



AGENDA AND NOTICE OF REGULAR MEETING

MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD

Wednesday, November 8, 2017 – 4:00 p.m.
Governors' Room, Saint Peter Community Center
600 South Fifth Street, Saint Peter

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. September 13, 2017 Regular Meeting
 - B. Disbursements List Approval 08/1/2017 – 10/31/2017
- IV. VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. OLD BUSINESS**
 - A. Retreat/Goal Session
 1. Fees
 2. Mission
- VI. NEW BUSINESS**
 - A. Advertising Policy Development
 - B. Employee Credit Card Use Policy
 - C. Adoption of Fees/Rates Timeline
 - D. 2018 Meeting Schedule/Location/Dates/Times
- VII. REPORTS**
 1. Compliance Manager Report
 2. Operation Manager Report
- VIII. ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING SEPTEMBER 13, 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 Le Sueur City Hall on September 13, 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: Le Sueur City Administrator Jasper Kruggel, and Saint Peter Finance Director Paula O'Connell.

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

Approval of Minutes/Disbursements – A motion was made by Huntington, seconded by Wilke to approve the minutes of the July 12, 2017 regular Board meeting and the disbursements list from July 1, 2017 to September 12, 2017. With all in favor, the minutes and the disbursements were approved. 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.

Retreat/Goal Session – The Board discussed having a retreat and directed staff to provide on the regular meeting on November 8th at an adjusted time and then have the retreat following. Suggestion for retreat topics included but were not limited to a review of services and a look forward toward future service and service adjustments, rates and review of MN DOT thresholds and expectations related to ridership and ridership comparisons.

Promotional Activities – Transit Compliance Manager Albers discussed promotional efforts including the following:

- 20,000 brochures have been order and some have arrived. Placement of brochures has begun and outreach has begun to many locations including where route stop locations and additional some of the facilities that can help with riders and clients in use of the system.
- The video is almost complete and will be used on the website, Facebook public access and others.
- Radio ads will start soon and search engine work will be enhanced.
- Staff will be attending some of the Senior event and activities in both Le Sueur and Saint Peter.

Reports – Transit Operations Manager Owen reported on:

- Use of Challenge Grant dollars in Saint Peter for additional midafternoon routes and use by riders.

- Fall schedules are in place with more activity and routes related to the start of school and preschool. Gus Bus has started for the year and the Corridor route is picking up riders.

The Board asked staff to evaluate and draft for the next meeting a policy related to the sale of advertisements on the side and back of the buses.

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 3:10 p.m.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



mrvt board expense approval

By Fund

Post Dates 09/04/2017 - 10/31/2017

Account Name	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 227 - PARA-TRANSIT FUND					
Department: 49900 - St. Peter MRVT					
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	PAYROLL	201709183899	227-49900-101	3,590.00
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	PAYROLL	20170929329	227-49900-101	3,514.00
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49900-101	3,514.00
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	PAYROLL	201710163974	227-49900-101	3,297.01
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49900-101	3,267.00
ADMIN, MGMT, SUPERVISOR S...	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49900-101	3,314.00
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	201709183899	227-49900-102	7,723.39
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	20170929329	227-49900-102	10,263.22
OPERATORS WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49900-102	10,263.22
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	201710163974	227-49900-102	10,154.54
OPERATORS WAGES	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49900-102	6,352.53
OPERATORS WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49900-102	9,911.46
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	201709183899	227-49900-104	93.89
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	20170929329	227-49900-104	154.19
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49900-104	154.19
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	201710163974	227-49900-104	95.75
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49900-104	51.69
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49900-104	445.94
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	201709183899	227-49900-105	2,615.91
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	20170929329	227-49900-105	2,985.31
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49900-105	2,985.31
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	201710163974	227-49900-105	2,937.96
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49900-105	2,670.15
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49900-105	2,978.72
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	201709183899	227-49900-106	5,077.95
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	20170929329	227-49900-106	2,857.58
FRINGE BENEFITS	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49900-106	2,857.58
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	201710163974	227-49900-106	5,813.49
FRINGE BENEFITS	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49900-106	4,983.38
FRINGE BENEFITS	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49900-106	5,638.45
DRUG, ALCOHOL TESTING & A...	RIVER'S EDGE	DRUG & ALCOHOL COLLECTION	INV0005826	227-49900-112	64.00
DRUG, ALCOHOL TESTING & A...	RIVER'S EDGE	LAB SPECIMAN HANDLING	INV0005917	227-49900-112	29.00
STAFF DEVELOPMENT COSTS	CITY OF ST. PETER	REPAIRS, MILEAGE, GLOVES	201710043942	227-49900-115	87.74
OFFICE SUPPLIES	CITY OF ST. PETER	REPAIRS, MILEAGE, GLOVES	201710043942	227-49900-116	11.94
LEASES/RENTALS (ADMIN. FACIL...	CITY OF ST. PETER	OFFICE RENT	OCT2017-201701260	227-49900-117	85.85
OTHER DIRECT ADMIN CHARGES	SANDRA OWEN	TRAVEL EXPENSE	INV0005725	227-49900-119	51.36
OTHER DIRECT ADMIN CHARGES	JODY SIPPO	TRAVEL EXPENSE	INV0005726	227-49900-119	12.84
FUEL EXPENSE	HOLIDAY CREDIT OFFICE	FUEL	INV0005783	227-49900-121	3,391.27
FUEL EXPENSE	HOLIDAY CREDIT OFFICE	FUEL	INV0005918	227-49900-121	3,651.64
PREVENTIVE MAINTENANCE	CITY OF ST. PETER	BUS MAINTENANCE	201709013875	227-49900-122	436.54
CORRECTIVE MAINTENANCE	CITY OF ST. PETER	BUS MAINTENANCE	201709013875	227-49900-123	1,792.91
CORRECTIVE MAINTENANCE	CITY OF ST. PETER	REPAIRS, MILEAGE, GLOVES	201710043942	227-49900-123	398.70
LEASES/RENTAL (GARAGES,VEH...	CITY OF ST. PETER	OFFICE RENT	OCT2017-201701260	227-49900-135	1,106.66
Department 49900 - St. Peter MRVT Total:					131,682.26
Department: 49901 - ST. PETER NSE					
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	201709183899	227-49901-102	571.17
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	20170929329	227-49901-102	578.14
OPERATORS WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	201709293929	227-49901-102	578.14
OPERATORS WAGES	CITY OF ST. PETER	PAYROLL	201710163974	227-49901-102	578.06
OPERATORS WAGES	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49901-102	584.84
OPERATORS WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49901-102	662.54
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	201709183899	227-49901-104	19.36

mrvt board expense approval

Post Dates: 09/04/2017 - 10/31/2017

Account Name	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	20170929329	227-49901-104	25.96
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	OCTOBER PAYROLL	20170929329	227-49901-104	25.96
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	PAYROLL	201710163974	227-49901-104	25.96
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49901-104	25.96
GENERAL OFFICE SUPPORT WA...	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49901-104	25.96
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	201709183899	227-49901-105	17.49
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	20170929329	227-49901-105	17.49
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	20170929329	227-49901-105	17.49
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	PAYROLL	201710163974	227-49901-105	17.49
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49901-105	189.99
OPERATIONS SUPPORT WAGES	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49901-105	17.49
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	201709183899	227-49901-106	202.67
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	20170929329	227-49901-106	207.20
FRINGE BENEFITS	CITY OF ST. PETER	OCTOBER PAYROLL	20170929329	227-49901-106	207.20
FRINGE BENEFITS	CITY OF ST. PETER	PAYROLL	201710163974	227-49901-106	207.17
FRINGE BENEFITS	CITY OF ST. PETER	9-1-17 PAYROLL	INV0005827	227-49901-106	266.93
FRINGE BENEFITS	CITY OF ST. PETER	OCTOBER PAYROLL	INV0005958	227-49901-106	235.33
Department 49901 - ST. PETER NSE Total:					5,305.99
Department: 49910 - LE SUEUR MRVT					
ADVRTING, MRKTING, PROMO ...	EVOLUTION MEDIA & DESIGN, L...	MRVT LOGO	7009	227-49910-113	175.00
ADVRTING, MRKTING, PROMO ...	CHAMBER OF COMMERCE	SENIOR EXPO FEE	INV0005798	227-49910-113	30.00
UTILITIES	VERIZON WIRELESS	CELLULAR SERVICE	9791899767	227-49910-118	67.70
PREVENTIVE MAINTENANCE	WOLF MOTOR CO., INC.	CLEAN BATTERY CABLES, REMO...	9025101	227-49910-122	100.74
PREVENTIVE MAINTENANCE	WOLF MOTOR CO., INC.	REMOVE AC COVER	9035212	227-49910-122	61.31
CORRECTIVE MAINTENANCE	KATO GLASS	REPLACED WINDSHIELD	32284	227-49910-123	300.00
CORRECTIVE MAINTENANCE	WOLF MOTOR CO., INC.	REPLACED REAR PADS	9035156	227-49910-123	504.47
CORRECTIVE MAINTENANCE	WOLF MOTOR CO., INC.	REPLACE RESISTER	9035277	227-49910-123	79.28
OTHER VEHICLE COSTS	TRUSTWORTHY HARDWARE OF ...	WASHERS & BOLTS-MRVT	179998	227-49910-125	0.90
OTHER OPER CHARGES	TRUSTWORTHY HARDWARE OF ...	WASHERS & BOLTS-MRVT	179998	227-49910-136	6.02
Department 49910 - LE SUEUR MRVT Total:					1,325.42
Fund 227 - PARA-TRANSIT FUND Total:					138,313.67
Grand Total:					138,313.67

Report Summary

Fund Summary

Fund	Payment Amount
227 - PARA-TRANSIT FUND	138,313.67
Grand Total:	138,313.67

Account Summary

Account Number	Account Name	Payment Amount
227-49900-101	ADMIN, MGMT, SUPERVI...	20,496.01
227-49900-102	OPERATORS WAGES	54,668.36
227-49900-104	GENERAL OFFICE SUPPOR...	995.65
227-49900-105	OPERATIONS SUPPORT W...	17,173.36
227-49900-106	FRINGE BENEFITS	27,228.43
227-49900-112	DRUG, ALCOHOL TESTING...	93.00
227-49900-115	STAFF DEVELOPMENT CO...	87.74
227-49900-116	OFFICE SUPPLIES	11.94
227-49900-117	LEASES/RENTALS (ADMIN...	85.85
227-49900-119	OTHER DIRECT ADMIN CH...	64.20
227-49900-121	FUEL EXPENSE	7,042.91
227-49900-122	PREVENTIVE MAINTENAN...	436.54
227-49900-123	CORRECTIVE MAINTENAN...	2,191.61
227-49900-135	LEASES/RENTAL (GARAGE...	1,106.66
227-49901-102	OPERATORS WAGES	3,552.89
227-49901-104	GENERAL OFFICE SUPPOR...	149.16
227-49901-105	OPERATIONS SUPPORT W...	277.44
227-49901-106	FRINGE BENEFITS	1,326.50
227-49910-113	ADVVRTING, MRKTING, PR...	205.00
227-49910-118	UTILITIES	67.70
227-49910-122	PREVENTIVE MAINTENAN...	162.05
227-49910-123	CORRECTIVE MAINTENAN...	883.75
227-49910-125	OTHER VEHICLE COSTS	0.90
227-49910-136	OTHER OPER CHARGES	6.02
Grand Total:		138,313.67

Project Account Summary

Project Account Key	Payment Amount
None	138,313.67
Grand Total:	138,313.67