussion forums, the MIC will, to the maximum extent practicable, reach out to the blogs and forums that either are commonly known and/or have interest in transportation issues. Local examples of a blog and a forum include:

*Howie Hanson's eBlog*

*Duluth Solutions ([www.duluthsolutions.com](http://www.duluthsolutions.com))*

### **Television & Radio Media**

The MIC will reach out to the local television and radio stations to perform public outreach. In addition, MIC will reach out to specific programs focused on local and/or regional issues, including programs such as *Venture North*.

**Print Media**

The MIC will utilize the various print media outlets, in order to reach out to the public. The MIC will also reach out to the neighborhood news outlets, including neighborhood newspapers, and newsletters.

The MIC will reach out to the following local and regional newspapers (note the following list is not comprehensive, but consists of the major media outlets in the Duluth-Superior region):

TV Stations	Radio	Newspapers
CBS 3	Clear Channel	Duluth News Tribune
NBC 6	Midwest Communications	Superior Daily Telegram
WDIO-TV/WIRT-13 (ABC)	Red Rock Radio	Hermantown Star
WDSE Public TV (PBS)	Refuge Media Group	Proctor Journal
PACT TV (Duluth Public Access)	KUWS Public Radio	Duluth Budgeteer
SATV 7 (Superior Public Access)	KUMD Public Radio	Business North

The MIC also publishes its own newsletter, *Focus on Transportation*, detailing the transportation planning activities in the Duluth-Superior metropolitan area. This newsletter is mailed to approximately 850 individuals and organizations and is produced on a quarterly basis.

Overview of the Various Media Outreach Methods	
Media	Description
<b>Web</b>	
<ul style="list-style-type: none"> <li>MIC website (dsmic.org)</li> </ul>	Upcoming meetings, projects overview and documents, including draft and final, public comments
<ul style="list-style-type: none"> <li>Web-logs (blogs &amp; forums)</li> </ul>	Agency written articles on a plan or issue
<b>Newspapers</b>	
<ul style="list-style-type: none"> <li>Press Releases</li> </ul>	Agency written article on a plan or issue.
<ul style="list-style-type: none"> <li>Community Calendars</li> </ul>	Calendar of events, upcoming meetings printed in newspapers.
<ul style="list-style-type: none"> <li>News Articles</li> </ul>	An article written by the press with after interviewing staff.
<ul style="list-style-type: none"> <li>Editorial Boards</li> </ul>	Inviting the press to a location to inform them of current planning initiatives

<b>Radio</b>	
• Press Releases	Agency written article on a plan or issue.
• Community Calendars	Calendar of events, upcoming meeting information: time, date, location, purpose
• Public Service Announcements	Informational
• Advertisements	Successful however very expensive.
<b>Television</b>	
• Press Releases	Agency written article on a plan or issue.
• Community Calendars	Calendar of events, upcoming meeting information: time, date, location, purpose
• TV Press	Invite the press to a meeting or to do an interview
• Editorial Boards	Inviting the press to a location to inform them of current planning initiatives
• Public Access Community Television (PACT & SATV)	Free meeting advertising for non-profit organizations
<b>Newspapers</b>	
• Press Releases	Agency written article on a plan or issue.

**VISUALIZATION TECHNIQUES**

The MIC will employ visualization techniques to the maximum extent practicable. These techniques will be used to facilitate discussion and understanding of something complex and therefore make data easily available to the public. Visualization techniques that will be used by the MIC are listed below; however, this list is not exhaustive, and the MIC may use other techniques not listed below.

- Animations
- Artist Drawings, Sketches & Architectural Renderings
- Computer Models & Simulations
- Flowcharts
- Maps
- Photo Manipulation, Matrix & Montage
- Physical Models
- Scenario Planning Tools (Ex. Box City, Community Viz)
- Simulated Photos
- Tables
- Videos
- Visual Preference Surveys

In addition, the MIC will utilize the latest edition of the visualization technique guide produced by AASHTO, “*Visualization in Transportation*” (2003 edition).

## **PUBLIC MEETINGS**

When a public meeting is focused on a planning study or program related to a specific geographic area or jurisdiction with the MIC planning area, the meeting should be held within that geographic area or jurisdiction. Appropriate elected officials as identified in the stakeholder analysis should be consulted and/or informed of relevant outreach activities within their jurisdictions.

Refreshments and childcare for meetings should be considered and if provided should be noted on flyer and/or meeting notice. Staff and audience introductions help to identify public concerns and interests.

### **Setting a Meeting Date & Time:**

When setting a meeting date and time, MIC staff will review community calendars to avoid conflicts with other major meetings, including regularly scheduled city council, county commission, township board, planning commission, neighborhood association, and school board meetings. As well as, staff will consider not overlapping a MIC project meeting with another previously scheduled major community meeting.

### **Accessibility of Meeting Spaces:**

Public meetings should be held in locations accessible to people with disabilities and should be located near a transit route if possible. Public information documents, including meeting notices, should always include text that makes it clear that the meeting space is ADA accessible. In addition, individuals planning to attend the meeting will have the opportunity to request special needs, so that they may fully participate in the meetings as well. Staff should provide interpreters (sign language, translators) and prepare enlarged print materials in order to more fully accommodate the various meeting participants.

### **Meeting Format**

MIC staff should take care to consider why the public may choose to attend the meeting and what they hope to accomplish with the meeting and should tailor their presentation to reflect those interests. Different meeting formats will better accommodate particular outcomes (e.g., gathering suggestions vs. presenting information) and types of information e.g., . Below are some of the more popular and effective public meeting formats for transportation planning:

**Brainstorming**

A democratic process open to any citizen open to any citizen, led by a facilitator or moderator where participants come together to generate ideas. It provides participants with a sense of progress and accomplishments, and helps them to move on to more difficult tasks.

**Charrette**

A meeting in which citizens are invited to participate in a full discussion of issues, interrelationships, and impacts. Time limits challenge people to openly examine problems and produce tangible results.

**Community Presentation “Guest Speaker”**

Going to organizations and groups has proven more successful than holding public meetings. Staff should look for opportunities to piggyback on organizational meetings or exhibits to gather input from citizens who are interested or affected by recent planning efforts. One important event to note is bi-monthly township officer meeting, which would be an ideal forum to discuss regional transportation issues facing the townships.

**Conference**

A series of information meetings to disseminate information over multiple topics and from the perspective of multiple speakers.

**Discussion Group**

A meeting of interested individuals to discuss a single topic and gain public insight on a project, plan, or program.

**Focus Groups**

A meeting of a carefully selected group of individuals convened to discuss a single topic. The opinions are used to gauge public opinion.

**Informal Exhibit**

Informational exhibits can be strategically placed to educate the public on recent MIC planning initiatives. Exhibits can be placed at local shopping centers and other highly traveled areas, such as the Skywalk system where the MIC kiosk is displayed, to attract public interest.

**Open House**

Public meetings and open houses are held to create early opportunities in the planning process to receive public input. The use of public meetings or open houses will vary according to the type of plan, project or amendment being considered.

**Public campaign**

Public campaigns can be used to draw attention to recent planning initiatives and community issues of concern. Campaigns aim to increase public awareness about the selected issue. Techniques to spread the word

on specific planning campaigns include working closely with the press and distributing various written products such as brochures, fact sheets or other material to the public and interest groups.

**Public Hearing**

A meeting held prior to a decision point, it presents information to the public and obtains formal input from citizens.

**Stakeholders Committee (also known as a Citizen’s Advisory Committee)**

A representative group of stakeholders that meets regularly to discuss issues of common concern. It allows for extended interaction between citizens and their government.

**Task Force**

A group of individuals selected to come to a conclusion and resolve a difficult issue, subject to ratification by official decision-makers.

**Transportation Fair**

A one-day event used to interest citizens in transportation and in specific projects or programs.

**Workshop**

A two-part meeting, which includes the presentation of background information and a subsequent interactive exercise of issue identification and/or problem solving.

**Visioning**

A series of meetings open to all citizens or a representative panel focusing on long-range issues that eventually lead to a goals statement.

**PUBLIC NOTIFICATION**

The MIC Policy Board, TAC and HTAC operate under the open meeting law. Mailing lists for meeting notices are continuously updated to reflect new membership and interested persons. Strategies to notify the public of meetings, draft plans and public comment periods will include:

**Advertising**

There is an ever changing variety of methods and techniques to get the word out about MIC plans and programs. Techniques to advertise upcoming meetings and activities include: hanging posters around town, including government offices and other public spaces, sending out newsletters, posting project information and meeting notices on the MIC website with e-mail links for public input, direct mailings to specific groups, routing email meeting notices to local planning group distribution lists and sending news releases, calendar releases

and news articles to radio and television media. Below is a list of a number of advertising techniques:

- MIC website (dsmic.org)
- Newsletters
- Posters located at high traffic (pedestrian) public spaces
- Direct (snail) Mailings – postcards & letters
- E-mail (targeted distribution lists & reminders)
- Radio & Television (community programs & public access TV)

### Legal Notices

Federal requirements generally state that when holding a public meeting, hearing, event, or posting a legal notice, 14 days of notification prior to the activity must be given. Notification of required public hearings should be published no less than 10 days prior to the event.

Legal notices will be posted in major metropolitan newspapers. Block ads can be displayed in the community or meetings section of the paper. Press releases on major studies or activities will be sent to major metropolitan newspapers and staff is encouraged to form personal relationships with newspaper reporters and follow up with them on the press release.

Technique	Advance Notification
• Advertising	3 days
• Legal Notices	7 working days
• Press Releases	5 days (meeting), 14 days (article)
• News Articles	7-14 days
• Community Calendars	5-7 working days
• Public Access Community Television	7 days

### PLAN DISTRIBUTION

For the public to review a document it must be accessible to them. Plans, TIPs and Amendments shall be physically sent to metropolitan libraries and appropriate governments. Additionally, the ARDC website will be used to post plans, TIPs and amendments with email links for public comment.

For the public to comment on proposed plans or programs they need to have copies of draft plans and other items accessible to them. Therefore “hard copies”

of MIC plans that are released for public comment will be distributed to local jurisdictions and libraries in the planning area. As stated the previous section, MIC will formally respond to any comments it receives in writing or that are issued into the public record at any public hearing.

## **PUBLIC REVIEW & COMMENT**

*MIC will consider a variety of public input options and will provide a response to public comments.*

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Long Range Transportation Plans, Public Involvement Plans, Transportation Improvement Programs and their Amendments (necessitated only by significant changes) are federally required to be reviewed by the public. All public comments received will be documented, summarized to committees and addressed in the appropriate planning or programming documents.

As outlined above, the MIC has long been committed to public participation. As noted, the MIC utilizes many different activities to obtain public input, and each produces different results. Some of the activities are more proactive than others; however, the main objective is to get citizens and those with special interests involved.

### **PUBLIC INPUT OPTIONS**

- Verbal discussion at public meetings
- Survey (general public or targeted to groups)
- Written comment cards at public meeting
- Electronic comments on website (comment on various plans and programs without having to attend the meeting in person)

### **MPO RESPONSE TO COMMENTS RECEIVED**

MPO staff will respond to written comments as appropriate and will document all oral comments taken at the public or committee meeting. Public comments will be summarized, answered (where appropriate), and suggested modifications presented to the TAC and MIC prior to any formal adoption. If public comments lead to significant changes in a proposed plan or TIP, an additional 30-day comment period will be provided for the public to comment on those revisions. In addition, public input will be recognized and identified in the final documents, including a paragraph on the public involvement process for each particular planning effort.

## PLANNING FRAMEWORK

*Planning Framework includes the following:*

- *Agency Coordination*
  - *Community Impact Assessment/Environmental Justice*
  - *Special Info Provisions*
  - *Air Quality Conformity*
- 

### AGENCY COORDINATION

The MIC planning process embodies the “3-C” planning process: continuing, cooperative, and comprehensive. Planning efforts are guided by the diverse membership of the Transportation Advisory Committee (TAC), Harbor Technical Advisory Committee (HTAC) and MIC Policy Board. Local and state agencies are also involved in planning efforts and later federal agencies such as FHWA, FTA, and EPA are consulted for air quality and policy considerations. Minnesota MIC area governmental agencies involved include: MnDOT, Minnesota Pollution Control Agency (MPCA), City of Duluth, City of Hermantown, City of Proctor, and St. Louis County. In Wisconsin, agencies involved include WisDOT, Wisconsin DNR, City of Superior, Villages of Oliver and Superior and Douglas County. The MIC conducts several coordinated planning processes.

Federal requirements guide the MPO planning process in the form of regulations from the USDOT, USEPA, NEPA, Americans with Disabilities Act, Title VI Civil Rights Act and more. Federal guidelines state that public involvement must be proactive, provide complete information, timely public notice, and opportunities for early and ongoing involvement so they will be able to review and comment prior to any formal decisions. Transportation professionals must provide technical and professionally sound guidance; must be fiscally responsible, and must educate the public sufficiently to enable them to make informed decisions about transportation issues. On all such occasions the MIC will solicit input and recommendations from MnDOT, WisDOT, MPCA, FHWA and other appropriate agencies. To the extent possible MIC will coordinate public participation processes with those of all appropriate local, state and federal agencies.

## **COMMUNITY IMPACT ASSESSMENT/ENVIRONMENTAL JUSTICE**

Community Impact Assessment/Environmental justice is the public policy goal of ensuring that government activities do not bring disproportionately high or negative impacts to bear on low income or minority populations. MPOs are required to identify disproportionately high or adverse affects to these populations. Minority populations are defined as: African Americans, Hispanics, Asian Americans, American Indians, and Alaskan Natives. Low income populations are defined as median household incomes below the Department of Health and Human Services poverty guidelines.

Federal requirements encourage MPOs to aggressively “seek out and consider” the needs and interests of traditionally underserved people, groups and communities. This includes those people such as the disabled, low income and minorities that have been traditionally underserved by the transportation system (highway and transit), policies and investments. Underserved means they have not had comparable transportation access (to employment, recreation, goods and services to meet local residential needs) as other groups have. MPO plans must avoid excessive negative impacts on these groups.

One of the first things to determine is if (1) a community is underrepresented on decision making bodies (by comparing the percentage of the local population to the environmental justice populations) or (2) is not participating as indicated by low turn out at public meetings and other events. If they are not participating, evaluate why they are not (they do not feel included, lack of representation, cultural, language, economic and mobility barriers etc.) and develop solutions to bridge those barriers. Research indicates that past barriers to participation have resulted in lack of representation on decision-making bodies. Another critical consideration is to evaluate if the issues and concerns of underserved populations and communities are reaching decision-making bodies.

The following are the public involvement procedures to be following

1. Provide ample opportunity for public input that is early, continuing, and proactive.
2. Identify all low income and minority interest groups in the Duluth-Superior area targeting them as key recipients for direct mailing information on pertinent plans, issues, MIC Focus on Transportation Newsletters etc. The MIC will solicit input from interest groups and

- present information at meetings as appropriate working to build relationships to identify transportation needs.
3. Identify concentrations of low income and or minority populations by mapping demographic data (by Transportation Analysis Zone or TAZ).
  4. Using Geographic Information Systems (GIS) technology, all Duluth-Superior metropolitan TIP projects (federally funded transportation projects) will be mapped and overlaid on low income and minority demographic data. Projects falling into environmental justice zones will be highlighted, analyzed and discussed in each published TIP.
  5. Investigate the impacts of transportation projects on these populations and work with interest groups and neighborhood organizations when problems are identified to explore alternatives and minimize impacts. The difficulty in assessing environmental justice is weighing the various impacts and benefits of transportation projects as there are both positive & negative effects.
  6. Increase outreach to these populations by offering to present at their organization meetings.
  7. Suggest a committee appointment to the TAC to ensure low income and minority needs are considered.
  8. Incorporate Environmental Justice considerations in TIP criteria so that these issues are addressed early in the planning and programming process.
  9. A financial analysis of investment trends will be conducted to investigate the amount of funding invested in urban core projects (and areas of low income and minority populations) versus the urban periphery.

### **SPECIAL INFORMATION PROVISIONS**

If a members of the public require information because they are blind or deaf the MIC will work with local resources to provide them with information in the format that is best suited with their request. The Minnesota Regional Service Center--Deaf and Hard of Hearing Services Division is located in Duluth and the MIC will utilize their services as needed. The MIC will also work with service agencies to provide audio tapes, Braille and other interpretive services as needed. Minnesota Relay is also an excellent resource (7-1-1) for the deaf public to communicate with staff. ARDC also has a TTY (telecommunications for the Deaf) machine. Meeting facilities should be accessible to mobility impaired

individuals and meetings should be scheduled at various times to accommodate various work schedules.

### **AIR QUALITY CONFORMITY**

The Clean Air Act Amendments of 1990 (CAAA) require MPOs to make air quality conformity determinations to comply with standards. The city of Duluth is an air quality maintenance area for carbon monoxide (CO) therefore transportation plans and TIPs must be found to be in conformance with national and state air quality standards. Public access to technical and policy information considered in making an air quality conformity determination prior to formal adoption is federally mandated. If an MPO receives public comments on projects affecting air quality conformity during a formal public comment period the MPO is federally required to issue a written response.

## **EVALUATION**

*Evaluation includes the following:*

- *Annual Review – coincide with TIP process*
- *Review at the conclusion of each study, plan or program*

---

The MIC will annually evaluate its public participation efforts. The evaluation will be two-fold, individual plan/program assessment and an overall public participation plan review.

An evaluation will be undertaken after each plan or program has been completed and will examine the usefulness of the participation efforts and analyze methods to improve on their effectiveness. The evaluation will consist between MIC staff, the Steering Committee members, and additional stakeholders or interested parties, who participated with the development of the plan or program.

In addition, coinciding with the Transportation Improvement Program public participation process which kicks off in January of each year, a review of the public participation plan will take place, based on lessons learned from that year's public participation efforts. The evaluation will comprise of a focus group consisting of MIC staff and other participants involved depending on the transportation issues undertaken at the time.

The public is encouraged to provide comments on this document at any time. The MIC can be contacted at:

**Duluth-Superior Metropolitan Interstate Council (MIC)**

221 West First Street

Duluth, MN 55802

800/232-0707

218/722-5545

218/529-7592 Fax

**[www.dsmic.org](http://www.dsmic.org)**

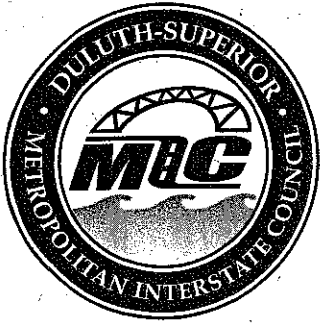
Please specify that you are commenting on the MIC Public Involvement Plan.



## **APPENDIX**

*The Appendix includes the following:*

- *Request for Comments Letter-Federal and State Agencies*
  - *Legal Notice of Public Comment Period*
  - *Public Meeting Notice*
  - *Public Meeting Agenda*
-



# Duluth-Superior Metropolitan Interstate Council

Guiding the Future of Transportation for the Twin Ports Area

COPY

## Memo

**Date:** October 20, 2006  
**To:** Lynne Bly, MnDOT Central Office  
Bobbi Retzlaff, WisDOT Central Office  
Susan Moe, FHWA-MN  
Tim Mitchell, FHWA-MN  
Stephanie Hickman, FHWA-WI  
**From:** James Gittemeier, MIC Planner  
**RE:** Draft MIC Public Involvement Plan

A copy of the Draft Public Involvement Plan (PIP) for the Duluth-Superior Metropolitan Interstate Council is enclosed for your review and comment. The PIP will be released for the 45-day public comment period from October 23, 2006 through December 15, 2006. In November, the MIC will be consulting with groups and individuals who have worked on past plans and programs and are active in the community to provide further guidance on the Draft PIP.

The MIC used the following proposed metropolitan planning regulations under SAFETEA-LU (450.316) in the development of the PIP update. Detailed below are the proposed rules with the corresponding page number(s) where the regulation is addressed within the Draft PIP.

1. The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for: (MIC PIP – pg. 4-11)
  - a. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP. (MIC PIP – pg. 4-11, 19-20, & 27)
  - b. Providing timely notice and reasonable access to information about transportation issues and processes. (MIC PIP – pg. 14-17 & 19-20)

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[www.ardc.org/mic](http://www.ardc.org/mic)

Duluth-Superior  
urban area  
communities  
cooperating in  
planning and  
development  
through a joint  
venture of the  
Arrowhead Regional  
Development  
Commission and the  
Northwest Regional  
Planning Commission

ARDC is an equal  
opportunity employer

- c. Employee visualization techniques to describe metropolitan transportation plans and TIPs. (*MIC PIP – pg. 17-18*)
- d. Making public information (technical info and meeting notices) available in electronically accessible formats and means, such as the World Wide Web. (*MIC PIP – pg. 15*)
- e. Holding any public meetings at convenient and accessible locations and times. (*MIC PIP – 18-19*)
- f. Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP. (*MIC PIP – pg 27*)
- g. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services. (*MIC PIP – pg. 21-24*)
- h. Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was initially made available for public comment. (*MIC PIP – pg. 27*)
- i. Coordinating with the statewide transportation planning public involvement and consultation processes. (*MIC PIP – pg. 28*)
- j. Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process. (*MIC PIP – pg. 30*)

Thank you for your assistance. **I would appreciate hearing back from you, if possible, before the Thanksgiving holidays** in order to incorporate your feedback as I re-work the document into its final form. If you have any questions or need more information, please contact me by email at [jgittemeier@ardc.org](mailto:jgittemeier@ardc.org) or by phone at (218) 529-7556.

cc: Ron Chicka, MIC Director  
Sheldon Johnson, MIC Deputy Director  
Denny Johnson, MnDOT District One  
Dena Ryan, WISDOT NW Region

ing for a self-motivated, ambitious person to purchase spirits and wine.

This is a FT Position including maintaining inventory management and planning system. Ability to multi-task, excellent communication skills, computer skills including excel and word.

Competitive pay package with benefits that include health, dental, and disability insurance as well as profit sharing and 401(k) plans.

College education or experience required. If you are goal orientated, with a good work ethic this could be a great opportunity for you.

Send Resume to: Box 173, Duluth News Tribune, 424 W. 1st St, Duluth, MN 55802  
**"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"**  
 For more information, visit saratogaliquor.com

**Social Work**

Northwood Children's Services has a Mental Health Therapist position available working in the Intensive Day Treatment program. Masters degree in social work, counseling or other related mental health field plus 2 years of experience with families and children required. LICSW or LPP preferred. Apply in person at 714 W. College St., Duluth, MN 55811

**TEACHING**

See Education for teaching and teacher positions.

**General**

**NEW POSITION AVAILABLE!**

Case Service Technician. Assist rehab dept. working with people who have a disability. Assist with job coaching, client assessment and intake. AA degree in Human Services and exp. preferred. Full time w/benefit pkg. Goodwill 700 Garfield Ave., Duluth, MN by 10/30/06. EOE

**Telemarketing**

Are you looking for Christmas money!!!! **HUGE \$500.00** sign on bonus at U.S. Superior Marketing Inc. Currently we are running 7 National top sales programs with **HUGE** commission plans. So if you're working for a base wage stop in and work for a base wage of up to \$9.00 an hour plus commission. Day shift and night shift are available. But hurry our seats fill fast. Or call **715-319-1306** and ask for George Booth. Or email your resume to [jshatt@ussuperior.com](mailto:jshatt@ussuperior.com) or stop in at 1523 Tower Ave. Superior

**Telemarketing**

\$11-\$16 per hr. FT/PT. Afternoon and/or eve. Easy repeat sale, calling established customers. Need Mgr. too. Call: **218-724-5600**

**YELLOW Lab/ Golden Retriever** puppies, AKC Reg. Labrador dam & Reg. Golden Ret. sire, not kennel raise, beautiful. 218-294-6033

**★NOTICE★**  
**ADS FOR FREE PETS**  
 Your beloved pet deserves a loving, caring home. The ad for your free pet may draw response from individuals who will sell your animal for research or breeding purposes. Please screen carefully when giving your pet away. Your Pet Will Thank You!  
**Duluth News Tribune**

**GUN DOGS:** Started retrievers, Spaniels and pointing dogs, professionally trained, ready to hunt this fall. exc. selection, satisfaction guaranteed, starting at \$1000 ★ 218-935-0331

**The Duluth News Tribune Everyday**

**ENGLISH Springer Spaniels.** AKC, new litter, exc. field pedigrees, many NFC's & FC's, great temperaments, make great family pets, shots, vet chkd. \$450-\$500. 218-935-2529.

**ACA Buff, Red & Party Cocker Spaniels.** Born 9/1 ready now. Vet checked, dew claws removed, tails docked. Loving and playful. \$350-375. \$375- females 218-327-0458

**BEAUTIFUL Jack Rat or Mini Rat Terrier Pups,** family raised, tail & dewes, vet checked, refs. avail. Great Holiday Gift. Ready end of Oct. \$150. 729-0305

**LAB PUPS,** Master Hunter/field/companion lines, 2 Blacks & 2 Choc. 27 mo. guarantee, refs, 8 wks. \$700/\$800, 218-969-0721 [sorensonretrievers.com](mailto:sorensonretrievers.com)

**CAIRN pups,** "To-To's" 2 males, purebred, no papers, \$200. Jack Russell adult breeders. \$150 choice. 715-205-0609 715-236-7989

**Twin Ports Dog Training** 1/8 1/11 Beginner Classes 1/15 1/18 Advanced Classes 1/30 Puppy Classes 729-5311 722-9356

**TOY Poodle/Schnauzer** designer pups, non shedding, vet checked, family raised, small, 218-744-1049

**AKC AM. STAFFORDSHIRE Terrier pups.** Champ. bloodlines. Blue/white, fawn/white, 1st shots, \$800 218-428-5341

**AKC reg. Choc. Lab pups,** shots, dew claws, wormed, ready to go. Bred for hunting & companionship. M-\$300 F-\$350 715-561-4946

**BLACK Lab pups AKC DOR-9/9/06, Vet Chkd, wormed, dewes removed, Dam and Sire on site F-\$400; M-\$300 218-326-4645**

**2 MALE AKC registered French Brittany** puppies, whelped on 8/9/06, vet checked & 1st shots, \$650. 218-365-0035

**AKC POINTING LAB PUPS,** 5 Grand Master Pointing Labs in the Ped. 1st shots, dewes, wormed, \$500-IV, \$600-F. 218-357-3571

**AKC French Bulldog,** 12 weeks, shots, wormed, vet checked, brindle, \$1000. 728-4765 or 260-5755

**BOSTON TERRIERS** 3-M \$500. 729-8586 [terryehanson@yahoo.com](mailto:terryehanson@yahoo.com)

**WOMEN'S Antique Secretary,** \$200. ★ 715-395-0402 ★

36"x80" insulated patio door (one side), never used, \$50. 218-384-4734.

**LISA'S Love-N-Care Daycare** has full time openings for ages 2+ in Superior. Call 715-395-9598 for appt.

**LIC. Childcare Provider w/** immed. openings. infant to school age. Open 24/7. 6 S. 61st Ave W. 628-9699

**236 Cleaning**

**★★READY MAID★★** Professional Cleaners Thorough & Prompt "We Get The Job Done When You Need Us." Insured. Mobile: 340-7277 Phone/Fax: 218-834-9583

**QUALITY Housekeeping,** customized to meet your needs. Scheduled around your time. 218-269-1424

**MOVING? Cleaning & Carpet Cleaning.** GLORIA. 724-3148 or 591-9801.

**Will Do Cleaning** in Your Home. Morning Hours. ★★218-724-4517★★

**238 Clock Services**

**ALASPA'S Clock Repair,** Jewelry & Watches. All types including Grandfather. 50 yrs exp. 218-390-0898.

**239 Computer Services**

**20+ YEARS EXPERIENCE.** PC repair-virus removal custom software/webbsites and training 218-343-9746

**COMPUTER PROBLEMS?** Affordable computer help at your home. Tim or Katie 218-310-5028 8am-8pm

**240 Concrete**

**WILTON CONSTRUCTION** Slabs, sidewalks, patios, demolition removal & installation. All Chimney repairs. ★ 218-428-0361

**SOLID Concrete Works, Inc.** Driveways, sidewalks, patios, retaining walls, much more. Free Est. 525-8372

**★CONCRETE WORK★** 722-9880

**WHEEL'N CONCRETE** 729-5954, 590-3760

**242 Contractors**

**NOTICE** By law, most residential building contractors and remodelers must be licensed by the state to work in Minnesota. To protect yourself, call The Minnesota Department of Labor and Industry 651-284-5065 to check on a contractor's licensing status before you sign a contract.

**BILLINGS REMODELING.** Windows, siding, roofing, all home repairs. Prompt, professional, polite. (218) 878-0718. Lic #20265899.

**Your Center To be a part of it 723-5200**

# Legal Department 195

**195 Legal Advertising**

**NOTICE GENERAL ELECTION State of Minnesota County of St. Louis**  
**NOTICE IS HEREBY GIVEN** that a General Election will be held in all election precincts in above-named city or town in the County of St. Louis, State of Minnesota on Tuesday, November 7, 2006, to elect candidates for the below listed offices. Polling places will be open from 7:00 a.m. until 8:00 p.m., with the exception of townships having less than 500 inhabitants that have opted to establish a later poll opening, but in all cases no later than 10:00 a.m. (M.S. 204C.05).

**FEDERAL OFFICES**  
 One United States Senator.  
 One United States Representative, District 8.

**STATE OFFICES**  
 One State Senator for Districts 5, 6, 7 and 8 (offices will appear on ballots only in applicable districts).

One State Representative for Districts 5A, 5B, 6A, 6B, 7A, 7B, and 8A (offices will appear on ballots only in applicable districts).

One Governor and Lieutenant Governor.  
 One Secretary of State.  
 One State Auditor.  
 One State Attorney General.

**COUNTY OFFICES:**  
 One County Commissioner for Districts 1, 4, 6 and 7 (offices will appear on ballots only in applicable districts).

One County Auditor.  
 One County Attorney.  
 One County Sheriff.

North Soil and Water Conservation District Supervisors for Districts 1 and 2 (offices will appear on ballots only in applicable districts).

South Soil and Water Conservation District Supervisors for Districts 2, 3 and 5 (offices will appear on ballots only in applicable districts).

**JUDICIAL OFFICES**  
 One Supreme Court Justice Seat 1 (Incumbent: Anderson).

Appeals Court Judges: Judge 11 (Incumbent: Dietzen).

Judge 6 (Incumbent: Worke).

Judge 7 (Incumbent: Halbrooks).

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Judge 10 (Incumbent: Star).

Judge 5 (Incumbent: Florey).

Note: Local offices for cities, towns and schools will appear on ballots in their respective districts/municipalities.

D.N.-T., Oct. 25; Nov. 1, 2006 1524417

**NOTICE PUBLIC HEARING**

A NOTICE IS HEREBY GIVEN to the residents of Rice Lake Township that the BOARD OF SUPERVISORS will be conducting a PUBLIC HEARING on Tuesday, November 14, 2006 at 7:00 p.m. to take testimony and comments prior to the adoption of St. Louis County's Hazard Mitigation Plan. A copy of the plan is available for public review at the Rice Lake Town Hall, 4107 West Beyer Road, or an electronic version of the plan can be found on ARDC's website [www.ardc.org](http://www.ardc.org) under the St. Louis County projects page.

Patricia M. Alander, Clerk

D.N.-T., Oct. 25, 2006 1524269

**NOTICE RICE LAKE TOWNSHIP RESIDENTS**

The Public Accuracy Testing of the M-100 Optical Scan and the Auto Mark Assistive Voting Systems will be held on Thursday, November 2, 2006 at 2:00 p.m. in the Rice Lake Town Hall, 4107 W. Beyer Rd., Duluth, MN 55803. This equipment will be used at the General Election on Tuesday, November 7, 2006.

Patricia M. Alander, Clerk

D.N.-T., Oct. 25, 2006 1524268

**NOTICE SUMMONS AND NOTICE TRANSFER PERMANENT LEGAL AND PHYSICAL CUSTODY**

State of Minnesota St. Louis County District Court Sixth Judicial District Court File #69DJ-JV-06-903

Case Type: Juvenile In the Matter of the Welfare of the Child(ren) of: TAMMY APPS, Parent,

JOHN BOJE, Parent, above-named parent.

A Transfer Permanent Legal and Physical Custody Petition has been filed in the Office of the Clerk of Juvenile Court located at 100 N. 5th Ave. W., Duluth, MN, re-

**195 Legal Advertising**

garding the children named in the petition.

Notice is hereby given that the matter of said Transfer Permanent Legal and Physical Custody Petition will be called for hearing before the Juvenile Court located at 100 N. 5th Ave. W., Duluth, MN, on Nov. 15, 2006 at 8:30 a.m. or as soon after as the Matter can be heard.

YOU ARE ORDERED to appear before the Juvenile Court at the scheduled time and date.

You have a right to be represented by counsel. If you fail to appear at the hearing, the Court may still conduct the hearing and grant appropriate relief, including permanently severing the parental rights of the above-named parents and taking permanent custody of the child named in the Petition.

WITNESS, the Hon. Gerald E. Maher, Judge of District Court

Sue Woods, Deputy Court Administrator (Seal of District Court)

D.N.-T., Oct. 11, 16, 25 2006 1521490

**NOTICE**

The Duluth-Superior Metropolitan Interstate Council (MIC), located at the Arrowhead Regional Development Commission in Duluth, has prepared a Draft Public Involvement Plan for the Duluth-Superior metropolitan area. The plan presents the public involvement procedures that the MIC must adhere to as the designated Metropolitan (Transportation) Planning Organization for the Duluth-Superior urbanized area. Public comments may be made from October 23rd through December 15th, 2006, by contacting James Gittemeier at (218) 529-7556 (free TTY services available through Minnesota Relay (800) 627-3529) or by email at [jgittemeier@ardc.org](mailto:jgittemeier@ardc.org). Comments are also welcomed at the Metropolitan Interstate Council meeting on Wednesday December 13th, 2006 at 7 p.m. at WTC Conference Center, 600 N 21st Street Superior, WI. To view a copy of the Draft Plan, please visit <http://mic.ardc.org/> or contact James Gittemeier (contact information above). A copy of the draft plan is also available to view at the main branch of the Duluth and Superior public libraries.

D.N.-T., Oct. 25, 2006 1523851

**SUMMONS**

State of Minnesota

1524298

**195 Legal Advertising**

County of St. Louis District Court Family Court Division Sixth Judicial District 5. Dissolution Without Children

In Re the Marriage of: ALISON JEAN DAHLSTROM, Petitioner, and

MICHAEL JOSEPH SOLON, Respondent.

THE STATE OF MINNESOTA TO THE ABOVE-NAMED RESPONDENT:

YOU ARE HEREBY SUMMONED and required to serve on Petitioner's attorney an Answer to the Petition for Dissolution of Marriage within thirty (30) days after service of this Summons on you, exclusive of the day of service, if you wish to contest this Dissolution of Marriage proceeding. If you fail to do so, judgment by default will be taken against you for the relief requested in the Petition for Dissolution of Marriage.

NOTICE OF TEMPORARY RESTRAINING PROVISIONS UNDER MINNESOTA LAW, SERVICE OF THIS SUMMONS MAKES THE FOLLOWING REQUIREMENTS APPLY TO BOTH PARTIES TO THIS ACTION, UNLESS THEY ARE MODIFIED BY THE COURT OR THE PROCEEDING IS DISMISSED:

(1) NEITHER PARTY MAY DISPOSE OF ANY ASSETS EXCEPT (i) FOR THE NECESSITIES OF LIFE OR FOR THE NECESSARY GENERATION OF INCOME OR PRESERVATION OF ASSETS, (ii) BY AN AGREEMENT IN WRITING, or (iii) FOR RETAINING COUNSEL TO CARRY ON OR TO CONTEST THIS PROCEEDING;

(2) NEITHER PARTY MAY HARASS THE OTHER PARTY; AND

(3) ALL CURRENTLY AVAILABLE INSURANCE COVERAGE MUST BE MAINTAINED AND CONTINUED WITHOUT CHANGE IN COVERAGE OR BENEFICIARY DESIGNATION.

IF YOU VIOLATE ANY OF THESE PROVISIONS YOU WILL BE SUBJECT TO SANCTIONS BY THE COURT.

Dated: Aug. 30, 2006.

Indian Legal Assistance Program By: THERESA M. NEO, Attorney for Petitioner, 107 W. 1st St., Duluth, MN 55802. 218/727-2881; AIN: 0312484

D.N.-T., Oct. 25, 2006 1524298

**400 Pet Store**

Duluth News-Tribune 10/25/06

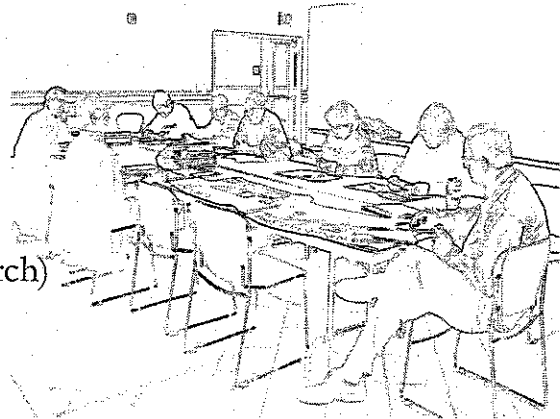
# *Help us get information to you!!*

**The general public and elected officials within the Duluth-Superior Metropolitan Area are invited and encouraged to attend...**

**WHAT:** Round-Table Discussions

**WHEN:** Tuesday, Jan. 9, 2007 at 7pm  
First United Methodist (Coppertop Church)  
230 E Skyline Pkwy

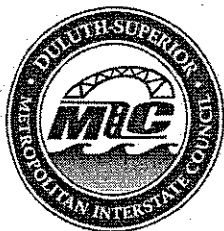
Monday, Jan. 29, 2007 at 7pm  
Wisconsin Indianhead Technical College (WITC-Superior)  
600 N 21<sup>st</sup> St



**WHY:** We are seeking your input on how we can more effectively engage the public while undertaking our upcoming transportation and land use studies and projects. Specifically, we will be asking the following questions:

1. How can we provide complete, easily understood info?
2. How can we effectively reach out to you?
3. How can we help you guide us with decision-making?

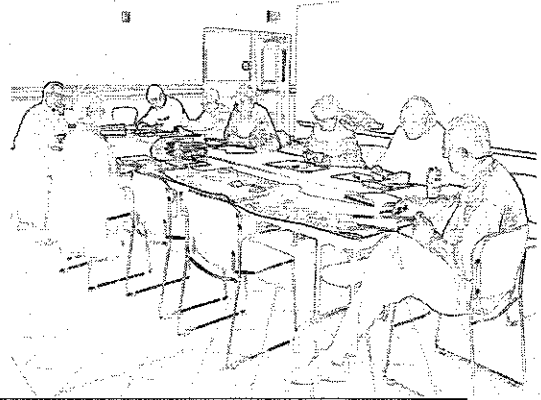
Examples of past and current studies include the following: Safe Routes to School studies, Duluth Urbanized Area Growth Impact Study, bike route planning and various corridor studies. Future studies include the Northwest Superior Traffic Circulation Study, the Endion Neighborhood Transportation and Land Use Study, and the Downtown Duluth Modal Connections Study.



The Duluth-Superior Metropolitan Interstate Council (MIC), which is the transportation planning agency for this region, is conducting these discussions. Each discussion will follow identical formats, though feel free to attend both if you wish. If you have questions, or cannot attend the meetings but would like to comment, please contact James Gittemeier at (218) 529-7556 or [jgittemeier@ardc.org](mailto:jgittemeier@ardc.org).

# Public Involvement Discussions

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- A. Welcome...
- B. Background on Public Involvement.
- C. Questions to identify needs & gaps.
  1. Provide better info?
    - a. Web
    - b. Newsletters/flyers
  2. Meaningful outreach?
    - a. Stakeholders
    - b. Meetings
  3. Decision-making?
    - a. Tools & Techniques
    - b. Comments



