



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

Tuesday, September 10, 2019 – 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. July 9, 2019 Regular Meeting
 - B. Disbursements List Approval – July 1, 2019 – August 31, 2019
- IV. **VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. **OLD BUSINESS**

None scheduled
- VI. **NEW BUSINESS**
 - A. 2019 Capital Purchase – Replacement Bus
 - B. 2020 Operating and Capital Grant Applications
 - C. Declaration of Surplus Property
- VII. **REPORTS**
 1. Operation Manager Report
 2. Compliance Manager Reports
 3. Administration Reports
- VIII. **ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

**MINUTES OF THE REGULAR BOARD MEETING
JULY 9, 2019**

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 Saint Peter Community Center on July 9, 2019.

A quorum present, Chairperson Huntington called the meeting to order at 2:30 p.m. The following members were present: Benjamin Rohloff, Mark Huntington, Susan Carlin and Stephan Grams. The following official was present: Saint Peter City Administrator Todd Prafke.

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

Approval of Minutes/Disbursements – A motion was made by Carlin, seconded by Sullivan to approve the minutes of the May 14, 2019 special meeting. With all in favor, the motion carried.

A motion was made by Carlin, seconded by Rohloff, to approve the disbursements from May 1, 2019 – June 30, 2019. With all in favor, the motion carried.

2018 Audit – Saint Peter City Administrator Prafke recommended formal acceptance of the 2018 audit as prepared by the firm of BerganKDV, Ltd. Prafke noted the Auditor issues an unmodified (clean) audit that complied with GASB 87. In motion by Carlin, seconded by Grams, Resolution No. 2019-04 entitled “Resolution Accepting 2018 Audit” was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-04 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

2020-2021 Budget- Saint Peter Finance Director Sally Vogel discussed changes in costs and made recommendations for the 2020-2021 transit system budget. In motion by Carlin, seconded by Rohloff, Resolution No. 2019-05 entitled “Resolution Approving 2020-2021 Budget For Minnesota River Valley Transit” was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-05 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

2020-2021 Funding Grant Submission Authorization – City Administrator Prafke recommended the Board take action to authorize submission of the 2020-221 grant application. In motion by Grams, seconded by Rohloff, Resolution No. 2019-06 entitled “Resolution Authorizing Submission Of Transit Operating Grant Applications For 2020-2021” was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2019-06 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Reports

Operations and Compliance Managers Report – Transit Compliance Manager Albers reported on hiring of part-time Transit Support Specialists positions; live operation of the new Routematch software which was expected to occur on July 22nd; training on the new software

and development of a database for riders; development of the capital grant application and a short review of bike racks.

Members asked questions about the new route dispatching software including the level of training; use of tablets by the drivers in relation to the new “hands free” law; and data privacy for riders information.

There being no further action, a motion was made by Carlin, seconded by Rohloff to adjourn. With all in favor, the meeting adjourned at 3:22 p.m.

The next meeting of the Minnesota River Valley Transit Board is scheduled for September 10, 2019.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

830 - MN RIVER VALLEY TRANSIT

AUGUST, 2019 EXPENSES

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-28-2019	CITY OF SAINT PETER	8,689.11	08/02/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-28-2019	CITY OF SAINT PETER	3,631.83	08/02/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-28-2019	CITY OF SAINT PETER	3,091.41	08/02/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-28-2019	CITY OF SAINT PETER	98.88	08/02/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	9,416.15	08/16/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	3,577.18	08/16/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	194.32	08/16/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	3,043.47	08/16/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	98.88	08/16/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-25-2019	CITY OF SAINT PETER	7,634.72	08/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-25-2019	CITY OF SAINT PETER	3,880.80	08/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-25-2019	CITY OF SAINT PETER	2,655.70	08/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 8-25-2019	CITY OF SAINT PETER	91.55	08/30/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 7-28-2019	CITY OF SAINT PETER	13.85	08/02/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 8-11-2019	CITY OF SAINT PETER	18.93	08/16/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 8-25-2019	CITY OF SAINT PETER	45.54	08/30/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB PERA		PERA - PUBLIC EMPLOYEES R	993.11	08/07/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB PERA		PERA - PUBLIC EMPLOYEES R	1,064.02	08/21/2019
830-41800-122	INTERGOVERNMENTAL PERA CONTRIB FICA		INTERNAL REVENUE SERVICE	921.46	08/07/2019
830-41800-122	INTERGOVERNMENTAL PERA CONTRIB FICA		INTERNAL REVENUE SERVICE	974.37	08/21/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE COI medicare withholding		INTERNAL REVENUE SERVICE	215.51	08/07/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE COI medicare withholding		INTERNAL REVENUE SERVICE	227.86	08/21/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	394.25	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	394.25	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	2,835.00	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	2,835.00	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	1,108.34	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	1,108.29	08/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR PAYROLL PE 8/11/19		CITY OF SAINT PETER	30.00	08/16/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR ee assistance prog 20111		EMPLOYEE ASSISTANCE PROGR	4.86	08/22/2019
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR DENTAL PREMIUM		SIMPLE BENEFIT PLAN ADMIN	373.28	08/07/2019
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR DENTAL PREMIUM		SIMPLE BENEFIT PLAN ADMIN	34.04	08/07/2019
830-41800-133	INTERGOVERNMENTAL LIFE INSUR LIFE INSURANCE PREMIUM		SUN LIFE FINANCIAL	8.29	08/07/2019
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPL phone headset		COMPUTER TECHNOLOGY SOLUT	260.00	08/12/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS july fuel		HOLIDAY COMMERCIAL	1,207.32	08/12/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS ST OF MN:JULY FUEL REFUND			(560.88)	08/23/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS july fuel		KWIK TRIP INC	3,607.12	08/26/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONA ticket books		NELSON PRINTING COMPANY	1,719.00	08/12/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONA employee testing		RIVER'S EDGE HOSPITAL & C	93.00	08/12/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONA 2018 audit transit		BERGANKDV	4,350.00	08/12/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONA employee testing		RIVER'S EDGE HOSPITAL & C	29.00	08/26/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONA route match		VINE FAITH IN ACTION	3,235.78	08/26/2019
830-41800-321	INTERGOVERNMENTAL TELEPHONE PAYROLL PE 7-28-2019		CITY OF SAINT PETER	93.00	08/02/2019
830-41800-340	INTERGOVERNMENTAL ADVERTISING transit support ad		ST PETER HERALD	459.45	08/26/2019
830-41800-340	INTERGOVERNMENTAL ADVERTISING fair table		MN VALLEY ACTION COUNCIL	30.00	08/26/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES internet		MEDIACOM	136.90	08/12/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES phone & data service		VERIZON WIRELESS	113.13	08/12/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES internet, data, phones		JAGUAR COMMUNICATIONS	110.00	08/12/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES internet		MEDIACOM	144.62	08/26/2019
				74,731.69	

830 - MN RIVER VALLEY TRANSIT

SUMMARY

830-41800-100
830-41800-102
830-41800-121
830-41800-122
830-41800-126
830-41800-131
830-41800-132
830-41800-133
830-41800-200
830-41800-211
830-41800-300
830-41800-321
830-41800-340
830-41800-380

AUGUST, 2019 EXPENSES

INTERGOVERNMENTAL WAGES	46,104.00
INTERGOVERNMENTAL - OVERTIME	78.32
INTERGOVERNMENTAL PERA CONTRIB	2,057.13
INTERGOVERNMENTAL PERA CONTRIB	1,895.83
INTERGOVERNMENTAL MEDICARE CON	443.37
INTERGOVERNMENTAL HEALTH INSUR	8,709.99
INTERGOVERNMENTAL DENTAL INSUR	407.32
INTERGOVERNMENTAL LIFE INSUR	8.29
INTERGOVERNMENTAL OFFICE SUPPL	260.00
INTERGOVERNMENTAL MOTOR FUELS	4,253.56
INTERGOVERNMENTAL PROFESSIONA	9,426.78
INTERGOVERNMENTAL TELEPHONE	93.00
INTERGOVERNMENTAL ADVERTISING	489.45
INTERGOVERNMENTAL UTILITIES	504.65
	74,731.69

830 - MN RIVER VALLEY TRANSIT

JULY, 2019 EXPENSES

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	7,631.01	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	635.33	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	3,808.14	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	72.66	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	2,618.76	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	36.94	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	65.92	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 6-30-2019	CITY OF SAINT PETER	32.96	07/05/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-14-2019	CITY OF SAINT PETER	8,580.58	07/19/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-14-2019	CITY OF SAINT PETER	3,880.80	07/19/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-14-2019	CITY OF SAINT PETER	2,683.48	07/19/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 7-14-2019	CITY OF SAINT PETER	98.88	07/19/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB PERA		PERA - PUBLIC EMPLOYEES R	953.00	07/10/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB PERA		PERA - PUBLIC EMPLOYEES R	968.41	07/24/2019
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB FICA		INTERNAL REVENUE SERVICE	882.81	07/10/2019
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB FICA		INTERNAL REVENUE SERVICE	905.88	07/24/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE CO medicare withholding		INTERNAL REVENUE SERVICE	206.46	07/10/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE CO medicare withholding		INTERNAL REVENUE SERVICE	211.86	07/24/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	394.25	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	394.25	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	2,835.00	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	2,835.00	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	1,108.35	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium		BLUE CROSS BLUE SHIELD OF	1,108.32	07/01/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR VEBA-CITY CONTRIBUTION		FURTHER (FORMERLY SELECT	567.00	07/05/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR VEBA-CITY CONTRIBUTION		FURTHER (FORMERLY SELECT	3,150.00	07/05/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR pcori fee form 720 2nd q		UNITED STATES TREASURY	28.77	07/10/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR monthly admin fee fsa		FURTHER (FORMERLY SELECT	14.75	07/18/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR PAYROLL PE 7-14-2019		CITY OF SAINT PETER	30.00	07/19/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR ee assistance prog 20111		EMPLOYEE ASSISTANCE PROGR	4.88	07/30/2019
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR DENTAL PREMIUM		SIMPLE BENEFIT PLAN ADMIN	373.26	07/10/2019
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR DENTAL PREMIUM		SIMPLE BENEFIT PLAN ADMIN	34.04	07/10/2019
830-41800-133	INTERGOVERNMENTAL LIFE INSUR LIFE INSURANCE PREMIUM		SUN LIFE FINANCIAL	8.28	07/10/2019
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPL phone system		COMPUTER TECHNOLOGY SOLUT	2,192.00	07/08/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUEL june fuel		HOLIDAY COMMERCIAL	1,234.33	07/22/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUEL june fuel		KWIK TRIP INC	3,264.78	07/22/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUEL june fuel		KWIK TRIP INC	394.51	07/22/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL voip firewall		COMPUTER TECHNOLOGY SOLUT	1,217.00	07/08/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL MRVT ST PETER ACCTG FEE		CITY OF SAINT PETER	500.00	07/31/2019
830-41800-321	INTERGOVERNMENTAL TELEPHONE PAYROLL PE 6-30-2019		CITY OF SAINT PETER	210.00	07/05/2019
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRAFFIC staff mtg supplies		FAMILY FRESH MARKET	11.19	07/22/2019
830-41800-340	INTERGOVERNMENTAL ADVERTISING advertising		KCHK-FM	90.00	07/22/2019
830-41800-340	INTERGOVERNMENTAL ADVERTISING advertising		KCHK-FM	45.00	07/22/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES phone & tablet service		VERIZON WIRELESS	113.61	07/22/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES voip internet		JAGUAR COMMUNICATIONS	198.00	07/22/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT tire repair #218		VON ESSEN TOWING	25.00	07/08/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT spray lubricant		NAPA AUTO PARTS OF ST PET	3.99	07/22/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT mount & balance 2 tires		LABELLE'S LESUEUR ALIGNME	82.50	07/22/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT battery & glass cleaner		TRUSTWORTHY HARDWARE	33.96	07/22/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT NORTH CENTRAL BUS:REPAIR		CITY OF SAINT PETER	(53.95)	07/31/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT JULY MECHANIC W.O. PREVENTIVE		CITY OF SAINT PETER	140.69	07/31/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT JULY MECHANIC W.O. CORRECTIVE		CITY OF SAINT PETER	900.84	07/31/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REPAIR&MAINT JULY MECHANIC W.O. TIRES		CITY OF SAINT PETER	356.76	07/31/2019
830-41800-412	INTERGOVERNMENTAL BUILDING RENOVATION MRVT LEASE ST PETER CITY		CITY OF SAINT PETER	85.85	07/31/2019
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RENT MRVT LEASE ST PETER CITY		CITY OF SAINT PETER	1,106.66	07/31/2019

59,312.75

SUMMARY

830-41800-100	INTERGOVERNMENTAL WAGES	30,145.46
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	1,921.41
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	1,788.69
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	418.32
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	12,470.57
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	407.30
830-41800-133	INTERGOVERNMENTAL LIFE INSUR	8.28
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPL	2,192.00
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	4,893.62
830-41800-300	INTERGOVERNMENTAL PROFESSIONA	1,717.00
830-41800-321	INTERGOVERNMENTAL TELEPHONE	210.00
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRA	11.19
830-41800-340	INTERGOVERNMENTAL ADVERTISING	135.00
830-41800-380	INTERGOVERNMENTAL UTILITIES	311.61
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M,	1,489.79
830-41800-412	INTERGOVERNMENTAL BUILDING REN	85.85
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	1,106.66
		59,312.75

830 - MN RIVER VALLEY TRANSIT

JUNE, 2019 EXPENSES

Expenses recorded after initial June expense report

830-41800-131	INTERGOVERNMENTAL HEALTH INSUR health insurance premium	BLUE CROSS BLUE SHIELD OF MINNEO	394.25	6/4/19
830-41800-300	INTERGOVERNMENTAL PROFESSIONA MRVT ST PETER ACCTG FEE	CITY OF SAINT PETER	500.00	6/30/19
830-41800-300	INTERGOVERNMENTAL PROFESSIONA PRESIDIO INV PHONE SWITHC	PRESIDIO	67.50	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M JUNE MECHANIC W.O. PREVEN	CITY OF SAINT PETER	222.42	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M JUNE MECHANIC W.O. CORREC	CITY OF SAINT PETER	2,511.56	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M JUNE MECHANIC W.O. TIRES	CITY OF SAINT PETER	222.44	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M JUNE MECHANIC W.O. PREVEN	CITY OF SAINT PETER	142.73	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M JUNE MECHANIC W.O. CORREC	CITY OF SAINT PETER	142.61	6/30/19
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M NAPA BRAKE CREDIT	NAPA	(74.42)	6/30/19
830-41800-412	INTERGOVERNMENTAL BUILDING REN MRVT LEASE ST PETER CITY HA	CITY OF SAINT PETER	85.85	6/30/19
830-41800-415	INTERGOVERNMENTAL EQUIP RE MRVT LEASE ST PETER CITY HA	CITY OF SAINT PETER	1,106.66	6/30/19

SUMMARY

Account	Account Name	Total
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	394.25
830-41800-300	INTERGOVERNMENTAL PROFESSIONA	567.50
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M.	3,167.34
830-41800-412	INTERGOVERNMENTAL BUILDING REN	85.85
830-41800-415	INTERGOVERNMENTAL EQUIP RE	1,106.66
		5,321.60

June Grand total

830-41800-100	INTERGOVERNMENTAL WAGES	31,825.60
830-41800-102	INTERGOVERNMENTAL - OVERTIME	69.26
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	1,515.77
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	1,897.12
830-41800-126	INTERGOVERNMENTAL MEDICARE COF	443.73
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	8,724.82
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	407.30
830-41800-133	INTERGOVERNMENTAL LIFE INSURAN	8.28
830-41800-151	INTERGOVERNMENTAL WORKERS COM	6,602.29
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPL	102.45
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	4,992.58
830-41800-300	INTERGOVERNMENTAL PROFESSIONA	1,133.12
830-41800-321	INTERGOVERNMENTAL TELEPHONE	93.00
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRA	11.19
830-41800-340	INTERGOVERNMENTAL ADVERTISING	35.00
830-41800-380	INTERGOVERNMENTAL UTILITIES	258.94
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M.	5,992.61
830-41800-412	INTERGOVERNMENTAL BUILDING REN	85.85
830-41800-415	INTERGOVERNMENTAL EQUIP RE	1,106.66
	June 2019 Total	65,305.57



TO: Todd Prafke
City Administrator

DATE: 09/05/19

FROM: Wayne Albers
Compliance Manager

RE: Approval of Purchase of New Bus under 2019 Capital Grant

ACTION/RECOMMENDATION

Approve the purchase of a new Elkhart Coach transit bus from North Central Bus.

BACKGROUND

At the November 2018 Board meeting, the Board approved a 2019 Capital Grant application for the purchase of a new bus. MN/DOT Office of Transit and Active Transportation (MN/DOT OTAT) approved the grant for a maximum purchase price of \$85,000. MN/DOT OTAT authorizes transit systems holding a fully executed capital grant application to place orders for new buses. The buses are purchased from vendors holding new bus contracts with MN/DOT OTAT.

A new bus would replace a 2014 Ford E-450 bus with over 150,000 miles. This bus will be kept in the fleet as a back-up bus and used as necessary. MN/DOT OTAT guidelines for replacing buses is 5 years and 150,000 miles or if the bus is over 10 years old.

Staff has compared the prices of buses from three vendors. Based on pricing and experience, I recommend the purchase of a new Ford E-450 Elkhart Coach transit bus. Funding for the bus will be as follows:

Cost	\$80,998.00
State 80%	\$64,798.40
MRVT	\$16,199.60

This bus is nearly identical to the buses that have been purchased over the past three years. The purchase price includes upgrades for driver and passenger safety, passenger comfort and driver comfort.

FISCAL IMPACT:

Minnesota River Valley Transit's 20% share of the purchase price (\$16,199.60) will be funded by transit revenues.

ALTERNATIVE AND VARIATIONS:

Approval: Staff will place an order for a new bus with an anticipated February 2020 delivery date.

Denial: Staff will continue to use the buses currently in the fleet to provide service and inform the Office of Transit of your decision.

Modification of the Resolution: This resolution was submitted to the State before the end of August which was the deadline. As a budgeted item City Administrator Prafke did not feel it was necessary to convene a special Minnesota River Valley Transit meeting.

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

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2019 -

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

RESOLUTION APPROVING BUS CAPITAL GRANT APPLICATION

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, State grant applications require a resolution by the governing body; and

WHEREAS, staff wishes to purchase a ECII Gas Elkhart Coach bus from North Central Bus and Equipment, Inc. in the amount of \$80,998; and

WEHEREAS the system has a Capital Plan that does not provide for a Capital Grant application in 2019, and

WHEREAS, the Minnesota River Valley Transit Board believes that should an opportunity to purchase a new bus through a Capital Grant be available it is a benefit to the system to apply and purchase in the 2019 year.

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

1. The Minnesota River Valley Transit directs staff to apply for additional Capital Grant dollars for the purchase of a bus under the 2019 contract for delivery in the early part of 2020.
2. Funding would be provided through use of MRVT funds.

Adopted by the Board of the Minnesota River Valley Transit this 22nd day of August, 2019.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Chairperson Huntington
Members of the Board

DATE: 09/05/19

FROM: Todd Prafke
Saint Peter City Administrator

RE: 2020 Operating and Capital Grant Applications

ACTION/RECOMMENDATION

Ratify the staff submission of the 2020 transit capital grant to the Minnesota Department of Transportation (MN/DOT), Office of Transit and Active Transportation.

BACKGROUND

The Capital Funds grant is used for the replacement of buses. The deadline for the Capital application was August 30, 2019. MN/DOT agreed to allow MRVT to submit the application and add the resolution if the resolution passes at the September meeting. A Capital Grant would allow for ordering a new bus in 2020 with an expected delivery date of late 2020 or early 2021. MN/DOT 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 9 buses includes 4 buses that have over 115,000 miles. We estimate 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. The state and federal share of the capital cost is 90% for the 2020 grant. MN/DOT bases the grants on projected costs of the buses which for 2020 is \$85,000.00.

(90%)	\$76,500	State and Federal Share
(10%)	\$ 8,500	Local Share
	<u>\$85,000</u>	Projected Total Replacement Cost

If the capital grant is approved by MN/DOT, the process of equipping and pricing the bus will begin in early 2020. The final decision to order a bus would need to be made in early 2020. 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.

A note about staff action on this issue. The Board had previously approved a capital plan that included a plan to make this purchase. The Office of Transit changed the timeline for submittal and I did not believe a special meeting before the end of summer was needed to submit the grant application. Had this been a purchase decision I would have asked for a special meeting for Board approval. Purchasing is always an option of the Board but since the plan had been approved, the submittal of the grant application had no financial risk. Without the grant submittal

you would not have opportunity to purchase within your current financial situation. We are asking for your ratification of this application.

FISCAL IMPACT:

Should this application not be approved for submission, we would continue to provide service using the existing fleet. At the current fleet ages, it is anticipated that maintenance costs will increase. 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 capital grant application has been submitted and a resolution is required in early September 2019.

Negative Vote: Staff will wait for your direction, however without a resolution for the application MN/DOT will not process the submitted application.

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

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

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2019-

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

**RESOLUTION AUTHORIZING SUBMISSION OF TRANSIT CAPITAL GRANT APPLICATION
FOR 2020**

WHEREAS, the 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 capital purchases of the transit system; and

WHEREAS, a capital grant application for the year 2020 has been developed which outlines the transit system capital (vehicle replacement) plan; and

WHEREAS, a State capital grant application requires 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 and Active Transportation for the capital purchase of a transit bus in 2020.
2. Minnesota River Valley Transit agrees to provide a local share of up to twenty percent (20%) of the total capital costs of the new transit bus.
3. The MRVT Transit Compliance Manager and City of Saint Peter City Administrator are hereby authorized to execute such documents as may be necessary for MRVT to secure a transit grant for operation of the system in 2020.

Adopted by the Board of the Minnesota River Valley Transit this 10th day of September, 2019.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Chairperson Huntington
Members of the MRVT Board

DATE: 9/5/2019

FROM: Sally Vogel
Finance Director

RE: Declaration of Surplus Property

ACTION/RECOMMENDATION

Declare the 2008 and 2002 Eldorado buses and allow for disposal by means of public sale.

BACKGROUND

As new buses are acquired older buses are reviewed for mechanical soundness. Any bus which is no longer able to be operated should be disposed of.

At this time Minnesota River Valley Transit's 2008 bus (unit #11) has 228,000 miles. The bus was in operation for 10½ years. The rear a/c controller has failed and the engine has been using a quart of oil every 400-500 miles for the last three years. This unit was replaced by unit #218 in March of 2018.

The 2002 bus (unit #42) has 101,000 miles, has been in service for over 15 years, and is the last diesel bus in the fleet. Although the drivetrain is very reliable, the age, winter reliability, and deterioration of the body and lift have caused it to be put into a backup/last resort option among the bus fleet. This unit was replaced with #180 that went into service January of 2019.

At this time the Minnesota River Valley Transit board does not have a surplus equipment disposal policy. As the City of Saint Peter is the administrative entity for Minnesota River Valley Transit, I recommend the Board follow the City's policy for declaration of surplus policy which is summarized as follows:

- Staff recommends a surplus declaration for property that is no longer needed.
- The Board takes formal action to declare as surplus.
- Disposal of the property
 - Estimated value of less than \$500 can be sold through negotiated sale or by public auction.
 - Estimated value between \$500 and \$1,000 must be offered for public sale to the highest bidder with 10 days notice of such sale either published in the official newspaper or posted where other legal notices for the entity are posted.

- Value over \$1,000 must be offered for public sale to the highest bidder with notice of such sale given at least 10 days before the date of sale by publication once in the official newspaper.

No board member or employees involved in the decision making as to the surplus designation are eligible to purchase the property.

I recommend the two buses be declared as surplus property and offered for public sale as required by the City of Saint Peter's surplus property policy.

SV

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2019-

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

RESOLUTION DESIGNATING TWO TRANSIT BUSES AS SURPLUS PROPERTY

WHEREAS, Minnesota River Valley Transit (MRVT) operates under a program where buses that are no longer mechanically sound are rotated out of operation when new buses are purchased; and

WHEREAS, the system currently has two buses that are no longer recommended for service; and

WHEREAS, the Board wishes to dispose of the buses under the surplus property policy utilized by the City of Saint Peter; and

WHEREAS, once formally declared as surplus property, the buses will be offered for public sale with any proceeds returned to the Minnesota River Valley Transit fund.

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

1. Minnesota River Valley Transit does hereby declare as surplus property the following buses:

2008 Eldorado Bus VIN 1FD4E45S98DB51391
2002 Eldorado Bus VIN 1FDXE45F32HB22968
2. Staff is directed to dispose of the vehicles through public sale as outlined in the City of Saint Peter's surplus property policy.

Adopted by the Board of the Minnesota River Valley Transit this 10th day of September, 2019.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator