

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20th day of July, 2010 at 4:00 p.m. at the Metro Bus Operations Center. Chairman Ringsmuth presided with the following present:

Commissioners:	1. Paul Ringsmuth
	2. Carolyn Garven
	3. Mark Campbell
	4. Dave Kleis
	5. Steve Hennes
Executive Director:	David W. Tripp
Director of Operations & Technology:	Tony Kellen
Director of Planning & Marketing:	Tom Cruikshank
Administrative Secretary:	Libby Dykema-absent
Others:	Hazel Youngmann
	Derrick Shaney

Additions or Changes to the Agenda. Add 13c: Resolution #2010-10. Add 11a: Old Trolley Status. Add under Open Discussion: County Road 120. **Commissioner Campbell moved, and Commissioner Garven seconded a motion, to approve the Agenda as amended. Motion carried.**

Election of Officers. The Commission's Enacting Legislation states that in even years at a regular meeting in July the Commission shall elect officers for the two-year term. **Commissioner Garven moved, and Commissioner Campbell seconded a motion, to appoint Paul Ringsmuth as Chair, Steve Hennes as Vice-Chair, Mark Campbell as Treasurer, and Dave Kleis as Secretary. Motion carried.**

Consent Agenda. **Commissioner Kleis moved, and Commissioner Hennes seconded a motion, to approve the Consent Agenda which included the May, 2010 Budget Statements, the June, 2010 Balance Sheets, the June, 2010 List of Bills, and Minutes of May 18<sup>th</sup> and June 15<sup>th</sup> Regular Meetings. Motion carried.**

Old Business.

10.) Update on Transit Center. Mr. Tripp remarked that he finally received the Approval letter from FTA Regional Administrator Marisol Simon which gives the Commission "Pre-Award Authority" to actually purchase the Northwestern Life Insurance building at 516 1<sup>st</sup> Street North adjacent to our current Transit Center. Pre-Award Authority is a frequently used tool to procure capital items prior to even having Appropriations from Congress/having made an application to the FTA/receiving the Grant Award; it obviously is used only when a project is a typical, eligible transit system need and the transit agency has available local funds to "advance" the project prior to receiving the Federal reimbursements once the Grant is approved. Mr. Tripp stated that he should have the first Appraisal completed very soon and then will solicit a "Review Appraisal" which will solidify the information needed to make an offer. Mr. Tripp is hoping that the appraisal price will come in at a level in which both the Commission and the owner/seller of the building can come to terms without having to acquire by eminent domain.

11.) Update on Stearns County Service Center West. Mr. Cruikshank explained that he, Terry Markfort and Debbie Anderson met with George Rindelaub and Roma Stile about a month ago

regarding service to the Stearns County Service Center West. Their Board has authorized them to work with Metro Bus to establish a route that would service that area and hub out of Crossroads. They hope to come back to the Commission later this summer or early fall with the details of that route which would tentatively have two morning runs and two afternoon runs, and would operate 4-5 days per week, depending on the needs of the County and the clients they serve. The budget will take into consideration that this is not only a route for the Service Center, but is also a general public route.

11a.) Old Trolley Status. Commissioner Campbell asked if the old trolley was going to be sold. Mr. Tripp explained that both trolleys will be leased (the old acting as a backup) to the successful private operator at an hourly rate to be paid to Metro Bus. Mr. Tripp will email the Request for Bid to the Commissioners to review and question before putting it out for bids.

New Business.

12.) Operations Reports.

a.) June, 2010 Metro Bus Ridership. Mr. Kellen pointed out that the Sartell Route continues to climb to almost 11 passengers per hour, surpassing some of the other routes. Overall, ridership is good. Sunday service is up over 10% from a year ago. Dial-a-Ride is up slightly, hovering at 3-3 ½ passengers per hour.

b.) Northstar Link Ridership. Daily ridership has dropped down to approximately 70 passengers per day. Ridership is higher on Sundays than on Saturdays. The new Becker stop has not yet been generating a lot of activity.

13.) Consideration of Resolutions for Mn/DOT Financial Assistance.

a.) #2010-04 New Freedom

b.) #2010-05 JARC

c.) #2010-06 Fixed Route

d.) #2010-07 Dial-a-Ride

e.) #2010-10 Northstar Link

**Commissioner Campbell moved, and Commissioner Garven seconded a motion, to approve Resolutions #2010-04, #2010-05, #2010-06, #2010-07, #2010-10. Motion carried.**

14.) Consideration of Resolution #2010-08, Appointment of Member to Specialized Service Appeal Committee. The Resolution appoints Matt Staehling as a member of the Specialized Service Appeal Committee, due to a vacancy with the Human Rights Commission, for a three-year term expiring December 31, 2012. **Commissioner Garven moved, and Commissioner Hennes seconded a motion, to approve Resolution #2010-08. Motion carried.**

15.) Consideration of Resolution #2010-09, ITS Enhancements Award of Voice Annunciation / Data Sign System. Mr. Kellen explained that as part of the American Recovery and Reinvestment Act (ARRA) money has been designated for ITS enhancements. After the RFP went out for bids, Mentor Engineering, Inc. submitted the only proposal. It met all the submission requirements and fell within the project budget goal. **Commissioner Kleis moved, and Commissioner Campbell seconded a motion, to adopt Resolution #2010-09 awarding the ITS Enhancement project to Mentor Engineering, Inc., utilizing the provided DBE installer, and authorizing the Chair and Executive Director to enter into a formal contract with Mentor Engineering, Inc. Motion carried.**

16.) Consideration of Revised DVR Memo of Understanding (MOU) with Teamsters Local #638. Mr. Kellen explained that when the Digital Video Recorders were installed in 2004 an agreement was reached with the Teamsters Local #638 as to how they could be used. After six years of loss adjusting, it was decided that an additional camera was needed in the upper right

front of the buses to capture images to the front left side of the buses. A grievance was filed by the Local #638 alleging a violation of the 2004 MOU. Mediation resulted in a mutual agreement to allow the cameras to be installed, but recordings cannot be used for disciplinary action unrelated to unlawful activities. **Commissioner Campbell moved, and Commissioner Garven seconded a motion, to approve the Memo of Understanding with the Teamsters Local #638. Motion carried.**

Open Discussion. Commissioner Hennes said that some people may have received notification from Stearns County that they are having a public information meeting this evening concerning improvements to County Road 120 from 50<sup>th</sup> Avenue to Highway 15. He is planning to attend the meeting and wanted to encourage others to also attend and give their input.

Hazel Youngmann asked if the possible new route servicing the Stearns County Service Center could also serve the medical centers. Mr. Cruikshank said probably not as that route would go south from the Service Center to Tri-CAP and then to Crossroads.

Commissioner Campbell thanked Metro Bus staff/drivers for working with the City of Sauk Rapids while the twelve weeks of construction goes on this summer.

Adjournment. Commissioner Ringsmuth adjourned the meeting at 4:36 p.m.