

Faribault-Martin County Joint Transit Board – Executive Committee  
FM Transit Facility  
1023 North Dewey Street Fairmont, MN 56031  
May 3, 2024

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

Board Chair asked for any changes to the agenda. Monahan stated he had an authorization letter and a data request to discuss. Motion made by Commissioner Belgard, seconded by Commissioner Bleess to approve the agenda as amended. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$30,391.12 plus an additional \$5,310.87 invoice for fuel and noted there will still be a large number of regular and recurring bills arriving in the coming weeks that will be due before the next Executive Committee meeting. However most of the larger regular bills like Fuel and Health Benefits were included in these amounts. Monahan described one bill that was the relocation of a and new ductwork for a garage heater that had been made dormant after the 2021 office construction. Being a newer heater it will help heat the garage more efficiently in the winter. Discussion ensued regarding a few of the other bills and their details.

Motion made by Commissioner Young, seconded by Commissioner Bleess 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. Motion passed unanimously.

Monahan produced a Bank Statement for the Transit Board. It showed that as of April 30, 2024 the Transit Board had \$428,693.14 for a bank balance. April saw two anticipated funding deposits. First on April 10<sup>th</sup> there was \$222,168 deposited which was the 2<sup>nd</sup> Quarter State Share funding for 2024 Operations. Then on April 29<sup>th</sup> \$148,115.43 was deposited which was the 4<sup>th</sup> Quarter Federal Share funding for 2023 Operations. Monahan also noted that with the submission of the March data reports on finances and ridership to MnDOT the 1<sup>st</sup> Quarter Federal funding will be calculated in the near future and be deposited in about a month. Cashflow is in a good position going into the summer. The rest of the activity for the month was business as usual.

There was no Old Business to discuss at the meeting.

Discussion turned to New Business and Monahan sharing tables showing the current Service Hours design for the Prairie Lakes Transit system. For 2025 it may be possible to reduce budgeted Service Hours and those savings will be put into a Statewide pool for increase replacement vehicle funding. Monahan had given the overview of MnDOT's plan to the Full

Board in April and wanted to show a scenario of what could be done by reducing a route from 12 to 10 hours per day for example. There was discussion of the impact to passengers of hour reductions of certain routes and questions of whether changes like this would require open house meetings like they would have in the past. Monahan noted he would check with MnDOT on the public meeting requirements. After discussions he stated he would work in May to create a few different options to bring to the Executive Committee to review and discuss at their June meeting that can then be formed into one preferred option to present to the Full Board for consideration at their meeting at the end of June. That meeting is when the proposed 2025 budget is considered and Service Hours and the employees that have to work them are a critical component of budget amount needs.

Discussion turned to Personnel Actions. Monahan stated he wished to rehire Transit Driver Rick Libby on a 6-month probationary status but at the regular driver rate due to his past experience with the transit system.

Motion made by Commissioner Young, seconded by Commissioner Belgard to approve the Personnel Action as presented. Motion passed unanimously.

Discussion turned to the ridership report. Monahan presented the charts and was happy to report the numbers for April did not follow the recent pattern of having a significant drop off from March. Rather the reduction from March was only 2 trips so it was essentially flat. Routes in both Counties had significant improvements over last year's April. Monahan also produced a ridership chart displaying trips per route per month for each route. It shows that Red and Green Route in Fairmont consistently are the most used routes but the Blue Route in Blue Earth is the third most used route in the system so the frequent riders are not all in Martin County. The chart can illustrate things as detailed as the month when there were a number of preschoolers that were ill for multiple days causing the route to have less ridership. It also shows clearly the increases for some routes due to the increased demand from STEP recently as they have been reaching out and we have been able to accommodate them as much as possible.

Discussion turned to a memo Monahan needed to have signed by the Chair and Vice-Chair in order to request Driver Vehicle Records from the DVS. He has made multiple attempts to get staff driving records recently and they keep returning the requests with apparent errors including not having proper proof of authorization.

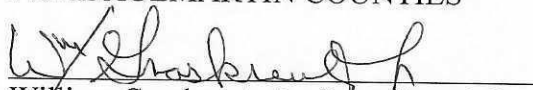
Discussion turned to the recent Personnel Security matters. Monahan updated the Executive Committee on the status of a criminal case and noted that an individual involved in the case had made a Public Data records request. After discussion Monahan was advised to reach out to the Martin County Attorney for legal assistance for this matter.

Following this meeting Commissioners Groskreutz and Belgard will be conducting interviews for the Safety Manager position with Monahan.

The next Executive Committee meeting is scheduled for Friday June 7th at 8:00 a.m. at the Transit Facility in Fairmont. The next Full Board meeting will be held on Tuesday June 25<sup>th</sup> at 9:00 a.m. in Fairmont.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Bless, and the Chair adjourned the meeting at 8:50 a.m.

JOINT TRANSIT BOARD  
FARIBAULMARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST:

  
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Greg Young, Board Secretary