

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 19th day of April, 2016 at 4:11 p.m. at the St. Cloud City Hall. Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis
	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

Additions or Changes to the Agenda. Move item #19 to follow item #11. Change item #18 to informational only. **Commissioner Braig-Lindstrom moved and Commissioner Miller seconded a motion to approve the Agenda as amended. Motion carried.**

Consent Agenda.

- 5.) Minutes of March 5, 2016 Regular Meeting.
 - 6.) April 1, 2016 Special Meeting.
 - 7.) March, 2016 Budget Statement and Bank Reconciliation.
 - 8.) March, 2016 List of Bills.
 - 9.) March, 2016 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.
- Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Consent Agenda. Motion carried.**

Old Business.

10.) Update on Riders Advisory Committee Meeting. Debbie Anderson reported that the Committee discussed the Travel Training Program and Commuter Challenge. The Committee will vote next month on a new Chair and Vice-Chair. Commissioner Braig-Lindstrom attended the meeting.

New Business.

11.) Resolution #2016-04, MnDOT Authorizing Resolution 2016 Federal Veterans Transportation & Community Living Initiative. MnDOT is marketing transportation information for Veterans via ad space on buses. This resolution would allow Metro Bus to enter into an agreement with MnDOT to provide advertising space on buses with costs being paid with the Federal Veterans Transportation and Community Living Grant. **Commissioner Libert moved and Commissioner Miller seconded a motion to approve Resolution #2016-04. Motion carried.**

12.) Consideration of Comprehensive Website Redesign. Berta Hartig reported that Metro Bus has selected Pavlov Advertising to redesign the Metro Bus website; they have experience with Transit and Trip Planners. Because of higher than anticipated costs associated with the project, the completion will be done in two phases. The first phase will be completed in August 2016 utilizing the 2016 CIP budget. Phase II will be completed in November 2017 using funds from the FY2017-2021 CIP. **Commissioner**

Braig-Lindstrom moved and Commissioner Miller seconded a motion to award the Website Redesign to Pavlov Advertising and proceed with Phase I of the project. Board Approval will be required for Phase II with the 2017-2021 Capital Improvement Plan. Motion carried.

13.) Consideration of MOU with Rotary Club of St. Cloud for Summertime By George! Trolley. Rotary Club will provide a route guarantee to Metro Bus for the use of the Trolley for an amount not to exceed \$3,900 (plus \$500 in marketing costs) at an hourly rate of \$65.00 from June 15 to September 1 on Wednesday evenings for the Summertime by George! event. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve the Metro Bus Trolley Memorandum of Understanding with the Rotary Club of St. Cloud. Motion carried.**

14.) Consideration of Purchase of Former Ziebart Property. Metro Bus would like to explore purchasing the adjacent property which recently became available for sale. Metro Bus has filled its available property at the current Operations site. With continued growth, staff and visitor parking will become an issue. The building on the Ziebart site could potentially be used for vehicle body work repairs and equipment storage. There are limited local capital dollars available by delaying a different project. **Commissioner Hunstiger moved and Commissioner Braig-Lindstrom seconded a motion for Metro Bus staff to begin negotiations for the purchase of the adjacent Ziebart property. Motion carried.**

15.) Consideration of Agenda Format and Open Forum Protocol. The new Agenda format will include an Open Forum period following the Consent Agenda for members of the community to address the Commission. Speakers will sign up before the meeting and have a 2-minute time limit. There will be no discussion by Board members or Metro Bus staff following comment, nor will any action be taken during the Open Forum period. After the Open Forum period, the meeting will continue with General Business and Executive Director and/or Department Updates. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the new Agenda Format and Open Forum Protocol. Motion carried.**

16.) Consideration of Letters of Understanding & Agreement with Teamster's Collective Bargaining Agreement. Arlene Wirth presented three Letters of Understanding. The first one amends the workweek and workday for Driver Instructor positions to allow them more flexibility in when they can train. The second one clarifies how holiday pay is allocated allowing the number of holiday hours paid to match the number of hours in the employees' normal shift. The third one amends language regarding hiring and bidding which would allow hiring directly into full-time and part-time bids and changing the part-time bidding procedure. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve all three Letters of Understanding with Teamsters Collective Bargaining Agreement. Motion carried.**

17.) Consideration of Final Audited Financials for FY2015. Paula Mastey explained that the new GASB 68 requirement of including a portion of any unfunded pension liability from all active pension funds in the financials delayed the Final Audit Reports until after March when that information became available. Although the same delay will occur each year, preliminary audited reports will continue to be presented earlier in the year.

Commissioner Hunstiger moved and Commissioner Braig-Lindstrom seconded a motion to approve the FY2015 Final Audited Financials. Motion carried.

18.) Presentation of Mid-Year Financial Update. Highlighting the FY2016 year-to-date financials including revenue, expenditures and capital expenditures, Paula Mastey reported that revenues are over-budget by about 6% and expenditures are under-budget by about 18% mostly due to fuel and personnel cost savings. She anticipates being about \$500,000 under budget by the end of the fiscal year.

19.) Consideration of Organizational Chart Restructuring, New and Updated Job Descriptions, and Additional Operations Staff. Mr. Daniel explained the changes include position title changes for three executive positions, changes in the reporting structure for the Marketing and IT Departments, and creation of scheduler and Fixed Route Manager positions and the addition of one Street Supervisor. This item will be discussed at an upcoming meeting.

Open Discussion. There was none.

Discussion and Consideration of Phase 1 Long Range Plan. Tom Cruikshank presented an overview of the public outreach that was done and the input that it generated. In phase 1, changes will be made to routes 5, 6-7, 9, 11, 33 and Route 8 will be added. He gave detailed route by route summaries highlighting service areas and proposed changes to the routes. He briefly highlighted changes that will occur during Phases 2 and 3. During the public input, it was asked if there would be a fare increase or if the Transit Center would be expanded. Other comments included it's a great service and the drivers do a great job, more service is needed to go to Crossroads, why were the radios removed from the buses, a request for more surveys for riders, and specific route questions. **Commissioner Libert moved and Commissioner Braig-Lindstrom seconded a motion to proceed with Phase 1 of the Long Range Transportation Plan. Motion carried.** Commissioner Kleis commented that the plan will move forward without increases to the levy or bus fares.

Adjournment. **Commissioner Braig-Lindstrom moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 6:07 p.m. Motion carried.**