

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 12<sup>th</sup> day of October, 2018 at 9:00 a.m. at the Metro Bus Operations Center. Commissioner Kleis presided with the Following present:

Commissioners:	1. Dave Kleis
	2. Rick Miller
	3. Ryan Fitzmuth
	4. Kurt Hunstiger Arr. (9:02)
	5. John Libert
Chief Executive Officer	Ryan Daniel
Chief Finance and Administrative Officer:	Paula Mastey

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

Consent Agenda:

- 5.) Minutes of September 18, 2018 Regular Meeting
- 6.) September 2018 Balance Sheet, Budget Statement and Bank Reconciliation
- 7.) September 2018 List of Bills
- 8.) September 2018 Ridership Reports for Fixed Route, Dial-a-Ride, and Northstar Link **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to approve the Consent Agenda. Motion carried.**

Open Forum: No one spoke.

General Business:

- 9.) Consideration of Advertising Agreement between Metro Bus and Houck Advertising. Berta Hartig presented the updated contract and requested approval. Contract length is for 5 years. Houck will sell advertising on the buses. Contract also allows Metro Bus to sell direct advertising. **Commissioner Fitzthum moved and Commissioner Libert seconded a motion to approve the Advertising Agreement between Metro Bus and Houck Advertising. Motion carried.**
- 10.) Consideration of Procurement Policy: Gary Korneck presented a revised version of the procurement policy. The policy will eliminate the large purchase option and instead go with a micro, small, medium, and formal bid process purchase options. Micro purchase \$0.01 - \$4999.99, Small purchase \$5000 - \$24999.99, Medium purchase \$25000 – 99,999.99, and formal bid process purchase \$100,000 >. This adjustment is to be more in line with state purchase guidelines. There have also been job title adjustments and updates. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve the Procurement Policy.**
- 11.) Consideration of Connex Pilot program: Doug Diedrichsen explained the unveiling of the Connex Program in Sartell that will affect Route 31 and 32. Route 32 will be replaced by the Connex Service and Route 31 will be extended. The Pilot program will run from January 2<sup>nd</sup> 2019 through June 30<sup>th</sup>, 2019. This is a curb-to-curb service. Service will mirror Dial-a-Ride service. Connections will be available at the Wal-mart shelter as well as the Country Manor Shelter. 251-RIDE will be the contact phone number.

Fares will match fixed route service. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to approve the Connex Pilot Program. Motion carried.**

Department Update:

12.) Procurement Department Update. Gary Korneck gave an update on bus fleet replacements. A contract and P.O. has been issued for the purchase of 3 Excelsior CNG New Flyer buses set to go into production on October 29<sup>th</sup>. Scheduled delivery will be December 14<sup>th</sup>. Cost of the buses is \$512,598.54 with some additional costs expected. 2 MCI, Northstar Link commuter coaches will be added to the fleet. Production is scheduled for December 12<sup>th</sup> with final inspections due December 26<sup>th</sup>. Contract and P.O. has been issued. Cost is \$599,198.46 with some additional costs expected. Metro Bus will be switching from a Champion Dial-a-Ride bus to an ARBOC bus. There will be 5 ARBOC buses added to the fleet with contract and P.O. issued. There is no formal production date yet but they are scheduled tentatively for Mid-January, 2019. A new bus hoist was installed in the garage. Metro Bus has signed a new, 5-year vendor contract with Bernicks. New vending machines were installed at the Transit Center this year along with new vending options. Metro Bus entered into a new tire lease contract with Bridgestone/Firestone. Metro Bus has entered into a new refuse contract with Waste Management. Annual parts inventory revealed 91% accuracy. Total inventory value was \$163,588 at year end. 2019 fiscal projects include \$300,000 feasibility study to gauge longevity of facilities and expansion possibilities. New staff vehicles will be purchased in 2019. Large bus contract (MCI & New Flyer) will expire at the end of 2019. There is the potential to introduce some electric buses when a new contract is established. 1997 MCI coach was sold for \$8100 and a 2003 Gillig was sold for \$5700. Dial-a-Ride buses have been recycled.

Adjournment: **Commissioner Fitzthum moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 9:24 a.m. Motion carried.**