

**MAPLE GROVE TRANSIT COMMISSION**  
**City of Maple Grove**  
**Meeting of January 28, 2014**

**MINUTES**

**Members Present:** Terry Coss, Mandy Knudsen, Teri Anderson, Jaime Renner, and Mark Davison.

**Members Absent:** none

**Also Present:** Mike Opatz-City of Maple Grove, Steve Jaeger-Metro Transit, Doyne Parson-Metro Transit, Colleen Swann-Metro Transit, Steve McLaird-Metro Transit, Bill Patten-Midwest Paratransit, and Mackenzie Nelson-Student.

**Call to Order**

Transit Commission Chair Terry Coss called the meeting to order at 6:30 p.m.

**Oath of Office**

Transit Commissioners Mandy Knudsen, Mark Davison, Terry Coss and Teri Anderson have been reappointed for another two-year term expiring 12/31/2015, and took the Oath of Office at the meeting.

**Open Forum**

No one from the public spoke during the open forum.

**Commissioner's Award to Doyne Parsons and Demetairs Bell**

The Commissioner's Award was presented to Metro Transit employees Doyne Parsons and Demetairs Bell for the dedication, commitment and excellent service to Maple Grove Transit. They both recently have taken on new assignments at Metro Transit and will no longer have a direct roll with our service. Their contributions to Maple Grove Transit have been greatly appreciated.

**Approve Minutes**

Chair Terry Coss called for a motion to approve the meeting minutes from November 28, 2013. Teri Anderson made the motion and Jaime Renner seconded the motion, and the minutes were approved.

**Discussion of Routes and Statistics**

Opatz reviewed the monthly ridership summaries for November and December 2013 are attached, plus the most recent daily ridership reports.

Opatz then stated that Maple Grove Transit finished 2013 with 836,443 riders, which is a 1.06 percent increase from the 2012 ridership figure of 827,673. The 2013 ridership level represents the highest annual ridership level attained by Maple Grove Transit with the previous record being the 2012 ridership mark. It was an interesting year in terms of ridership performance as we experienced some great variability from month to month. For example, both April 2013 and December 2013 saw an eight percent increase in ridership over April 2012 and December 2013 while February and March posted four percent drops in ridership. Fluctuations in gas prices may have played a role in the ridership patterns as well as the Parkway Transit Station Phase 2 construction.

The Commissioner's had the following reports:

- Teri Anderson – No major issues, but the 3<sup>rd</sup> and Hennepin bus shelter is still not being cleaned of snow by CBS Outdoors. It is very treacherous travel for pedestrians.
- Mark Davison – The overhead bus sign for the 2<sup>nd</sup> p.m. trip of the 789 was fixed to read Trip 2. Had concerns on 1/27/14 if the Route 789 would operate being U of M classes were cancelled due to the cold.
- Mandy Knudsen – The Route 780 is doing well with no significant issues to report. Did any further action occur regarding if the Route 780 should reverse direction on the West Eagle Lake segment in the afternoon to help with making a left turn on to Hemlock Lane. Opatz stated it might make some sense to consider reversing the West Eagle Lake Drive portion of the Route 780 for the evening trips. This improves the safety so the bus driver does not have to make that left turn back on to Hemlock without a traffic light during heavy traffic volumes. However, I agree with you that this change would then likely make it more dangerous for the riders who then get dropped off at the bus shelter and have to cross to the Shepherd of the Grove park and ride lot. The traffic is also fast and heavy here, the lighting is poor, there is not crosswalk, the bus blocks the view of motorists, and riders often do not pay enough attention when crossing the street. I will take a fresh look at this in the coming days to see if there are other options. While the matter has come up in the past, I do not know of any recent concerns submitted by the bus drivers.
- Jaime Renner – The Route 785 is also doing well. Not aware of any issues related to the on-going construction at Parkway Station. Experienced a few instances of being charged an off-peak fare during rush-hour. Printed out a copy of GoTo card transactions. Opatz stated that Metro Transit responded that the City is not getting shorted changed on revenue as that is calculated straight from ridership counts. However, Metro Transit will look into further to ensure drivers are logging on to the farebox correctly, so they do not get short changed on the revenue.
- Terry Coss – Compliments to the bus drivers for staying on time during the cold and snowy days as it is much appreciated. Did have one day in downtown Minneapolis where the bus came and went a minute or so early at 3<sup>rd</sup> and Marquette.

## **General Discussion with Metro Transit Management Staff**

Steve McLaird attended to give some general updates to the Commission and answer any question the members may have. Steve discussed the following: garage manager assignments and rotation, planning for management staff retirements, recruitment of new employees, safety training for drivers, opening of the Central LRT line, reduced service days for Christmas 2014, and other miscellaneous operations items.

## **Review New Pocket Schedule Design**

Rick Schuster of Think Design was in attendance to review and discuss a new design and layout for the Maple Grove Transit pocket schedule. The current format has been in place since March 2007 and was created by Prime Advertising and Design. Transit Commissioners gave input on the various design options presented. Rick will take this input and produce more options for the Commission to consider.

## **Transit Award Nominations**

The commission reviewed the 201 transit award nomination and voted to approve the follow:

### Recipients of 2014 Transit Awards

- Brenda Lutzke (received an award in 2012)
- Lance Wallace (Has not received an award)
- Charlie Pruyne (Has not received an award)
- Wayne Dalida (Has received MGT Award in 2012, 2010 and 2008)
- Tanner Lind (Has not received an award)

### 2013 Letters of Commendation

- Jeff Marlin, MPS (*received an award in 2010*)
- Carol Arthur (*Received an award in 2013*)
- Richard Knight (*Has received MGT Award in 1999, 2002, 2004, 2006, 2011, 2013*)
- Bonnie Ripple (*formerly known as Bonnie Lunning and received awards, 1999, 2002, and 2008*)

*Note: Carmilla Peterson (Received an award in 2013) received a nomination, but has recently resigned from employment at Metro Transit*

## **Adjourn / Next Meeting**

- Next Scheduled Regular Meeting is Tuesday, March 25, 2014
- Being no other business, the meeting was adjourned at 8:40 p.m.
- Minutes submitted by Mike Opatz, Transit Administrator.