



**BRAINERD CROW WING
PUBLIC TRANSIT**



**City Transportation Advisory Committee
Thursday, March 11, 2021 from 3:00 to 4:30 pm
Council Chambers, Brainerd City Hall and WebEx**

Transportation Committee Chair Czczok called the meeting of the City Transportation Advisory Committee to order at 3:00 pm in the City of Brainerd Council Chambers.

Noted present were Committee Members Stenberg, Bertram, Koep, Erickson, Czczok. Also noted present were staff Transit Coordinator Stone, City Engineer Sandy, Transit Operations Specialist Gauthier and MNDOT PM Tina Neary. Some members attended via WebEx or conference call – as such, all motions were passed by rollcall vote and only nays are noted below.

1. Additions / Changes to Agenda (action)

- a. MOVED AND SECONDED BY KOEP AND STENBERG, DULY CARRIED, NO ADDITIONS OR CHANGES TO THE AGENDA
- b. House Keeping – new members: Welcome to City Council Liaison Tad Erickson

2. Approval of City TAC Meeting Minutes of March 11, 2021 (action)

- a. MOVED AND SECONDED BY STENBERG AND KOEP, DULY CARRIED, TO APPROVE THE MINUTES OF THE MARCH 11, 2021 CITY TAC MEETING MINUTES

3. Review Specifications for RFP (action)

- a. City Transit Coordinator Stone presented additional DBE document as an attachment/addition that is required to be included in the RFP
- b. MOVED AND SECONDED BY STENBERG AND KOEP, DULY CARRIED, TO APPROVE RFP EDITS, ICE AND ADDITIONAL DBE DOCUMENT

4. COVID Ridership (info)

- a. Staff presented ridership graphs comparing 2018 to 2019, which showed declining ridership. 2019 to 2020 graph showed continued declining ridership. 2020 to 2021 graph shows ridership slightly increasing since Spring of 2020 sudden drop in ridership due to Covid. Ridership is still at lowest recent numbers.

5. 2020 VCAR (info)

- a. Staff provided information on VCAR (Vehicle Condition Assessment Rating report) for both 400 series and 500 series buses.

Committee Members: Jeff Czczok, Mary Koep, VACANT, Nathan Bertram, VACANT, Doug Stenberg
City Council Liaison Tad Erickson

Staff Members/Others: City Engineer Sandy, Transit Coordinator Stone, Transit Assistant Gauthier,
Tina Neary (MNDOT), City Administrator Jennifer Bergman, County Administrator Tim Houle

6. 2020 Checklist (info)

- a. Staff provided information regarding the 2020 Public Transit Monitoring Checklist

7. Transit Operating Policy 2.3.3.1 update (action)

- a. Staff provided proposed update to operating policy 2.3.3.1.
- b. MOVED AND SECONDED BY BERTRAM AND STENBERG, DULY CARRIED, TO APPROVE POLICY UPDATE AND TO RECOMMEND ADOPTION OF UPDATED POLICY TO CITY COUNCIL

8. 2021 COVID extended funding at 100% (info)

- a. Staff provided information related to extended State funding coverage of 100% for rural transit systems from March 1, 2021 through December 31, 2021.

9. Open Forum (public)

- a. There were no members of the public that attended this meeting.

10. Committee Member Comments/Questions

- a. The next TAC meeting was anticipated to be sometime in Mid May once RFP proposals were received.

11. Adjourn (action)

- a. MOTION AND SECONDED BY STENBERG AND ERICKSON, DULY CARRIED, TO ADJOURN THE MEETING AT 4:20 PM.

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