



TRANSPORTATION COMMITTEE AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, November 6, 2025 @ 1:00 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**

___J. Czczok ___J. Lambert ___L. Nebel ___D. Stenberg

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

4. **Financial Reports**

A. **TAC Financials**

5. **Approval Of Minutes**

A. **2025.6.5. TAC Meeting Minutes**

B. **2025.9.23 TAC Special Meeting Minutes**

6. **New Business**

A. **Approval of 2026 TAC Committee Meeting Schedule**

7. **Public Forum**

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

8. **Staff Reports**

(Verbal: Any Updates since Packet)

A. **TAC Staff Reports**

9. **Committee Member Reports**

10. **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"

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD
 PERIOD ENDING 09/30/2025

| GL NUMBER | DESCRIPTION | ACTIVITY FOR | | YTD BALANCE | | % BDGT USED |
|--------------------------------|----------------------------|---------------------|--------------------------------------|------------------------------|--|-------------|
| | | 2025 AMENDED BUDGET | MONTH 09/30/2025 INCREASE (DECREASE) | 09/30/2025 NORMAL (ABNORMAL) | | |
| Fund 203 - TRANSIT FUND | | | | | | |
| Function: Unclassified | | | | | | |
| Dept 0000 | | | | | | |
| Revenues | | | | | | |
| FEDERAL GRANTS | | | | | | |
| 203-0000-33100 | FEDERAL GRANTS-OPERATING | 276,412.00 | 51,613.65 | 222,450.26 | | 80.48 |
| 203-0000-33101 | FEDERAL GRANTS-CAPITAL | 110,495.00 | 0.00 | 0.00 | | 0.00 |
| FEDERAL GRANTS | | 386,907.00 | 51,613.65 | 222,450.26 | | 57.49 |
| STATE GRANTS & AIDS | | | | | | |
| 203-0000-33422 | STATE GRANTS - OPERATING | 1,264,108.00 | 0.00 | 948,081.00 | | 75.00 |
| 203-0000-33423 | STATE GRANT - CAPITAL | 18,655.00 | 0.00 | 0.00 | | 0.00 |
| STATE GRANTS & AIDS | | 1,282,763.00 | 0.00 | 948,081.00 | | 73.91 |
| REVENUE FROM OTHER GOVERNMENTS | | | | | | |
| 203-0000-33600 | REVENUE FROM OTHER GOVTS | 0.00 | 0.00 | 9,093.18 | | 100.00 |
| REVENUE FROM OTHER GOVERNMENTS | | 0.00 | 0.00 | 9,093.18 | | 100.00 |
| CHARGES FOR SERVICES | | | | | | |
| 203-0000-34910 | BUS REVENUE | 124,400.00 | 6,111.49 | 45,281.93 | | 36.40 |
| 203-0000-34920 | COUNTER SALES | 0.00 | 4,451.00 | 34,828.00 | | 100.00 |
| 203-0000-34930 | INVOICE BILLING | 40,000.00 | 2,730.00 | 44,383.00 | | 110.96 |
| CHARGES FOR SERVICES | | 164,400.00 | 13,292.49 | 124,492.93 | | 75.73 |
| OTHER REVENUE | | | | | | |
| 203-0000-36210 | INTEREST INCOME | 5,000.00 | 4,322.33 | 9,425.86 | | 188.52 |
| OTHER REVENUE | | 5,000.00 | 4,322.33 | 9,425.86 | | 188.52 |
| TOTAL REVENUES | | 1,839,070.00 | 69,228.47 | 1,313,543.23 | | 71.42 |
| Net - Dept 0000 | | 1,839,070.00 | 69,228.47 | 1,313,543.23 | | |
| Dept 9000 - TRANSIT FUND | | | | | | |
| Expenditures | | | | | | |
| PERSONNEL SERVICES | | | | | | |
| 203-9000-41101 | SALARY | 181,359.00 | 13,394.45 | 117,486.00 | | 64.78 |
| 203-9000-41104 | TEMPORARY | 0.00 | 835.24 | 13,232.34 | | 100.00 |
| 203-9000-41121 | PERA | 13,602.00 | 1,067.22 | 9,747.88 | | 71.67 |
| 203-9000-41122 | FICA | 11,542.00 | 883.16 | 8,115.89 | | 70.32 |
| 203-9000-41123 | MEDICARE | 2,699.00 | 206.54 | 1,898.09 | | 70.33 |
| 203-9000-41131 | HEALTH INSURANCE | 41,216.00 | 2,469.56 | 20,612.96 | | 50.01 |
| 203-9000-41133 | LIFE INSURANCE | 173.00 | 14.22 | 81.95 | | 47.37 |
| 203-9000-41134 | LTD INSURANCE | 272.00 | 22.22 | 134.60 | | 49.49 |
| 203-9000-41150 | WORKERS COMP | 1,159.00 | 49.41 | 487.19 | | 42.04 |
| PERSONNEL SERVICES | | 252,022.00 | 18,942.02 | 171,796.90 | | 68.17 |
| SUPPLIES | | | | | | |
| 203-9000-42200 | OFFICE SUPPLIES | 2,850.00 | 10.93 | 495.27 | | 17.38 |
| 203-9000-42210 | OPERATING SUPPLIES | 0.00 | 17.91 | 1,475.70 | | 100.00 |
| 203-9000-42212 | MOTOR FUELS | 83,700.00 | 7,222.63 | 49,662.01 | | 59.33 |
| 203-9000-42220 | REPAIR & MAINT | 0.00 | 0.00 | 231.56 | | 100.00 |
| SUPPLIES | | 86,550.00 | 7,251.47 | 51,864.54 | | 59.92 |
| SERVICES | | | | | | |
| 203-9000-43300 | PROFESSIONAL SERVICES | 0.00 | 720.00 | 2,283.19 | | 100.00 |
| 203-9000-43309 | COMPUTER TECHINCAL SUPPORT | 36,500.00 | 30,123.22 | 39,721.34 | | 108.83 |
| 203-9000-43321 | TELEPHONE | 600.00 | 369.57 | 1,309.52 | | 218.25 |
| 203-9000-43322 | POSTAGE | 300.00 | 33.47 | 454.62 | | 151.54 |
| 203-9000-43330 | PROFESSIONAL DEVELOPMENT | 2,200.00 | 0.00 | 85.40 | | 3.88 |
| 203-9000-43340 | ADVERTISING/MARKETING | 6,200.00 | 0.00 | 185.23 | | 2.99 |
| 203-9000-43350 | PRINTING/LEGAL PUBLICATION | 3,800.00 | 19.27 | 57.81 | | 1.52 |

| | | | | | |
|--------------------------------|-----------------------------|----------------|--------------|----------------|--------|
| 203-9000-43361 | INS - GENERAL LIABILITY | 2,000.00 | 0.00 | 1,406.61 | 70.33 |
| 203-9000-43363 | INS - AUTO | 9.00 | 0.00 | 0.54 | 6.00 |
| 203-9000-43365 | INS - OTHER | 20.00 | 0.00 | 32.30 | 161.50 |
| 203-9000-43401 | VEHICLE REPAIRS | 161,018.00 | 11,416.51 | 63,807.08 | 39.63 |
| 203-9000-43410 | RENTAL EXPENSE | 13,595.00 | 1,132.83 | 10,195.47 | 74.99 |
| 203-9000-43430 | MISCELLANEOUS | 800.00 | 0.00 | 0.00 | 0.00 |
| 203-9000-43433 | DUES & SUBSCRIPTIONS | 1,630.00 | 0.00 | 898.00 | 55.09 |
| 203-9000-43440 | TRANSIT SERVICE CONTRACT PY | 1,050,856.00 | 84,316.41 | 510,786.88 | 48.61 |
| 203-9000-44432 | UNREIMURSEABLE EXPENSE | 0.00 | 0.00 | 12,974.16 | 100.00 |
| SERVICES | | 1,279,528.00 | 128,131.28 | 644,198.15 | 50.35 |
| CAPITAL OUTLAY | | | | | |
| 203-9000-45550 | CAPITAL - VEHICLES | 143,500.00 | 0.00 | 141,150.00 | 98.36 |
| 203-9000-45580 | CAPITAL - OTHER EQUIPMENT | 3,500.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | 147,000.00 | 0.00 | 141,150.00 | 96.02 |
| TOTAL EXPENDITURES | | | | | |
| | | 1,765,100.00 | 154,324.77 | 1,009,009.59 | 57.16 |
| Net - Dept 9000 - TRANSIT FUND | | | | | |
| | | (1,765,100.00) | (154,324.77) | (1,009,009.59) | |
| Total - Function Unclassified | | | | | |
| | | 73,970.00 | (85,096.30) | 304,533.64 | 411.70 |
| TOTAL REVENUES | | | | | |
| | | 1,839,070.00 | 69,228.47 | 1,313,543.23 | 71.42 |
| TOTAL EXPENDITURES | | | | | |
| | | 1,765,100.00 | 154,324.77 | 1,009,009.59 | 57.16 |
| NET OF REVENUES & EXPENDITURES | | | | | |
| | | 73,970.00 | (85,096.30) | 304,533.64 | 411.70 |

TRANSPORTATION ADVISORY COMMITTEE
Thursday, June 5, 2025, 1:00 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 1:00 p.m. by Member Lambert.

Upon roll call, the following members were noted present: Czczok, Koep, and Lambert. Committee member Nebel was noted as absent. Also noted present were Transit Coordinator Gauthier and Public Works Director Habighorst.

Member Lambert opened the meeting with the Pledge of Allegiance to the flag.

Election of Chair & Vice Chair of the Committee for 2025-2026

Member Czczok nominated Mary Koep to serve as Chair for 2025.

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT DULY CARRIED, TO APPROVE MEMBER KOEP AS CHAIR.

Member Czczok nominated Jan Lambert to serve as Vice Chair for 2025.

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND KOEP DULY CARRIED, TO APPROVE MEMBER LAMBERT AS VICE CHAIR.

Approval of Agenda

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

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

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT TO APPROVE MEETING MINTUES FROM SEPTEMBER 2024.

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND KOEP TO APPROVE MEETING MINTUES FROM JANUARY 2025.

Members Czczok, Koep, and Lambert voted "aye". No members voted "nay". The Chair declared the motion carried.

Financial Reports

The Public Works Director Habighorst discussed the financial reports and the budget and went over the line items within the budget.

There was a discussion held by the members and city staff about the line items and the breakdown of the financial reports. Discussed purchasing a new bus for this year in 2025 versus 2026 and the new van in 2026-2027.

New Business

Software Update

The Public Works Director Habighorst discussed that there were funds in the revenue and the overrun and discussed with the revenue, transit was able to purchase a new software program.

Transit Coordinator Gauthier discussed that in 2024 the reserve account had enough funds in the account to be able to move forward with new software which was needed as the old software fails daily. In 2025 transit is still operating within the planned technology budget but in 2026-2027 will need to be budgeted. Transit Coordinator Gauthier went on to discuss the benefits of the new technology. Talked about reactive maintenance and how the buses are owned by the City of Brainerd and the contractor is only at fifty percent in completing preventative maintenance, discussed that this being only at fifty percent is concerning.

The committee went on to discuss further the benefits of the new software program for transit and discussed what the new software provides for the staff as well as ridership.

Key Performance Indicators – KPI

The Public Works Director Habighorst discussed the review of how the division is working from the key performance indicators, went on to discuss the report such as phone call volume, ridership, complaints or compliments, service hours, and reactive maintenance.

Member Czczok asked the question if the staff check to make sure that they are performing the general maintenance in the time that they are required to complete.

The Transit Coordinator stated that yes, the staff complete the tracking of maintenance performances, this is completed daily, weekly, and monthly. Once staff receive notice that they performed the preventive maintenance, staff then check to make sure this is within guidelines, also stated that staff completes spot checks.

Chair Koep asked if the contractor is completing what the contract states, are they within the parameters of the contract.

Transit Coordinator Gauthier stated that the contractor is only completing maintenance at fifty percent, stated the contractor is notified one week within the occurrence and after fines can be access at this time. Discussed that if preventative maintenance is not being completed the assets decline in value and safety.

The committee went on to discuss the buses and the maintenance requirements from the contractor and what is involved in the contractor's contract with the City of Brainerd and how the contractors are getting fined for not completing everything that is within their contract with the City of Brainerd and the process behind how they are fined.

Chair Koep requested the contractor to come to the next meeting.

Public Works Director Habighorst discussed whether the Transportation Advisory Committee would like to have a special meeting after the consultants review of findings.

MnDOT Consultant Services

Public Works Director Habighorst discussed that the state hired a consulting service to investigate the contract between the City of Brainerd and BlueSky our third-party contractor to review and suggest options the City of Brainerd can move forward with.

The Transportation Advisory Committee further discussed the possible outcomes and what to expect from the consultancy services, discussed the future special meeting to follow with the results of the consultant's findings.

Public Forum

The Chair opened the public forum at 1:56 p.m.

The Chair closed the public forum at 1:56 p.m.

Staff Reports

Transit Coordinator Gauthier welcomed new team member Aaron Forstrom, discussed transits participation in the St. Patrick's Day Parade, ridership update, new bus update, new program software, and contractor performance monitoring that was provided in the agenda packet.

Committee Member Comments/Questions

No comments or questions presented.

Adjourn

MOVED AND SECONDED BY COMMITTEE MEMBERS CZECZOK AND LAMBERT, DULY CARRIED TO ADJOURN THE MEETING AT 2:03 P.M.

**TRANSPORTATION ADVISORY COMMITTEE
SPECIAL MEETING
Tuesday, September 23, 2025, 1:00 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 1:00 p.m. by Member Koep.

Upon roll call, the following members were noted present: Czczok, Koep, and Lambert. Committee member Nebel was noted as absent. Also noted present were Transit Coordinator Gauthier and Public Works Director Habighorst.

Member Lambert opened the meeting with the Pledge of Allegiance to the flag.

Review Consultant's Presentation and Make Recommendation for 2026 Transit Operation

Public Works Director Habighorst stated that the State of Minnesota hired a consultant to review the transit operation and provide a recommendation for the 2026 operations and will be going through their findings today.

Jill Cahoon, one of the consultants from AECOM Consulting Firm under contract with Minnesota Department of Transportation's Office, Transit and Active Transportation, we are a subconsultant of DRB Consulting, started out by going over what will be presented during the meeting. The study overview determined best path forward for how Brainerd Crow Wing Transit is operated in the future based on three goals. The three goals are to provide the best customer service possible, maintain the fleet to state of good repair, and operate in a financially efficient manner. Discussed the four steps of the process which include scenario definition, qualitative analysis, financial analysis, and recommendations. Findings show that most rural transit agencies in Minnesota directly operate service, Brainerd and Winona are the only ones to contract out. Four defining scenarios were to continue contracting out, City of Brainerd directly operates, County directly operates, or a hybrid approach. Qualitative analysis of the study shows that scenario two and four scored the highest, which would be the city operating transit or a hybrid operation, analysis based on peers, historical trends for Brainerd Crow Wing Transit, statewide and national best practices, and industry trends. With city operating transit the study showed savings from contractor oversight fees and revenue as well as better vehicle maintenance, are greater than additional personnel costs. Discussed operating costs and revenue trends that were analyzed from 2023 to present. With city operating the service savings of \$48,466, ~3% difference between budgeted and scenario which could be spent on a one-time transition cost, MnDOT will fund up to 90% of the actual operating cost. Recommendation of the study shows that in-house operations would be the best fit.

After consultants' presentation questions and discussions continued for more clarification with the committee. Additional grant funds were discussed for transitioning and building costs such as the Annex Building. It was noted that if insurance was to be brought back in-house there would be roughly \$30,000 savings versus if we were to contract out.

MOVED AND SECONDED BY COMMITTEE MEMBERS LAMBERT AND CZECZOK TO DIRECT STAFF TO COMPLETE A BUSINESS MODEL TO PRESENT TO CITY COUNCIL AND TAC COMMITTEE.

Adjourn

MOVED AND SECONDED BY COMMITTEE MEMBERS LAMBERT AND CZECZOK, DULY CARRIED TO

ADJOURN THE MEETING AT 2:07 P.M.



Transportation Committee Agenda Request

MEETING DATE: November 6, 2025

TITLE OF ITEM: Approval of 2026 TAC Committee Meeting Schedule

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

2026 TAC Committee Meeting Schedule

Brainerd Transportation Advisory Committee

**All meetings are scheduled for 1:00 p.m. in
City Hall Council Chambers unless otherwise notified.**

Thursday, **March 26th**, 2026

Thursday, **June 25th**, 2026

Thursday, **September 24th**, 2026

Thursday, **December 10th**, 2026



RECREATION REPORT

- Job post/Hire warming house attendants
- Job post/Hire hockey officials
- MNRPA conference
- Volunteers to coach youth pond hockey
- Clean out concessions
- Sharpen skates at all warming houses
- Get warming houses ready for the season-organize, signs prepared, forms, order materials-first aid, ext.

PARKS MAINTENANCE REPORT

- Fabricating retrofit of BBBA batting cages
- Winterized all park irrigation lines and buildings (campground, dump station, splash pad etc.)
- Took down tennis and pickleball frames and nets
- Still working on warming house renovations for new rink at Jaycees
- Taking inventory of supplies need for spring
- Installing rubber flooring at Jaycees
- Swapped out all banners downtown summer to winter themes
- Purchasing all lights for City Hall tree
- Switching over equipment to winter implements
- Finished washing out all garbage cans and stored
- Removed sunscreens from beach and stored
- Removed boat landing dock and fishing pier dock from Lum Park
- Repairing equipment and ordering parts
- Painted interior doors at Jaycees
- Winterized downtown water truck
- Leveled sand at Lum Park beach



New Sign at Lions Park at Buffalo Hills:



Park Volunteer Day – Brainerd Credit Union

- Brainerd Credit Union took Columbus Day to donate their time to the city of Brainerd Parks and Recreation.

STREETS & SEWER

- Fall sweeping
- Jetting of annual sanitary sewer lines
- Run operation checks of snow removal equipment
- Remove planters and bike rack from downtown
- Take flags down from historic water tower

ENGINEERING DIVISION

Beech/Oakridge Reconstruction Project

Work on this project continues to progressing towards having the project completed to a level where curb and gutter and the first lift of pavement is placed on the entire project. Roughly half of the curb, pavement, and new sidewalk is placed on the south half of the project. The contractor is continuing towards completing the work on the north end over the remaining portion of this week. It is anticipated that the contractor will only be able to finish the first lift of pavement



before the weather is prohibitive and the asphalt plants are closed. The final cleanup and surfacing would be completed in early 2026.

Wright/10th Reconstruction Project

Landwehr has completed construction of curb and gutter and the first lift of paving on the west half of Wright Street. Final grading is being completed on Wright Street between 10th and 13th Streets, which will be followed by curb and gutter, then the first lift of asphalt pavement. After meeting with the contractor, it has been discussed that it is in our best interest to not begin work on the 10th Street portion of the project, as it is likely with the likely weather conditions in November that the quality of the product would be undesirable. The final lift of pavement would be intended to be placed after work on 10th Street is complete to prevent marring up of the final surface.

TH 371B/Willow Roundabout Project

Work on this project is generally complete, and the intersection re-opened to traffic once the remaining signage is in place. The contractor was provided a punch list of items to complete before final acceptance. It is likely that the contract will be held over winter until final turf establishment and any other acceptance items are completed.

Hawkins-Ronald-Joseph Resurfacing Project

The contractor has completed the replacement of the hydrants and isolated curb and gutter segments for drainage issues. Further, staff directed the contractor to bring in additional gravel base as it was evident after the pavement was removed that large areas did not have the expected gravel base section that would provide a base for the pavement. Final paving is anticipated to occur before the end of the week (after the Council packet is published). At this time, with the end of season and necessary gas line relocations, it is expected that the Joseph/Ronald/alley portion of the project will occur in Spring 2026.

TH 210/Washington Street Reconstruction Project



MnDOT has prepared plans to the 100% stage. An updated cost estimate will be put together and cooperative agreements with grant funding and allocations will be prepared and presented to the Council in the upcoming few weeks. It is anticipated that the project is let in January 2026.

M Street Storm Sewer Outfall Repair Project

The contractor has installed the storm sewer pipe and structure from the river to the connection, under the sanitary interceptor main. Multiple issues occurred during construction that staff and WSB, in coordination with the contractor, were able to address on the fly and continue the project to completion this fall. It is expected that the final work will occur shortly and a final pay request presented to the Council for approval.

Library Exterior and Mechanical Repairs Project

The contractor is completing the remaining work in the planned project. Staff will perform a final walkthrough with the contractor to determine if any punch list items remain. A final pay request to close out the project will be presented to the Council once those items are complete.

Police Department Exterior Repairs Project (2024)

The contractor is complete with window and door replacement. Staff will be performing a walk through with the contractor to develop a final punch list. Once all punch list items are complete, staff will review for final acceptance and contract close out.



TRANSIT DIVISION

Ridership Growth:

- September 2025 ridership is **14% higher than September 2024**.
- September 2025 ridership is **22% higher than September 2023**, representing an **average annual growth of approximately 10.5% per year**.
- Some routes, particularly in the P.M. , are reaching capacity, resulting in occasional ride denials.

Scheduling & Technology:

- New software, Spare, continues to optimize scheduling, helping increase ridership and improve accessibility.
- The Spare rider app has grown to a steady 20% user base, allowing riders greater independence.

Fleet Update:

- The newest bus, equipped with our first fat tire bike rack, has been put into service.
- Bike racks increase accessibility and support multimodal transit, allowing riders to combine biking and bus travel.

Contractor Performance:

- Ongoing collaboration with Blue Sky to address performance items, including customer service improvements.