



**BRAINERD CROW WING
PUBLIC TRANSIT**



**City of Brainerd
Transportation Advisory Committee
AGENDA**

**Monday, June 14th, 2021 from 1:00 to 4:00 pm
Council Chambers 3rd Floor, BRAINERD CITY HALL**

Call to Order / Chair Czczok

1. Additions / Changes to Agenda (action)
2. Approval of City TAC Meeting Minutes of March 11, 2021 (action)
3. Subscription fares (Memorandum of Understanding) (action)
4. 2022 Operating Grant Resolution (action)
5. 2022 Transit Office Lease Agreement (action)
6. 2020 Capital Bus Purchase (action)
7. Extension Agreement with 3PC (action)
8. Review, evaluate, selection and recommendation of RFP Proposals (action)
9. Open Forum (public)
10. Committee Member Comments/Questions
11. Adjourn (action)

Committee Members: Jeff Czczok, Mary Koep, Jan Lambert, Nathan Bertram, Doug Stenberg, VACANT
City Council Liaison Tad Erickson

Staff Members/Others: City Engineer Sandy, Transit Coordinator Stone, Transit Assistant Gauthier,
Tina Neary (MNDOT), City Administrator Jennifer Bergman, County Administrator Tim Houle



**BRAINERD CROW WING
PUBLIC TRANSIT**



**City Transportation Advisory Committee
Thursday, March 11, 2021 from 3:00 to 4:30 pm
Council Chambers, Brainerd City Hall and WebEx**

Transportation Committee Chair Czeczok called the meeting of the City Transportation Advisory Committee to order at 3:00 pm in the City of Brainerd Council Chambers.

Noted present were Committee Members Stenberg, Bertram, Koep, Erickson, Czeczok. Also noted present were staff Transit Coordinator Stone, City Engineer Sandy, Transit Operations Specialist Gauthier and MNDOT PM Tina Neary. Some members attended via WebEx or conference call – as such, all motions were passed by rollcall vote and only nays are noted below.

1. Additions / Changes to Agenda (action)

- a. MOVED AND SECONDED BY KOEP AND STENBERG, DULY CARRIED, NO ADDITIONS OR CHANGES TO THE AGENDA
- b. House Keeping – new members: Welcome to City Council Liaison Tad Erickson

2. Approval of City TAC Meeting Minutes of March 11, 2021 (action)

- a. MOVED AND SECONDED BY STENBERG AND KOEP, DULY CARRIED, TO APPROVE THE MINUTES OF THE MARCH 11, 2021 CITY TAC MEETING MINUTES

3. Review Specifications for RFP (action)

- a. City Transit Coordinator Stone presented additional DBE document as an attachment/addition that is required to be included in the RFP
- b. MOVED AND SECONDED BY STENBERG AND KOEP, DULY CARRIED, TO APPROVE RFP EDITS, ICE AND ADDITIONAL DBE DOCUMENT

4. COVID Ridership (info)

- a. Staff presented ridership graphs comparing 2018 to 2019, which showed declining ridership. 2019 to 2020 graph showed continued declining ridership. 2020 to 2021 graph shows ridership slightly increasing since Spring of 2020 sudden drop in ridership due to Covid. Ridership is still at lowest recent numbers.

5. 2020 VCAR (info)

- a. Staff provided information on VCAR (Vehicle Condition Assessment Rating report) for both 400 series and 500 series buses.

Committee Members: Jeff Czeczok, Mary Koep, VACANT, Nathan Bertram, VACANT, Doug Stenberg
City Council Liaison Tad Erickson

Staff Members/Others: City Engineer Sandy, Transit Coordinator Stone, Transit Assistant Gauthier,
Tina Neary (MNDOT), City Administrator Jennifer Bergman, County Administrator Tim Houle

6. 2020 Checklist (info)

- a. Staff provided information regarding the 2020 Public Transit Monitoring Checklist

7. Transit Operating Policy 2.3.3.1 update (action)

- a. Staff provided proposed update to operating policy 2.3.3.1.
- b. MOVED AND SECONDED BY BERTRAM AND STENBERG, DULY CARRIED, TO APPROVE POLICY UPDATE AND TO RECOMMEND ADOPTION OF UPDATED POLICY TO CITY COUNCIL

8. 2021 COVID extended funding at 100% (info)

- a. Staff provided information related to extended State funding coverage of 100% for rural transit systems from March 1, 2021 through December 31, 2021.

9. Open Forum (public)

- a. There were no members of the public that attended this meeting.

10. Committee Member Comments/Questions

- a. The next TAC meeting was anticipated to be sometime in Mid May once RFP proposals were received.

11. Adjourn (action)

- a. MOTION AND SECONDED BY STENBERG AND ERICKSON, DULY CARRIED, TO ADJOURN THE MEETING AT 4:20 PM.



BRAINERD & CROW WING PUBLIC TRANSIT



Memorandum of Understanding

This Memorandum of Understanding is made and effective January 1, 2019, by and between Brainerd & Crow Wing Public Transit ("Transit") and Productive Alternatives ("P.A.").

WHEREAS P.A. desires to transport clients from various locations to and from its facility in Brainerd, MN.

AND WHEREAS Transit desires to provide the transportation to these clients on its public transit shared ride system for the term, at the fare and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Term. Transit hereby agrees to provide subscription rides to P.A. These rides offer a guaranteed seat, scheduling priority, standing orders in excess of policy time frames, and infrequent dispatch interaction. The duration will only be limited by the decision of either party.
2. Fare. P.A. shall pay to Transit fare payments in the amount of \$3.00 per trip within Brainerd/Baxter and \$3.50 per trip within the approved service area of Crow Wing County. Because this is a guaranteed seat, failure to cancel a scheduled ride shall be billed at the aforementioned rate as a "no-show". All billing shall be on a quarterly basis.
3. Performance. Transit shall make every effort to provide the rides requested and honor the requested times, but shall not be responsible for weather related issues.
4. Flexibility. P.A. and Transit may make mutual trip adjustments to this agreement based on changes in either party's operations. The fare per trip is non-negotiable and is the result of action from the Brainerd City Council dated December 3, 2018.
5. Termination. Either party may terminate this Memorandum of Understanding with 60 day written notice. Transit has made a capital investment to perform these service and P.A. clients lack transportation alternatives.
6. Continuation. This agreement shall continue until either party wishes to revisit it.

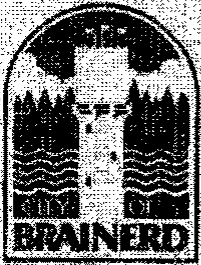
IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on December 5, 2018

Productive Alternatives, Kevin Larson, General Manager

Transit, Andy Stone, Transit Coordinator

City Hall, 501 Laurel Street • Brainerd, Minnesota 56401
Transit Coordinator Direct Line/Fax: 218-828-6172 • Dispatch: 218-825-7433 or 866-925-7433





BRAINERD & CROW WING PUBLIC TRANSIT



Memorandum of Understanding

This Memorandum of Understanding is made and effective January 1, 2019, by and between Brainerd & Crow Wing Public Transit ("Transit") and Vocational Opportunities & Individualized Community Employment ("VOICE").

WHEREAS VOICE desires to transport clients from various locations to and from its facility in Brainerd, MN.

AND WHEREAS Transit desires to provide the transportation to these clients on its public transit shared ride system for the term, at the fare and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. **Term.** Transit hereby agrees to provide subscription rides to VOICE. These rides offer a guaranteed seat, scheduling priority, standing orders in excess of policy time frames, and infrequent dispatch interaction. The duration will only be limited by the decision of either party.
2. **Fare.** VOICE shall pay to Transit fare payments in the amount of \$3.00 per trip within Brainerd/Baxter and \$3.50 per trip within the approved service area of Crow Wing County. Because this is a guaranteed seat, failure to cancel a scheduled ride shall be billed at the aforementioned rate as a "no-show". All billing shall be on a quarterly basis.
3. **Performance.** Transit shall make every effort to provide the rides requested and honor the requested times, but shall not be responsible for weather related issues.
4. **Flexibility.** VOICE and Transit may make mutual trip adjustments to this agreement based on changes in either party's operations. The fare per trip is non-negotiable and is the result of action from the Brainerd City Council dated December 3, 2018.
5. **Termination.** Either party may terminate this Memorandum of Understanding with 60 day written notice. Transit has made a capital investment to perform these service and P.A. clients lack transportation alternatives.
6. **Continuation.** This agreement shall continue until either party wishes to revisit it.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on December 7, 2018

VOICE, Brad Solstad, Rehabilitation Therapy Supervisor

Transit, Andy Stone, Transit Coordinator

City Hall, 501 Laurel Street • Brainerd, Minnesota 58401

Transit Coordinator Direct Line/Fax: 218-828-6172 • Dispatch: 218-825-7433 or 866-925-7433

From: [Neeck, Megan \(DOT\)](#)
To: [ernest.robinson@llojbwe.net](#); [James.Johnson@whiteearth-nsn.gov](#); [jasonholliday@fdlrez.com](#); [jrowland@boisforte-nsn.gov](#); [Kenneth.Bakken@whiteearth-nsn.gov](#); [ramonadesjarlait@redlakenation.org](#); [tammyanderson@fdlrez.com](#); [jlaron@aeoa.org](#); [Kevin Johnson](#); [Andy Stone](#); [Crystal Gauthier](#); [Patrick LaCourse](#); [tcollins@cctbus.org](#); [Jeremy Monahan](#); [cassie heide](#); [dyana@fosston.com](#); [MARY ANN KEPLER](#); [Sheena Mulner](#); [brian.ophus@co.hubbard.mn.us](#); [Wayne Albers](#); [CITY OF MORRIS](#); [transit@ci.morris.mn.us](#); [grubich@paulbunyan.net](#); [Ted Nelson](#); [Jeremy Monahan](#); [darynt@productivemn.org](#); [bbrittin@rainbowriderbus.com](#); [Jim Wolter](#); [KKuchera@cedarvalleyservices.org](#); [Karen DeBoer](#); [allison.b.karau@co.watonwan.mn.us](#); [RCooper@threeriverscap.org](#); [Jenny Larson](#); [helen.pieper@co.kanabec.mn.us](#); [gludwig@trailblazertransit.com](#); [Amy.Christensen@tricap.org](#); [Lori Schultz](#); [cpic@tvoc.org](#); [Cathleen A. Amick](#); [rond@vinevolunteers.com](#); [randy.jahnke@co.wadena.mn.us](#); [Monica Hennessy Mohan](#); [RDaniel@stcloudmtc.com](#); [nellis@eqf.mn](#); [Dgreen@stcloudmtc.com](#); [lorentza@cityoflacrosse.org](#); [Fournier, Rodney](#); [DShimshak@cityoflacrescent-mn.gov](#); [LVanBeek@matbus.com](#); [Ia Xiong](#); [craig.rempp@tricap.org](#)
Cc: [#DOT_TRANSIT_ALL](#)
Subject: 2022 Greater Minnesota Operations Solicitation - OPEN
Date: Tuesday, May 11, 2021 2:44:26 PM

Good Afternoon Transit Systems,

We are pleased to announce that MnDOT, Office of Transit & Active Transportation opened the 2022 Greater Minnesota Operations Solicitation **Yesterday (May 10th, 2021)!**

Please go to the OTAT website for more information:

<http://www.dot.state.mn.us/transit/grants/5311/index.html>.

Please note, as part of the Operations Application Instructions, OTAT has provided each current transit system with an estimated budget to base their detailed budget plan and line item details from. This is located on the OTAT Website. And as usual please read the instructions for all the details on the Operations application.

This application must be complete in BlackCat, and if you have any questions about BlackCat email Chuck Morris, charles.a.morris@state.mn.us.

Application Timeline

May 10, 2021– MnDOT releases application

May 26, 2021 – Tribal Application Webinar

May 27, 2021, 10am-noon - Application Webinar (invitation to follow)

June 30, 2021– Application due from applicants to MnDOT

September 2021– MnDOT provides notification of grant award to transit systems

Please contact your transit project manager if you have additional questions or concerns. And please forward to anyone that we might have missed.

Thank you

Programs Unit *Megan Neeck*

Transit Program Coordinator
Office of Transit & Active Transportation St. Paul, MN 55155
megan.neeck@state.mn.us



BRAINERD & CROW WING PUBLIC TRANSIT



Commercial Lease Agreement

This Commercial Lease Agreement ("Lease") is made and effective January 1, 2020, by and between City of Brainerd ("Landlord") and Brainerd & Crow Wing County Public Transit ("Tenant").

Landlord is the owner of land and improvements commonly known and numbered as Brainerd City Hall, Transit Office, 501 Laurel Street, Brainerd, MN 56401.

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Term. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for a two-year term beginning January 1, 2020 and ending December 31, 2021. On January 1, 2020 Tenant shall have possession of the lease premises.

2. Rent. Tenant shall pay to Landlord a monthly rent of \$630.00 for year one of the lease and a monthly rent of \$645.00 during year two of the term.

3. Use. Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

4. Sublease and Assignment. Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's effective written consent.

5. Utilities. Landlord shall pay all charges for sewer, gas, electricity, fax, phone, internet and other services and utilities used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord.

6. Entry. Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

7. Leased Premises Rules. Tenant will comply with the rules of the Leased Premises adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing.

IN WITNESS WHEREOF, the parties have executed this Lease on July 3, 2019

Landlord, Cassandra Torstenson, City Administrator

Tenant, Andy Stone, Transit Coordinator

City Hall, 501 Laurel Street • Brainerd, Minnesota 56401
Transit Coordinator Direct Line/Fax: 218-828-6172 • Dispatch: 218-825-7433 or 866-925-7433

From: [Fuller, Kathleen \(DOT\)](#)
To: [Dale Porter \(dale.porter@aeoa.org\)](#); [Andy Stone](#); [randy.jahnke@co.wadena.mn.us](#)
Cc: [Neary, Christine \(DOT\)](#)
Subject: 2020 Bus Ordering - APPROVAL to Begin Process
Date: Monday, May 17, 2021 3:59:12 PM
Attachments: [image002.png](#)
[Technical Assistance Brief - 2020 Bus Ordering Process.docx](#)
Importance: High

Dale, Andy, Randy,

You can now officially begin the ordering process for the 2020 grant funded buses. Please carefully read the attached Tech Brief, as it provides helpful information. All vendor contacts and pricing are in Black Cat – Resources / Global Resources / 2020-21 Vehicle Ordering Folder.

NOTE: Although your MnDOT Grant Agreement gives you 60 days to get your bus order to me for review/approval, I encourage you to get them in as soon as possible. We are going to experience a VERY aggressive and tight schedule to get all the 5311 and 5310 buses ordered (for 2020 and 2021) before the vendor contracts expire 1/31/22. Please review the orders carefully to lessen the mistakes and rejections, as those all just contribute to more delays.

I am also sharing some industry-wide news that most likely will delay the building and delivery of all vehicles. There is currently a huge international shortage of micro-processor computer chips. These chips go into everything that is computer-related. This includes the buses. The chassis manufacturers are not able to get enough chips to build the chassis, which also means the bus body manufacturers have a very limited number of chassis to build the buses. Please know that the vendors are in close communication with me regarding how this is, and will be, affecting all the 2020 and 2021 buses. We will all do our best to move things along, but as it's affecting all buses nationwide, we just don't know the outcomes.

If you have any questions or concerns, please let me know.

Thank you,
Kathy

Kathy Fuller

State Program Administrator/Vehicle Procurement

MnDOT Office of Transit and Active Transportation (OTAT)

395 John Ireland Blvd., MS430 / St. Paul, MN 55155

Office: 651-366-4190 / kathy.fuller@state.mn.us

Title: MnDOT Logo



From: [Andy Stone](#)
To: [Steve Skauge](#)
Cc: [Paul Sandy](#); [Kevin Larson](#); [Daryn Toso](#); [Crystal Gauthier \(cgauthier@ci.brainerd.mn.us\)](mailto:cgauthier@ci.brainerd.mn.us); [Neary, Christine \(DOT\)](#)
Subject: RE: contract question
Date: Tuesday, June 8, 2021 3:45:00 PM
Attachments: [image001.png](#)
[3PC first ammendment.pdf](#)

Good afternoon Steve,

After re-advertising the RFP, we obtained two bids yesterday at the bid opening for review, evaluation, and selection. The evaluation process with the Transportation Advisory Committee will take approximately one week to complete, and City Council meets on June 20th for the final decision. It was noted by MnDOT that the driver background checks and Drug and Alcohol checks could take 3 weeks to complete, pushing us past the June 30th end date of our current agreement with you. With your approval, I would ask that you continue operations of the Transit system until July 31st to allow the new contractor time for the background checks and to provide a smooth and seamless transition for our riding public. This would be the same extension amendment we discussed earlier and is attached. If agreeable, the amendment will go to City Council on June 20th for approval and ultimate execution.

Please complete your portion of the attached amendment and return to me along with any further questions you may have.

Thank You for assistance and support of this Transit System!

Andy

Andy Stone

Transit Coordinator

City of Brainerd

501 Laurel St | Brainerd, MN 56401-3595

Phone: 218.454.3413 | www.ci.brainerd.mn.us/transit

If you wish to receive special alerts from the Transit Department, simply sign up at this link <http://www.ci.brainerd.mn.us/list.aspx> for push notifications to your cell phone via text message or email! Thanks for choosing Public Transit!

From: Steve Skauge <steves@productivemn.org>

Sent: Monday, May 17, 2021 1:40 PM

To: Andy Stone <astone@ci.brainerd.mn.us>

Cc: Paul Sandy <psandy@ci.brainerd.mn.us>; Kevin Larson <kevinl@productivemn.org>; Daryn Toso <darynt@productivemn.org>

Subject: RE: contract question

Good afternoon Andy – Kevin, Daryn, and I just finished meeting on the issue of us possibly doing an extension past the end of June. We felt it would be doable to go another month, to the end of July, and certainly could transition sooner than that if it were workable. Again, our primary interest is in seeing if we can work with whomever gets the contract to keep our employees going, and hopefully make good transition for those who want to stay employed.

We felt it would be simplest to just maintain the contract numbers as they currently are, and just extend them for a month. The only change would be that we have given our notice to the owner of the garage space that we are renting that we will not be renewing our contract, which runs out at the end of June. So we would need to park the buses outside at the City garage space again, as we did when we started out. Steve.

Steve Skauge

President

Productive Alternatives, Inc.

1205 N Tower Rd Fergus Falls MN 56537

Office: 218-998-5638

E-mail: steves@productivemn.org

www.productivemn.org

CONFIDENTIALITY NOTICE: The document (s) and information accompanying this email contains confidential information which is intended only for the use of the intended recipient named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in, is strictly prohibited. If your receipt of this transmission is in error, please notify the sender by replying immediately to this transmission and destroying the transmission.

From: Andy Stone <astone@ci.brainerd.mn.us>

Sent: Friday, May 14, 2021 9:46 AM

To: Steve Skauge <steves@productivemn.org>

Cc: Paul Sandy <psandy@ci.brainerd.mn.us>

Subject: contract question

Hi Steve,

The RFP has been readvertised and reposted for another 30 days with proposal close date of June 7, 2021. Some vendors were surprised that nobody submitted bids. Personally, I feel that they did not want to disrupt your existing service agreement with the City. We currently anticipate proposals to

be submitted on this second go-around. All proposals will still need to be evaluated by the TAC and approved by Council. This is shrinking the time available for a smooth and orderly transition.

In preparation, I am asking if you have any flexibility in your June 30, 2021 end date. We have prepared the attached Amendment which would only be used if you are receptive to it, and it becomes absolutely necessary to continue transit operations.

I send this to you now, for consideration. Please let me know your thoughts,

Appreciatively, Andy

Andy Stone

Transit Coordinator

City of Brainerd

501 Laurel St | Brainerd, MN 56401-3595

Phone: 218.454.3413 | www.ci.brainerd.mn.us/transit

If you wish to receive special alerts from the Transit Department, simply sign up at this link <http://www.ci.brainerd.mn.us/list.aspx> for push notifications to your cell phone via text message or email! Thanks for choosing Public Transit!