

**TRANSPORTATION ADVISORY COMMITTEE**  
**Thursday, October 26, 2023, 2:30 p.m.**  
**City Hall Council Chambers**

Pursuant to due call and notice thereof, the regular meeting of the Transportation Advisory Committee was called to order at 2:30 p.m. by Chair member Bertram.

Upon roll call, the following members were noted present: Bertram, Czczok, Koep, Lambert, and Stenberg. Committee member Nebel was noted as absent. Also noted present were Transit Coordinator Gauthier and City Engineer Dehn.

**Approval of Agenda**

MOVED AND SECONDED BY COMMITTEE MEMBERS KOEP AND BERTRAM, DULY CARRIED, TO APPROVE THE AGENDA.

**Approval of Minutes for the meeting held on July 20, 2023**

Member Lambert requested the July 20, 2023, Minutes be revised to read, "Member Doug Stenberg called the meeting to order".

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT, DULY CARRIED, TO APPROVE THE MINUTES OF THE JULY 20, 2023, TAC MEETING.

**Financial Reports**

Discussion held regarding transit financials for the period ending September 2023.

**New Business**

Transit Coordinator Gauthier presented Brainerd and Crow Wing Public Transit 2023 Comprehensive Review Results. Member Czczok stated concerns regarding unsecured devices on buses. Gauthier advised she will take concerns to Project Manager for final review and report findings to board.

Discussion held on Operating Policy Updates.

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATIONS ON UPDATING ADVANCE NOTICE AND SUBSCRIPTION TRIP/STANDING ORDER TRANSIT OPERATING POLICIES.

Discussion held on possible termination of Crow Wing Fuel Sales Agreement.

MOVED AND SECONDED BY COMMITTEE MEMBERS LAMBERT AND CZECZOK, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATIONS TO TERMINATE THE CROW WING COUNTY FUEL SALES AGREEMENT AND MOVING TO WEX CARDS FOR FUELING.

Public Works Director Dehn presented drafts of Cooperative Agreements with Crow Wing County and Baxter to be effective upon execution and continue through June 30, 2027. Discussion held on possibly reviewing percentages of shares at later date.

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT, DULY CARRIED, TO APPROVE THE COOPERATIVE AGREEMENTS AS PRESENTED.

Public Works Director Dehn presented changes to the St. Francis Student Services to include beginning quarterly invoicing St. Francis students' parents for transit services.

MOVED AND SECONDED BY COMMITTEE MEMBERS BERTRAM AND LAMBERT. MOTION CARRIED WITH CZECZOK, LAMBERT AND STENBERG VOTING "AYE". MEMBER KOEP VOTING "NAY".

2024 Capital Bus Purchase, presented by Public Works Director Dehn, stated the applications for 2024 Transit Vehicle Replacement grant has opened.

MOVED AND SECONDED BY CZECZOK AND LAMBERT, DULY CARRIED, TO APPLY FOR THE MNDOT 2024 BUS REPLACEMENT GRANT.

### **Public Forum**

The Chair opened the public forum at 3:39 p.m.

No one came forward.

The chair closed the public forum at 3:40 p.m.

### **Staff Reports**

Transit Coordinator, Gauthier discussed her updates and highlighted the following: Comprehensive Review received passing grade; Blue Sky Transit hired new onsite operations manager-Aaron Sandbakken; CWC new service and fare increases are in effect; City of Brainerd fare increase effective August 21, 2023.

### **Committee Member Comments/Questions**

No Member Comments/Questions presented.

### **Adjourn**

Next meeting: January 25, 2024 at 2:30 PM.

MOVED AND SECONDED BY COMMITTEE MEMBERS BERTRAM AND LAMBERT, DULY CARRIED, TO ADJOURN THE MEETING AT 3:47 P.M.