

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
February 10, 2023

The meeting was called to order at 8:00 a.m. by Board Chair Elliot Belgard. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Young and Groskreutz and Martin County Commissioner Bleess. Attending remotely was Martin County Commissioner Belgard. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. There were none. Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve the agenda as presented. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$29,578.41 and noted that there will still be a number of regular and recurring bills arriving in the coming days and weeks that will be due before the next Executive Committee meeting. He also noted that there was a bill for \$12.23 from NAPA that had just arrived that morning on his desk he'd like to pay. In addition, Martin County's MIS Department had recently installed new equipment and the bill had not yet arrived but Monahan would like permission to pay that bill as well when it arrives since it will be a bill to Martin County IT Department who ordered the equipment. The total should be between \$400 and \$500 at most. There was brief discussion regarding a few of the bills along with explaining some protocols for Transit Board bill payment to Commissioner Bleess as it was his first meeting.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve payment of the Unpaid Bills as presented and to approve giving the Transit Director authority to continue to pay other regular and recurring bills at the discretion of the Transit Director upon receipt along with the additional bills from NAPA and Martin County IT. Motion passed unanimously by roll call vote.

Monahan produced a Bank Statement for the Transit Board. It showed that as of January 31, 2023 the Transit Board had \$450,622.32 for a bank balance. Monahan noted that MnDOT deposited the State share of the 1st Quarter 2023 Operations contract funding on January 18th totaling \$178,492.50 in total. These payments will come in the first month of the quarters through the year. The bank statement discussion led to the interest yield percentage the account was getting. Commissioner Belgard noted he had recently inquired about possible rate increases for Martin County and was successful obtaining. After discussion it was decided that Monahan would approach CCF Bank staff locally and see what options are available for possibly getting a higher percentage interest yield on the bank account.

Discussion turned to Old Business and the Transit Facility Lighting Project. Monahan noted he was unable to get bids put together to complete the project before the end of December and utilize 2022 Operations funds. He has however been able to research the cost for completion of

the job and it will be approximately \$3,000 for parts and labor. This includes recycling the old fluorescent bulbs and receiving a refund from the City of Fairmont for energy saving bulb installation. With the cost being this much he is going to get a few formal quotes from some of the companies discussed at the December Executive Committee and see who can come up with the best quote and get the project completed.

Discussion turned to Transit Advisory Committee (TAC) assignments. Monahan reported that as part of the Transit Board's Title VI update worked on last summer, some of the comments received from MnDOT were that the TAC needed to meet more consistently to comply with the community input requirement. Monahan noted that TACs are not necessarily required but are likely the easiest way to meet the FTA and Title VI community input requirements. The way the Transit Board's TAC is set up is according to the By-laws which were developed in 2015 during the process of the merger and established that each commissioner would appoint a representative to the TAC. This has proven to be difficult to maintain through the years and Monahan has not been able to have very successful or well attended TAC meetings, even when switching to virtual attendance options. Commissioner Bleess asked if church staff or clergy would be good for the TAC and Monahan explained that the decision is up to each commissioner however if a person can speak for people that utilize the transit system, or can learn about the transit system and then convey that information to others that might benefit then they would be a great fit. After discussion Commissioner Belgard noted that the discussion had to happen with the Full Board to explain how important having a consistent TAC is to our compliance and see about getting new appointees. It will be discussed at the February 22nd Full Board meeting.

Discussion turned to New Business and Personnel Actions. Monahan noted that Matthew Wolner had been with Prairie Lakes Transit for nearly 6-months and had successfully completed his probationary period. He wished to remove him from probation and begin paying him the regular Transit Driver wage.

Motion made by Commissioner Groskreutz, seconded by Commissioner Bleess to approve the Personnel Action as presented. Motion passed unanimously by roll call vote.

Discussion turned to the ridership report. Monahan reported that the January had the highest ridership total ever for a month in Faribault County. It was also noted that this was done while being short staffed and having a number of routes not covered through the month. Martin County showed steady ridership and a nice improvement over 2022 numbers. Monahan noted that the first week of February not only had one of the highest vault deposits, but normally about 30 token packs might be sold in a week and the last week had over 50 sold. So the system has been very busy in the past few weeks. Monahan also began presenting a table that only shows 2021-2023 ridership amounts. It has been noted quite a bit recently to not compare ourselves to 2019 or before because that is the past and we are not likely to see ridership like that for some time. We should focus on building on what we have now. So that graph will be included with the monthly ridership report along with a graph showing ridership back to 2016 moving forward.


The next Executive Committee is scheduled for Friday March 10th at 8:00 am. The next Full Transit Board meeting is planned for February 22nd in Blue Earth starting at 8:00 am before the Human Services Full Board meeting.

With no further business to wit, a motion was made by Commissioner Groskreutz and seconded by Commissioner Young, to adjourn and the Board Chair adjourned the meeting at 8:55 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

Jamie Bleess, Board Secretary