



**AGENDA AND NOTICE OF REGULAR MEETING
MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD**

Wednesday, May 9, 2018 – 2:30 p.m.

Le Sueur City Hall, 203 South Second Street, Le Sueur
Council Chambers/Meeting Room

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. March 14, 2018 Regular Meeting
 - B. April 16, 2018 Special Meeting
 - B. Disbursements List Approval
 1. March 1, 2018 – April 30, 2018
- IV. VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. OLD BUSINESS**
 - A. Transportation Advisory Committee Planning
- VI. NEW BUSINESS**
 - A. Ride Denial Rules
 - B. New Bus Order
- VII. REPORTS**
 1. Operation Manager Report
 - a. “Senior” Definition
 - b. Hires
 - c. Wage Modifications In Saint Peter
 - d. Others
 2. Compliance Manager Report
 - a. RTAP Training
 - b. Others
 3. Administration Report
 - a. Employee ID’s
 - b. Budget/Fare Process Update
 - c. Others
- VIII. ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING MARCH 14, 2018

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Governors' Room of the Community Center in Saint Peter on March 14, 2018.

A quorum present, Chairperson Carlin called the meeting to order at 2:33 p.m. The following members were present: Susan Carlin, Stephen Grams, Mark Huntington, and Kevin Wilke. The following officials were present: Le Sueur City Administrator Jasper Kruggel and Saint Peter City Administrator Todd Prafke.

Approval of Agenda – City Administrator Prafke asked to have consideration of the 2018 capital grant application added to the agenda. A motion was made by Wilke, seconded by Grams to approve the agenda with the additional agenda item. With all in favor, the motion carried.

Approval of Minutes/Disbursements – A motion was made by Wilke, seconded by Grams to approve the minutes of the November 8, 2017 regular Board meeting. With all in favor the motion carried. A complete copy of the minutes of the July 12, 2017 regular meeting is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

A motion was made by Wilke, seconded by Grams, to approve the disbursements lists from November 1, 2017 – December 31, 2017 and January 1, 2018 – February 28, 2018. With all in favor the disbursements were approved.

Credit Card Use Policy – City Administrator Prafke recommended adoption of a policy that would regulate use of credit cards by Minnesota River Valley Transit staff. Members questioned who would authorize an employee to have a card and Prafke noted that authorization would be provided by the City Administrator for staff working in Saint Peter and by Le Sueur Finance Director Doud for those working in Le Sueur. In motion by Grams, seconded by Wilke, Resolution No. 2018-01 entitled “Resolution Adopting Credit Card Use Policy”, was introduced. Upon roll call, with all in favor, the Resolution was passed and adopted. A complete copy of Resolution No. 2018-01 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Transportation Advisory Committee (TAC) – City Administrator Prafke reported Minnesota River Valley Transit was being required by the State of Minnesota Department of Transportation to create a Transportation Advisory Committee that would serve as a conduit between the users of the transit system and the board. Prafke noted the makeup of the TAC (size, representation, and governance) was at the discretion of the Board and asked for direction from the Board members. Members suggested that representation could include, in addition to a representative from the Minnesota River Valley Transit board, someone from a senior housing facility, public health/human services, Gustavus, a minimum of four regular transit riders, the provider of one of the route stops, the Regional Treatment Center, a clinic/hospital, a person with limited mobility, a group home representative, and/or someone associated with a pre-school facility. Members felt the appointments to the TAC should be made by the Minnesota River Valley Transit Board

with staggered terms of three years and the mission of the TAC be as articulated by and meeting the needs outlined by the Minnesota Department of Transportation. Staff was directed to work towards official action for creation of the TAC.

2018 Capital Grant Approval – City Administrator Prafke recommended authorization be provided for submission of the 2018 capital grant application which would be submitted to the Minnesota Department of Transportation Office of Transit and would be used to fund 80% of the cost of a bus purchase in 2018. Prafke noted that the State had contacted staff to request a clarification on who would be designated to execute the contract documents and that was why the action was once again before the board. Prafke noted the authorized staff would be himself and the Transit Compliance Manager.

In motion by Wilke, seconded by Grams, Resolution No. 2018-02 entitled “Resolution Authorizing Submission Of Transit Capital Grant Application For 2018”, was introduced. Upon roll call, with all in favor, the Resolution was passed and adopted. A complete copy of Resolution No. 2018-02 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Advertising Policy And Fees – City Administrator Prafke recommended adoption of a policy related to advertising by private entities on Minnesota River Valley Transit system vehicles and, should the policy be adopted, adoption of fees related to that advertising. Members reviewed the proposed policy and discussed the difference between political advertising and business advertising and the challenges faced by staff in determining compliance with the policy. In motion by Wilke, seconded by Grams, Resolution No. 2018-03 entitled “Resolution Approving A Policy For Advertising On Minnesota River Valley Transit Buses”, was introduced. Upon roll call, with all in favor, the Resolution was passed and adopted. A complete copy of Resolution No. 2018-03 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

In motion by Wilke, seconded by Grams, Resolution No. 2018-04 entitled “Resolution Approving Advertising Fee Schedule”, was introduced. Upon roll call, with all in favor, the Resolution was passed and adopted. A complete copy of Resolution No. 2018-04 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Equipment Capital Plan – City Administrator Prafke and Le Sueur Finance Director Doud reviewed for the Board the financial information contained in the packet. Transit Operations Manager Owen provided more information on the current system fleet and how the age and use of the current vehicles relates to the proposed capital plan.

Reports

Transit Operation Manager – Transit Operations Manager Owen reported on the corridor route usage and the additional stops being considered and the proposed summer/fall schedule for implementation of dispatching software.

Transit Compliance Manager – Transit Compliance Manager Albers provided an update on the promotional activities plan and on the 2018 training requirement for system employees.

Administration – City Administrator Prafke provided an update on the management structure of the system with the departure of the City of Saint Peter’s Finance Director and more information on the financial report.

Member Grams asked about the mobility van in Mankato.

There being no further business, a motion was made by Wilke, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting was adjourned at 4:40 p.m.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

**MINUTES OF THE SPECIAL BOARD MEETING
APRIL 16, 2018**

Pursuant to due call and notice thereof, a special meeting of the Board of the Minnesota River Valley Transit was conducted in the Governors' Room of the Community Center in Saint Peter on April 16, 2018.

A quorum present, Vice-Chairperson Huntington called the meeting to order at 4:31 p.m. The following members were present: Stephen Grams, Mark Huntington, and Saint Peter alternate member Chuck Zieman. Absent were Susie Carlin and Kevin Wilke. The following officials were present: Le Sueur City Administrator Jasper Kruggel and Saint Peter City Administrator Todd Prafke.

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

MnDOT New Service Grant Authorization – City Administrator Prafke discussed the timeline for the grant application, the planned use of funds; MRVT receiving funds during that last grant cycle in late 2018 and through the middle of 2018 for this same purpose. Transit Operations Manager Owen described in more detailed the impact that the previous grant had and the specific hours services were enhanced during the mid-afternoon, weekday hours and reiterated that if grant funds were received it would be for that same use. In motion by Grams, seconded by Zieman, Resolution No. 2018-05 entitled “Resolution Authorizing Submission Of Service Expansion Program Grant” was introduced. Upon roll call, with all in favor, the Resolution was passed and adopted. A complete copy of Resolution No. 2018-05 is contained in the Board’s book entitled “Minnesota River Valley Transit Board Actions 1”.

There being no further business, a motion was made by Zieman, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting was adjourned at 4:38 p.m.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

MN River Valley Transit

Post Dates 03/01/2018 - 04/30/2018

| Account Number | Vendor Name | Description (Item) | Amount |
|---|-----------------------|-----------------------------|-----------|
| Department: 49900 - St. Peter MRVT | | | |
| 227-49900-101 | CITY OF ST. PETER | PAYROLL | 3,719.60 |
| 227-49900-101 | CITY OF ST. PETER | PAYROLL | 3,689.60 |
| 227-49900-101 | CITY OF ST. PETER | PAYROLL | 3,724.97 |
| 227-49900-101 | CITY OF ST. PETER | PAYROLL | 3,689.60 |
| 227-49900-102 | CITY OF ST. PETER | PAYROLL | 10,918.72 |
| 227-49900-102 | CITY OF ST. PETER | PAYROLL | 8,702.38 |
| 227-49900-102 | CITY OF ST. PETER | PAYROLL | 9,857.17 |
| 227-49900-102 | CITY OF ST. PETER | PAYROLL | 10,682.82 |
| 227-49900-104 | CITY OF ST. PETER | PAYROLL | 70.70 |
| 227-49900-104 | CITY OF ST. PETER | PAYROLL | 72.18 |
| 227-49900-104 | CITY OF ST. PETER | PAYROLL | 87.42 |
| 227-49900-104 | CITY OF ST. PETER | PAYROLL | 72.18 |
| 227-49900-105 | CITY OF ST. PETER | PAYROLL | 2,912.04 |
| 227-49900-105 | CITY OF ST. PETER | PAYROLL | 2,610.06 |
| 227-49900-105 | CITY OF ST. PETER | PAYROLL | 2,984.85 |
| 227-49900-105 | CITY OF ST. PETER | PAYROLL | 2,961.03 |
| 227-49900-106 | CITY OF ST. PETER | PAYROLL | 6,607.59 |
| 227-49900-106 | CITY OF ST. PETER | PAYROLL | 5,925.22 |
| 227-49900-106 | CITY OF ST. PETER | PAYROLL | 6,195.72 |
| 227-49900-106 | CITY OF ST. PETER | PAYROLL | 2,924.13 |
| 227-49900-112 | OCCUPATIONAL SERVICES | BREATH ALCOHOL TEST | 25.00 |
| 227-49900-112 | RIVER'S EDGE | PRE EMPLOYMENT DRUG TESTING | 29.00 |
| 227-49900-112 | RIVER'S EDGE | PRE EMPLOYMENT DRUG TESTING | 58.00 |
| 227-49900-112 | RIVER'S EDGE | DRUG & ALCOHOL TESTING | 58.00 |
| 227-49900-113 | CITY OF ST. PETER | HELP WANTED AD | 300.00 |
| 227-49900-113 | WAYNE ALBERS | TRAVEL EXPENSE | 29.44 |
| 227-49900-114 | MANKATO CLINIC LTD | DOT PHYSICAL | 150.00 |
| 227-49900-114 | SHAWN C ANDREWS | DOT PHYSICALS | 60.00 |
| 227-49900-115 | COUNTRY INN & SUITES | WORKSHOP LODGING | 209.50 |
| 227-49900-115 | WAYNE ALBERS | TRAVEL EXPENSE | 81.40 |
| 227-49900-116 | NELSON PRINTING CO. | DESK PAD | 8.75 |
| 227-49900-116 | CITY OF ST. PETER | COPIES | 37.50 |

| | | | |
|---------------|-------------------------|------------------|-----------------|
| 227-49900-116 | CITY OF ST. PETER | MOP HEADS | 52.86 |
| 227-49900-116 | WAYNE ALBERS | TRAVEL EXPENSE | 4.45 |
| 227-49900-117 | CITY OF ST. PETER | LEASE | 85.85 |
| 227-49900-117 | CITY OF ST. PETER | MARCH LEASE | 85.85 |
| 227-49900-118 | VERIZON WIRELESS | CELLULAR SERVICE | 64.25 |
| 227-49900-121 | HOLIDAY CREDIT OFFICE | FUEL | 2,612.90 |
| 227-49900-121 | HOLIDAY CREDIT OFFICE | FUEL | 2,765.03 |
| 227-49900-124 | CITY OF ST. PETER | BUS REPAIRS | 588.30 |
| 227-49900-125 | NORTH CENTRAL BUS SALES | NEW BUS | 46,758.00 |
| 227-49900-135 | CITY OF ST. PETER | LEASE | 1,106.66 |
| 227-49900-135 | CITY OF ST. PETER | MARCH LEASE | <u>1,106.66</u> |

Department: 49901 - ST. PETER NSE

| | | | |
|---------------|-----------------------|-------------|--------------|
| 227-49901-102 | CITY OF ST. PETER | PAYROLL | 635.86 |
| 227-49901-102 | CITY OF ST. PETER | PAYROLL | 513.42 |
| 227-49901-102 | CITY OF ST. PETER | PAYROLL | 748.60 |
| 227-49901-102 | CITY OF ST. PETER | PAYROLL | 571.30 |
| 227-49901-104 | CITY OF ST. PETER | PAYROLL | 28.60 |
| 227-49901-104 | CITY OF ST. PETER | PAYROLL | 28.60 |
| 227-49901-104 | CITY OF ST. PETER | PAYROLL | 28.60 |
| 227-49901-104 | CITY OF ST. PETER | PAYROLL | 28.60 |
| 227-49901-105 | CITY OF ST. PETER | PAYROLL | 44.83 |
| 227-49901-105 | CITY OF ST. PETER | PAYROLL | 98.46 |
| 227-49901-105 | CITY OF ST. PETER | PAYROLL | 35.86 |
| 227-49901-105 | CITY OF ST. PETER | PAYROLL | 35.86 |
| 227-49901-106 | CITY OF ST. PETER | PAYROLL | 236.43 |
| 227-49901-106 | CITY OF ST. PETER | PAYROLL | 213.49 |
| 227-49901-106 | CITY OF ST. PETER | PAYROLL | 271.02 |
| 227-49901-106 | CITY OF ST. PETER | PAYROLL | 211.92 |
| 227-49901-121 | HOLIDAY CREDIT OFFICE | FUEL | 805.46 |
| 227-49901-121 | HOLIDAY CREDIT OFFICE | FUEL | 1,330.50 |
| 227-49901-123 | CITY OF ST. PETER | BUS REPAIRS | <u>93.91</u> |

Department: 49910 - LE SUEUR MRVT

| | | | |
|---------------|----------------------------|---------------------------|----------|
| 227-49910-112 | RIVER'S EDGE | DRUG & ALCOHOL TESTING | 29.00 |
| 227-49910-113 | CITY OF ST. PETER | HELP WANTED AD | 140.00 |
| 227-49910-114 | LEAGUE OF MINNESOTA CITIES | ACCIDENT CLAIM DEDUCTABLE | 1,000.00 |
| 227-49910-114 | SHAWN C ANDREWS | DOT PHYSICALS | 60.00 |
| 227-49910-116 | NELSON PRINTING CO. | TICKET BOOKS | 179.00 |
| 227-49910-118 | VERIZON WIRELESS | CELLULAR SERVICE | 64.36 |

| | | | |
|---------------|-------------------------|---------------------------------------|------------------|
| 227-49910-119 | SANDRA OWEN | TRAVEL EXPENSE | 130.80 |
| 227-49910-119 | JODY SIPPO | TRAVEL EXPENSE | 13.08 |
| 227-49910-121 | HOLIDAY CREDIT OFFICE | FUEL | 734.64 |
| 227-49910-121 | CITY OF LE SUEUR | MARCH FUEL | 672.02 |
| 227-49910-122 | WOLF MOTOR CO., INC. | DRAIN FUEL TANK, REPAIRED SHIFT COLUM | 47.50 |
| 227-49910-122 | WOLF MOTOR CO., INC. | OIL CHANGE, TRANSMISSION CLUTCH | 51.72 |
| 227-49910-122 | WOLF MOTOR CO., INC. | OIL CHANGE, REPLACED AIR FILTER | 58.84 |
| 227-49910-123 | NAPA AUTO PARTS | MOTOR OIL-2075 | 26.94 |
| 227-49910-123 | WOLF MOTOR CO., INC. | DRAIN FUEL TANK, REPAIRED SHIFT COLUM | 244.47 |
| 227-49910-123 | WOLF MOTOR CO., INC. | OIL CHANGE, TRANSMISSION CLUTCH | 1,477.51 |
| 227-49910-123 | WOLF MOTOR CO., INC. | BATTERIES | 352.80 |
| 227-49910-123 | WOLF MOTOR CO., INC. | DAMPER SHOCK | 149.73 |
| 227-49910-123 | WOLF MOTOR CO., INC. | HEATED BLADES WITCH | 239.72 |
| 227-49910-125 | NORTH CENTRAL BUS SALES | NEW BUS | <u>31,172.00</u> |

Fund 227 - PARA-TRANSIT FUND Total: \$ 187,490.83



TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/7/2018

FROM: Todd Prafke
City Administrator

RE: Transit Advisory Committee

ACTION/RECOMMENDATION

Approve the attached resolution providing for the establishment of a Transit Advisory Committee.

BACKGROUND

As members may recall from previous discussions, the State has asked that we put together a Transportation Advisory Committee or TAC. The TAC is a way to allow users and others to advise the Board on activities, operation and use.

We are required to have a TAC in place before the end of this year.

Based on the previous discussion with the Board and our staff, it is believed that Le Sueur has not used this type of input with its transit and Saint Peter has used something like this on a limited basis. Saint Peter did focus group work when we went to routes and changed fares.

My goal for your meeting is to discuss the make-up of this Advisory Committee and to have a bit more discussion about its' specific role and mission.

As a place to get the discussion started I might suggest that the TAC be established to meet at least two times per year and its mission be to provide feedback about service, service levels, stop locations and promotional efforts.

These are areas where I think both staff and the Board could use some additional feedback and insight. The Committee would be chaperoned by current staff. The State has indicated that they prefer that this be independent of the Board so I am not suggesting that any members of the Board be on it.

As a way to help you think about this group, I have included some discussion questions below. This list was provided last time we met and it seemed that it helped you formulate the governance and membership rules.

Committee size and members:

- How big should the Committee be? I might suggest that any number can work but keeping it to less than 15 helps in that any bigger than that get a bit unwieldy to manage.
- Where should Committee Members come from?
 - Users?
 - Client Service people?
 - Members of the General Public?
 - Group we want to encourage to be user?
 - Bus Stop location providers?
 - Does it matter what community they are from?
 - Other ideas?

Governance of the TAC

- Who appoints them, is it the Joint Powers Board or the City Councils?
- Are there certain numbers from each community targeted?
- Are there certain groups from each community targeted?
- How long do we want them to serve?
- What is their mission? I proposed one on the first page, does that make sense?
- Other ideas?

Based on the discussion last time you were together a resolution is attached that I hope summarizes and helps you put into place a structure that will not only meet the MnDOT rules but also be functional for MRVT.

The most significant issues were:

- Ten Members - 5 from Le Sueur and 5 from Saint Peter.
- Members appointed by the MRVT Boards with each member serving 3 year terms. We will not worry about staggering terms as I think that based on the rate of turnover we see in other groups it will ensure that not all turn over at once:
- No term limit
- Meet a minimum of twice per year
- They elect their own chair
- Chair will make a report to the Board at least once per year
- Areas for discussion include:
 - Service quality
 - Operational suggestion (Hours, routes, stop locations)
 - Promotional suggestions
 - Others that may directed to the Committee by the Board from time to time.

If you pass the resolution attached it is my hope that you will also suggest some potential names and we will go out and solicit folks to participate and bring back appointment to your next meeting.

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

TP/bal

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2018 -

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

RESOLUTION ESTABLISHING TRANSIT ADVISORY COMMITTEE

WHEREAS, the Minnesota River Valley Transit Board (MRVT) was established to provide transit services to residents in Le Sueur and Saint Peter; and

WHEREAS, the Minnesota Department of Transportation provides substantial funding for this service and has rules and policies that should be followed by Minnesota River Valley Transit; and

WHEREAS, the MRVT wishes to establish a Transit Advisory Committee (TAC).

NOW, THEREFORE, BE IT RESOLVED BY THE MINNESOTA RIVER VALLEY TRANSIT BOARD, THAT: A Transportation Advisory Committee (TAC) will be established under the following rules:

- The board shall be made up of ten members - 5 from Le Sueur and 5 from Saint Peter service areas.
- No member of the MRVT Board shall be eligible for appointment to the TAC.
- Members of the TAC shall be appointed by the MRVT Board
- Each member shall serve a three year term and be eligible for reappointment without limit.
- The TAC will meet a minimum of twice per year
- The TAC elect their own Chairperson
- The TAC Chairperson will make a report to the Board at least once per year
- Areas for discussion by the TAC Committee shall include:
 - Service quality
 - Operational suggestions (hours, routes, stop locations)
 - Promotional suggestions
 - Others that may be directed to the Committee by the Board from time to time.

Adopted by the Minnesota River Valley Transit Board this 9th day of May, 2018.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/7/2018

FROM: Todd Prafke
City Administrator

RE: Ride Denial Policy

ACTION/RECOMMENDATION

Approve the attached resolution related to a Policy for enforced of the Rules of Rider Conduct.

BACKGROUND

As members may recall from previous discussions, Staff has suggested the need for a written policy related to the enforcement of the Rider Conduct Policy. While we have very, very few concerns about rider conduct, it is appropriate to have a policy that describes what we will do should this situation arise. In doing a bit of research on this we found that while many Greater Minnesota Systems have some type of rules of conduct, most don't have a policy related to how those rules will be applied and the opportunity for appeal.

There are many ways to look at this. My goal has been to have a policy that establishes a process that is not dramatically different than other "hearing" type actions that both Cities already have in place. So to that end, this mirrors what we see in both communities.

You could certainly make any number of changes to this like having the Hearing Officer be someone else, changing the timelines, or having more defined rubric as to the timeline folks are denied service, but I thought this was a great place to start and since our need to use a policy of this type has been very limited, I thought let's start simple and if we see additional need we could add more definition from there.

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

TP/bal

MINNESOTA RIVER VALY TRANSIT

RESOLUTION NO. 2018 -

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

RESOLUTION ADOPTING A RIDER DENIAL OF SERVICE POLICY

WHEREAS, the Minnesota River Valley Transit Board (MRVT) was established to provide transit services to residents in Le Sueur and Saint Peter; and

WHEREAS, MRVT has established rules related to Rider Conduct; and

WHEREAS, MRVT wishes to establish a policy related to notice and appeal of enforcement of the rules of Rider Conduct.

NOW, THEREFORE, BE IT RESOLVED BY THE MINNESOTA RIVER VALLEY TRANSIT BOARD, THAT: The "Minnesota River Valley Transit Denial Of Service Policy" as shown in Exhibit A is hereby adopted.

Adopted by the Minnesota River Valley Transit Board this 9th day of May, 2018.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

EXHIBIT A

**MINNESOTA RIVER VALLEY TRANSIT
DENIAL OF SERVICE POLICY**

It is the intent of Minnesota River Valley Transit (MRVT) to provide prompt and courteous service to all our passengers. In furtherance of that intent, MRVT has expectations of passenger behavior while boarding, riding and alighting from MRVT buses. The Rider's Guide is printed in the MRVT brochure, on the website and following this paragraph.

- Be ready and make yourself visible as the bus approaches
- Have your fare ready before boarding
- Exact fare is required as Bus Drivers do not have access to change
- Please be seated promptly
- Remain seated at all times

- No eating, drinking or handling of food in open containers
- Riders must have proper clothing including shirt and shoes
- Riders must be respectful
- Check for personal belongings before leaving the bus
- Remain seated until the bus has come to a complete stop
- No firearms, weapons. or fireworks of any type are allowed
- No smoking, littering or alcohol consumption are allowed
- Bus Drivers have the right to refuse transit service to any person they deem to be a threat to the safety or health of the driver or other passengers
- Bus Drivers may refuse service to anyone who is disruptive or is a threat to themselves or to others

At times individuals may choose not to follow the Rider's Guide. In the event that occurs, Bus Drivers are instructed to ask passengers to comply with the rules in the Rider's Guide. Passengers who choose not to comply with the Driver's instructions may be asked to get off the bus.

Upon learning of a passenger's willful failure to follow the Rider's Guide, the Transit Compliance Manager and/or the Transit Operations Manager may take one of the following actions based on the severity of the passenger's actions. The Manager is not required to start at Step 1 and may choose to start the process at other step based on the severity of the violation of the Rider's Guide.

1. Written Warning
2. Written Warning including a probation period with possible ride denial
3. Ride denial for periods of time from 1 week up to permanent denial of service

In the event that the violation of the Rider's Guide involved criminal behavior, the above steps would occur in addition to any actions taken by law enforcement.

If a passenger chooses to appeal the actions taken by the Manager, that appeal should be directed to the Saint Peter City Administrator within 10 calendar days of the denial of service or the right to appeal is waived. The appeal must be in writing and must be submitted to the City Administrator at the following address:

City Administrator
 227 S. Front Street
 Saint Peter, MN 56082
 Or by email to barbaral@saintpetermn.gov

The City Administrator shall, within 5 days of receipt of Notice of Appeal, set a hearing date at a time that will not be less greater than 10 days after receipt of the Appeal Notice. The hearing shall be conducted in a manner that provides the appellant opportunity to provide evidence related to the denial of service and the City Administrator shall provide a final determination within three days of the hearing. The finding shall be one of three options:

- Affirm the denial of Service
- Overturn the denial of Service
- Modify the length of denial of service.

Any finding shall be provided in writing and shall be reported to the Minnesota River Valley Transit Board at its next regular meeting.