

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 17th day of November, 2015 at 4:00 p.m. at the Metro Bus Operations Center. Commissioner Miller presided with the following present:

Commissioners:	1. Dave Kleis - Absent
	2. Rick Miller
	3. Amy Braig-Lindstrom
	4. Kurt Hunstiger
	5. John Libert
Executive Director:	Ryan Daniel
Managing Director:	Tom Cruikshank
Finance Director:	Paula Mastey
Others:	Kim Pettman
	Beth Moline
	Hazel Youngmann
	Will Calves
	Darrell Washington
Metro Bus Staff:	Libby Dykema
	Nicky Lahr
	Steve Williams
	Debbie Anderson
	Berta Hartig
	Scott Stark
	Kim Hoff

Additions or Changes to the Agenda. Item #11 will be presented by Ryan Daniel in Arlene Wirth's absence. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Agenda as amended. Motion carried.**

25 Years of Service Plaque Presentation. Commissioners and staff recognized Tom Cruikshank for 25 years of dedicated service to Metro Bus.

Consent Agenda.

5.) Minutes of October 22, 2015 Meeting.

6.) October, 2015 Budget Statement and Bank Reconciliation.

7.) October, 2015 List of Bills.

8.) October, 2015 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

**Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve items #6-8. Motion carried.**

**Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve item #5. Motion carried with Commissioner Braig-Lindstrom abstaining.**

Old Business.

9.) Update on Riders Advisory Committee Meeting. Ms. Anderson said that the members are participating in the Long Range Plan meetings this week instead of having their regularly scheduled meeting.

New Business.

10.) Resolution #2015-17, Designating the Official Depositories and Newspaper of the St Cloud MTC. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve Resolution #2015-17. Motion carried.**

11.) Consideration of Receptionist Position & Wage Range. Mr. Daniel explained that at the time the budget was presented to the Commission, it included allocations for undefined new positions. Staff recommends hiring a part-time Front Desk Receptionist who will report to the Director of Finance. The salary range is set at Class A from \$14.42 to \$18.89 per hour. When questioned why this position was reporting to the Director of Finance, Ms. Mastey explained that that person would be doing some light duties for the Finance Department. **Commissioner Libert moved and Commissioner Braig-Lindstrom seconded a motion to approve the Receptionist Position and Wage Range. Motion carried.**

12.) Discussion of Fill the Flyer Food Drive. Mr. Daniel explained that Metro Bus, in partnership with Townsquare Media and Royal Tire, will be collecting food and monetary donations at several grocery stores on December 4<sup>th</sup> and 5<sup>th</sup> and December 7<sup>th</sup> through 10<sup>th</sup> in an effort to Fill the New Flyer Bus. The proceeds will be donated to Catholic Charities and the Salvation Army.

13.) Presentation and Discussion of Long Range Plan Update. Will Calves from AECOM presented the results of the Community Outreach meetings, community and rider surveys and staff discussions. During this week, a draft plan is being introduced to the community highlighting solutions and changes to routes. He discussed each specific route's possible changes, adding service and service hours, service to St. Joseph, and finding a balance between Fixed Route and Dial-a-Ride service.

Open Discussion.

~Beth Moline questioned who riders can call in an urgent situation, such as a bus not arriving, now that the call center is closed at 6:30. Mr. Cruikshank said they will need to leave a message. Ms. Anderson suggested adding a prompt to the voicemail that would direct the call to the Transit Center staff. Ms. Pettman suggested a sign on the buses with instructions as to how to contact staff after 6:30 p.m.

~Darrell Washington introduced himself as the new MnDOT contact for Metro Bus, replacing Shaun Morrell.

~Commissioner Braig-Lindstrom thanked everyone for their efforts in making the Art Crawls a success. She also suggested a CNG bus for the parades.

~Mr. Daniel invited the Commissioners to a congratulatory celebration on December 3<sup>rd</sup> for winning Transit System of the Year.

Adjournment. The meeting was adjourned at 5:26 p.m.