

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 15th day of August, 2017 at 4:00 p.m. at the Metro Bus Operations Center.

Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis
	2. Rick Miller
	3. Ryan Fitzthum - Absent
	4. Kurt Hunstiger
	5. John Libert - Absent
Chief Executive Officer:	Ryan Daniel
Chief Finance and Administration Officer:	Paula Mastey

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

Consent Agenda.

5.) Minutes of July 18, 2017 Regular Meeting.

6.) July 2017 Budget Statement and Bank Reconciliation.

7.) July 2017 List of Bills.

8.) July 2017 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.

Open Forum. Kim Pettman commented that to increase declining ridership instead of trying to change people's behavior to get them to ride the bus, we should invest in a transit system that people will want to ride and with additional services.

General Business.

9.) Recognition of Operator, Pete Mugg, for 40 Years of Dedicated Service.

10.) Consideration of Personnel Policy Revision. Sunny Hesse explained that there is a proposed revision to personnel policy 7.02 Insurance. The current policy is lengthy, confusing and inconsistently applied. The policy states that if a non-union employee waives insurance, Metro Bus will pay up to 60% of the cost of coverage to that employee. This has been done by paying invoices for other insurance that employee may have. The revision will be to pay the 60% directly to the employee as taxable income and stop collecting/paying invoices. **Commissioner Hunstiger moved and Commissioner Miller seconded the motion to approve the insurance policy change. Motion carried.**

11.) Resolution #2017-13, Authorization to Purchase Five (5) Class 400 CNG Paratransit Vehicles & Three (3) Class 700 CNG Fixed Route Vehicles. **Commissioner Miller moved and Commissioner Huntiger seconded a motion to approve Resolution #2017-13. Motion carried.**

12.) Resolution #2017-14, Authorization to Purchase Two (2) MCI Diesel Commuter Buses. Paula Mastey explained that these Northstar Link buses were not in the CIP, but the 20% local share will be paid by Sherburne County Regional Rail Authority.

Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve Resolution #2017-14. Motion carried.

13.) Consideration of 2018 Cost Allocation Plan. This is an annual requirement of MnDOT in an effort to further understand the expenses relating to each type of transit within each transit system. Metro Bus's allocation for all expenses are as follows: Fixed Route – 60.1%, Dial-a-Ride – 32.7% and Northstar – 7.2%. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the 2018 Cost Allocation Plan. Motion carried.** Commissioner Kleis asked to see a comparison of this to other transit systems.

14.) Consideration of 2018 Preliminary Operations Budget & Capital Improvement Plan. Paula Mastey said that all current levels of service will be maintained for 2018; no additional service hours will be added. Staffing changes include: the HR Specialist moving from part-time to full-time, adding a Training Manager position and a Chief Operating Officer and increasing hours for Community Outreach. Health Insurance rates increased for 2018 by 2.1% and there is a mandatory Central States pension increase of 4%. Capital improvement items include: trench drain replacement, a canopy for the back CNG fueling station, a hoist replacement, two oil reel systems, one operations and one maintenance vehicle and IT infrastructure. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the 2018 Preliminary Operations Budget and Capital Improvement Plan. Motion carried.**

15.) Resolution #2017-15, Setting Preliminary Levy on Taxable Property in Transit Area. Metro Bus is once again able to hold the tax levy constant for 2018 at \$2,470,000. Commissioner Kleis suggested that in the future Metro Bus may want to consider having a public hearing for the Preliminary Levy. He asked that staff bring it back to the Commission to make a decision for next year. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the 2018 Preliminary Levy. Motion carried.**

Department Updates

16.) Garage Addition and Roof Update. Ed Yorek reported that the roof is almost complete. Electricians started today and the overhead doors are being installed. Blacktopping is scheduled for next week. The project should be finished by the middle of September.

Commissioner Miller moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 4:26 p.m. Motion carried.