



TRANSPORTATION COMMITTEE AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, September 19, 2024 @ 2:30 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___ VACANT ___ VACANT ___ J. Czczok ___ M. Koep ___ J. Lambert ___ L. Nebel ___ D. Stenberg

3. **Approval Of Agenda - Voice Vote**

4. **Approval Of Minutes**

A. **5/9/2024 TAC Meeting Minutes**

5. **Financial Reports**

A. **Transit Revenue and Expenditure Report**

6. **Unfinished Business**

7. **New Business**

A. **Recommend Sale of Bus 114**

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Committee -
Time limits may be imposed

9. **Staff Reports**

(Verbal: Any Updates since Packet)

A. **Transit Staff Report**

10. **Committee Member Reports**

11. **Adjourn**

Visit the Transit Website at www.ci.brainerd.mn.us/transit

MISSION

"It is the Mission of the Brainerd & Crow Wing County Public Transit agency to facilitate mobility by providing options for safe, efficient and reliable transportation"

TRANSPORTATION ADVISORY COMMITTEE
Thursday, May 9, 2024 1:30 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 1:30 p.m. by Chair Stenberg.

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

Chair Stenberg opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

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

Approval of Minutes for the meeting held on January 25, 2024

MOVED AND SECONDED BY COMMITTEE MEMBERS KOEP AND CZECZOK, DULY CARRIED, TO APPROVE THE JANUARY 25, 2024 TAC MEETING MINUTES.

Financial Reports

Public Works Director Dehn referenced the revenue and expenditure report and highlighted the reserve balance in the report.

Member Koep directed a question regarding the dollar amount in red under Revenue from Other Governments and if this is money we don't have but was expected.

Director Dehn stated the number is usually in regard to our cooperative partners (Baxter, Crow Wing County, and Pine River) and he would need to clarify with them what the number is regarding.

New Business

Recommend Operating Policy Updates

Transit Coordinator Gauthier referenced the recent compliance review of the Transit Operating Policies and stated several compliance findings and recommended changes were noted. Gauthier is requesting approval on the changes/findings to update the current policies.

Member Czczok questioned if this approval on the changes in the policies would be taken to City Council.

Coordinator Gauthier replied that the policy changes will go to Council. Gauthier walked through the changes/findings for clarification on each potential update.

MOVED AND SECONDED BY MEMBERS CZECZOK AND NEBEL, DULY CARRIED, TO APPROVE THE RECOMMENDED AMENDMENTS AND CHANGES.

Recommend Updated Procurement Policy

Director Dehn referenced the updated Procurement Policy for the Brainerd & Crow Wing County Public Transit System. This is a requirement from the FTA and staff have received an extension from MnDOT to have this policy reviewed by TAC and the City Council before the deadline of June 1.

MOVED AND SECONDED BY MEMBER CZECZOK AND KOEP, DULY CARRIED, TO APPROVE THE RECOMMENDED UPDATED PROCUREMENT POLICY.

Recommend 2024-2027 Transit Operating Contract Proposal

Chair Stenberg brought attention to Member Nebel being employed by a competing vendor that her involvement in this item could be perceived as a conflict of interest. Chair Stenberg recommended Member Nebel recuse herself from the evaluation portion of this item.

Member Nebel agreed to the recommended recusal of the evaluation.

Director Dehn referenced the expiration of the current transit operating contract on June 30, 2024. The Request for Proposals was advertised in early February and proposals accepted until April 9, 2024. Inquiries came in from multiple vendors, but The City received only one proposal and that was from Blue Sky Transit. Staff has reviewed the proposal and completed scoring evaluation sheets. Main areas of concern from staff are the proposal includes lack of full-time on-site management; maintenance program is vague on the specifics of the program and how it will be managed; and the training program in the proposal lacks specifics on the operations of the transit program.

Director Dehn mentioned concerns in the areas of non-performance in the previous contract so due to this, staff revised Section 3.3 Non-Performance in the Request for Proposals. With the non-performance revisions and review of the proposal, staff are willing to award the contract to Blue Sky Transit for the 2024-2027 contract period.

Member Czczok mentioned the fulfillment of the contract requirements and more enforceable policies that outline the penalties being clearly defined in the RFP.

Member Koep asked to have the total cost of this proposed contract clearly identified for all three years.

Director Dehn stated the base proposal for year one is \$1,025,366; base proposal for year two is \$1,076,346; and base proposal for year three is \$1,130,126. The total three-year contract is \$3,231,838. This total is approximately \$120,000 less per year than the previous three-year contract.

MOVED AND SECONDED BY MEMBERS CZECZOK AND KOEP, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATION TO HAVE PROPOSAL BROUGHT TO THE CITY COUNCIL FOR APPROVAL.

Member Koep gave a shout out to Transit Coordinator Gauthier and Director Dehn for their time and hard work involved in the contract proposal.

Chair Stenberg agreed and shared his thanks to the staff.

Member Czczok expressed gratitude to the staff and the Transit Advisory Committee for the time and effort put into the contract proposal endeavor.

Public Forum

The Chair opened the public forum at 1:59 p.m.

General Manager of Blue Sky Transit informed the Committee that he would be hiring their permanent manager, and they have a new dispatcher starting Monday. They have stability among the drivers and most issues were due to the turnover of managers and dispatchers and it is going to be his job to get stability in management and ensured that Blue Sky can and will do better. One goal is to re-earn the City's trust in transit operations and Blue Sky is committed to doing a great job for the City.

The chair closed the public forum at 2:02 p.m.

Staff Reports

Information Only – Transit Operating Statistics

Coordinator Gauthier referenced the included Operating Statistics just for informational purposes. Gauthier also shared good news that the chassis for the new bus is in St. Cloud so the building process will begin, and we hope to receive the new bus this summer. Phone calls answered averages are at 90% and higher in the past two weeks and maintenance is getting back on track.

Member Koep inquired on an estimate of the state reimbursement for the next three years.

Director Dehn provided an update on the state representing matching our 95% for the next year and a half. The state is also offering a 5% operating increase next year. The state is encouraging application to a \$500,000 pot of money for systems that have been historically underfunded.

Director Dehn also updated TAC in addition to intending to bring the contract to City Council we will also be going to the Baxter City Council and the Crow Wing County Board with a report of the last six to eight months of ridership reporting with a rough projection of upcoming ridership as well on how they are doing with fares, changes and if we have any recommendations for them with the new contract.

Committee Member Comments/Questions

No comments or questions presented.

Adjourn

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND KOEP, DULY CARRIED, TO
ADJOURN THE MEETING AT 2:08 P.M.

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD
 PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		2024 AMENDED BUDGET	MONTH 08/31/2024 INCREASE (DECREASE)	08/31/2024 NORMAL (ABNORMAL)	
Fund 203 - TRANSIT FUND					
Revenues					
Function: Unclassified					
Dept 0000					
Account Type: Revenue					
TAXES & PENALTIES					
203-0000-31020	DELINQUENT AD VALOREM	0.00	0.00	0.00	0.00
203-0000-31020	TAXES & PENALTIES	0.00	0.00	0.00	0.00
FEDERAL GRANTS					
203-0000-33100	FEDERAL GRANTS-OPERATING	508,833.00	0.00	254,062.35	49.93
203-0000-33101	FEDERAL GRANTS-CAPITAL	76,380.00	0.00	0.00	0.00
203-0000-33101	FEDERAL GRANTS	585,213.00	0.00	254,062.35	43.41
STATE GRANTS & AIDS					
203-0000-33422	STATE GRANTS - OPERATING	876,837.00	0.00	657,627.75	75.00
203-0000-33423	STATE GRANT - CAPITAL	26,220.00	0.00	0.00	0.00
203-0000-33423	STATE GRANTS & AIDS	903,057.00	0.00	657,627.75	72.82
REVENUE FROM OTHER GOVERNMENTS					
203-0000-33600	REVENUE FROM OTHER GOVTS	(34,580.00)	0.00	0.00	0.00
203-0000-33600	REVENUE FROM OTHER GOVERNMENTS	(34,580.00)	0.00	0.00	0.00
CHARGES FOR SERVICES					
203-0000-34790	OTHER CHARGES FOR SERVICES	0.00	0.00	0.00	0.00
203-0000-34910	BUS REVENUE	185,028.00	5,376.98	31,082.06	16.80
203-0000-34920	COUNTER SALES	0.00	3,325.00	24,839.00	100.00
203-0000-34930	INVOICE BILLING	40,000.00	15,421.00	56,289.50	140.72
203-0000-34960	ADVERTISING ON BUS REVENUE	2,400.00	0.00	1,080.00	45.00
203-0000-34960	CHARGES FOR SERVICES	227,428.00	24,122.98	113,290.56	49.81
OTHER REVENUE					
203-0000-36210	INTEREST INCOME	5,000.00	0.00	3,529.70	70.59
203-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	0.00	0.00	0.00	0.00
203-0000-36299	OTHER REVENUE	5,000.00	0.00	3,529.70	70.59
Total Revenue:		1,686,118.00	24,122.98	1,028,510.36	61.00
Account Type: Other Sources Of Funds					
OTHER FINANCING SOURCES					
203-0000-39101	SALE OF ASSETS	5,000.00	0.00	0.00	0.00
203-0000-39101	OTHER FINANCING SOURCES	5,000.00	0.00	0.00	0.00
Total Other Sources Of Funds:		5,000.00	0.00	0.00	0.00
Total Dept 0000		1,691,118.00	24,122.98	1,028,510.36	60.82
Total - Function Unclassified		1,691,118.00	24,122.98	1,028,510.36	60.82
TOTAL REVENUES		1,691,118.00	24,122.98	1,028,510.36	60.82
Expenditures					
Function: Unclassified					
Dept 9000 - TRANSIT FUND					
Account Type: Expenditure					
PERSONNEL SERVICES					
203-9000-41101	SALARY	112,318.00	10,748.72	62,978.65	56.07
203-9000-41102	OVERTIME	0.00	0.00	0.00	0.00
203-9000-41104	TEMPORARY	0.00	3,075.89	3,559.08	100.00
203-9000-41112	SEVERANCE PAY	0.00	0.00	0.00	0.00
203-9000-41121	PERA	8,424.00	806.14	4,723.32	56.07
203-9000-41122	FICA	6,964.00	869.86	4,228.80	60.72

203-9000-41123	MEDICARE	1,629.00	203.45	988.97	60.71
203-9000-41130	DEF COMP/CAFE/PEHCSP	0.00	0.00	0.00	0.00
203-9000-41131	HEALTH INSURANCE	12,055.58	818.50	6,727.09	55.80
203-9000-41133	LIFE INSURANCE	111.30	7.75	62.18	55.87
203-9000-41134	LTD INSURANCE	168.00	12.05	107.70	64.11
203-9000-41150	WORKERS COMP	783.00	79.49	409.91	52.35
PERSONNEL SERVICES		142,452.88	16,621.85	83,785.70	58.82
SUPPLIES					
203-9000-42200	OFFICE SUPPLIES	2,850.00	526.90	972.34	34.12
203-9000-42210	OPERATING SUPPLIES	0.00	(919.00)	38.59	100.00
203-9000-42212	MOTOR FUELS	111,629.00	7,251.16	44,758.39	40.10
203-9000-42220	REPAIR & MAINT	0.00	99.99	156.59	100.00
SUPPLIES		114,479.00	6,959.05	45,925.91	40.12
SERVICES					
203-9000-43300	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	0.00
203-9000-43309	COMPUTER TECHINCAL SUPPORT	31,000.00	2,815.12	23,084.34	74.47
203-9000-43321	TELEPHONE	600.00	49.76	348.32	58.05
203-9000-43322	POSTAGE	300.00	37.16	300.27	100.09
203-9000-43330	PROFESSIONAL DEVELOPMENT	1,165.00	0.00	0.00	0.00
203-9000-43340	ADVERTISING/MARKETING	6,100.00	0.00	86.26	1.41
203-9000-43350	PRINTING/LEGAL PUBLICATION	2,900.00	0.00	1,869.98	64.48
203-9000-43361	INS - GENERAL LIABILITY	1,592.90	0.00	716.44	44.98
203-9000-43363	INS - AUTO	10.13	0.00	274.14	2,706.22
203-9000-43365	INS - OTHER	18.17	0.00	12.36	68.02
203-9000-43400	REPAIR & MAINT LABOR	0.00	0.00	0.00	0.00
203-9000-43401	VEHICLE REPAIRS	110,035.00	18,872.31	76,529.68	69.55
203-9000-43410	RENTAL EXPENSE	13,443.00	700.00	10,643.00	79.17
203-9000-43420	COPY MACHINE LEASE PYMTS	0.00	0.00	0.00	0.00
203-9000-43430	MISCELLANEOUS	1,550.00	0.00	257.24	16.60
203-9000-43433	DUES & SUBSCRIPTIONS	1,090.00	0.00	855.00	78.44
203-9000-43440	TRANSIT SERVICE CONTRACT PY	1,083,260.00	168,503.66	613,636.06	56.65
203-9000-44432	UNREIMURSEABLE EXPENSE	0.00	0.00	2,021.67	100.00
SERVICES		1,255,064.20	190,978.01	730,634.76	58.21
Total Expenditure:		1,511,996.08	214,558.91	860,346.37	56.90
Account Type: Capital Outlay					
CAPITAL OUTLAY					
203-9000-45550	CAPITAL - VEHICLES	114,904.00	0.00	114,904.00	100.00
203-9000-45580	CAPITAL - OTHER EQUIPMENT	0.00	0.00	0.00	0.00
CAPITAL OUTLAY		114,904.00	0.00	114,904.00	100.00
Total Capital Outlay:		114,904.00	0.00	114,904.00	100.00
Total Dept 9000 - TRANSIT FUND		1,626,900.08	214,558.91	975,250.37	59.95
Total - Function Unclassified		1,626,900.08	214,558.91	975,250.37	59.95
TOTAL EXPENDITURES		1,626,900.08	214,558.91	975,250.37	59.95
Fund 203 - TRANSIT FUND:					
TOTAL REVENUES		1,691,118.00	24,122.98	1,028,510.36	60.82
TOTAL EXPENDITURES		1,626,900.08	214,558.91	975,250.37	59.95
NET OF REVENUES & EXPENDITURES		64,217.92	(190,435.93)	53,259.99	82.94

MnDOT Reverse Balance as of 12/31/2023 \$ 94,378



Transportation Committee Agenda Request

MEETING DATE: September 19, 2024

TITLE OF ITEM: Recommend Sale of Bus 114

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

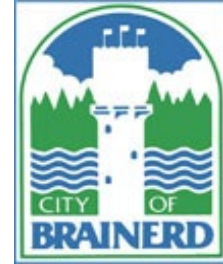
SUMMARY OF ISSUE: Staff has received the new bus and is now out on the road. Bus 240 was wrapped, outfitted, and dispatched on to routes in August. With the arrival of Bus 240, Bus 114 is scheduled for replacement. Staff has been completing the process with MnDOT to receive authorization to dispose (sell) Bus 114. Staff is requesting TAC recommend to the City Council to authorize the sale of Bus 114, contingent on MnDOT's authorization.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Bus 114 is a 2013 diesel bus with 253,359 miles. It is considered over 100,000 miles past it's considered "useful life expectancy". Most of the issue was the delays seen in the last few years in receiving new buses. Blue Sky has completed cleaning out the bus to prepare for disposal. It is expected that staff would utilize a public auction service for the sale.

RECOMMENDED ACTION/MOTION: Staff recommends TAC recommend to City Council to authorize sale of Bus 114 contingent on MnDOT approval.

FINANCIAL IMPACT: Unknown at this time.

MEMO



TO: Transportation Advisory Committee
FROM: Crystal Gauthier, Transit Coordinator
DATE: September 19, 2024
RE: Transit Operating Statistics

2023 Effective Change Dates

- Loss of Pine River (7/14/2023)
- Brainerd fare increase from \$1.25 (2022) to \$2.25 (5/1/2023) to \$3.00 (8/21/2023)
- Baxter fare increase from \$2.25 (2022) to \$7.00 (8/1/2023)
- Crow Wing County service changes and fare increase (9/11/2023)

Monthly Ridership Since Changes Implemented

Month	Brainerd	Baxter	CWC	Total*
September 2023	2,040 (-763)	446 (-108)	329 (-686)	2,815 (-1,693)
October 2023	2,132 (-781)	499 (+2)	253 (-718)	2,884 (-1,600)
November 2023	2,039 (-824)	514 (+35)	162 (-896)	2,715 (1,842)
December 2023	2,056 (-741)	506 (+45)	131 (-763)	2,693 (-1,556)
January 2024	2,382 (-1,035)	525 (+20)	163 (-866)	3,070 (-1,982)
February 2024	2,296 (-827)	471 (+48)	163 (-731)	2,930 (-1,585)
March 2024	2,051 (-1,641)	487 (-23)	126 (-871)	2,664 (-2,652)
April 2024	2,362 (-556)	565 (+201)	173 (-725)	3,100 (-1,160)
May 2024	2,304 (-453)	541 (+164)	179 (-848)	3,024 (-1,242)
June 2024	2,273 (-517)	499 (+55)	83 (-500)	2,855 (-1,056)
July 2024	2,447 (-89)	573 (+195)	94 (-378)	3,114 (-310)

* Total comparison with 2022/2023 includes Pine River

Operating Statistics 1/1/2024 – 7/31/2024

- 20,757 total passengers (-9,987, -32.5%)
 - Brainerd = 15,916 (-5,317, -25.0%)
 - Baxter = 3,661 (+660, +22.0%)
 - Crow Wing County = 981 (-4,807, -83.1%)

Comparison with 1/1/2023 – 7/31/2023

- 2023 Total = 30,744
 - 2023 Brainerd = 21,233
 - 2023 Baxter = 3,001
 - 2023 County = 5,788

Rider Guide

- Passengers are not permitted to eat, drink, or smoke while aboard the vehicle. Disposal of trash and litter is required prior to boarding this vehicle.
- Use of profanity or vulgarity is not allowed while on board this vehicle. (Except for passengers protected under Title III of the Americans with Disability Act).
- No weapons will be allowed on this vehicle. Except for those permitted under MN Statutes 624.714
- Strollers must be folded prior to boarding the bus. Personal items must be stowed with passenger and out of aisles.
- Riders may bring up to six paper grocery – size bags or the equivalent onto the vehicle. Drivers are may assist with two bags OR one cardboard grocery box.
- Arms, legs and all other items are to be kept out of the aisles. Feet are not allowed on the seats.
- No screaming, loud talking, singing or playing of music is allowed. Radios must have earphones.
- Service Animals are permitted. All other non-service animals are allowed only if they are contained in a pet carrier.
- No inappropriate display of affection or sexual activity will be allowed.
- Drivers are happy to answer your questions, however, questions of the driver should be directed while the bus is not in motion.

All passengers are expected to be orderly and courteous while using the service. Persons who intentionally interfere with or obstruct the operation of a transit vehicle may be charged in accordance with MS 609.855 and other applicable laws. Disruptive or abusive behavior towards the driver, transit staff or other passengers will not be tolerated.

**BUCKLE UP
IT'S THE LAW**

9/3/2024

NOTICE OF OPERATING PROJECTS SELECTED FOR FUNDING

This organization has been selected to receive funding from the MnDOT Office of Transit and Active Transportation for the following projects:

Organization: City of Brainerd
 Crystal Gauthier, Acting Transit Coordinator
 501 Laurel Steet
 Brainerd, MN 56401

BLACK CAT ID	TOTAL BUDGET	REVENUE	BUDGET DEFICIT	5307 FUNDS	5311 FUNDS	TOTAL FEDERAL	STATE FUNDS	LOCAL FUNDS
				<i>(for calculation purposes only)</i>				
Project Description CY 2025 Transit Operating								
BCG0006453	\$1,621,600	\$166,800	\$1,454,800		\$276,412	\$276,412	\$1,264,108	\$81,080
TOTAL	\$1,621,600	\$166,800	\$1,454,800		\$276,412	\$276,412	\$1,264,108	\$81,080

The funding for the projects listed above are based upon estimates made at the time of project selection, and may be subject to changes prior to executing the grant agreement associated with the project funding. Minor changes in project description or funding amounts will be noted in the grant agreement. If you have questions about the information provided, please contact your MnDOT Project Manager.