



**BRAINERD CROW WING  
PUBLIC TRANSIT**



**City Transportation Advisory Committee  
Monday, June 14, 2021 from 1:00 to 4:00 pm  
Council Chambers, Brainerd City Hall and WebEx**

Transportation Committee Chair Czczok called the meeting of the City Transportation Advisory Committee to order at 1:00 pm in the City of Brainerd Council Chambers.

Noted present were Committee Members Stenberg, Bertram, Koep, Czczok, and Lambert (who arrived shortly later at 135pm). Also noted present were staff Transit Coordinator Stone, City Engineer Sandy, Transit Operations Specialist Gauthier, Crow Wing County Administrator Tim Houle (arrived at 150pm) and MNDOT PM Tina Neary via Webex.

**1. Additions / Changes to Agenda (action)**

- a. MOVED BY KOEP AND SECONDED BY STENBERG, DULY CARRIED, NO ADDITIONS OR CHANGES TO THE AGENDA

**2. Approval of City TAC Meeting Minutes of March 11, 2021 (action)**

- a. MOVED AND SECONDED BY BERTRAM AND STENBERG, DULY CARRIED, TO APPROVE THE MINUTES OF THE MARCH 11, 2021, CITY TAC MEETING MINUTES

**3. Subscription fares – Memorandum of Understanding (action)**

- a. City Transit Coordinator Stone presented Memorandum Of Understanding contracts in which the document and subscription fares have not been updated since 2018. Fare increases were recommended due to ongoing administrative duties related to the MOU's.
- b. MOVED BY BERTRAM AND SECONDED BY KOEP, DULY CARRIED, TO INCREASE MOU SUBSCRIPTION FARES FOR BRAINERD/BAXTER TRIPS FROM \$3.00 TO \$3.50 & TO UPDATE THE MOU VERBIAGE TO REFLECT CURRENT COUNTY SUBSCRIPTION RIDE FARE COST OF \$4.00

**4. 2022 Operating Grant Resolution (action)**

- a. Staff presented 2022 Transit Operating Grant Resolution details and timeline
- b. MOVED AND SECONDED BY STENBERG AND BERTRAM, DULY CARRIED, TO APPROVE THE 2022 OPERATING GRANT RESOLUTION & RECOMMEND ENDORSEMENT TO COUNCIL

**5. 2022 Transit Office Lease Agreement (action)**

- a. Staff presented the Transit Commercial Lease Agreement with the City of Brainerd and provided information on the 2022 rent cost increase

Committee Members: Jeff Czczok, Mary Koep, Jan Lambert, Nathan Bertram, Doug Stenberg, VACANT  
City Council Liaison Tad Erickson

Staff Members/Others: City Engineer Sandy, Transit Coordinator Stone, Transit Assistant Gauthier,  
Tina Neary (MNDOT), City Administrator Jennifer Bergman, County Administrator Tim Houle

- b. MOVED AND SECONDED BY KOEP AND STENBERG, UNANIMOUSLY CARRIED TO APPROVE THE TRANSIT OFFICE LEASE MONTHLY COST OF \$660.00 - FROM JANUARY 1, 2022 TO DECEMBER 31, 2022 & TO RECOMMEND ENDORSEMENT TO CITY COUNCIL

**6. 2020 Capital Bus Purchase (action)**

- a. Staff provided information regarding the 2020 Capital Bus Purchase. Transit should see the 2020 bus in/by 2022 due to manufacturing parts and microchip shortages throughout the automotive industry
- b. MOVED AND SECONDED BY STENBERG AND KOEP, DULY CARRIED, TO APPROVE TO PROCEED WITH THE 2020 CAPITAL BUS PURCHASE

**7. Extension Agreement with 3PC (action)**

- a. Staff provided information and the extension agreement with 3PC Productive Alternatives to extend the current 3PC agreement for another month due to time constraints while transitioning to a new 3PC
- b. MOVED AND SECONDED BY LAMBERT AND BERTRAM, DULY CARRIED, TO APPROVE EXTENSION AGREEMENT WITH 3PC TO GO FROM JULY 1, 2021 TO JULY 31, 2021 WITH THE OPTION TO END THE AGREEMENT EARLY IF NECESSARY & TO RECOMMEND ENDORSEMENT TO CITY COUNCIL

**8. Review, evaluate, selection and recommendation of RFP Proposals (action)**

- a. The TAC spent extensive time reviewing, discussing, evaluating, and scoring the 2 proposals received for the operation of the transit system in compliance with federal procurement rules.
  - i. 2 TAC members had not reviewed the submitted Proposals prior to the meeting and did not complete and submit their scoring and evaluations of the proposals which resulted in the meeting going into a recess for approx. 45 minutes for them to review, score and evaluate.
  - ii. TAC members requested multiple times to review financial budgets from proposals and did not agree why that information was omitted from the proposals provided to them, to review and score prior to the meeting, by City Engineer Sandy with guidance from MnDOT on June 10, 2021.
  - iii. TAC committee member Lambert Moved to reject the Brainerd Bus Lines incomplete proposal however there was no second to the motion.
  - iv. Lastly each proposal's financial budget was then reviewed and compared and then scored by each TAC member. City Engineer Sandy assembled all the committee's scorings for each proposal and presented the totals to the TAC.
- b. The summary scoring was prepared and MOVED AND SECONDED BY BERTRAM AND LAMBERT TO ACCEPT THE RFP EVALUATION SCORING SUMMARY & RECOMMEND ENDORSEMENT TO COUNCIL. MEMBER'S LAMBERT, BERTRAM, STENBERG AND CZECZOK VOTED "AYE", MEMBER KOEP VOTED "NAY".
- c. MOVED AND SECONDED BY BERTRAM AND STENBERG TO RECOMMEND TO CITY COUNCIL FOR REVIEW AND APPROVAL OF THE TAC DECISION TO AWARD THE TRANSIT CONTRACT TO BLUE EARTH BLUE SKY (JEFFERSON LINES). MEMBER'S LAMBERT, BERTRAM, STENBERG AND CZECZOK VOTED "AYE", MEMBER KOEP VOTED "NAY".

Committee Members: Jeff Czeczok, Mary Koep, Jan Lambert, Nathan Bertram, Doug Stenberg, VACANT  
City Council Liaison Tad Erickson

Staff Members/Others: City Engineer Sandy, Transit Coordinator Stone, Transit Assistant Gauthier,  
Tina Neary (MNDOT), City Administrator Jennifer Bergman, County Administrator Tim Houle

**9. Open Forum (public)**

- a. There were no members of the public that attended this meeting.

**10. Committee Member Comments/Questions**

- a. No further comments/questions

**11. Adjourn (action)**

- a. MOTION AND SECONDED BY BERTRAM AND LAMBERT, DULY CARRIED, TO ADJOURN THE MEETING AT 4:00 PM.