

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 16th day of August, 2016 at 4:04 p.m. at the Metro Bus Mobility and Training Center. Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis
	2. Rick Miller
	3. Amy Braig-Lindstrom
	4. Kurt Hunstiger
	5. John Libert
Chief Executive Officer:	Ryan Daniel
Chief Operating and Planning Officer:	Tom Cruikshank
Chief Finance and Administration Officer:	Paula Mastey
Metro Bus Staff:	Steve Williams
	Gary Korneck
	Ed Yorek
	Libby Dykema

Additions or Changes to the Agenda. There were none. **Commissioner Braig-Lindstrom moved and Commissioner Hunstiger seconded a motion to approve the Agenda as presented. Motion carried.**

Consent Agenda.

- 5.) Minutes of July 19, 2016 Regular Meeting.
- 6.) July, 2016 Budget Statement and Bank Reconciliation.
- 7.) July, 2016 List of Bills.
- 8.) July, 2016 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.
Commissioner Braig-Lindstrom moved and Commissioner Miller seconded a motion to approve the Items #6-8. Motion carried. Commissioner Libert moved and Commissioner Miller seconded a motion to approve Item #5 with Commissioners Braig-Lindstrom and Hunstiger abstaining. Motion carried.

Open Forum. No one spoke.

General Business.

- 9.) Presentation of 2017 Budget Proposal and Tax Levy. Ms. Mastey said there is an additional 10,000 new hours of Fixed Route service in the 2017 budget. Staffing changes include the addition of four full-time fixed route drivers and five part-time drivers, a part-time marketing specialist, a part-time planning specialist, a full-time fixed route manager and a full-time street supervisor. She noted that a 1.5% rate increase per the Collective Bargaining agreement will be implemented in 2017 along with a 3% mandatory Central States pension increase. Capital improvement items for 2017 include Phase Two of the website update, a methane detection system, two operations vehicles, IT infrastructure, six Dial-A-Ride replacement buses, and local dollars for CNG long term maintenance.
Commissioner Libert moved and Commissioner Miller seconded a motion to approve the proposed FY2017 Budget and 2017-2021 Capital Improvement Plan. Motion carried.

10.) Resolution #2016-07, Setting Preliminary Levy. Ms. Mastey explained that in 2014, the Commission approved a 2015 tax levy of 3.56% which equated to \$2,463,267. With the increase in property valuation, the levy percentage was decreased in 2016 to 3.29%. Based on anticipated funding by MnDOT and Federal 5307 funds, Metro Bus is once again able to hold the tax levy constant for 2017 at \$2,470,000. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the 2017 Preliminary Tax Levy. Motion carried.**

11.) Consideration of 2017 Cost Allocation Plan. Ms. Mastey reported that MnDOT is now requiring a Cost Allocation Plan to be included with the 2017 grant application. It must be approved by the Board and submitted to MnDOT annually. Metro Bus' allocation for all expenses are as follows: Fixed Route – 60.7%, Dial-a-Ride – 32.3% and Northstar – 7%. **Commissioner Libert moved and Commissioner Hunstiger approved the 2017 Cost Allocation Plan. Motion carried.**

12.) Resolutions #2016-08, #2016-09, #2016-10: Authorizing Resolutions for 2017 Fixed Route, Dial-A-Ride and Northstar Link. Ms. Mastey informed the Board that these are annual resolutions needed to receive MnDOT funding. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approved Resolutions #2016-08, #2016-09 and #2016-010. Motion carried.**

13.) Consideration of Audit Contract with BerganKDV. A request for Proposal for Audit Services was recently completed. Four proposals were received and, based on criteria set prior to receiving the proposals, Metro Bus staff selected Bergan KDV, the current auditor, as the most qualified to continue the audit services. Commissioner Miller asked if prices were given with the proposals. Ms. Mastey said that Bergan KDV came in \$75 higher than the second choice. Gary Korneck mentioned that as a result of the process, Metro Bus was able to lower the annual cost of the service by \$3,000. Commissioner Braig-Lindstrom commented that sometimes you can't anticipate the good that can come from making changes; even though it may create extra work, it can also create growth. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to authorize staff to sign a three-year Engagement Letter with Bergan KDV for the FY2016, 2017 and 2018 Annual Audited Financial and Compliance Statements. Motion carried.**

14.) Update on Purchase of Former Ziebart Property. Mr. Korneck reported that the appraisal has been done, an environmental study has been done, the process with the State Historical Preservation Society is complete, and a letter has been received from the FTA which is giving approval to move forward with negotiations with the owner. Mr. Cruikshank said the appraisal came in at \$170,000 and the budget was set at \$200,000. Mr. Yorek said the building will be used for storage right now and possibly as a body shop in the future. Mr. Korneck explained that this a two-phase project with the first step being the property acquisition. Decisions regarding the use of the land and existing building will be made during stage two.

Other Business.

Ms. Mastey said they met with the NCDA Board to go through the 2017 budget. MnDOT agreed to increase their contribution to 80%, up from 52%. The current NCDA, made up of 22 members, will dis-band and be replaced with Anoka, Hennepin, Stearns and Sherburne Counties which will fund the remaining 20%. In addition, Stearns County has

agreed to pay for three new commuter buses in 2017 and Sherburne County will pay for two new buses in 2018.

Mr. Daniel explained that the garage addition project has been delayed until the Spring of 2017.

Adjournment. Commissioner Libert moved and Commissioner Miller seconded a motion to adjourn the meeting at 4:30 p.m. Motion carried.