

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18th day of December, 2007 at 4:02 p.m. at the Metro Bus Operations Center. Chairman Ringsmuth presided with the following present:

Commissioners:	1. Paul Ringsmuth
	2. Carolyn Garven
	3. Mark Campbell-absent
	4. Dave Kleis
	5. Steve Hennes
Executive Director:	David W. Tripp
Director of Operations & Technology:	Tony Kellen
Director of Planning & Marketing:	Tom Cruikshank
Administrative Secretary:	Libby Dykema
Others:	Hazel Youngmann
	Loren Viere
	Kim Hoff
	Shawn Pierce

Addition or Changes to the Agenda. #9. Specialized Service Suspension Appeal cancelled. **Commissioner Kleis moved, Commissioner Hennes seconded, a motion to approve the agenda as amended. Motion carried.**

Consent Agenda. **Commissioner Garven moved, Commissioner Kleis seconded, a motion to approve the Consent Agenda which included the October 2007 Budget Statement, the November 2007 List of Bills as amended, the November 2007 Treasurer's Cash Report, and the November 6th and 20th Regular Meeting Minutes. Motion carried.**

Old Business. There was none.

New Business. A.) Specialized Service Suspension Appeal. Ms. Hoff explained that Bernice McKenzie had experienced problems with no-shows in the past. She received her first suspension for seven (7) days from April 23-29, 2007. After receiving five (5) additional no-shows, the Eligibility Committee issued her a 30-day suspension in November of 2007. Ms. McKenzie no-showed her ride to the Commission Meeting today. Commissioner Garven was concerned that because Ms. McKenzie did not appear to appeal her suspension, she would continue to be eligible to use the Dial-A-Ride service. Ms. Hoff explained that Ms. McKenzie received a letter explaining that if she failed to appear before the Commission on this date, her 30-day suspension would begin tomorrow, December 19, 2007.

B.) Presentation of Fiscal Year 2007 Audited Financial Statements. Loren Viere of Kern, DeWenter and Viere, began his presentation by covering general information regarding the responsibilities of both the Commission and of the firm performing the audit, government standards for doing this audit, the fair presentation of MTC's past statements, and compliance issues. He covered financial statements based on both full and modified accruals and discussed current assets, capital assets, total liabilities, expenses, revenues, and budget. Mr. Viere continued with the Management Letter in which the accounting firm suggested the need for more

segregation of accounting duties and continued audit training for Metro Bus staff. Mr. Viere concluded by saying that Metro Bus is in relatively good financial condition and has a very conscientious staff.

C.) Operations Report. 1.) Route Updates: First, Mr. Cruikshank mentioned that the Late Nite service will begin on Thursday, January 17th at SCSU. Second, Route 75 is set to begin on Monday, January 14th. Staff recently visited businesses and apartments on the new Route 75 to give them schedules and information. There will also be direct mail marketing going out three times in January to approximately 5,700 mailing addresses on the route with information and free ride coupons. Last, the University Route will need to adjust its schedule and go down to 22nd Street on every run in order to meet up with Route 75. **Commissioner Kleis moved, Commissioner Hennes seconded, a motion to adjust the University Route. Motion carried.**

2.) November 2007 Ridership: Mr. Kellen said the Passengers per hour for the Dial-a-Ride service was very strong with ridership over 12,000. On the Fixed Route, there were 14,000 additional passengers in 2007 compared to 2006. He also noted that the University routes continue to have very healthy ridership.

D.) Update on Financial Reporting System Upgrades. Mr. Kellen explained that the accounting systems are currently being upgraded and the final transition occurred yesterday. All systems—Dial-A-Ride, Fixed Route Operations, Fleet Maintenance—are now in the same database. The MetroNet, our Internal data sharing system, will be used to integrate all those systems into one centralized system. Working with Open Systems, the accounting system will now have only one coding system, the financial reports will be much more simplified and at a higher level in the future, and there will be new budgeting tools to aid staff in the budgeting process.

E.) Consideration of Resolution #2007-17, Submission of DAR Fleet Replacement for STP Funding. **Commissioner Garven moved, Commissioner Kleis seconded, a motion to approve Resolution #2007-17, Submission of DAR Fleet Replacement for STP Funding. Motion carried.**

F.) Consideration of Resolution #2007-18, Setting Final Levy. Mr. Tripp discussed funding needs for small bus replacement and Sunday service beginning the third week in May, 2008. The Final Levy on all taxable property in the transit area would be set at a rate sufficient to raise \$894,400, and the 2008 rate will be lower than 2007's. **Commissioner Kleis moved, Commissioner Garven seconded, a motion to approve Resolution #2007-18, Setting the Final Levy. Motion carried.**

Other Business. A. APO Full Board Representative. Mr. Tripp explained that the Full Board Representative for Metro Bus needs to be an elected official and Paul Ringsmuth has been in that position for the past 8-9 years. In January, Commissioner Ringsmuth will no longer be an elected official; Commissioners Garven and Hennes are already on the Board and Commissioner Kleis is on the Executive Board. There was consensus that a replacement for Commissioner Ringsmuth was not necessary, but that amending the APO by-laws would be a good idea. **Commissioner Kleis moved, Commissioner Garven seconded, a motion to approach the APO to amend their by-laws to allow a non-elected official to represent Metro Bus on the APO Full Board. Motion carried with Commissioner Ringsmuth abstaining.**

Open Discussion. Commissioner Ringsmuth commented that the City of Waite Park cleared the snow from the sidewalk on a state road: 2nd Street South near K-Mart in Waite Park.

Hazel said that there are many bus stops and shelters not being cleared of snow. Mr. Tripp responded that there are just too many stops, 600+, for Metro Bus staff to clear; because of funding and budget limitations it hasn't been done in the past, and probably will also not be in the future. All shelters however are cleared and maintained.

Adjournment. Commissioner Ringsmuth adjourned the meeting at 5:11 p.m.

Following the Regular Meeting there was a closed door meeting, in accordance and conformance with the Minnesota Open Meeting Law, to discuss the status of contract negotiations with employees represented by Teamsters Local 638.