

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20th day of October, 2009 at 4:00 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-arr. 4:05, left 4:40
	4. Dave Kleis-left 4:08
	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 Youngman
	Sue Seimers, Mn/DOT
	Gerry Weiss, MN/DOT
	Walter Cherwony
	Kim Hoff
	Terry Markfort
	Arlene Wirth

Additions or Changes to the Agenda. Add #13: Consideration of Additional Link Bus for November 13th. Add #14: Consideration of TIP Amendments for APO's TIP. **Commissioner Kleis moved, and Commissioner Garven seconded a motion, to approve the agenda as amended. Motion carried.**

Consent Agenda. **Commissioner Hennes moved, and Commissioner Kleis seconded a motion, to approve the Consent Agenda which included the September 4, 2009, September 15, 2009, and October 1, 2009 Regular Meeting Minutes, September 2009 Balance Sheets, September 2009 Budget Statements, and September 2009 List of Bills. Motion carried.**

Old Business.

9.) Presentation of Downtown Transit Center Analysis by Walter Cherwony of Abrams-Cherwony Group, Philadelphia. Mr. Cherwony gave a Power Point Presentation on the Transit Center Analysis portion of the Transit System Performance Analysis, System Redesign, Market Study and Long Range Plan Update. The initial step in developing a bus terminal program for St. Cloud Metro Bus was a review of the current situation. This effort consisted of three parts: (1) terminal facility, (2) service and operations and (3) assessment. Based on the description of the existing conditions in terms of the physical facility and bus operations, along with on-site observations and discussions with St. Cloud Metro Bus staff, a series of findings were made regarding the current bus terminal. The current facility appears to function adequately and has been in use since its opening in 1992. In terms of location the current terminal is well situated for current ridership patterns. The existing facility has limited, if any, capacity for expansion which is anticipated with the proposed service plan. The current design restricts the type of buses that can be accommodated by the present terminal to 35 foot and shorter. The current facility does not permit independent departure of buses. If a bus is late in departing the site, it restricts the

departure of other bus routes. The current terminal building and waiting area may prove inadequate with service expansion and ridership gains. The sidewalk surrounding the terminal building is narrow and restricts space for boarding and alighting passengers. Often buses entering the facility from the north along 5th Avenue South must swing wide and encroach on the opposing traffic lane to enter the facility. With expansion of the bus system and increases in ridership, the inadequacies of the current terminal will prove significant. While other downtown sites were considered since they might be readily available, they did not offer sufficient space to be able to accommodate a modern transit facility as indicated in the various generic design concepts. Without adequate dimensions, there would be little point in moving from the current terminal. Based on a review of the sites under consideration, the recommended plan consists of improvements to the current site and utilization of adjacent parcels. The recommended plan consists of a three stage program as follows: 1.) Consider adding an additional bus berth using the western most bus berth on the south side of the facility which currently has an overhead sign Unassigned; 2.) Improvements to sidewalks, replacement of curbs and construction of shelters and canopies along 1st Street South; 3.) Acquisition and demolition of Rum Runners and empty insurance agency office next door. This would maximize the use of the current terminal building and retain the existing desirable location. In addition to gaining project acceptance, endorsement and funding, the project will require further analysis and refinement. This is particularly the case since the current analysis was only preliminary in nature. The steps comprising these technical steps are summarized as: 1.) Preliminary Engineering/Environmental Assessment; 2.) Site Acquisition/Agreements; 3.) Final Design; and 4.) Contract Award and Construction.

Commissioner Garven moved, and Commissioner Hennes seconded a motion, to authorize Metro Bus staff to proceed with confidential, formal discussions and further analysis for the long range plans of the Transit Center. Motion carried.

10.) Operations Reports.

a. September Ridership. Mr. Kellen commented that ridership on the Fixed Route system is up 15% from a year ago despite 52 less service hours.

b. DAR issues with Stearns County west end Service Center. Mr. Tripp tabled this discussion for a future meeting.

11.) Update on Northstar Link

a. Consideration of Metro Bus service connections to the Northstar Link Park-n-Ride lot. Mr. Tripp explained that Metro Bus staff has been working on service from the Transit Center to the Northstar Link Commuter Bus Park-n-Ride Lot without passenger inconvenience or sacrificing the Eastside and Southeast routes' timing. The recommendation is to authorize: 1.) the scheduling of the Eastside Route to serve the Northstar Park-n-Ride Lot at 6:00 and 6:30 a.m., Monday-Friday by skipping the Cub/Shopko loop; and 2.) the scheduling of the Northstar Link Bus to serve the Transit Center from the Park-n-Ride lot at 7:40 a.m., 8:00 a.m., 5:55 p.m., 6:25 p.m., 6:55 p.m., and 7:45 p.m., running on demand only. **Commissioner Hennes moved, and Commissioner Garven seconded a motion, to authorize limited service between the Northstar Park-n-Ride Lot and the Transit Center. Motion carried.**

12.) Consideration of Job Description and Pay Scale for NTD Onboard Surveyor. Ms Wirth explained the David Fitisemanu has collected ridership data for FTA required National Transit Database (NTD) reporting. Since 2006 he has worked part-time as an Independent Contractor. Following a review of what differentiates an Independent Contractor from an employee status position, based on guidance from the MN Department of Labor and Industry, it was decided that Metro Bus exercises sufficient control over the NTD Surveyor to recommend reclassifying the

position to an employee status. A job description and Pay Scale was created and Metro Bus will be responsible for FICA and PERA payments. **Commissioner Campbell moved, and Commissioner Garven seconded a motion, to reclassify the NTD Surveyor position as a part-time employee rather than an Independent Contractor. Motion carried.**

New Business.

13.) Consideration of Additional Link Bus for November 13th. The Inaugural rides on the Northstar Link Commuter Bus and the Northstar Line Commuter Rail will take place on Friday, November 13, along with a dedication ceremony of the St. Cloud Park and Ride Lot. Due to the large number of VIP's anticipated to attend, it is recommended that a total of two buses run from the Park and Ride Lot to Big Lake. NCDA is paying for one bus and the cost to Metro Bus to provide the second bus would be \$150. **Commissioner Garven moved, and Commissioner Hennes seconded a motion, to add a second bus for the November 13 Inaugural Ride. Motion carried.**

14.) Consideration of TIP Amendments for APO's TIP. Mr. Cruikshank explained the modifications to the Capital Improvement Program. Project #1, due to the new route plan, is the additional need for two (2) expansion large buses; Project #2 is the Operations Center Office & Storage Addition in which there is a dollar amount clarification based on a forthcoming grant from Mn/DOT; and Project #3, the Transit Center Expansion and Renovation, will be advanced from 2012 to 2011 based on the recommendation of our Study consultants. For the St. Cloud Area APO FY2011 Federal Appropriations List, the number one priority for Metro Bus is the Transit Center Expansion and Renovation and number two is the purchase of two large buses. **Commissioner Hennes moved, and Commissioner Garven seconded a motion, to approve the changes to the Capital Improvement Program and authorize Metro Bus staff to submit the two projects to the APO. Motion carried.**

Open Discussion. Hazel Youngmann thanked Metro Bus staff for having all the Public Informational Meetings regarding the upcoming route changes. She voiced her concern that transit dependent people would not be able to make the earliest morning Northstar routes. Mr. Cruikshank explained that it is just not financially possible at this time to have earlier service.

Adjournment. Commissioner Ringsmuth adjourned the meeting at 5:18 p.m.