



## **AGENDA AND NOTICE OF REGULAR MEETING**

### **MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD**

Wednesday, July 12, 2017 – 2:30 p.m.

Governor's Room, Community Center, Saint Peter  
600 South Fifth Street

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES/DISBURSEMENTS**
  - A. May 10, 2017 Regular Meeting
  - B. Disbursements List Approval 05/01/2017 – 06/30/2017
- IV. VISITORS**
  - A. Schedule of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. OLD BUSINESS**

None scheduled
- VI. NEW BUSINESS**
  - A. Gus Bus Contract
  - B. 2018 Grant Application
    1. Operations
    2. Capital
    3. Title VI
  - C. Next Meeting Schedule
    1. September 13, 2017 – Le Sueur
    2. November 8, 2017 – Saint Peter
  - D. Others
    1. Retreat/Goal Session Interest?
- VII. REPORTS**
  1. Compliance Manager Report
  2. Operation Manager Report
- VIII. ADJOURNMENT**

**MINNESOTA RIVER VALLEY TRANSIT**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE BOARD MEETING**

**MAY 10, 2017**

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Council Chambers Meeting Room of the City of Le Sueur on May 10, 2017.

A quorum present, Chairperson Carlin called the meeting to order at 2:30 p.m. The following members were present: Susan Carlin, Mark Huntington, and Kevin Wilke. Absent was Stephen Grams. The following officials were present: Saint Peter City Administrator Todd Prafke, interim Le Sueur City Administrator Jasper Kruggel, and Saint Peter Finance Director Paula O'Connell.

**Approval of Agenda** – A motion was made by Wilke, seconded by Huntington, to approve the agenda. With all in favor, the motion carried.

**Approval of Minutes/Disbursements** – A motion was made by Wilke, seconded by Huntington, to approve the minutes of the March 13, 2017 regular Board meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the March 13, 2017 regular meeting is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

A motion was made by Huntington, seconded by Wilke to approve the disbursements list from January 1, 2017 – April 30, 2017. With all in favor, the motion carried.

**Expansion Service Grant Acceptance** – Saint Peter Finance Director O'Connell reviewed the grant received for expansion of hours during afternoons in Saint Peter. O'Connell noted it was a two year program providing funding of \$59,000 for an additional 3.5 hours of service in Saint Peter during higher volume times. O'Connell noted the State required the Board to officially accept the grant funds. In motion by Huntington, seconded by Wilke, Resolution No. 2017-05 entitled, "Resolution Accepting Service Expansion Program Grant" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-05 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

**Bus Purchase** – O'Connell presented a report on purchase of a new bus as authorized by the 2016 grant application to the State which action had been ratified by the Minnesota River Valley Transit board in 2017. The Board reviewed the options included with the bus, the fact that the new business will likely be constructed on a 2018 chassis and O'Connell noted that when the new bus is received, one of the older buses will be declared surplus. In motion by Wilke, seconded by Huntington, Resolution No. 2017-06 entitled, "Resolution Authorizing Purchase Of Transit Bus" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-06 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

**Next Meeting** – Members reviewed the meeting schedule for the remainder of 2017 which includes July 12, 2017 in Saint Peter; September 13, 2017 in Le Sueur; and November 8, 2017 in Saint Peter.

Wilke questioned use of the corridor route. Transit Compliance Manager Albers stated that the trend lines for weekdays and Saturday destinations seems to indicate the most popular ridership destination is River Hills Mall. Members discussed various ways to inform the public as to the different destinations that were available through the corridor route service.

**Reports**

**Compliance Manager Report** – Transit Compliance Manager Albers reported on the marking grant awarded through VINE and stated graphics are being tweaked and should be available for use in the next two months.

**Operation Manager Report** – There was no report as the Transit Compliance Manager was not in attendance.

There being no further business, a motion was made by Huntington, seconded by Wilke, to adjourn. With all in favor, the motion carried and the meeting was adjourned at 2:45 p.m.

---

Susan Carlin  
Chairperson

ATTEST:

---

Todd Prafke  
Saint Peter City Administrator



Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
<b>Fund: 227 - PARA-TRANSIT FUND</b>					
<b>Department: 49900 - St. Peter MRVT</b>					
227-49900-101	CITY OF ST. PETER	MAY 2017 MRVT PAYROLL	INV0005113	227-49900-101	3,054.01
227-49900-101	CITY OF ST. PETER	PAYROLL	INV0005189	227-49900-101	2,973.50
227-49900-101	CITY OF ST. PETER	PAYROLL	INV0005290	227-49900-101	2,867.00
227-49900-101	CITY OF ST. PETER	PAYROLL	INV0005372	227-49900-101	3,560.00
227-49900-102	CITY OF ST. PETER	MAY 2017 MRVT PAYROLL	INV0005113	227-49900-102	10,662.69
227-49900-102	CITY OF ST. PETER	PAYROLL	INV0005189	227-49900-102	11,137.22
227-49900-102	CITY OF ST. PETER	PAYROLL	INV0005290	227-49900-102	10,271.01
227-49900-102	CITY OF ST. PETER	PAYROLL	INV0005372	227-49900-102	8,711.40
227-49900-104	CITY OF ST. PETER	MAY 2017 MRVT PAYROLL	INV0005113	227-49900-104	51.92
227-49900-104	CITY OF ST. PETER	PAYROLL	INV0005189	227-49900-104	51.92
227-49900-104	CITY OF ST. PETER	PAYROLL	INV0005290	227-49900-104	51.92
227-49900-104	CITY OF ST. PETER	PAYROLL	INV0005372	227-49900-104	66.53
227-49900-105	CITY OF ST. PETER	MAY 2017 MRVT PAYROLL	INV0005113	227-49900-105	2,832.95
227-49900-105	CITY OF ST. PETER	PAYROLL	INV0005189	227-49900-105	3,074.43
227-49900-105	CITY OF ST. PETER	PAYROLL	INV0005290	227-49900-105	2,765.10
227-49900-105	CITY OF ST. PETER	PAYROLL	INV0005372	227-49900-105	2,714.21
227-49900-106	CITY OF ST. PETER	MAY 2017 MRVT PAYROLL	INV0005113	227-49900-106	6,261.25
227-49900-106	CITY OF ST. PETER	PAYROLL	INV0005189	227-49900-106	5,864.17
227-49900-106	CITY OF ST. PETER	PAYROLL	INV0005290	227-49900-106	5,456.68
227-49900-106	CITY OF ST. PETER	PAYROLL	INV0005372	227-49900-106	5,922.74
227-49900-112	MMUA	DRUG & ALCOHOL TESTING	48813	227-49900-112	244.00
227-49900-112	MMUA	CONSORTIUM FEE	49203	227-49900-112	589.00
227-49900-113	CITY OF ST. PETER	HELP WANTED ADS	201704243570	227-49900-113	277.00
227-49900-114	SHAWN C ANDREWS	DOT PHYSICALS	395801	227-49900-114	60.00
227-49900-114	RIVER'S EDGE	DRUG TEST	INV0005144	227-49900-114	215.00
227-49900-114	SHAWN C ANDREWS	DOT PHYSICALS	INV0005287	227-49900-114	120.00
227-49900-114	PATRICK JAEGER	DOT EXAM	INV0005307	227-49900-114	262.00
227-49900-115	WAYNE ALBERS	TRAVEL EXPENSE	INV0005088	227-49900-115	45.14
227-49900-115	COUNTRY INN & SUITES	ROOM FOR WORKSHOP	INV0005092	227-49900-115	204.54
227-49900-116	QUILL CORPORATION	INK	24958	227-49900-116	187.94
227-49900-117	CITY OF ST. PETER	MAY MONTHLY LEASE	20170126	227-49900-117	1,192.51
227-49900-121	HOLIDAY CREDIT OFFICE	MOTOR FUEL	INV0005098	227-49900-121	3,353.54
227-49900-121	HOLIDAY CREDIT OFFICE	FUEL	INV0005238	227-49900-121	3,647.24
227-49900-123	KATO GLASS	REPAIR CHIP ON WINDSHEILD	31502	227-49900-123	50.00
227-49900-123	VON ESSEN TOWING & REPAIR	MOUNT & BALANCE 2 TIRES, DI...	5649	227-49900-123	36.00
227-49900-123	VON ESSEN TOWING & REPAIR	3 TIRES MOUNT & BAL	5650	227-49900-123	54.00
227-49900-123	VALLEY AUTO PARTS	BRAKE FLUID	INV0005308	227-49900-123	6.49
227-49900-123	VALLEY AUTO PARTS	DETERGENT	INV0005309	227-49900-123	23.94
227-49900-135	CITY OF ST. PETER	GARAGE OFFICE LEASE	20170126 JUNE	227-49900-135	1,192.51
<b>Department 49900 - St. Peter MRVT Total:</b>					<b>100,111.50</b>
<b>Department: 49910 - LE SUEUR MRVT</b>					
227-49910-103	WOLF MOTOR CO., INC.	INSPECTION	9034220	227-49910-103	30.00
227-49910-115	JODY SIPPO	TRAINING	INV0005288	227-49910-115	12.84
227-49910-116	CW TECHNOLOGY	TRANSIT TOLL FREE	CW39956	227-49910-116	64.50
227-49910-116	INNOVATIVE OFFICE SOLUTIONS..	PAPER, DESK PAD	IN1588400	227-49910-116	66.89
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	9784848899	227-49910-118	66.10
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	9786672334	227-49910-118	65.74
227-49910-122	WOLF MOTOR CO., INC.	OIL CHANGE, ROTATE TIRES	9034052/1	227-49910-122	113.19

Council

Post Dates: 05/01/2017 - 06/30/2017

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
227-49910-123	WOLF MOTOR CO., INC.	REPAIR EXHAUST SYSTEM	9033940	227-49910-123	48.60
				<b>Department 49910 - LE SUEUR MRVT Total:</b>	<b>467.86</b>
				<b>Fund 227 - PARA-TRANSIT FUND Total:</b>	<b>100,579.36</b>
				<b>Grand Total:</b>	<b>100,579.36</b>

## Report Summary

### Fund Summary

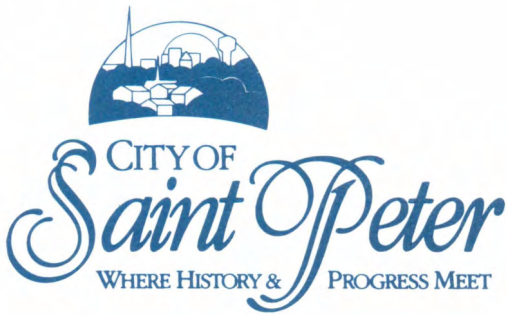
Fund	Payment Amount
227 - PARA-TRANSIT FUND	100,579.36
<b>Grand Total:</b>	<b>100,579.36</b>

### Account Summary

Account Number	Account Name	Payment Amount
227-49900-101	ADMIN, MGMT, SUPERVI...	12,454.51
227-49900-102	OPERATORS WAGES	40,782.32
227-49900-104	GENERAL OFFICE SUPPOR...	222.29
227-49900-105	OPERATIONS SUPPORT W...	11,386.69
227-49900-106	FRINGE BENEFITS	23,504.84
227-49900-112	DRUG, ALCOHOL TESTING...	833.00
227-49900-113	ADVRTING, MRKTING, PR...	277.00
227-49900-114	LEGAL, AUDITING, PROFE...	657.00
227-49900-115	STAFF DEVELOPMENT CO...	249.68
227-49900-116	OFFICE SUPPLIES	187.94
227-49900-117	LEASES/RENTALS (ADMIN...	1,192.51
227-49900-121	FUEL EXPENSE	7,000.78
227-49900-123	CORRECTIVE MAINTENAN...	170.43
227-49900-135	LEASES/RENTAL (GARAGE...	1,192.51
227-49910-103	VEHICLE MAINT AND REPA..	30.00
227-49910-115	STAFF DEVELOPMENT CO...	12.84
227-49910-116	OFFICE SUPPLIES	131.39
227-49910-118	UTILITIES	131.84
227-49910-122	PREVENTIVE MAINTENAN...	113.19
227-49910-123	CORRECTIVE MAINTENAN...	48.60
<b>Grand Total:</b>	<b>100,579.36</b>	

### Project Account Summary

Project Account Key	Payment Amount
**None**	100,579.36
<b>Grand Total:</b>	<b>100,579.36</b>



## Memorandum

**TO:** Todd Prafke  
Saint Peter City Administrator

**DATE:** 07/07/17

**FROM:** Paula O'Connell  
Saint Peter Finance Director

Wayne Albers  
Transit Compliance Manager

**RE:** Gus Bus (Gustavus Student Senate) Contract Renewal

### **ACTION/RECOMMENDATION**

Approve a new contract to provide transit service to Gustavus students on selected weekends through the 2017-2018 and 2018-2019 school years.

### **BACKGROUND**

The former Saint Peter Transit has provided weekend/evening transportation for Gustavus Adolphus College (GAC) students since 2006. The contract provided for transportation for GAC students between campus, downtown and other community locations such as McDonalds with various stops on a demand basis. The service is commonly referred to as the "Gus Bus".

In the new contract with MRVT, we need to include the cost of a Transit Support Specialist and complete the dates of service to cover the next two academic school years. GAC staff are determining the service dates for the 2018-2019 academic year and we will insert them in the contract prior to executing the contract.

The proposed contract provides for two buses from 9:00 PM to 2:00 AM on both Friday and Saturday evenings for 27 weekends during the academic year; a bus on 32 Wednesday nights from 10:00 PM to 2:00 AM; and adds a third bus on Friday and Saturday nights from 10:00 PM to 2:00 AM during the months of December through March due to added demand and ridership

Under the terms of the proposed contract, Gustavus Adolphus College will agree to pay the Minnesota River Valley Transit \$37.50 per hour/per bus for the service and \$25.00 per hour for each hour that one or more buses are in service to cover the cost of a Transit Support Specialist. GAC has paid these rates for the 2016-2017 school year as well. We believe these costs are appropriate and represent the actual cost of your operations.

We recommend you provide approval for staff to enter the contract once the dates for service have been finalized.

### **FISCAL IMPACT:**

MRVT will receive approximately \$35,000 in revenue for providing this service. This funding helps support our 20% local contribution required in the State operating and capital grants.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction.

Negative vote: The service will not be provided and staff will wait for direction on where cut backs should be made to offset the operating cost of MRVT.

Modification of the Resolution: This is always an option of the Joint Powers Board.

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



**TRANSIT SERVICES AGREEMENT BY AND  
BETWEEN GUSTAVUS ADOLPHUS  
COLLEGE  
AND MINNESOTA RIVER VALLEY TRANSIT**

THIS AGREEMENT is hereby made and entered into this \_\_\_\_ day of **July, 2017** by and between MINNESOTA RIVER VALLEY TRANSIT, a Joint Powers Board, hereinafter referred to as "MRVT" and Gustavus Adolphus College, a Minnesota non-profit corporation, hereinafter referred to as "COLLEGE."

WHEREAS, MRVT operates a public transportation system; and

WHEREAS, MRVT operates a dial-a-ride transit system wherein customers call MRVT and request transportation; and

WHEREAS, COLLEGE wishes to retain MRVT's services for transportation of its students on designated Wednesday, Friday and Saturday evenings during the academic year, in the form of a dial-a-ride system providing for designated locations for pick-up and drop-off of students.

NOW, THEREFORE, in consideration of the mutual promises contained herein the parties agree as follows:

- 1) Parties Eligible for Service: Only current COLLEGE students possessing valid college student ID will be allowed to utilize this service.
- 2) Hours of Operation: The service shall operate between the hours of 10:00 pm on Wednesday evenings to 2:00 am on Thursdays; and 9:00 pm Friday and Saturday evenings to 2:00 am on Saturday and Sunday mornings, respectively.
  - a) Dates Specific by year:
    - i) Academic year contract effective September 5, 2017 through May 23, 2018
      - (1) Excluded dates: October 20-21, 2017; November 22, 24, 25, 2017; December 15-31, 2017; January 3, 5, 6, 2018; February 2, 3, 7, 9, 10, 2018; March 30 – April 7, 2018.
    - ii) Academic year contract effective September 4, 2018 through May 22, 2019
      - (1) Excluded dates: \_\_\_\_\_
- 3) Term: This agreement shall be effective from September 5, 2017 through May 22, 2019, during College's academic year with the date exceptions listed above. It may be amended by either party with 30 days' notice.
- 4) Rate: COLLEGE shall reimburse MRVT \$37.50 for each hour of available service for bus(s) and driver(s). COLLEGE shall reimburse MRVT \$25.00 for each hour that one or more buses is providing transit service for a Transit Support Specialist (Dispatch).
- 5) Service:
  - a) Designated Pick-up and Drop-off Points:

- i) South Fifth Street and West College Avenue
  - ii) South Fourth Street and West Jefferson Avenue
  - iii) South Third Street and West Park Row (Nicollet County Bank)
  - iv) South Seven Street and West College Avenue
  - v) North Intermediate School
  - vi) South Fifth Street and West Broadway Avenue
  - vii) All campus locations (residence halls and spot known as "Three Flags")
- b) Dial-a-Ride: Eligible COLLEGE students shall call MRVT at (888) 880-4696, and request a ride only from designated pickup point for transport to, only a designated drop-off point. (Unless the driver agrees, done so at his/her own discretion, to deviate from the route for a student's needs).
- 6) MRVT's Responsibilities:
- a) MRVT shall provide a transit bus and driver who shall deliver prompt and courteous service in a comfortable, heated, multiple passenger vehicle which shall be maintained in a clean and safe condition at all times.
  - b) Each bus driver employed by the City of Saint Peter shall hold and maintain in effect during the term of his employment as a driver a valid license issued by the State of Minnesota and for the class necessary to transport persons for hire. Drivers shall wear appropriate, clean attire at all times while operating buses.
- 7) Insurance: Public liability insurance for the protection of passengers shall be carried at all times by MRVT. The coverage on each bus shall not be less than required by law for personal injury or death of any one person, and for not less than required by law for personal injury or death of two or more persons in any one occurrence, and for not less than required by law for damage to property resulting from any one occurrence. MRVT shall provide COLLEGE with a current copy of the insurance coverage required above.
- 8) Right to Terminate Agreement: Each party reserves the right to terminate this Agreement upon thirty (30) days written notice to the other party.
- 9) Right to Refuse Service: MRVT reserves the right to refuse service to any riders who may, at the driver's sole discretion, be a danger to other riders, the driver, or the equipment.
- 10) Notices: Any notices required under this Agreement shall be made to the following:

MINNESOTA RIVER  
 VALLEY TRANSIT  
 Attn: City Administrator  
 Todd Prafke  
 227 South Front Street  
 Saint Peter, Minnesota 56082

GUSTAVUS ADOLPHUS  
 COLLEGE  
 Attn: Dean of Students Office  
 800 West College Avenue  
 Saint Peter, Minnesota 56082

This Agreement is hereby made and entered into the date first written above.

**MINNESOTA RIVER VALLEY TRANSIT**

**GUSTAVUS ADOLPHUS COLLEGE**

---

Susan Carlin  
Chairperson

---

Thomas Rooney  
Vice President For Finance and Treasurer

ATTEST:

---

Todd Prafke  
Saint Peter City Administrator

**MINNESOTA RIVER VALLEY TRANSIT**

**RESOLUTION NO. 2017 -**

**STATE OF MINNESOTA)  
COUNTY OF LE SUEUR)  
CITY OF LE SUEUR)**

**RESOLUTION APPROVING TRANSPORTATION CONTRACT WITH  
GUSTAVUS ADOLPHUS COLLEGE**

WHEREAS, Gustavus Adolphus College wishes to provide evening transportation for students; and

WHEREAS, Gustavus Adolphus College has requested that Minnesota River Valley Transit (MRVT) provide service to students on Wednesday nights from 10:00 PM to 2:00 AM, Friday and Saturday nights from 9:00 PM to 2:00 AM with two buses and from December through March on Friday and Saturday nights with a third bus from 10:00 to 2:00 AM; and

WHEREAS, the Board of the MRVT wishes to assist Gustavus Adolphus College in providing transportation to the student population; and

WHEREAS, Gustavus Adolphus College will pay MRVT as outlined in the contract on a per bus basis for each hour of available service; and

WHEREAS, Gustavus Adolphus College will also pay MRVT as outlined in the contract for Transit Support Specialist (Dispatcher) for each hour that one or more buses are providing transit service under the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT: The Saint Peter City Administrator is hereby authorized to execute "Transit Services Agreement By And Between Gustavus Adolphus College And Minnesota River Valley Transit" for the period September 5, 2017 through May 23, 2019.

Adopted by the Board of the Minnesota River Valley Transit this 12th day of July, 2017.

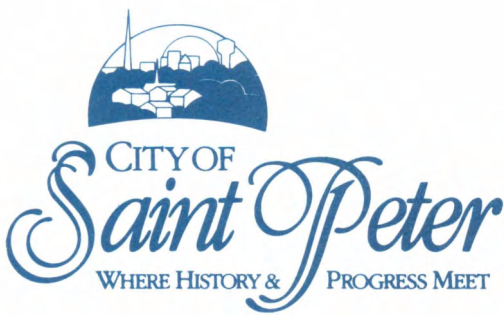
---

Susan Carlin  
Chairperson

ATTEST:

---

Todd Prafke  
Saint Peter City Administrator



## Memorandum

**TO:** Todd Prafke  
Saint Peter City Administrator

**DATE:** 07/07/17

**FROM:** Paula O'Connell  
Saint Peter Finance Director

Wayne Albers  
Transit Compliance Manager

**RE:** 2018 Operating/Capital Grant Applications and Title VI Transit Plan

### ACTION/RECOMMENDATION

Approve submission of the 2018 transit operation and capital grants to the Minnesota Department of Transportation (MnDOT), Office of Transit and the Title VI Transit Plan

### BACKGROUND

The 2018 goal for Minnesota River Valley Transit (MRVT) is to continue growing the new Le Sueur/Saint Peter/Mankato route, while improving the efficiency of our existing service in the Le Sueur and Saint Peter service areas.

Funding from MnDOT in the amount of eighty percent (80%) of the total projected operating costs will allow us to continue to provide this valuable transportation service to residents of our communities.

The 2018 budget is proposed to be submitted in the total amount of \$838,275 which is \$27,981 less than the 2017 budget. The 2017 operating budget was based on the combination of the 2016 operating plans for both Le Sueur and Saint Peter Transit systems. The cost of Transit Support/dispatch appears to have been slightly over estimated in 2017, along with fuel expense. The cost allocation between agencies is identified below:

(80%)	\$670,620.00	State and Federal Share
(20%)	\$167,655.00	MRVT Local Share
	<u>\$838,275.00</u>	Total Operating Cost

The Capital Funds grant is used for the replacement of buses. The deadline for both Operations and Capital applications is July 28, 2017. A Capital Grant would allow for ordering a new bus in 2018 with an expected delivery date of late 2018 or early 2019. MnDOT uses a service life expectancy for these buses of 5 years or 150,000 miles. The process of ordering a bus normally begins in late spring or early summer.

Our current fleet of nine buses includes three buses that have over 100,000 miles and a fourth bus with 95,000 miles. It is estimated that our annual total miles will be 150,000 to 170,000. With miles accumulating at this rate, we will likely need to replace one bus per year in order to maintain a reliable fleet of buses. After a review of the age of our buses and current mileage by

our MnDOT Project Manager, she agreed that MRVT should submit an application for a 2018 Capital Grant. The State and Federal share of the capital cost is also 80%. MnDOT bases the grants on projected costs of the buses which for 2018 is \$81,000.

(80%) \$64,800	State and Federal Share
<u>(20%) \$16,200</u>	<u>Local Share</u>
\$81,000	Projected Total Replacement Cost

If the capital grant is approved by MnDOT, the process of equipping and pricing the bus will begin in early 2018. The final decision to order a bus would need to be made in May or June. If the required revenue to pay the local share is not available at that time, the order would not be placed and there would be no cost to MRVT.

We recommend the Board authorize submission of both an operations and capital grant for 2018.

In addition, prior to submission of the grant applications, staff also recommends re-adoption of Minnesota River Valley Transit's Title VI plan. As a recipient of Federal funds, MnDOT is obligated to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. Reasonable steps also need to be taken to provide meaningful access to transit services for persons who do not speak or read English as their primary language. As a sub-recipient of Federal funds, MRVT is also required to comply with Title VI. The MnDOT Office of Transit requires that the Title VI plan be reviewed each year and that a resolution adopting the plan be uploaded into the grant application. In the event there are changes made to the plan, a new resolution would be required at that time.

The six documents that make up the plan are enclosed in the packet and include the following:

- Two of the six documents that are required are disclosure documents.
- The Decision Maker Chart is used to disclose anyone in a decision making position that is not an elected official.
- The Investigations document is used to disclose the number and nature of complaints made in the recent past.
- The Notification is required to be posted on each of the buses.
- The Language Assistance Plan documents the plan to meet the needs of those individuals in our service area who have Limited English Proficiency (LEP). This includes outreach to the LEP community, translation of schedules and brochures into other languages (required when LEP population reaches 5%), training of staff, and use of an interpreter at public meetings, if requested.
- The Public Participation Plan states the Board's intent to provide public notification of actions and decisions and to encourage meaningful participation by the public.
- The last document is the Complaint Procedures and Complaint Form. The Board is required to make complaint forms and procedures available so that anyone who feels they have been discriminated against based on their "race, color or national origin" can file a complaint. The procedures also provide information regarding to whom the complaint may be made.

Again, two actions are recommended to the Board:

- Approve submission of both the operations and capital grant applications for 2018.
- Re-approve the system's Title VI plan.

**FISCAL IMPACT:**

Should these grant applications not be approved for submission, we would face a substantial shortage of funds to operate at our current service levels. Projected revenue is anticipated to be sufficient to meet the required match if the funding application from the State is approved.

**ALTERNATIVES/VARIATIONS:**

Do not Act: Staff will wait for your direction; however, the transit grant applications must be submitted no later than July 28, 2017.

Negative Vote: Staff will wait for your direction; however, the transit grant application must be submitted no later than July 28, 2017.

Modification of the Resolution: This is always an option of the Joint Powers Board.

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

**MINNESOTA RIVER VALLEY TRANSIT**

**RESOLUTION NO. 2017-**

**STATE OF MINNESOTA  
COUNTY OF LE SUEUR)  
CITY OF LE SUEUR)**

**RESOLUTION AUTHORIZING SUBMISSION OF TRANSIT GRANT APPLICATIONS FOR  
2018**

WHEREAS, Minnesota River Valley Transit (MRVT) operates a transit system that is funded by a combination of State Department of Transportation funds and fares; and

WHEREAS, in order to continue operation of the transit system it is necessary to secure additional funding through the State of Minnesota; and

WHEREAS, grant funds are available through the State for operation and capital purchases of the transit system; and

WHEREAS, grant applications for the year 2018 have been developed which outline the proposed budget for the transit system; and

WHEREAS, State grant applications require a resolution approving the submission of an application; and

WHEREAS, the Minnesota River Valley Transit finds the transit system to be a valuable benefit to the residents of the communities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT:

1. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for operation of the transit system in 2018.
2. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for the capital purchase of a transit bus in 2018.
3. Minnesota River Valley Transit agrees to provide a local share of twenty percent (20%) of the total operating cost of the transit system.
4. The MRVT Transit Compliance Manager and City of Saint Peter Finance Director are hereby authorized to execute such documents as may be necessary for MRVT to secure a transit grant for operation of the system in 2018.

Adopted by the Board of the Minnesota River Valley Transit this 12th day of July, 2017.

---

Susan Carlin  
Chairperson

ATTEST:



---

Todd Prafke  
Saint Peter City Administrator

**MINNESOTA RIVER VALLEY TRANSIT**

**RESOLUTION NO. 2017-**

**STATE OF MINNESOTA  
COUNTY OF LE SUEUR)  
CITY OF LE SUEUR)**

**RESOLUTION APPROVING TITLE VI TRANSIT PLAN**

WHEREAS, Minnesota River Valley Transit (MRVT) operates a transit system that is funded by a combination of Minnesota Department of Transportation funds and fares; and

WHEREAS, it is necessary to secure additional funding through the State of Minnesota in order to continue operations of the transit system; and

WHEREAS, the Minnesota Department of Transportation is a recipient of federal funds which fund operating and capital grants to MRVT; and

WHEREAS, all recipients and sub-recipients of federal funds are required to comply with Title VI of the Civil Rights Act of 1964; and

WHEREAS, State grant applications require a resolution approving Title VI plans, procedures and forms; and

WHEREAS, the Minnesota River Valley Transit finds the transit system to be a valuable benefit to the residents of the communities it serves.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT: The Minnesota River Valley Transit approves the Title VI plan, procedures, and forms for the transit system.

Adopted by the Board of the Minnesota River Valley Transit this 12th day of July, 2017.

---

Susan Carlin  
Chairperson

ATTEST:

---

Todd Prafke  
Saint Peter City Administrator