

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, July 21, 2014
Library Meeting Room – 5:30 p.m.

I. CALL TO ORDER

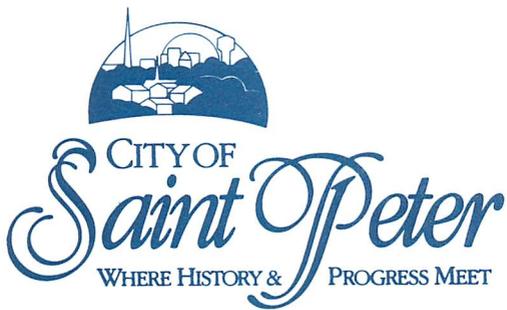
II. DISCUSSION

- A. Service Line Maintenance Agreement
- B. Continuation of Public Works Department Presentation
- C. Finance Department Presentation
- D. Highway 169 Detour
- E. Transit Update
- F. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/16/14

FROM: Todd Prafke
City Administrator

RE: Service Line Program

ACTION/RECOMMENDATION

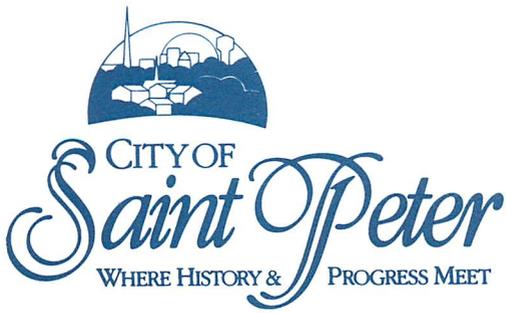
None needed. For your information and discussion only.

BACKGROUND

Administrative Intern Benjamim Effah will provide a presentation on a proposed service line repair program as part of the workshop on Monday evening.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/16/2014

FROM: Todd Prafke
City Administrator

RE: Public Works Department Presentation Continuation

ACTION/RECOMMENDATION

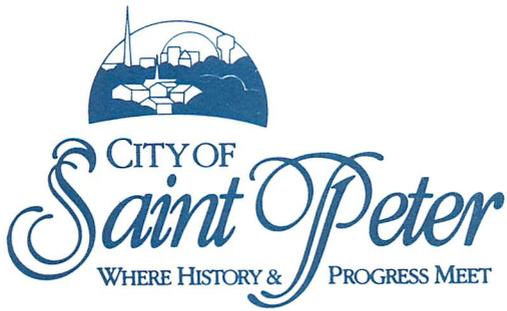
None needed. For your information only.

BACKGROUND

As part of the Monday evening workshop, Public Works Director Giesking will complete the presentation on the Public Works Department that was started several weeks ago.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/16/2014

FROM: Todd Prafke
City Administrator

RE: Finance Department Presentation

ACTION/RECOMMENDATION

None needed. For your information only.

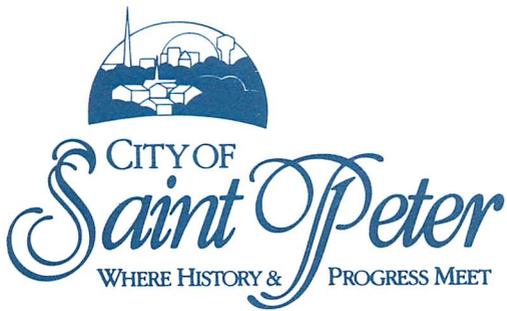
BACKGROUND

As you know I have scheduled a series of presentations at City Council workshops to highlight the activities and responsibilities of each of the City's departments.

Finance Director O'Connell will provide a presentation on the activities of her department as part of the workshop on Monday evening.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 7/18/14

FROM: Lewis Giesking
Director of Public Works

RE: Highway 169 Detour Request

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

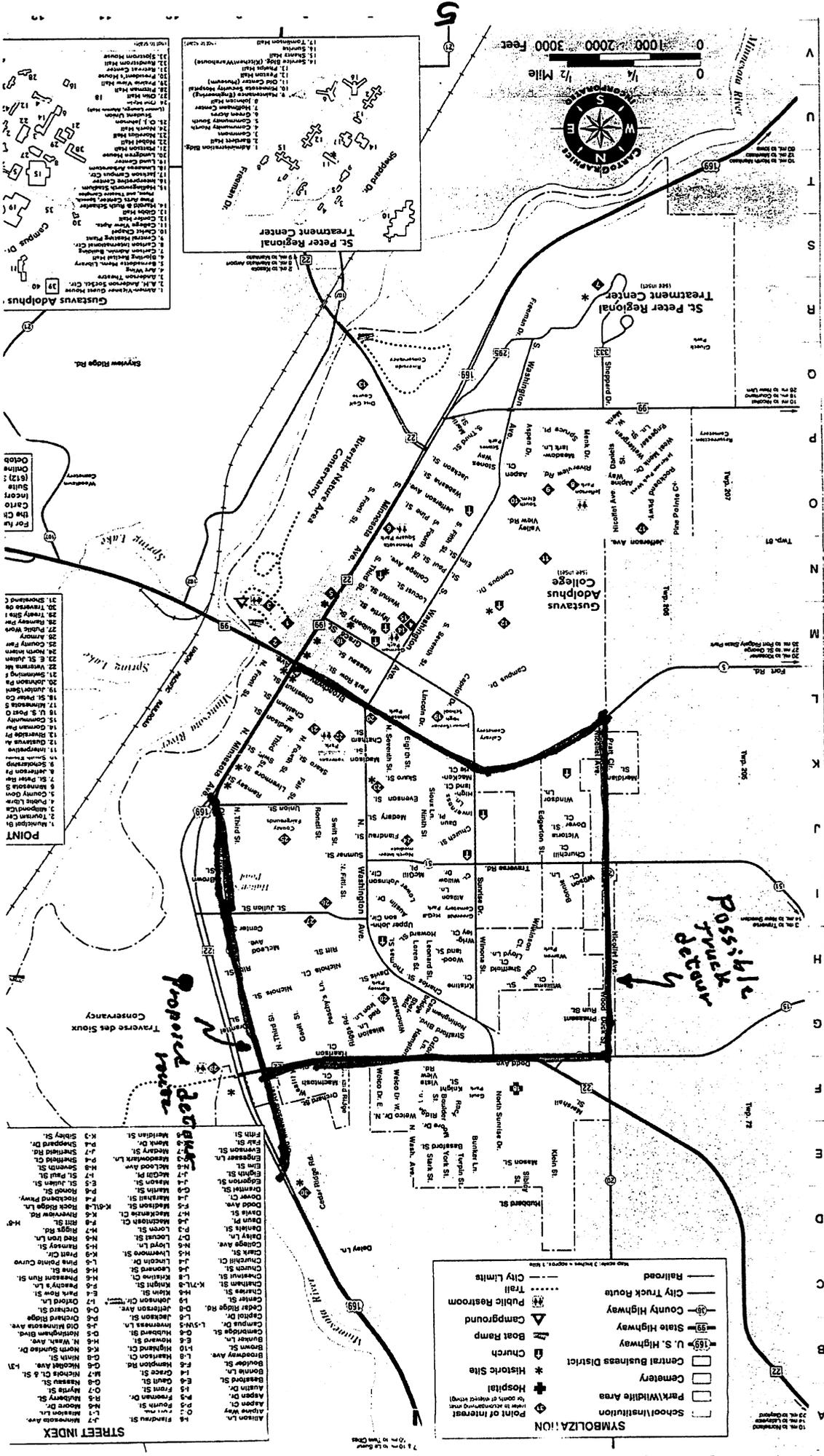
BACKGROUND

The Minnesota Department of Transportation (MnDOT) is proposing a temporary detour of Highway 169. The contractor is approximately four weeks behind schedule. This detour would allow the contractor to combine phases of work and accelerate the completion of the work by the end of the construction season.

As is currently proposed, the action would detour Highway 169 traffic onto old Minnesota between Union Street and where Old Minnesota Avenue connects to Highway 159 just north of the City limits. This proposed detour has not been finalized yet and may change before a final recommendation is made to the City next week. A separate truck detour is also being considered, but no decision has been made by MnDOT yet. A map of preliminary detour route is included for your review.

I will be at the workshop on Monday evening to provide a report on this request. Please feel free to contact me should you have questions or concerns on this agenda item.

LGG/



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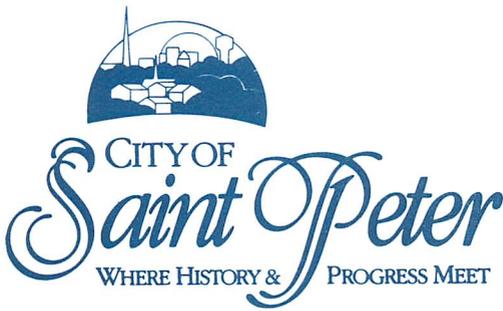
- ST. PETER REGIONAL CENTER**
- 1. Administration Bldg.
 - 2. Auditorium
 - 3. Cafeteria
 - 4. Conference Room
 - 5. Computer Center
 - 6. Library
 - 7. Music Room
 - 8. Physical Education Bldg.
 - 9. Student Center
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- GUSTAVUS ADOLPHUS**
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- POINT**
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- SYMBOLIZATION**
- Railroad
 - City Truck Route
 - County Highway
 - State Highway
 - U.S. Highway
 - Central Business District
 - Cemetery
 - Park/Wildlife Area
 - School/Institution
 - Point of Interest
 - Church
 - Campground
 - Public Restroom
 - Trail
 - City Limits

Proposed
8/11/2014
Detour



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/16/14

FROM: Paula O'Connell
Director of Finance/Treasurer

Wayne Albers
Transit Coordinator

RE: Transit For Our Future Initiative

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Our goal for the Council workshop on Monday evening is to provide and update the City Council on this project that was last discussed at the goal session a few weeks back. We hope to provide a bit of historical perspective and let the Council know where the Transit system maybe going. There are a number of things that still need to be evaluated with changes to transit, including the nature of any agreement moving forward, financial issues, long term impact of service, if any, and others.

Early in 2011, the Minnesota Department of Transportation (MnDOT) announced the implementation of an initiative called "Transit For Our Future" (TFF). The goal of TFF is to *"improve customer access and service by establishing consistent State program policies that balance accessibility with efficiency"* in outstate Minnesota. In MnDOT's terminology "accessibility" means broad availability of transit service. A MnDOT Office of Transit (OT) study reports that the number of adults turning age 65 in the years 2011 through 2020 will be greater than the number that turned 65 from 1940 to 2010. This aging population will certainly be looking for transportation alternatives as they continue to age.

As part of the TFF initiative, the Office of Transit identified three strategies that would allow public transit organizations to provide more and better service while providing more efficient management. Along with improving service and gaining efficiency, the expectation is that these strategies would also allow for better compliance with current and proposed Federal regulations on the transit industry. The three strategies became known as the 3 C's — **Coordination**, **Cooperation** and **Consolidation**. Transit systems are expected to use one or more of these strategies to streamline and add efficiency to their services.

In the vision of OT, **Coordination** between two or more rural transit systems would allow the systems to add service into less densely populated areas of Minnesota. The expectation also included increased access to destinations.

Cooperation on the part of the rural transit systems would allow the systems to maintain individual identities while the service area would include all members. Each member would be responsible for certain portions of the service provided in the combined service area.

The third strategy is **Consolidation**. Under consolidation two or more rural transit systems would become one system with one management structure. The savings in management costs through efficiency would then allow for increased service within the service area.

In light of the ongoing expectations of the Office of Transportation, VINE Faith in Action, Le Sueur Transit and Saint Peter Transit decided to explore how we could improve our "accessibility" and efficiency. Since the focus of this initiative is to improve access into rural areas of Minnesota representatives of Blue Earth, Le Sueur and Nicollet Counties were also invited to the meetings as these three counties are among a small handful of counties statewide without countywide transit systems

The first of several meetings was held in December of 2013. At the end of a subsequent meeting in March of 2014, the group decided to do a survey of passengers, prospective passengers, employers, employees and others in the communities served to determine if additional service is needed and, if so, determine what that service might be. The results of the survey were mixed, but as expected, based on anecdotal information, the need for transportation along the Highway 169 corridor from the south metro to Mankato became apparent.

There was also some interest in transit from smaller rural towns into Le Sueur, Mankato and Saint Peter. Of the 564 respondents to the survey, 436 responded to the question concerning their need of intercity transit. This question asked respondents to indicate all destinations that they might use if the schedule was convenient. Eighty percent (80%) of respondents stated that they would like to go to Mankato or Saint Peter. North Mankato was chosen by 50% of those responding. The south metro and Le Sueur were indicated by approximately 25% of the respondents and the cities of Nicollet, Lake Crystal and Madison Lake were chosen by about 5% of the respondents.

With deadlines for 2015 transit operating grants looming, we met with representatives of the Office of Transit, VINE and the City of Le Sueur in late June. As the expectations under TFF have not changed and it is becoming more difficult for staff to stay in compliance with Federal regulations, representatives of the three transit systems decided to explore the formation of a Joint Powers Authority to provide transit services in the area. The expectation is that the consolidation would allow the consolidated staff to focus on separate responsibilities and achieve better compliance. Additionally, the savings realized from efficiencies may allow for improvements in service.

Office of Transit representatives explained that the structure of a Joint Powers Authority was up to the member jurisdictions. The three transit organizations also decided to provide information to the City Councilmembers of each City and the operating board of VINE along with the County Boards of Blue Earth, Le Sueur and Nicollet Counties to determine their interest in forming a Joint Powers Authority or some other organizational model. Once all of the organizations have had the opportunity to discuss the models, including establishment of a Joint Powers Authority, further meetings will be scheduled with interested entities to explore the actual structure of the any future entity.

The Office of Transportation representatives suggested that a State funded consultant will likely be available later this year (possibly in September) to assist the potential partners with determining what additional service is reasonable and prudent. At the present time the expectation is that at a minimum, the current services provided by VINE, Le Sueur Transit and

Saint Peter Transit would continue under the new organization pending the recommendations of the consultant. The consultant would also likely make recommendations concerning the structure of the Joint Powers entity.

This is a tentative timeline that the OT has proposed to follow:

Meet with City Council/County Board to discuss service	July 2014
Gain approval from the Council/Board to proceed as a group	September 2014
Begin working to form new service/organizational structure (most likely based on consultant study recommendations)	September 2014
Approve service design/organizational structure, rebranding	February 13, 2015
Begin posting of positions	March 1
Begin hiring and training	March 15
Finalize organizational structure/service design	April 15
Begin marketing community awareness meetings, flyers, ads	May 1
Begin cooperative services	July 1

Currently the individual agencies contribute a 20% match of State/Federal funding for capital and operations. Efforts to consolidate the individual agencies will also be funded locally by a 20% match of State/Federal funding. Once consolidated, the operations of the new entity will be funded locally by a 15% match of State/Federal funding.

Transit for the future recognizes the need to meet Federal mandates in carrying out public transportation. Specialization by the existing Coordinators on topics such as purchasing, fleet maintenance, Title VI discrimination rules, and drug and alcohol testing may be of benefit going forward. Currently, each individual system has to be an expert in these areas to comply with Federal mandates. This cooperation may be a redistribution of work load more than a fiscal savings.

Should consolidation occur, the changes in Saint Peter's transit system could include the following:

- dispatching upgrade with software
- rebranding of bus fleet
- separation of staff and transit operations from City.
- designation of an individual to report to the joint organization

And, should a Joint Powers Authority or some other entity be formed, the following decisions would most likely be necessary:

- job description of current Transit Coordinators to specify which federal requirement each will specialize in.
- wages and benefits of Drivers and other staff
- Changes to routes, if any
- Future of Dial-a-Ride and routes services, GUS bus, preschool routes, Read and Feed transportation, intercity transportation, Council use of bus services, sober rides.

There are any number of things that would need to be considered and have yet to be evaluated. Again, our goal for the workshop is to update the Council and provide them with an opportunity to prove input into the process thus far.

Please let us know if you have any questions or concerns on this agenda item.