



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

270 Metro Square Building
St. Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, March 18, 1985

Chambers
4:30 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes:
 - a. Committee of the Whole, January 31, 1985
 - b. Board Meeting, February 19, 1985
 - c. Board Meeting, February 25, 1985
 - d. Board Meeting, March 7, 1985
4. Presentation of Mission Statement on Proposed Transportation Systems Center at the University of Minnesota*
5. POLICY COMMITTEE
6. ADMINISTRATION AND FINANCE COMMITTEE
 - a. Appointment of Public Information Officer*
 - b. Appointment of Fiscal Analyst*
 - c. Approval of Form of Escrow Agreement Between Regional Transit Board and First Trust Company of St. Paul for Metropolitan Transit Commission Tax Anticipation Notes*
7. ^{D.}_{E.} Status of Federal Funding*
8. Other Business:
 - a. Chairman's Report
 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
Chairman

* Material enclosed.

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 3/18/85

RTB

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote	Vote
Chair	Elliott Perovich			✓				
A	Todd Lefko	gone		—		—		
B	Ruben Acosta	✓		✓		no		no
C	Bernard Skrebes	✓		Y		Y		no
D	Doris Caranicas	✓		Y		Y		no
E	John Doyle, Sr.	✓		Y		no		no
F	Gail Marks Jarvis	✓		Y		no		ye
G	James Newland	✓		Y		ye		ye
H	Margaret Snesrud	—		—				
I	Alison Fuhr	✓		Y		ye		ye
J	Juanita Collins	✓		Y		ye		no
K	Steve Loeding	✓		Y		no		ye
L	Ruth Franklin	✓		Y		ye		no
M	Paul Joyce	✓		Y		ye		no
N	Edward Kranz	✓		Y		no		yes.

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2/18/85

MOTION NO. 1: Hiring Policy

As provided in Minnesota State Statutes 473.373, no prospective employee shall be placed on the RTB payroll until after such time as the full board has formally approved their hiring. Further, prospective employees shall be notified their employment is subject to board approval and the staff recommendation is not a firm offer to hire.

MOTION NO. 2: Placing Hirings on Agenda

All recommendations to fill positions must be mailed to the Administration and Finance Committee, and subsequently to the Board, a minimum of four (4) working days in advance of the meeting date, together with the resume and/or application of the employee recommended to fill the position and the job description of the position.

MOTION NO. 3: Board Agenda-Waivers

All recommendations and supporting materials for action items appearing on the RTB Board and Committee agendas must be mailed to the board a minimum of four (4) full working days in advance of the meeting. This Board-adopted rule may be waived if a two-thirds majority of a quorum approves a waiver. Each issue for which a waiver is requested must be voted on separately.

MOTION NO. 4: Weekly Reports

Each week a report shall be sent to the Board, including activities of the Chair and Staff for the previous week and a schedule of meetings planned for the upcoming month.

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
March 7, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Ruben Acosta; Doris Caranicas; Juanita Collins; John Doyle; Ruth Franklin; Alison Fuhr; Paul Joyce; Todd Lefko; Steve Loeding; Gail MarksJarvis; Jim Newland; Peg Snestrud

STAFF PRESENT: Ghaleb Abdul-Rahman; Mary Fitzgerald; Judy Hollander; Leslie Johnson; Larry Wertheim and Charles Weaver, Holmes and Graven.

This meeting was originally scheduled for March 4, but was rescheduled to this date because of the snowstorm. The meeting was called to order at 4:00 p.m. and roll taken. The chairman proposed amending the agenda to allow the guests to speak first. Item 7, Status of Federal Funding, and Item 3.a., I-394 Bus Service and Facilities Plan, will be held over for a later meeting. Item 5.b., Appointment of Intern, was included in the handouts for the meeting. Newland moved approval of the amended agenda; Fuhr seconded the motion. Motion carried unanimously.

SCIENCE MUSEUM PRESENTATION

Abdul-Rahman introduced Joel Orlen, vice president of the Science Museum in St. Paul. Orlen reviewed the proposal for a museum exhibition on transportation for Minnesota, a draft of which had been distributed to the board at the beginning of the meeting. The draft is the result of a series of meetings between Orlen, Perovich and Abdul-Rahman.

Joyce asked if this would be a permanent exhibit on the scale of the one in Sacramento, which was created three years ago and achieved national acclaim. Orlen said it could be permanent, subject to updating and modification. At the moment the Science Museum does not have the space.

The matter will be referred to the Administration and Finance Committee for action in the future. The exhibit would not advocate any mode of transportation but might include an "Issues" section to present varied views. Volunteers would be sought who will spend a few hours a month demonstrating or giving lectures. The Science Museum organizes a series of seminars and activities for the community around every exhibit.

METROPOLITAN COUNCIL CHARGEBACK PRESENTATION

Maurice Dorton, Executive Director of the Metropolitan Council, reviewed his memorandum dated March 7, 1985. The basic concept of chargebacks is that the Council's basic research and system plans relate to and benefit each commission and should be paid for by each commission and the users of each regional system should pay a portion of the costs of the planning necessary to develop and maintain regional system policies and plans.

The Council is initiating a major review of chargebacks. The types of work being done by the Council have changed and it is reconsidering the relationship to the work of the commissions. During the second quarter Dorton will be meeting with the executive directors of each regional commission to make chargebacks more relevant.

Lefko said this is the first time we have had a split between short and long range planning. In earlier discussions it was suggested that we are at the point where we are combining and doing joint programming and each agency is responsible for different aspects of joint issues. That raises questions about lines of demarcation. Snestrud agreed there is overlapping of functions and would like to see what the board is charged for and make sure that staff people are not doing the same things as Metropolitan Council staff.

Doyle asked if the Regional Transit Board has control over services purchased from the council. Dorton said the board has total control over buying. If RTB uses the council computer system and accounting system, it is charged for that. The council is now providing some services for the board until it has time to decide when it wants to take over those. Dorton and Abdul-Rahman have been reviewing these and trying to decide which ones to continue. If the council continues some of those functions, they would like to come to a formal agreement with the Board so they can plan effectively.

Doyle said he was referring to items in the memo (development of policy and system plans, etc.) Dorton said the statutes state the council can charge for them, but each year the rates and charges are reviewed. Doyle said that is after the fact. The council develops its estimates and then negotiates. He suggested that a way be developed to determine what those costs will be prior to the service rendered. That would make better planning. Dorton said the council will give the board an estimate of costs and how they are arrived at. Lefko said a function analysis is needed. Some of the council functions are oversight and that is the council's decision. Purchased services and oversight should be split. Perovich said the last time Sandra Gardebring, Moe Dorton, Abdul-Rahman and he met, it was decided to continue the current arrangements.

Larry Wertheim was asked if the board has the legal authority to charge to Metropolitan Transit Commission (MTC). He said the mechanism exists through the budgetary process.

REPORT OF THE POLICY COMMITTEE

Lefko said there are no action items. The committee has had two discussions on I-394 bus service. This will come to the board in about a month. Discussion of metro mobility is also continuing.

The chairman noted that he met with Frank Snowden, Chairman of MTC, and Dick Braun, Transportation Commissioner, on March 5, to discuss I-394. There was question about the HOV lanes and transit. Braun said everything is still going forward. MTC has done some work on the bus feeder system. Braun also indicated he will check within his agency to ensure that there are no complications.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

The chairman said the committee has not met since the last board meeting. He introduced Mike Kuehn, the recommended candidate for the public information officer position. He has a background of work for the Metropolitan Council in public information. He worked with the Minnesota House as a committee administrator for the Committee on General Administration. This item was on the agenda for the March 4 meeting that was cancelled because of bad weather. The chairman said he has heard that some board members had another understanding of the procedure for hiring. Based on the January 21, 1985 minutes, he understood that the board authorized going ahead with hiring. MarksJarvis had questioned whether it is legal to delegate authority to the chairman. He went ahead on the assumption that the board directed him to do so. He directed Abdul-Rahman to tell Kuehn to report for work. We have been pressed to get out information to legislative committee and on the LRT process. The chairman said there are some hard feelings about this and asked each member to decide where we are heading.

Acosta said there is a problem because the resolution passed by the board delegating authority was not legal but the chairman went ahead and hired Kuehn and an intern. Hollander said the intern has not reported for work and the memorandum was in anticipation of a meeting on Monday. Acosta said the problem is with the process. The Regional Transit Board law, Section 6, provides that the executive shall have duties of a chief administrator with some exceptions. Basically it states that board members have the responsibility to make those decisions. He said the members talked about the process and felt it was acceptable for the chairman to come to the committee and board with his decision. It was later found that we need some sort of measure. Acosta's feeling would be that a copy of the job description and resume should be furnished to the members to fulfill Section 7. There is a problem with people starting early. It involves unauthorized hiring. There is a political perception that must be addressed. It is difficult without a job description and resume. The Tribune article, which stated that the Regional Transit Board appointed Kuehn on Tuesday as its public information officer, was quoted.

Acosta said there is a letter on file dated November 16, 1984 addressed to Abdul-Rahman on House stationery discussing the creation of a staff position at RTB and offering to fill it. He moved to refer this position back to the Administration and Finance Committee for them to report back on March 18 to the board. MarksJarvis seconded the motion.

Lefko said he wanted to declare a conflict because Kuehn is a friend. He has not seen him since October and the first he knew of his application was Thursday when Mary Fitzgerald mentioned that it had been mailed with the packet. Lefko said he would be an excellent choice. The issues are process and personality and they are getting confused. One issue is whether the person wrote a letter. Many people have approached him for employment and he has referred them to Hollander and told her to consider them only if they are the best people. That is the end of his role. The members allocate the slots and determine the programs. They do not do the interviews. He does not see that as a board function. In six years on the Metropolitan Council, he never once saw a resume and would be nervous about being in the position of choosing. If

the board feels a mistake was made it is responsible to move. In terms of someone sending a letter, Lefko could come up with a number of people who did that. We have discussed this for months and it was no secret.

The relationship between the board and staff should be clarified. Lefko said members have never talked about the different functions of the board and of the staff. He would be nervous about crossing the line. We are seeing a lack of clarification between board and staff. The way the law was written was that the board may authorize staff to hire and do certain types of actions with approval within 30 days. His understanding is that what the board did at the January meeting was that this board maintained the authority to act. It made a policy decision that it would not be doing the interviewing and delegated it to staff. The board would approve that. The members had job descriptions before them and had policy discussions about what jobs it should have. It suggested other priorities for staffing plans. Members understood that what they had done was delegate hiring to staff. He asked if the board is assuming staff would not hire someone competent who would not fit the position description. Had Kuehn started on March 4 and the snowstorm not happened all this would have happened in a certain order and these questions would not have come up. The reporter reported on a meeting that was not held. The process was followed. The board had a clear policy and delegated to staff. Some members did not feel staff was moving fast enough. There are some misunderstandings of who is doing what and why. Lefko said he thinks everybody acted in good faith. The longer term issue is the relationship of board and staff.

Loeding said Lefko made several mistakes. He agreed there are two issues. Loeding also knows Kuehn and knows him to be an outstanding individual and has great respect for him. The board needs to address the process and individual. First, the snowstorm had nothing to do with the problem. With or without, there would have been discussion of this issue. Loeding had some problems with the way this came before the board and in casual conversation learned other members were concerned about the way we are making decisions and took it upon himself to talk to other members. He learned about the position being offered in a visit to the Capitol but did not know about the background.

Loeding said the law is specific that the board is to review these things to be sure the most qualified people are considered. The board has the ultimate decision so it has oversight to be sure process is working. That is why he visited the office to look through all the resumes. He had discussions with the executive director to get his perspective. After that he was not pleased that the process was working as it should. That is why he intended to discuss it at the Monday meeting. The biggest problem was how he found out on the Friday before the Monday meeting (March 1). He asked the executive director why the members did not get a memo explaining that since the Administration and Finance Committee did not meet the matter was going straight to the board along with a resume. That is the problem he has with the way the board is getting information. Through the Dakota County process he has gotten impatient with lack of communication and cooperation. The members are not getting timely information. After looking at the resume he is satisfied that it was close and Kuehn has the background, although there may have been people who had more background.

He disagreed about communicating with the Legislature. It is short-sighted to put a high priority on that. Loeding tried on Tuesday to call Kuehn and learned that he was at the Capitol and had a beeper. This all causes concern about how the process is working. With respect to Acosta's motion, Loeding intends to make a motion to improve the process to provide there will be no recurrences.

The chairman said on Tuesday Kuehn delivered copies of bills to legislators Perovich had called upon to be authors. Kuehn was wearing the chairman's beeper because Perovich had placed calls to legislators and if they called back, Kuehn was there and could deliver the bills. Loeding said that sounds like a lobbyist function. Perovich said he was delivering things the chairman asked him to deliver.

MarksJarvis said she is concerned about the argument about the board interfering in staff responsibility because the board has a responsibility here whether they like it or not. The taxpayers do not pay her to rubberstamp an appointment. To suggest that members should come and rubberstamp is to ignore their responsibility. In terms of this particular law, the members cannot delegate away their authority to hire or fire. The Legislature wants them to be responsible.

MarksJarvis recapped the history: On November 15 Kuehn wrote to Abdul-Rahman suggested creating a position. On January 3 the board received a staff chart showing that position occurring. On January 21 the board discussed giving up authority to hire and fire and suggesting delegating it away. She voted against it. At a subsequent meeting on January 24 the Administration and Finance Committee discussed it with Larry Wertheim and he assured her she was correct. At that meeting the chairman and executive director said they understood and Abdul-Rahman said he understood they do not have the authority to hire but want authority to go through the interview process. They did not need a motion for that. To clarify this, she called upon Wertheim to explain to the board that it cannot delegate away power.

Wertheim said he did not think there is any confusion. The law says that unlike other commissions, the power to hire and fire was vested in the board. The final decision must be made by the board. The issue of how the board will treat staff recommendations is a policy decision, not a legal issue.

MarksJarvis said that since the board has that authority it has a responsibility to decide whether people are qualified. If the Legislature wanted members to rubberstamp they could have created a Regional Transit Staff and left it at that.

Moving on to Kuehn's qualifications, MarksJarvis said she does not know him or any others who applied. In the November 15 letter he suggested he take a position in Citizen Participation as liaison with various agencies and suggested a two-person staff, with another person handling the other. This suggests these are not his best qualifications. That gives her great concern when looking at the job description because when you look at the things he highlighted in the job description you do not know if others are better qualified and in other resumes from other applicants they have highlighted these qualifications.

Snesrud said she has problems also but primarily because of reading about a meeting that did not take place. She said she does not know Kuehn but her impression in reading the article was a DFL applicant. She was under the impression we were looking for a public relations person or lobbyist. She said Holmes and Graven were going to do the board's lobbying work. She would like to go back to committee.

Acosta said MarksJarvis stated it eloquently and he disagrees with Lefko. Whether the members like it or not they have different legislation about the executive director's duties. This legislation put that with the board. The board has a duty to follow that. He has faith in the staff and does not want to get into the interviewing process or in recommending the best of three candidates. He only wants to know the person meets the proper qualification and thinks the board should get a copy of the resume. The board has a right to ask questions. He hoped the staff would not take this defensively. These questions have to be answered publicly so the public can be sure.

Newland said the members are not mature as a board and have incomplete staff and these incidents are helpful in the maturing process. Everyone brings baggage; his daytime position is similar to Abdul-Rahman's and he has dealt with county boards. Boards and councils too often deviate from policy-making in programmatic areas in favor of tinkering with administrative matters. Newland said the chair and executive director should have the authority to select and hire. State agency directors routinely delegate authority to staff. The commissioner of The Department of Natural Resources has 2,000 people and Transportation has 4,000. They routinely delegate every day. In this instance, the board is the same as a commissioner. Logic tells him that the board can delegate. The attorney general signs off on the DNR delegation orders. Newland's agency has three public information officers and they are all busy. His officer has many duties that his assistant carries out, but the number one person must be able to understand them and can delegate them to a lower level. Newland said that in addition to a public information officer, the board needs an administrative assistant or assistant to the chair. This may demonstrate the need for a staff attorney and a need for a retreat where members can discuss anything.

Fuhr said she got a notice on Thursday for the Monday meeting and read about it then. It is too bad the meeting was not held. You can fault the press and they could have asked if the meeting was held. With respect to the November 1984 letter, it is normal for him to have written and she does not find that offensive. Anyone would have done the same thing. In the discussion of hiring, she spoke for getting an public information person first. In Kuehn's behalf, when Fuhr chaired the Water Quality Committee, he was the liaison and did excellent newsletters. His position involved community relations, graphics, liaison and the committee was sorry when he left. When this was discussed in January the administrative assistant was put at the bottom of the list.

The chairman said this could be construed as public relations. It is not going to be lobbying because only the chairman will do that. It is a question of what public relations is. When you see the tasks ahead, you have to be able to deal with the problems that come up. Perovich sees a public information officer as playing a multiple role involving newsletters, community relations, and producing material to educate the Legislature. The board talked about that. It is a matter of working together to put together tools we can use.

Joyce said there is a lot of confusion on both sides about what is perceived. He agrees that a retreat is needed. There is overlap of board into staff and board feeling that the staff takes liberties. He does not want to get involved in day to day activity. There were bad breaks that created this situation. He takes the attitude that the board is asked to ratify and would like to know what was involved. If he has to vote, he would like to know what he is voting on. The motion should be voted up or down and put to the Administration and Finance Committee.

Lefko spoke against the motion, saying the longer term issue is staff and board. He was never staff-dominated at the Council. In terms of MarksJarvis remarks, no one argues the law. That is not the issue and never was. The question is whether members have the power to direct staff to do things the board is responsible for. It was his understanding that the board delegated to staff to go out and hire. The board approved those minutes. Staff followed the direction and the process worked as it was set up. Going back to the legislation, it was anti-Peter Stumpf. That provision was put in there with a specific thing in mind. In terms of recommending something, when you come in for an interview, everyone recommends something. The issue is if the process is what the minutes reflect. Another issue is whether Kuehn is qualified. The inclusion of a resume would have lessened some fears about his background. In terms of Snesrud's point, there was a question of whether this is a resting home for DFLers. In public relations his political background is either a plus or minus; Lefko thinks it is a plus.

Franklin said she does not want to get bogged down in detail about things that belong to staff. However, she has a feeling that staff did not understand that the name should come to the board and be approved. Whether it goes to the Administration and Finance Committee or is resolved at the full board meeting doesn't matter if it speeds up the process, but she feels that as a board member she is the last to know some things. Because of reading about it in the paper and because members understood it would go to the board for approval, she supports the motion. Franklin said the board should concentrate on policy. In this situation it will clear the air.

The chairman agreed that we did not do a good job of getting information to the members. However, when Mary Fitzgerald, Ghaleb Abdul-Rahman and Julie Opshal were hired he went through the background. That can be put in writing. We have not done a good job of getting information out and that is one of the reasons we need a public information officer. The Kuehn letter was one of dozens received. They are received constantly. During the interview process people are asked how they would structure a position. That is a normal situation. As far as whether he is DFL, the fact that someone worked for the

Legislature should not be a liability and make them second-class. One politician called him on Kuehn's behalf, Fred Norton. The chairman had not pressure to hire Kuehn, but did have a lot of pressure about other people. As a chairman, Perovich said he hates that sort of thing and has a tendency not to interview people about whom he has been pressured.

Vote was taken on the motion to refer the public information officer position to the Administration and Finance Committee for action by the board. Motion passed (Lefko, Caranicas, Newland, Fuhr voted nay).

Acosta said that Kuehn should not come to work until the board approves his appointment. He is not an authorized employee until the board approves. Wertheim agreed. Lefko asked what the meaning of the motion is; what is the committee to do on Thursday. The chairman said the recommendation from staff will be submitted for approval or rejection.

Snesrud said the job description should be included. Newland said it seems that Kuehn reported in good faith and he worked in good faith and if he goes home, what about the method for retroactive pay for three days. Acosta moved that the board can approve payment for time worked and if it does so, he will receive payment for that time, Caranicas seconded the motion.

In response to a question by MarksJarvis, Wertheim said that in order to pay Kuehn, you can only pay someone with whom there is a relationship. If he is hired the Board can pay retroactive pay. He is not an employee. Perovich asked if he can be given the option of working at his own risk. Wertheim said that in the event he is hired he will be paid retroactively. Perovich asked if the motion was meant to pay him for the three days worked. Acosta said there would be a problem with liability if he were injured at work; he amended his motion to state that Kuehn will not work until and unless appointed. If appointed on the 18th he will receive payment. If he is not appointed, he should not receive payment. Caranicas, as seconder, approved the amended motion. Vote was taken; Motion carried (MarksJarvis voted no).

Acosta said it should be clear that Kuehn is not to be working. Loeding said he would be happy to delay his motions if the chair will place them on the agenda for the next meeting.

APPOINTMENT OF INTERN

The chairman said that interns are not considered "regular employees" and may be appointed by the executive director. Use of interns is very helpful and the cost is reasonable. MarksJarvis asked if there is a legal opinion. The chairman said the written opinion arrived today.

OTHER BUSINESS

The chairman circulated the monthly calendars listing committee and board meetings for March.

He noted that it is critical that members get in touch with legislators. They are reporting that no one is talking to them.

MINUTES

-9-

March 7, 1985

MarksJarvis said no action was taken on the intern appointment; the chairman said no action is needed.

Loeding said he will introduce his motions at the Administration and Finance Committee meeting.

There being no other business, Joyce moved to adjourn; Franklin seconded the motion. Motion carried unanimously. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Mary Fitzgerald

Health **Vote**

During the last decade, health care costs have risen at an alarming rate. In 1970, the national medical bill was \$75 billion, \$150 billion in 1977, \$300 billion in 1981 and is projected to exceed \$1 trillion by 1993. Although Minnesota leads the nation in numerous efforts to contain these costs, our own health care bill reached \$4.3 billion in 1980, which was 71.2% greater than the amount spent in 1976. Those who are attempting to create policy aimed at containing costs are proceeding in a variety of arenas, focusing on such actions as changing health benefit plans, encouraging healthy lifestyles, seeking less costly alternatives to traditional forms of care, dealing with the uncomfortable issue of rationing care, and exploring the ramifications of government involvement in lifestyle decisions.

Minnesotans, and particularly residents of the metropolitan area, are sophisticated when it comes to their health care. However, knowledge and concern over current issues in the cost-effective delivery of health care are primarily centered in a relatively small group of organizations and businesses. The Health Vote campaign is designed to create a more informed public, motivated to participate in and accept changes in the organization and financing of health services. Movement in public attitude will enable the community to implement progressive health policies.

THE CAMPAIGN

Health Vote is a citizen-oriented, non-partisan campaign which will present information to help people understand the complex questions of costs and effectiveness in health care, allow them to consider a variety of alternatives, and finally transmit those opinions to policymakers. The Health Vote campaign will occur in the Twin Cities metropolitan area in March and April of 1985, and will complement a series of forums on health care to be held concurrently as part of the Domestic Policy Association's National Issue Forums.

Health Vote campaign will give citizens a chance to:

- o Learn about an emerging problem that has serious implications for them, their families, their community, and the nation as a whole.
- o Learn how much they pay for health care, not just out-of-pocket, but in taxes, wages and benefit packages, and in the rising cost of consumer goods.
- o Learn about a range of choices for addressing the problem - choices currently being debated by doctors, hospitals, insurance companies, business and labor, and national, state, and local governments.
- o Hear a wide range of viewpoints on the choices, including views of community decision-makers.

c/o Health Futures Institute
501 Park Avenue - 4th floor • Mpls., MN 55415
(612) 348-5678

- o Confront the problem through a coordinated information campaign that gives them a real incentive to understand and wrestle with difficult choices and decisions.
- o Share their views on the issue with community decision-makers after citizens have had a chance to hear and work through a range of alternatives for addressing it.

At the campaign's conclusion, residents will be asked to complete and return a Health Vote ballot expressing their views on selected issues. As a result of the public's expression of preference on health care issues, follow-up activity to translate the results of the campaign into positive action will be undertaken by sponsoring organizations and other key community groups.

The Health Vote campaign will be accomplished with the cooperation of local news media, elected officials, health professionals and representatives from business, labor, government and higher education. It will be presented through news stories, TV and radio, public affairs programs, community forums, newspaper supplements, and a documentary entitled "What Price Health Care?"

The Health Vote campaign is managed by the Health Futures Institute, a non-profit health leadership organization founded and funded by The Medtronic Foundation and Hennepin County. Principal partners in the campaign include the Metropolitan Council; the Metropolitan Health Planning Board; the Minnesota Coalition on Health Care Costs; the Domestic Policy Association; an affiliate of the Minnesota chapter of the American Society for Public Administration which holds National Issue Forums around the state; and the Public Agenda Foundation, a non-profit, non-partisan research and education organization.

COMMUNITY ADVISORY BOARD

In addition to the partner organizations, the campaign is guided by a Community Advisory Board consisting of citizen leaders and representatives of professional and consumer organizations, education, businesses, labor, government, insurers, and foundations. This Board is instrumental in developing strategy and formulating substantive elements of the Health Vote campaign.

Inquiries should be directed to:

Patsy Riley
Health Vote
Health Futures Institute
2221 University Avenue SE
Minneapolis, MN
623-2868
OR
348-5678

Health Vote

CALENDAR OF HEALTH VOTE CAMPAIGN

MARCH 1, 1985 - Campaign Kick-Off Press Conference at Radisson Metrodome

Government and Health Vote Community Advisory Committee representatives from Minneapolis and St. Paul

MARCH 1 - April 5 - Community Meetings

Organizations may call Health Vote office, 623-2868, for a Presenter.

MARCH 13 - Town Hall Meeting

"Life at Any Price: Who Decides?" - A Town Hall Meeting on the Ethics and Economics of Specialized Medical Care.

Wednesday, March 13 - 3:30 p.m. - 5:00 p.m.

First Unitarian Society, 900 Mt. Curve Boulevard, Minneapolis

MARCH 20 - Educational Supplement delivered to 1 million households in the St. Paul Dispatch and Pioneer Press and the Minneapolis Star and Tribune.

- Town Hall Meeting

"Long Term Care: Can We Afford What We Want?" - A Town Hall Meeting on Alternatives to Long Term Care for the Elderly.

Wednesday, March 20 - 7:00 p.m. - 8:30 p.m.

Weyerhaeuser Auditorium, Landmark Center, 75 West 5th Street, St. Paul

APRIL 8 - Town Hall Meeting

"Health Care in the Market Place: Is Cost Control Reducing Quality?" - A Town Hall Meeting on the Impact of Competition in Health Care Delivery.

Monday, April 8 - 3:30 p.m. - 5:00 p.m.

Auditorium, Northern States Power, 414 Nicollet Mall, Minneapolis

APRIL 10 - Ballot delivered to 1 million households in the St. Paul Dispatch and Pioneer Press and the Minneapolis Star and Tribune.

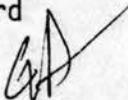
APRIL 10 - 15 - Collection of ballots at major employers and other locations to be announced.

APRIL 26 - Press conference to announce results of Health Vote Ballot.

**c/o Health Futures Institute
501 Park Avenue - 4th floor • Mpls., MN 55415
(612) 348-5678**

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Ghaleb Abdul-Rahman 
SUBJECT: Presentation of Mission Statement on Proposed Transportation
Systems Center at the University of Minnesota

A presentation will be made to the board by Charles Fairhurst, Dean of Civil and Mineral Engineering, University of Minnesota, regarding the proposed Transportation Systems Center.

No action will be required as the matter will be referred to committee for further discussion.

GA/mf

ESTABLISHMENT OF A
TRANSPORTATION RESEARCH CENTER
AT THE UNIVERSITY OF MINNESOTA

- * TRANSPORTATION - \$500 BILLION - 1 OUT OF 6 JOBS.
- * DESPITE ITS IMPORTANCE, ONLY 0.16% OF BUDGET SPENT FOR RESEARCH.
THIS IS 2.5 - 60 TIMES LESS THAN INDUSTRY STANDARDS.
- * FEDERAL AND STATE \$ FOR TRANSPORTATION RESEARCH DECLINED IN REAL TERMS BY 50% SINCE 1975.

IMPLICATIONS

1. NATIONALLY

- * TRANSPORTATION INFRASTRUCTURE HAS BEEN AND STILL IS RAPIDLY DETERIORATING.
- * TRANSPORTATION COST IS HIGH (AVER. 11% OF PERSONAL INCOME, 1.5 HOURS/DAY).
- * U.S. TRANSPORTATION INDUSTRY UNCOMPETITIVE WITH FOREIGN COUNTRIES.
- * MOST NEW TRANSPORTATION PRODUCTS AND IDEAS ORIGINATE ABROAD.
- * U.S. JOBS LOST TO FOREIGN MANUFACTURERS.

AWARENESS:

TRANSPORTATION IDENTIFIED BY NATIONAL ACADEMY OF ENGINEERING ONE OF 7 NATIONALLY CRITICAL TECHNOLOGIES (others: Bioengineering, Manufacturing, Energy/Environment, Communications/Computers, Materials, Construction)

IMPLICATIONS

2. IN MINNESOTA

- * SEVERE WEATHER ACCELERATED DETERIORATION OF TRANSPORTATION INFRASTRUCTURE.
- * ALMOST TOTAL DEPENDENCY ON IMPORTED ENERGY.
- * UNFAVORABLE GEOGRAPHICAL LOCATION FURTHER INCREASES TRANSPORTATION COST.
- * FREEZING WEATHER HAMPERS COMMODITY MOVEMENTS.
 - SPRING LOAD RESTRICTIONS
 - WATERWAY, HIGHWAY, AIRPORT CLOSINGS
- * OTHER WEATHER-RELATED PROBLEMS:
 - HIGH ROAD MAINTENANCES COSTS (STRUCTURES AND PAVEMENTS) AND SNOW AND ICE CONTROL COSTS (HIGHWAYS, AIRPORTS).
 - HIGH CORROSION-PREVENTION COSTS (AUTOS, BRIDGES).
 - HIGH ACCIDENT COSTS.
 - NEED FOR PROTECTING PUBLIC TRANSIT USERS.
 - FRAGMENTED TRANSPORTATION SERVICES & RESEARCH.

AWARENESS

1. OTHER STATES

TRANSPORTATION RESEARCH CENTERS ESTABLISHED TO:

- * REBUILD DETERIORATING TRANSPORT INFRASTRUCTURE.
- * STIMULATE ECONOMIC GROWTH AND GENERATE JOBS.
- * MAXIMIZE USE OF DIMINISHING FEDERAL AND STATE TRANSPORTATION RESOURCES.
- * SPUR INNOVATION FOR REDUCING TRANSPORT COSTS.
- * FOSTER GOVERNMENT-INDUSTRY-UNIVERSITY COOPERATION.
- * COMPETE FOR DECREASING FEDERAL \$.
- * RESPOND TO CURRENT TREND OF
 - SHIFTING TRANSPORT RESEARCH TO STATES.
 - ENCOURAGING PRIVATE INVOLVEMENT IN TRANSPORTATION AND GOVERNMENT/INDUSTRY COOPERATION.
 - ELIMINATING FEDERAL SUBSIDIES.

2. MINNESOTA'S RESPONSE?

ESTABLISH TRANSPORTATION RESEARCH CENTER TO:

- * TRANSFORM STATE TO U.S. CENTER OF TRANSPORT TECHNOLOGY.
- * ADDRESS SPECIFIC PROBLEMS SUCH AS:
 1. DEVELOP INNOVATIVE SOLUTIONS FOR COLD-CLIMATE TRANSPORT PROBLEMS, e.g.,
 - * DEICING MATERIALS
 - * SNOW-CONTROL MONITORING AND EQUIPMENT
 - * ANTI-CORROSION MATERIALS
 - * PAVEMENT MATERIALS AND CONSTRUCTION METHODS
 - * FREIGHT AND PASSENGER TRANSPORT PROBLEMS
 - * SAFETY PROBLEMS - ACCIDENT PREVENTION
 - * IMPACT OF INCREASED TRUCK WEIGHTS AND SPRING LOAD RESTRICTIONS
 - * TESTING FACILITIES AND EQUIPMENT
 - * UNDERGROUND TRANSPORTATION AND STORAGE
 - * TRAFFIC GUIDANCE AND CONTROL
 2. ATTRACT LARGE-SCALE INDUSTRIAL PROJECTS (e.g., SATURN).
 3. TRANSFER STATE-OF-THE-ART TECHNOLOGY.
 4. ASSESS ECONOMIC IMPACTS OF TRANSPORTATION POLICIES.
 5. DEVELOP "SMART" TRANSPORT SYSTEMS AND TECHNOLOGY (ROUTE GUIDANCE SYSTEMS VIA SATELLITE).

OBJECTIVES OF CENTER WILL BE:

1. EXPLOIT EXISTING STRENGTHS OF STATE BY COORDINATING TRANSPORTATION RESEARCH EFFORTS.
For example, eliminate fragmentation of transportation research efforts
2. EXPLOIT STATE'S HI-TECH INDUSTRIAL BASE BY DEVELOPING INNOVATIVE TRANSPORTATION PRODUCTS.
3. GENERATE JOBS BY ORGANIZING PUBLIC-PRIVATE COOPERATION TO ATTRACT TRANSPORTATION-RELATED BUSINESS.
4. MAKE MINNESOTA U.S. CENTER OF TRANSPORT TECHNOLOGY.
For instance, become world center of cold-climate transport technology.
5. DEVELOP INNOVATIVE APPROACHES TO MAXIMIZE PRODUCTIVITY AND STRETCH AVAILABLE RESOURCES.
For instance,
 - * Develop new technology for managing and financing transport enterprises.
 - * Evaluate impacts of novel, major transportation projects throughout state.
6. RESPOND TO RESEARCH NEEDS OF PRIVATE SECTOR IN MINNESOTA
7. MAXIMIZE UTILIZATION OF STATE RESOURCES AND FUNDS BY COOPERATING WITH EXISTING TRANSPORTATION RESEARCH CENTERS THROUGHOUT NATION.
8. ASSIST THE STATE TO COPE WITH DIMINISHING FEDERAL INVOLVEMENT IN TRANSPORTATION.
In particular,
 - * Assist private and public sector in competing for Federal \$ (including research \$)
 - * Assist in dealing with increased State and local responsibility for operating and maintaining transport system
 - * Assist State to deal with privatization of transport industry

EXAMPLES OF CRITICAL RESEARCH AREAS FOR
CENTER INCLUDE:

- * HIGH TECHNOLOGY/SYSTEMS ENGINEERING (civil engineering systems, expert systems, artificial intelligence, cybernetics, navigational systems, system management, telecommunications, etc.)
- * TRANSPORTATION AND ECONOMIC DEVELOPMENT (e.g., impacts of transport investment, investment allocation strategies, regional growth policies, decommission of transport infrastructures, etc.)
- * DEVELOPMENT OF NEW MATERIALS (e.g., pavement and bituminous materials, deicing and anticorrosion materials, etc.)
- * COLD CLIMATE TRANSPORTATION RESEARCH (e.g., vehicular technology, underground construction, snow and ice removal, safety, corrosion-resistant and deicing materials, pavement sealants, etc.)
- * TRANSPORTATION ENERGY PLANNING
- * CONTROL OF CONGESTED FACILITIES (e.g., traffic surveillance and control, air traffic control, route guidance, transport management optimization, etc.)
- * COMPUTER APPLICATIONS (e.g., network optimization and control, structural analysis, pavement and geometric design, transportation systems interactive planning, bridge design, traffic engineering, etc.)
- * ENVIRONMENTAL IMPACTS OF TRANSPORTATION
- * TRANSPORTATION PRODUCTIVITY IMPROVEMENT
- * AUTOMATED TRANSPORT SYSTEMS (e.g., PRT, people and freight movers, etc.)

OPERATIONAL PLAN

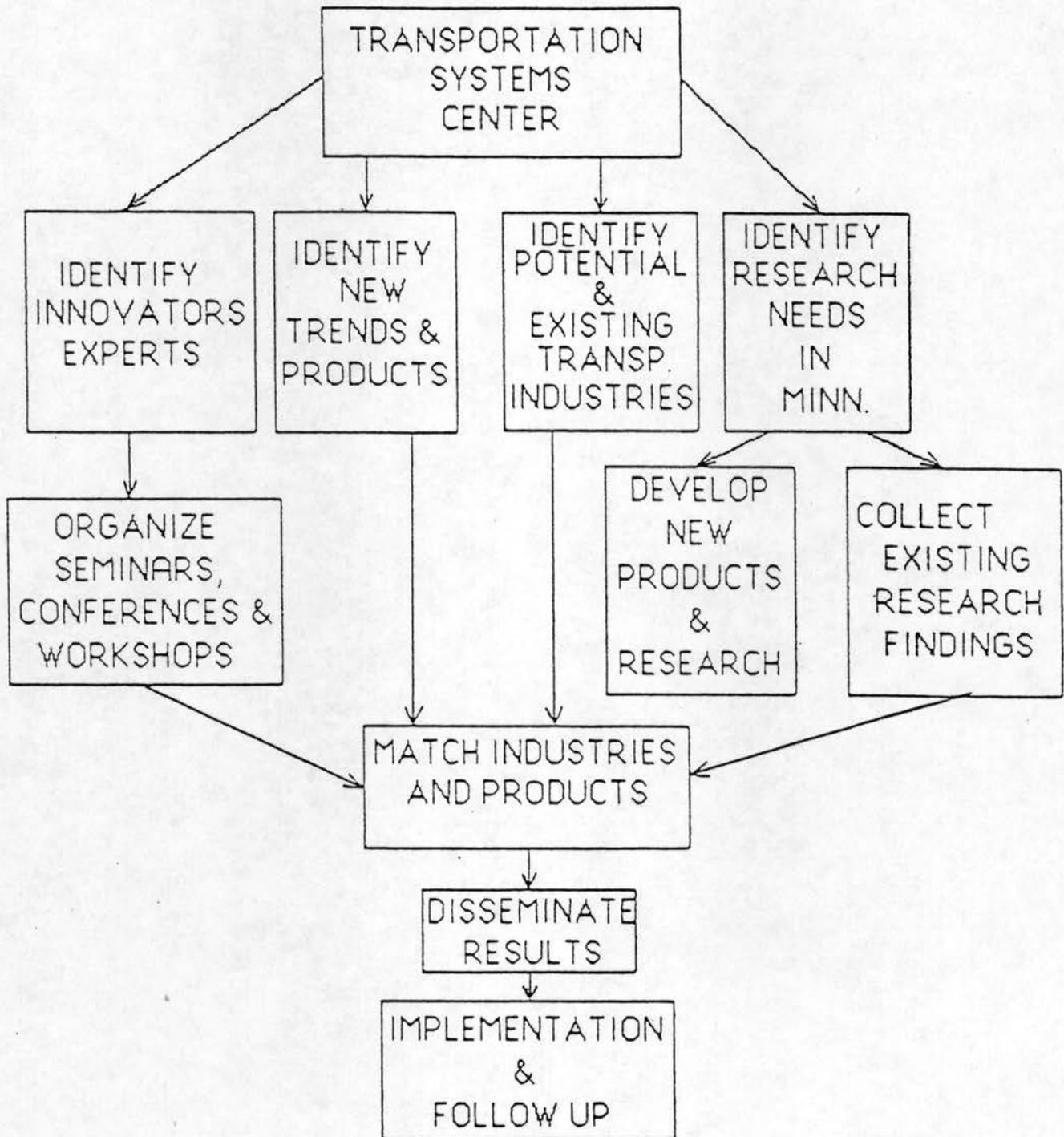


Figure 1

CENTER WILL BE INTERDISCIPLINARY AND WILL HAVE
DEDICATED FACULTY AND COOPERATION FROM DEPARTMENTS
SUCH AS:

- * CIVIL ENGINEERING
- * ELECTRICAL ENGINEERING
- * MECHANICAL ENGINEERING
- * CHEMICAL ENGINEERING
- * AEROSPACE ENGINEERING
- * ECONOMICS
- * AGRICULTURE AND APPLIED ECONOMICS
- * ARCHITECTURE
- * SCHOOL OF BUSINESS ADMINISTRATION

WITH

COOPERATION ~~WILL~~ INDUSTRIES SUCH AS:

Burlington Northern Railroads

Northwest Orient Airlines

Republic Airlines

Jefferson Lines

Greyhound

Amtrak

Anderson Macdonald, Inc.

Trucking companies (65 in state) - Dart Transit
Co. Inc., Gelco, Murphy Motor Freight Lines,
Inc., etc.

Electronics companies - Honeywell, Sperry, Control
Data, Cray, Lee Data, CPT, Minnesota
Microtronics, Magnetic Controls, MTS, etc.

Computer software companies - Computech, CENTRUM,
Comten, BBB Inc., etc.

Traffic control equipment companies such as 3M,
D²E Inc., etc.

TRANSPORTATION RESEARCH CENTER NEEDS:

1. Five faculty members dedicated to transportation research, in addition to existing 3.
 2. Five research engineering^S to support the activities of the Center
 3. Office/Laboratory space and equipment
 4. Secretarial and lab technical personnel (total 2-3)
 5. Committed research funds to support stable, on-going research activities
- * TOTAL YEARLY FUNDING LEVEL NEEDED: \$1.5 - 2.5 MILLION
- * TOTAL INITIAL COST: \$0.5 - 1.5 MILLION
(e.g., EQUIPMENT, LABS)

POSSIBLE COST SHARING PLAN:

1. Yearly research funds (\$1 - \$2 M) could be shared by MinnDOT, Metro Council and RTB. A line item for part of this amount could perhaps come from the State through the legislature.
2. Initial set-up cost (\$0.5 - \$1.5 M) could be covered from research projects and matching funds.
3. The University may be able to contribute part of the faculty cost (\$0.33 M) and space.
4. The cost for the research engineers, secretarial and lab personnel (\$0.28 - \$0.31 M) could be covered from the research projects.

IN SUMMARY:

MINNESOTA TRANSPORTATION RESEARCH CENTER IS NEEDED
TO:

COORDINATE FRAGMENTED RESEARCH EFFORTS
FACILITATE TECHNOLOGY TRANSFER
DEVELOP INNOVATIVE SOLUTIONS AND PRODUCTS

TO ADDRESS

- * COLD CLIMATE PROBLEMS
- * HIGH TRANSPORT COSTS

RECOGNIZING

- * DIMINISHING FEDERAL \$
- * INCREASING NATIONAL COMPETITION

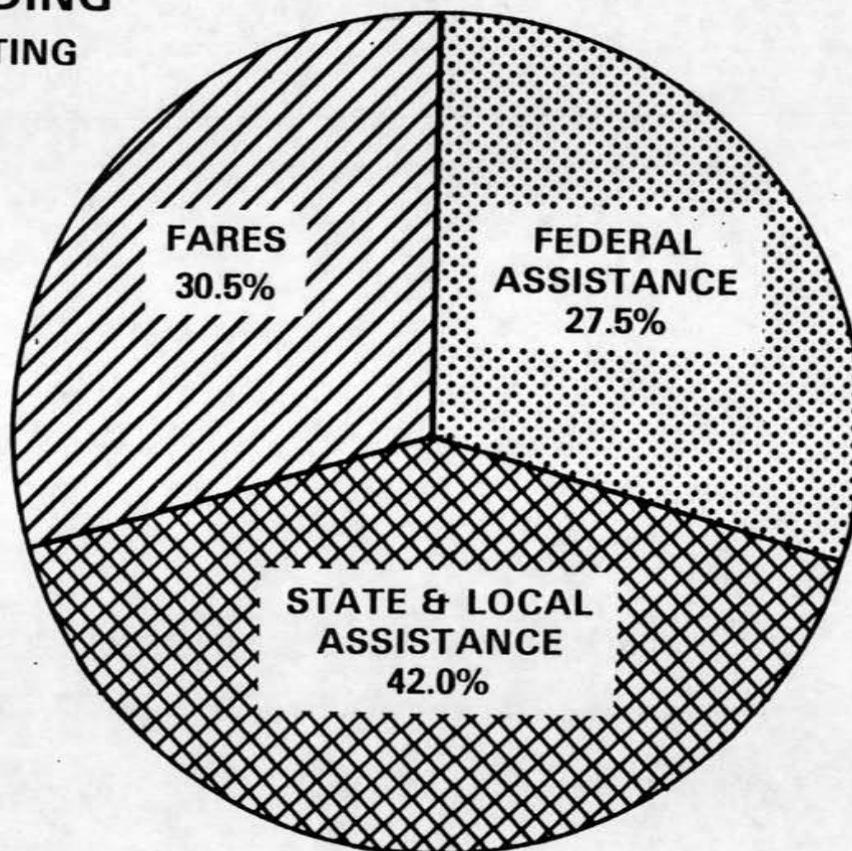
TO ESTABLISH MINNESOTA AS WORLD LEADER IN (COLD
CLIMATE) TRANSPORT TECHNOLOGY.

NATIONAL PUBLIC TRANSPORTATION INDUSTRY

- **\$15 BILLION PER YEAR**
- **779 LARGE AND SMALL URBAN SYSTEMS; 974 RURAL OPERATORS; HUNDREDS OF MANUFACTURERS, SUPPLIERS, CONSULTANTS, BUILDERS, ETC.**
- **SYSTEMS CARRY 8.3 BILLION RIDERS PER YEAR—WORKERS, SHOPPERS, SENIORS, HANDICAPPED, SCHOOL CHILDREN**
- **SUPPORTS 1.2 MILLION JOBS DIRECTLY AND INDIRECTLY**
- **GENERATES \$45.5 BILLION PER YEAR IN BUSINESS REVENUES THROUGH STANDARD ECONOMIC MULTIPLIER EFFECT**
- **REDUCES AUTO TRAVEL BY NEARLY 7 BILLION TRIPS AND 42 BILLION VEHICLE MILES, WITH ATTENDANT ENERGY SAVINGS AND ENVIRONMENTAL IMPROVEMENT**

TRANSIT'S FUNDING PARTNERSHIP

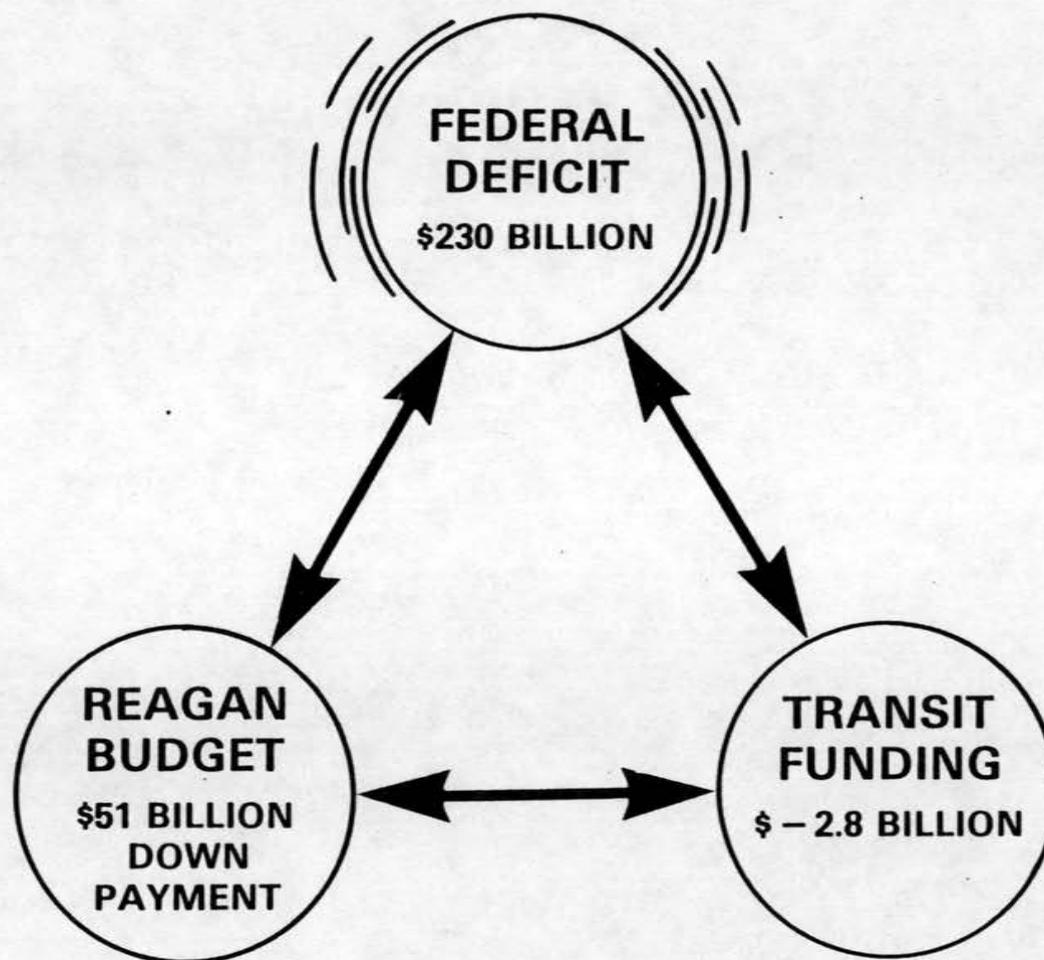
SOURCES OF FUNDING CAPITAL AND OPERATING



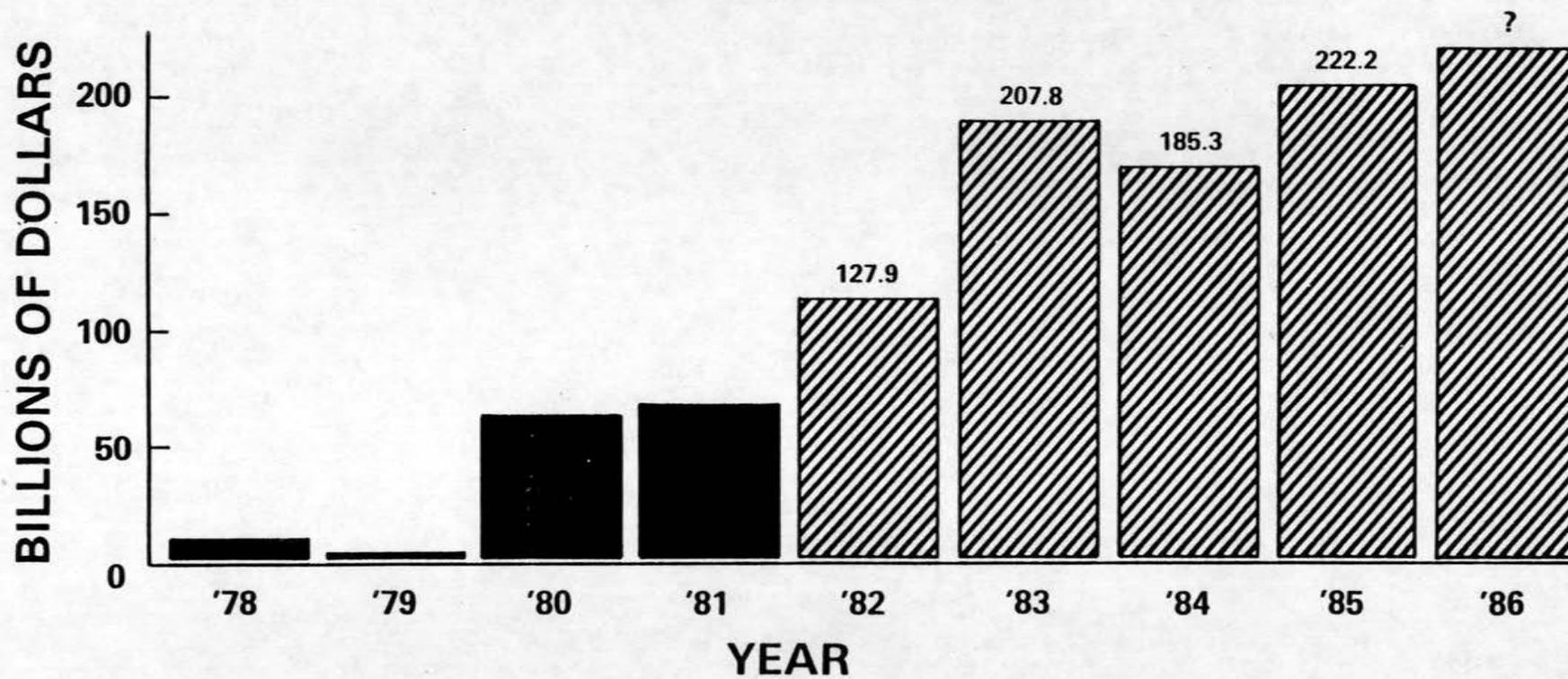
NEEDS EXCEED RESOURCES:

**INDUSTRY FACES \$36 BILLION CAPITAL INVESTMENT
REQUIREMENT OVER THE NEXT 5 YEARS**

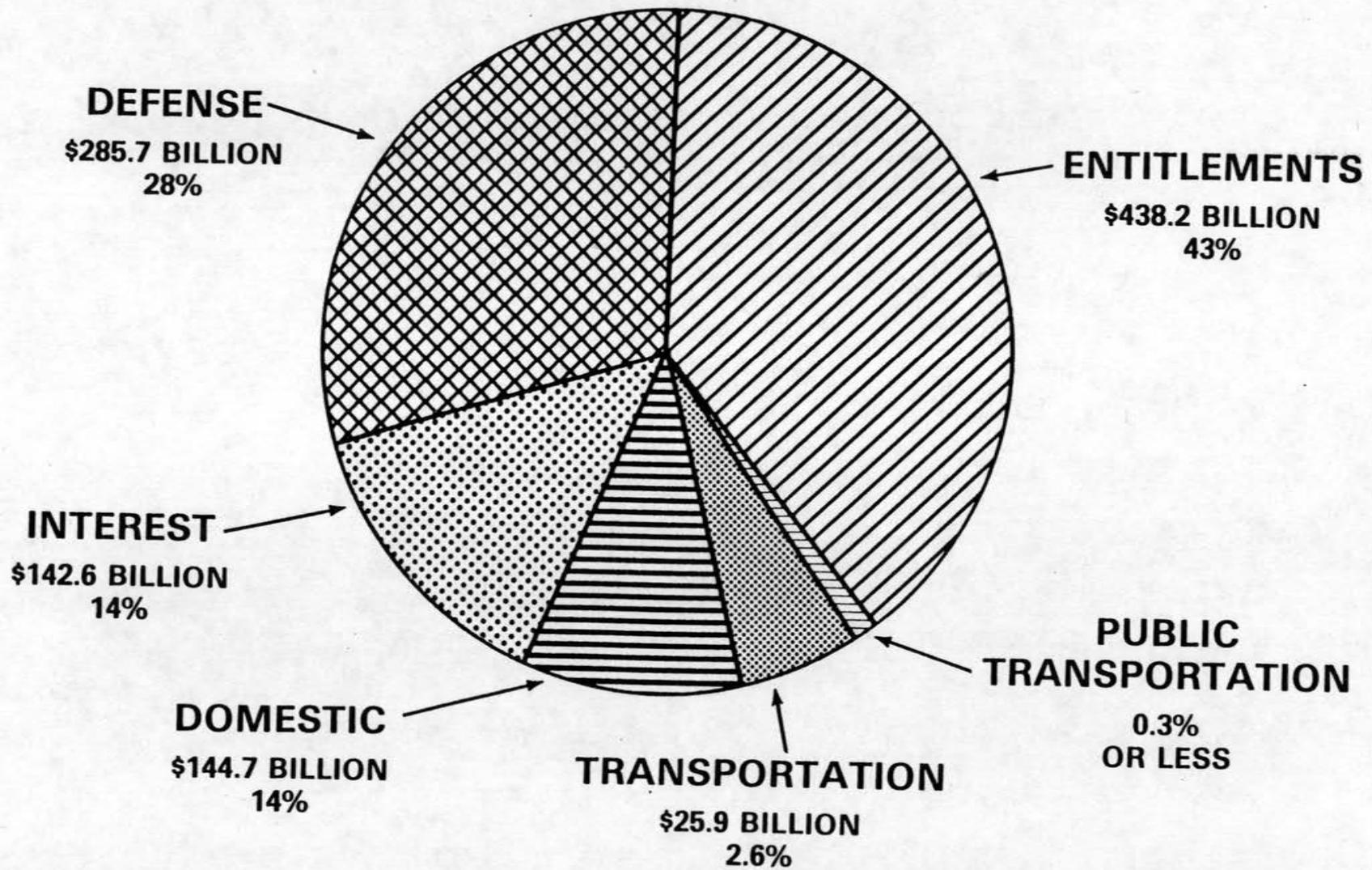
IMMEDIATE ISSUE



FEDERAL DEFICIT HISTORICAL PERSPECTIVE



1986 SPENDING ESTIMATE (OUTLAYS)



ADMINISTRATION'S PROPOSED 1986 TRANSIT BUDGET

MAJOR ELEMENTS

- **ELIMINATION OF FEDERAL ASSISTANCE; ONLY "USER FEE" REMAINS**
- **SLASHES 70% OF FUNDING FROM \$3.55 BILLION IN 1985 TO \$1.1 BILLION IN 1986**
- **ZERO'S OUT SECTION 9 GENERAL FUND SUPPORT**
- **RETAINS 1¢ USER FEE FOR CAPITAL ONLY**
- **REDUCES UMTA STAFF 75%**

**ADMINISTRATION'S PROPOSED
1986 TRANSIT BUDGET
(CONTINUED)**

MAJOR IMPACTS

- **ELIMINATES FEDERAL OPERATING ASSISTANCE IN LARGE AND SMALL URBANIZED AREAS AND RURAL AREAS**
- **CUTS CAPITAL AND ADMINISTRATIVE ASSISTANCE BY 56% FOR 974 SECTION 18 SYSTEMS**
- **ELIMINATES CAPITAL ASSISTANCE TO 858 NON-PROFIT OPERATORS UNDER SECTION 16(b)2**
- **HALTS NEW START PROGRAM**
- **DEFERS MODERNIZATION EFFORTS**
- **CLOSES UMTA REGIONAL OFFICES**

ADMINISTRATION TARGETS TRANSIT

FACT: TRANSIT REPRESENTS 0.3% OR LESS OF U.S. BUDGET; BUT TRANSIT CUTS REPRESENT 5.5% OF TOTAL REDUCTIONS

POINT: TRANSIT CUTS ARE OVER 50 TIMES LARGER THAN TRANSITS SHARE OF THE BUDGET

FACT: IN 1985 TRANSIT REPRESENTED 14.3% OF TOTAL TRANSPORTATION SPENDING; FOR 1986 TRANSIT IS REDUCED TO 5.6%

POINT: BALANCED TRANSPORTATION INVESTMENT IS BEING ABANDONED

FACT: TOTAL TRANSPORTATION FUNDING IS CUT \$3.7 BILLION IN 1986; TOTAL TRANSIT FUNDING IS CUT \$2.8 BILLION

POINT: TRANSIT CUTS ACCOUNT FOR NEARLY 75% OF TOTAL CUTS IN TRANSPORTATION

NATIONAL IMPACT OF TRANSIT FUNDING REDUCTIONS

- **LOSS OF SUPPORT FOR OVER 200,000 JOBS**
- **LOSS OF \$8 BILLION IN PRIVATE BUSINESS REVENUES**
- **20% OF TRANSIT SYSTEMS CONSIDER SHUTDOWN**
- **82% WILL RAISE FARES**
5 IN 10 WILL INCREASE 50% OR MORE
- **88% WILL CUT SERVICE**
7 IN 10 WILL CUT 20% OR MORE
1 IN 3 WILL CUT 50% OR MORE
- **70% WILL FOREGO BUS PURCHASES WHILE 30% OF THE FLEET IS
OVERAGE**
- **30% WILL FOREGO MAINTENANCE FACILITY REHAB OR
REPLACEMENT WHILE 33% OF FACILITIES ARE OVER 40 YEARS
OLD**
- **46% OF SUPPLIERS WILL CLOSE OFFICES OR PLANTS**
- **87% OF SUPPLIERS PROJECT LAYOFFS**
- **45% OF SUPPLIERS ANTICIPATE WITHDRAWAL FROM TRANSIT
MARKET**

WASHINGTON POLITICAL ENVIRONMENT

- **THE DEFICIT**
- **TAX STRUCTURE REVIEW**
- **TAX INCREASE LIKELY**
- **DOMESTIC PROGRAMS TARGETED**
- **RURAL/REPUBLICAN SENATE**
- **ANTI-TRANSIT ADMINISTRATION**
- **CONGRESSIONAL INTERESTS**
 - **LONG RANGE TRANSIT COSTS**
 - **FAREBOX RECOVERY STANDARDS**
 - **PRIVATIZATION**
 - **TRANSIT PERFORMANCE**

LEGISLATIVE GOALS



PRESERVE CURRENT LEVEL OF UMTA FUNDING
**ACTION TIMING: IMMEDIATELY IN CURRENT
FY 86 BUDGET DEBATE**



**OBTAIN REAUTHORIZATION OF TRANSIT
PROGRAM**
ACTION TIMING: 99TH CONGRESS



**DEVELOP SALEABLE LONG-RANGE PLAN TO
SHIFT FEDERAL TRANSIT PROGRAM FROM THE
GENERAL FUND TO A TRUST FUND SUPPORTED
BY A DEDICATED REVENUE SOURCE**
ACTION TIMING: 99TH-100TH CONGRESSES

TRANSIT'S MESSAGE

- **SUPPORT DEFICIT REDUCTION**
- **ADAMANTLY OPPOSE DISPROPORTIONATE, DISCRIMINATORY TRANSIT CUTS BEING PROPOSED**
- **REMINDER THAT TRANSIT HAS ALREADY BEEN CUT 14% SINCE 1981 – A 28% LOSS IN PURCHASING POWER. DEFICIT WOULD NOT BE A PROBLEM IF OTHER FEDERAL PROGRAMS HAD DONE THE SAME.**
- **WOULD SUPPORT AN ACROSS-THE-BOARD SPENDING FREEZE IF APPLIED EQUALLY**
- **TRANSIT CONTRIBUTES TO NATIONAL ECONOMIC GROWTH AND STABILITY**
 - SUPPORTS HUNDREDS OF THOUSANDS OF JOBS
 - SERVES PRIVATE SECTOR BY PROVIDING MOBILITY TO EMPLOYEES AND CUSTOMERS
 - STIMULATES ECONOMIC DEVELOPMENT AND INVESTMENT IN LARGE AND SMALL COMMUNITIES

IN SUMMARY, DEEP CUTS PROPOSED FOR TRANSIT WOULD BE UNFAIR TO TRANSIT USERS AND UNWISE FOR THE NATION'S ECONOMY

Nationally Prominent Civil Engineering Problems (World-wide Significance)

(Legislatively mandated funding)

	<u>\$ Billion</u>	<u>Funds</u>
* Infrastructure (transportation, bridges, highways, sewers,...) urban built environment	\$ 500	x
* Environmental Problems Surface and Groundwater Contamination Acid Rain - Air pollution Hazardous Waste Radioactive Waste (1st and 2nd repos.)	\$25 - 30	x
* Natural Hazards (billions/yr.) Floods, (4) per year Storms (4); Coastal and nearshore (4); Expansive Soils (4); Landslides (1)	\$17	
* Cold Climate Engineering		
* Defense (construction)		
* Mining		

R and D Budgets

Aircraft Industry ...	12%	
Automobile ...	5%	
Construction ...	0.5%	[\$300 billion/yr, 7% GNP]
Infrastructure "not mentioned" (1 % reduction in cost = 5 billion)		

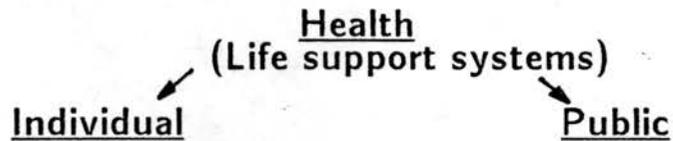
LACK OF CIVIL ENG (PUBLIC SECTOR) R AND D GROUPS
INHIBITS INNOVATION

DISCIPLINE	STEPS IN THE INNOVATION PROCESS		
	DISCOVERY	DEVELOPMENT	APPLICATION
Aero.E; Chem.E. Elect.E; Mech.E.	University and Industry Groups	Industrial R and D	Manufacturing
CIVIL E.	University	?	Public Health, Infrastructure Environmental Contamin. etc.
Agriculture	University	University Experiment Stations	Food Production
Medicine	University	University Hospitals	Personal Health
COSTS	(1)	(10)	10 ⁿ n 2,3

CIVIL ENGINEERING OFFERS POTENTIAL FOR IMPROVING
QUALITY OF LIFE

Medicine

Civil Engineering



Professionals work individually or
in small groups

↙ (no resources for R and D)

Research
Hospitals

?

Life expectancy greatly
improved over past 150 years.
22 - 70+

(Potential for future).

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Fiscal Analyst

Herewith are background materials relating to the appointment of Mr. Gerald Brechlin as Fiscal Analyst with the Regional Transit Board. The Administration and Finance Committee will discuss the recommended appointment at its meeting Thursday, March 14, 1985, at 5:00 p.m. A verbal report will be made to the Board at its March 18 meeting.

Ruth Franklin
Chair

RF:jmo
Attachments: "Nature of Work"
Mr. Brechlin's cover letter/resume materials

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 8, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration 
SUBJECT: Appointment of Fiscal Analyst

Mr. Gerald Brechlin is recommended to the Board for appointment as Fiscal Analyst.

Mr. Brechlin is recommended from seven interviewees selected in turn from 41 applications. The interviews were conducted by a panel consisting of Ruth Franklin, Ms. Carolyn Ganz, Vice-President for Research with Springsted, Inc., and Leslie Johnson. Ghaleb Abdul-Rahman briefly interviewed the top three candidates and concurred with the selection of Gerald Brechlin.

Mr. Brechlin has a degree in Business and Economics from the University of Minnesota and thirty years of experience in very responsible accounting/finance positions. An extensive check of references has convinced us he will be an outstanding asset to the Regional Transit Board. Mr. Brechlin's resume is enclosed.

RECOMMENDATION

That the Administration and Finance Committee recommend the appointment of Gerald Brechlin to the position of Fiscal Analyst at an annual salary of \$25,000. The standard employee benefit package will apply.

LMJ:jmo
Enclosure

*Revised Work
Description*

REGIONAL TRANSIT BOARD
Fiscal Analyst

Nature of Work

Work involves accounting/financial analysis functions of Regional Transit Board operations including administrative services, budget and audit processes, and grant oversight functions.

Analysis work will routinely involve examination of financial records/transactions and preparation of various source documents--such as work sheets, cash flow projections, and cost benefit analysis. Work requires auditing of information for completeness and accuracy.

Incumbent will routinely analyze and resolve problems within accounting functions--such as accounts receivable, accounts payable, payroll, cash management, and inventory control--checking accuracy, making corrections and recommending procedural improvements.

Incumbent will participate in planning and implementing procedures for computer processing of financial data.

Incumbent will prepare or assist in the preparation of budget documents, monthly, quarterly and annual financial reports, grant applications and report documents, bonding schedules and exhibits, and audit work papers.

Work will be routinely assigned, involve a great deal of internal and vendor/client related communications, and require independent judgement in processing or requesting guidance. Position will be supervised by the Director of Administration.

Gerald E. Brechlin

9.00

(11)

January 18, 1985

Mr. Les Johnson
REGIONAL TRANSIT BOARD
270 Metro Square
St. Paul, Mn. 55101

Dear Mr. Johnson:

Enclosed is my resume in application for the position of Fiscal Analyst.

My work experience included seven years as Manager of Finance for the Duluth area metro wastewater/solid waste disposal complex. In that capacity I was responsible for cash management, financial reporting, and various segments of grant administration. The work necessarily involved planning and development, implementing of programs and procedures and extended use of computer processing.

I would appreciate your considering me for the Position.

Sincerely,


Gerald E. Brechlin

GERALD E. BRECHLIN

OBJECTIVE: To obtain an accounting or administrative staff position commensurate with skills and experience, while providing meaningful contributions to the concern and the business community.

SUMMARY OF QUALIFICATIONS

Extensive background in Accounting and Finance Administration with experience in:
Supervision of General Accounting, Treasury and Data Processing functions.
Tax Accounting with emphasis on Business Assets and Property.
Internal Auditing.
Budget and Cash Flow Management.
Standard Cost Systems and Management by Objectives.
Development of Financial Programs and Procedures.
Results Orientated Cost Effective Administration.

EXPERIENCE AND ACCOMPLISHMENTS

1984 to Present, Radisson Hotel Metrodome, 1500 Washington Avenue South, Minneapolis, Minnesota.

Night Auditor for a new hotel facility. Audit daily financial transactions from the various revenue outlets. Work requires knowledge and operation of an IBM Computer System and a Micro's Cash Register System.

1975 to 1982, Western Lake Superior Sanitary District, 27th Avenue West, Duluth, Minnesota.

Manager of Finance for a metro wastewater treatment/solid waste disposal complex.

Supervised the Accounting, Treasury and Data Processing activities, heading a staff of five.

Installed the Basic Accounting and Treasury Systems and established a Data Processing Center.

Developed annual O & M Budgets, Capital Expenditure Budgets and closely monitored progress and results.

Established versatile cash management procedures toward maximum returns on current assets.

Provided schedules and exhibits in Bonding Programs to present status and objectives and enhance bond rating and net interest bids.

Maintained base number of finance staff through a \$120 million construction program and into a \$12 million processing operation.

Analyzed and audited construction consulting contracts, interpretation led to reimbursements of \$700,000.

Originated and followed through the installation of a pilot funded computerized preventive maintenance/stores inventory system.

Devised methods of allocating administrative expense which increased grant reimbursements substantially over those generally accepted in Government Guidelines. Excess reimbursements exceeded \$200,000.

1955 to 1974, U.S. Steel Corporation and Affiliate DMIR Railway Company, Missabe Building, Duluth, Minnesota.

Ore Carrier affiliate of U.S. Steel Corporation.

Manager of Taxes and Property Accounting

Responsible for tax accounting functions and supervision of Property Accounting. Efforts involved Tax and Financial Reporting, Special Studies and varied administration related to tax matters.

Closely monitored business activities in relation to the tax impact, limiting obligations in such areas as investment tax credit recapture.

Manager of General Accounting

Responsible for the General Ledger, related records and reports. Reporting on the basis of Corporation, Standard Cost, Interstate Commerce and tax accounting.

Substantially increased operating and rental income on joint operating leases through audits and changes in reporting procedures.

Effected changes in work procedures resulting in reduction of two clerical positions.

Supervision of Property Accounting

Responsible for the accounting of Company Properties and Fixed Assets.

Consolidated and reorganized the Property Accounting Function resulting in the reduction of five of 10 clerical positions, processing the reductions through mutual retirements.

Internal Auditor

Involved in Financial and Functional Audits toward internal control and cost reductions: also improved operations and services.

Appropriations and Royalty Clerk

Clerical functions in the Property Accounting Section.

Devised alternate concept in depreciation expense allocations resulting in reductions of annual occupation taxes in excess of \$200,000.

EDUCATION

B.A. - Business and Economics - University of Minnesota, 1955.

REFERENCES

Available upon request.

m 385

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Public Information Officer

Herewith are background materials relating to the appointment of Mr. Michael Kuehn as Public Information Officer with the Regional Transit Board. The Administration and Finance Committee will discuss the recommended appointment at its meeting Thursday, March 14, 1985, at 5:00 p.m. A verbal report will be made to the Board at its March 18 meeting.

Ruth Franklin
Chair

RF:jmo
Attachments: "Nature of Work"
Mr. Kuehn cover letter/resume materials

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Appointment of Public Information Officer

As Committee members are aware, Michael Kuehn has been recommended for the position of Public Information Officer. The recommendation was made directly to the Board at the meeting of March 7 because of a staff-felt need to have Mr. Kuehn aboard versus an available committee meeting. However, the Board referred the matter to the Administration and Finance Committee for a review of Mr. Kuehn's qualifications in keeping with the Board's statutory authority to hire.

Mr. Kuehn was chosen from nine interviewees selected in turn from 108 applications. All nine individuals were interviewed by Ghaleb Abdul-Rahman, Elliott Perovich, and myself. We were impressed with the quality of candidates and the final decision was difficult.

Mr. Kuehn is a University of Minnesota graduate with ten plus years professional experience, six and one-half years as a community services specialist with the Metropolitan Council and four years as a committee administrator for the Minnesota Legislature.

RECOMMENDATION

That the Administration and Finance Committee recommend the appointment of Michael Kuehn to the position of Public Information Officer with a projected starting date of March 19, 1985, and an annual salary of \$26,000. The standard employee benefit package will apply. Board members are reminded of the need to address compensation for Mr. Kuehn for days worked, March 5, 6 and 7.

LJ:jmo

REGIONAL TRANSIT BOARD (RTB)
PUBLIC INFORMATION OFFICER (PIO)

Nature of Work

Work objective is to develop and carry out a public information, education, communications program for the Regional Transit Board. The Public Information Officer will participate in and function as a technical consultant to the RTB staff in strategizing a public information program and policies; and produce materials effecting the program. Incumbent will be responsible for developing the program budget. The PIO produces a variety of programs and publications requiring professional level writing, editing, graphics, publicity and video production processes. Work involves determining, in consultation with RTB staff, the format and content and programming publication of all RTB plans, reports, audiovisuals, and other print and nonprint communications distributed to state, regional and local officials and the general public. Incumbent will coordinate press contacts and write press releases. Incumbent causes through available staff, Metropolitan Council resources, or contractual services the writing-editing, photography, and audiovisuals, graphics/art work and production of the program materials. Incumbent will be heavily involved in responding to telephone and in-person contacts from the public and be assisted by or assist staff in responding to difficult inquiries. Work requires creativity, versatility and judgement in originating materials and making editorial suggestions regarding the effective development of points and conclusions, internal logic, and data integrity for the purposes intended and in adapting materials to the audience. Communication skills are exercised in dealing with the public. Incumbent will be routinely responsible to the Chairman and Executive Director of the RTB in developing the program strategy and contents on program materials but work under the supervision of the Director of Administration through informal meetings, review of work products, and quarterly reviews.

January 17, 1985

Mr. Les Johnson
Regional Transit Board
270 Metro Square Bldg.
Seventh and Robert Sts.
St. Paul, MN 55101

Dear Les:

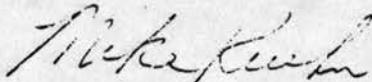
Please accept this letter, in addition to my previously submitted resume, as my formal request to be considered for the Public Information Officer position with the Regional Transit Board.

As my resume indicates, I have the appropriate background and work skills that would be assets to the nature of this position. I thoroughly understand all aspects of governmental operations, at both the metropolitan and state levels. I have experience in developing community relations programs that will help get the public involved in the Regional Transit Board's decision-making process and to assist in bringing support for the Board's policy decisions. Furthermore, I'm familiar with the types of citizen groups, neighborhood organizations and governmental representatives that will be necessary to involve in the Regional Transit Board's planning process.

I'm enthusiastic about the possibility of working for the Regional Transit Board. It's an opportunity to work as part of a new team to bring about innovative ideas and unique approaches to the future of our region's transit system.

Thank you for your consideration of my application. I hope to be hearing from you in the near future.

Sincerely,



Mike Kuehn



103

RECEIVED
NOV 16 1984
REG. TRANS. BRD.

Minnesota House of Representatives

Nov. 15, 1984

Ghaleb Abdul-Rahman, Executive Director
Regional Transit Board
4th Floor, Metro Square Bldg.
7th and Robert Sts.
St. Paul, MN 55101

Dear Ghaleb:

Congratulations on your recent appointment as Executive Director of the Regional Transit Board. It is well-deserving and reflective of your hard work and accomplishments.

My purpose for writing you is to propose the creation of a staff position at the RTB that I feel is essential to your operation and that I am offering my professional services to fill. This is the position of Community Relations/Public Participation Director.

I read with great interest from a recent issue of the Metro Monitor that quotes you about creating a spirit of coordination and cooperation among the groups with a vested interest in the best possible transit. To meet this goal you are going to need someone with special skills to open up communication and participation channels.

Ghaleb, you know my Metro Council experience and for the last four years I have worked as a public administrator at the Minnesota Legislature. I understand the political process thoroughly, at the state, regional and local levels. I can be valuable in liaison with the Legislature, neighborhood groups, regional and state agencies and the media. Development of a citizen participation process, especially for the LRT proposal, coordination of the public hearing process and working with task forces and advisory committees are some additional services I am qualified to provide for the RTB.

Along with one additional staff position, under the Community Relations/Public Participation Director, to handle the mechanics of media relations, report and brochure lay-out and editing and graphic expertise, all your public contact needs can be implemented by this efficient two person operation.

I'm enclosing a copy of my resume for your perusal. Like you, I share your enthusiasm for a new approach to planning for the future of regional transit. If you would like to discuss my ideas in greater detail, please call me at my office, 296-0518, or at my home, Likewise, I'll be contacting you in the near future to see if you have questions about my background and to explore the potential for future employment with the RTB.

Ghaleb Abdul-Rahman
November 15, 1984
Page 2

Again, best of luck to you on your new position.

Sincerely,

A handwritten signature in cursive script that reads "Mike".

Mike Kuehn

Enclosure

RE: Potential Administrative Tasks for a Community Relations/
Public Participation Director to the Regional Transit Board

Following is a list of some possible administrative tasks that a Community Relations/Public Participation Director could be fulfilling. Obviously, the Executive Director and the Board would be responsible for determining the philosophy and direction of any public involvement program.

I. Public Participation Process

- A. Establish Liaison with Transit Interested Citizen Groups (e.g. Citizens League, Neighborhood Groups, Handicapped groups, Senior Citizens, etc.)
- B. Coordinate all Public Information Meetings/Public Hearing Process
- C. Establishment of Appropriate Advisory Committees
 - 1. Provide Staff Contact and Administrative Assistance to Advisory Committee Members
 - 2. Provide Staff Support to Advisory Committee Functions
- D. Coordinate Speaker Request on Board Activities

II. Public Information Functions

- A. Information Dissemination Process (Region-wide)
 - 1. Media Contact/Press Releases/Press Conferences
 - 2. Ongoing Contact Process with Transit Interest Groups and Individuals (Newsletter or Quarterly Report)
 - 3. Annual Report to the Legislature
 - 4. Informational Brochures
 - 5. Reports and Public Hearing Documents
- B. Staff - Media Technician (Under Direction of Community Relations/
Public Participation Director)
 - 1. Edit Reports and Documents
 - 2. Design and Lay-out Brochures
 - 3. Draft Press Releases and Newsletters
 - 4. Develop Special AV Material (Slides and Graphics)

III. Agency Coordination

- A. Develop Communication Process with All Affected Government Agencies on RTB Planning Programs
 - 1. Local Government Officials
 - 2. Regional Agencies
 - 3. State Agencies
 - 4. Federal Agencies
- B. Utilize Existing Transit Knowledge from Staff of Other Agencies to Develop Cooperative Spirit in Public Involvement Efforts

IV. Legislative Contacts and Cooperation

- A. Informal Legislative Contacts
 - 1. Arrange and Structure Informal Meetings with Small Groups of Legislators on RTB Issues to Brief and Discuss
 - 2. Solicit Legislative Input on Intent of Legislation
- B. Capitol Hill Activities (Degree of Involvement as Established by RTB)
 - 1. Monitor RTB Budget and Funding
 - 2. Assess and Monitor all Legislative Bills Impacting the RTB and its Future Status
 - 3. Recommend and Coordinate Board-Sponsored Legislative Agenda
 - 4. Represent RTB at Legislative Committee Meetings (as desired)

* Objective

Program development, administration and coordination in the area of public policy. To provide support and expertise as a public administrator to the functions of the governmental process.

* Experience

Committee Administrator - As a public administrator, my career for the last four years has been in the capacity of Committee Administrator for the General Legislation and Veterans Affairs Committee for the Minnesota House of Representatives ... Major responsibilities included; assessing all legislation referred to the committee as to its political consequences; working in conjunction with legal counsel to develop appropriate legislative language for bills and amendments; providing support and information to legislators and the public (including the media) about issues and legislation under the committee's auspices; and researching and collecting information on issues pertinent to the legislative areas assigned the committee ... Administered all aspects of the committee's activities which included development of committee work schedule, research projects, interim activities and budget ... Subject areas involved within committee included public gaming, elections, veterans affairs, housing, animal rights and military affairs ... Some of the more notable legislative achievements that I was involved with included the Minnesota Pari-Mutuel Racing Act, the Charitable Gaming Control Law, the Manufactured Housing Dealership and Renters Reform Act and the Agent Orange Informational and Referral Act ... Through job responsibilities mastered a complete and thorough understanding of the legislative process and the functions of state government ... Gained expertise in relating to the media, special interest groups and the general public on public policy decision-making ... Thoroughly understand the communication channels necessary for a good working relationship between the legislators and government agencies. (1981-84)

Community Services Specialist - Served for six and one-half years at the Metropolitan Council as a public administrator for development and implementation of citizen participation activities for all physical planning programs of the Metropolitan Council of the Twin Cities, an innovative regional planning agency. This included meeting requirements established by federal mandates in environmental, housing and transportation programs ... Managed all aspects of the Metropolitan Council's public hearing process ... Provided liaison with local units of government, community and neighborhood groups on Council programs and process ... Planned and administered special event activities ... Through work responsibilities developed oral and written communication skills ... Gained an understanding of the complexities of regional issues in the Twin Cities Area and of the intergovernmental relations that must be developed to deal with them. (1974-80)

Michael R. Kuehn

Legislative Internship - During five month legislative internship with the Minnesota House of Representatives, developed a working knowledge of the legislative process ... Developed research skills ... Acquired an understanding of the role and activities of legislative lobbying ... Did research on the environmental quality law and state zoological garden ... Utilized internship as directed studies project on characteristics and backgrounds of legislators in relation to their political parties and voting patterns ... Analyzed the degree of political party discipline in the legislative process. (1973)

* Education

Graduated from the University of Minnesota with a B.A. in Political Science with emphasis in course work on the governmental processes. Maintained a 'B' average while working a twenty hour per week part-time job ... High School honor graduate with an 'A' average and member of the National Honor Society and Student Government ... In 1979 awarded the prestigious National Endowment for the Humanities Summer Fellowship, studying the historical perspective of federalism (the separation of powers between levels of government) at the University of California, San Diego (one of only 14 participants from around the country to be selected).

* Special Characteristics

Ability to work well with people ... Good organizational skills with emphasis on details ... Ability to grasp complex issues ... Dedicated and hard working ... Can work well independently ... Excellent communications skills ... Self motivated and can organize one's time well.

* Personal

Born March 1, 1951 in St. Paul, MN ... Single ... Excellent health ... Six feet-one inch, 185 pounds ... Hobbies include golf, swimming, reading, gardening and travel.

Civic activities include involvement in various political campaigns ... Vice-Chairman of school district Community Education Advisory Committee ... Former Vice President of AFSCME Local #839 and served on AFSCME People Screening Committee for legislative candidates ... Active in various youth athletic programs and officiate and coach softball, baseball, and hockey.

* References

Available upon request.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Public Information Officer

Mr. Michael Kuehn is recommended to the Board for appointment as Public Information Officer. The Committee discussed the appointment March 14, 1985, and unanimously approved the recommendation.

Mr. Kuehn was chosen from nine interviewees selected in turn from 108 applications. All nine individuals were interviewed by Ghaleb Abdul-Rahman, Elliott Perovich and Leslie M. Johnson.

Mr. Kuehn is a University of Minnesota graduate with ten plus years professional experience, six and one-half years as a community services specialist with the Metropolitan Council and four years as a committee administrator for the Minnesota Legislature.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Michael Kuehn to the position of Public Information Officer with a projected starting date of March 19, 1985, and an annual salary of \$26,000. The standard employee benefit package will apply.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Public Information Officer

Herewith are background materials relating to the appointment of Mr. Michael Kuehn as Public Information Officer with the Regional Transit Board. The Administration and Finance Committee will discuss the recommended appointment at its meeting Thursday, March 14, 1985, at 5:00 p.m. A verbal report will be made to the Board at its March 18 meeting.

Ruth Franklin
Chair

RF:jmo
Attachments: "Nature of Work"
Mr. Kuehn cover letter/resume materials

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Appointment of Public Information Officer

As Committee members are aware, Michael Kuehn has been recommended for the position of Public Information Officer. The recommendation was made directly to the Board at the meeting of March 7 because of a staff-felt need to have Mr. Kuehn aboard versus an available committee meeting. However, the Board referred the matter to the Administration and Finance Committee for a review of Mr. Kuehn's qualifications in keeping with the Board's statutory authority to hire.

Mr. Kuehn was chosen from nine interviewees selected in turn from 108 applications. All nine individuals were interviewed by Ghaleb Abdul-Rahman, Elliott Perovich, and myself. We were impressed with the quality of candidates and the final decision was difficult.

Mr. Kuehn is a University of Minnesota graduate with ten plus years professional experience, six and one-half years as a community services specialist with the Metropolitan Council and four years as a committee administrator for the Minnesota Legislature.

RECOMMENDATION

That the Administration and Finance Committee recommend the appointment of Michael Kuehn to the position of Public Information Officer with a projected starting date of March 19, 1985, and an annual salary of \$26,000. The standard employee benefit package will apply. Board members are reminded of the need to address compensation for Mr. Kuehn for days worked, March 5, 6 and 7.

LJ:jmo

REGIONAL TRANSIT BOARD (RTB)
PUBLIC INFORMATION OFFICER (PIO)

Nature of Work

Work objective is to develop and carry out a public information, education, communications program for the Regional Transit Board. The Public Information Officer will participate in and function as a technical consultant to the RTB staff in strategizing a public information program and policies; and produce materials effecting the program. Incumbent will be responsible for developing the program budget. The PIO produces a variety of programs and publications requiring professional level writing, editing, graphics, publicity and video production processes. Work involves determining, in consultation with RTB staff, the format and content and programming publication of all RTB plans, reports, audiovisuals, and other print and nonprint communications distributed to state, regional and local officials and the general public. Incumbent will coordinate press contacts and write press releases. Incumbent causes through available staff, Metropolitan Council resources, or contractual services the writing-editing, photography, and audiovisuals, graphics/art work and production of the program materials. Incumbent will be heavily involved in responding to telephone and in-person contacts from the public and be assisted by or assist staff in responding to difficult inquiries. Work requires creativity, versatility and judgement in originating materials and making editorial suggestions regarding the effective development of points and conclusions, internal logic, and data integrity for the purposes intended and in adapting materials to the audience. Communication skills are exercised in dealing with the public. Incumbent will be routinely responsible to the Chairman and Executive Director of the RTB in developing the program strategy and contents on program materials but work under the supervision of the Director of Administration through informal meetings, review of work products, and quarterly reviews.

January 17, 1985

Mr. Les Johnson
Regional Transit Board
270 Metro Square Bldg.
Seventh and Robert Sts.
St. Paul, MN 55101

Dear Les:

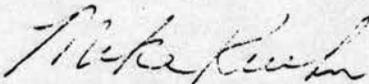
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As my resume indicates, I have the appropriate background and work skills that would be assets to the nature of this position. I thoroughly understand all aspects of governmental operations, at both the metropolitan and state levels. I have experience in developing community relations programs that will help get the public involved in the Regional Transit Board's decision-making process and to assist in bringing support for the Board's policy decisions. Furthermore, I'm familiar with the types of citizen groups, neighborhood organizations and governmental representatives that will be necessary to involve in the Regional Transit Board's planning process.

I'm enthusiastic about the possibility of working for the Regional Transit Board. It's an opportunity to work as part of a new team to bring about innovative ideas and unique approaches to the future of our region's transit system.

Thank you for your consideration of my application. I hope to be hearing from you in the near future.

Sincerely,



Mike Kuehn



103

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Minnesota House of Representatives

Nov. 15, 1984

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Regional Transit Board
4th Floor, Metro Square Bldg.
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Dear Ghaleb:

Congratulations on your recent appointment as Executive Director of the Regional Transit Board. It is well-deserving and reflective of your hard work and accomplishments.

My purpose for writing you is to propose the creation of a staff position at the RTB that I feel is essential to your operation and that I am offering my professional services to fill. This is the position of Community Relations/Public Participation Director.

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Ghaleb Abdul-Rahman
November 15, 1984
Page 2

Again, best of luck to you on your new position.

Sincerely,

A handwritten signature in cursive script that reads "Mike".

Mike Kuehn

Enclosure

RE: Potential Administrative Tasks for a Community Relations/
Public Participation Director to the Regional Transit Board

Following is a list of some possible administrative tasks that a Community Relations/Public Participation Director could be fulfilling. Obviously, the Executive Director and the Board would be responsible for determining the philosophy and direction of any public involvement program.

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Program development, administration and coordination in the area of public policy. To provide support and expertise as a public administrator to the functions of the governmental process.

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Michael R. Kuehn

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Ability to work well with people ... Good organizational skills with emphasis on details ... Ability to grasp complex issues ... Dedicated and hard working ... Can work well independently ... Excellent communications skills ... Self motivated and can organize one's time well.

* Personal

Born March 1, 1951 in St. Paul, MN ... Single ... Excellent health ... Six feet-one inch, 185 pounds ... Hobbies include golf, swimming, reading, gardening and travel.

Civic activities include involvement in various political campaigns ... Vice-Chairman of school district Community Education Advisory Committee ... Former Vice President of AFSCME Local #839 and served on AFSCME People Screening Committee for legislative candidates ... Active in various youth athletic programs and officiate and coach softball, baseball, and hockey.

* References

Available upon request.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 15, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Fiscal Analyst

Mr. Gerald Brechlin is recommended to the Board for appointment as Fiscal Analyst. The Committee discussed the appointment March 14, 1985, and unanimously approved the recommendation.

Mr. Brechlin is recommended from seven interviewees selected in turn from 41 applications. The interviews were conducted by a panel consisting of Ruth Franklin, Ms. Carolyn Ganz, Vice-President for Research with Springsted, Inc., and Leslie M. Johnson. Ghaleb Abdul-Rahman interviewed the top three candidates and concurred with the selection of Gerald Brechlin.

Mr. Brechlin has a degree in Business and Economics from the University of Minnesota and thirty years of experience in very responsible accounting/finance positions. An extensive check of references has convinced us he will be an outstanding asset to the Regional Transit Board. Mr. Brechlin's resume has been previously provided you.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Gerald Brechlin to the position of Fiscal Analyst, with a projected starting date of March 19, 1985, and an annual salary of \$25,000. The standard employee benefit package will apply.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Appointment of Fiscal Analyst

Herewith are background materials relating to the appointment of Mr. Gerald Brechlin as Fiscal Analyst with the Regional Transit Board. The Administration and Finance Committee will discuss the recommended appointment at its meeting Thursday, March 14, 1985, at 5:00 p.m. A verbal report will be made to the Board at its March 18 meeting.

Ruth Franklin
Chair

RF:jmo
Attachments: "Nature of Work"
Mr. Brechlin's cover letter/resume materials

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 8, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration 
SUBJECT: Appointment of Fiscal Analyst

Mr. Gerald Brechlin is recommended to the Board for appointment as Fiscal Analyst.

Mr. Brechlin is recommended from seven interviewees selected in turn from 41 applications. The interviews were conducted by a panel consisting of Ruth Franklin, Ms. Carolyn Ganz, Vice-President for Research with Springsted, Inc., and Leslie Johnson. Ghaleb Abdul-Rahman briefly interviewed the top three candidates and concurred with the selection of Gerald Brechlin.

Mr. Brechlin has a degree in Business and Economics from the University of Minnesota and thirty years of experience in very responsible accounting/finance positions. An extensive check of references has convinced us he will be an outstanding asset to the Regional Transit Board. Mr. Brechlin's resume is enclosed.

RECOMMENDATION

That the Administration and Finance Committee recommend the appointment of Gerald Brechlin to the position of Fiscal Analyst at an annual salary of \$25,000. The standard employee benefit package will apply.

LMJ:jmo
Enclosure

*Revised Work
Description*

REGIONAL TRANSIT BOARD
Fiscal Analyst

Nature of Work

Work involves accounting/financial analysis functions of Regional Transit Board operations including administrative services, budget and audit processes, and grant oversight functions.

Analysis work will routinely involve examination of financial records/transactions and preparation of various source documents--such as work sheets, cash flow projections, and cost benefit analysis. Work requires auditing of information for completeness and accuracy.

Incumbent will routinely analyze and resolve problems within accounting functions--such as accounts receivable, accounts payable, payroll, cash management, and inventory control--checking accuracy, making corrections and recommending procedural improvements.

Incumbent will participate in planning and implementing procedures for computer processing of financial data.

Incumbent will prepare or assist in the preparation of budget documents, monthly, quarterly and annual financial reports, grant applications and report documents, bonding schedules and exhibits, and audit work papers.

Work will be routinely assigned, involve a great deal of internal and vendor/client related communications, and require independent judgement in processing or requesting guidance. Position will be supervised by the Director of Administration.

Gerald E. Brechlin

9.00

(11)

January 18, 1985

Mr. Les Johnson
REGIONAL TRANSIT BOARD
270 Metro Square
St. Paul, Mn. 55101

Dear Mr. Johnson:

Enclosed is my resume in application for the position of Fiscal Analyst.

My work experience included seven years as Manager of Finance for the Duluth area metro wastewater/solid waste disposal complex. In that capacity I was responsible for cash management, financial reporting, and various segments of grant administration. The work necessarily involved planning and development, implementing of programs and procedures and extended use of computer processing.

I would appreciate your considering me for the Position.

Sincerely,


Gerald E. Brechlin

GERALD E. BRECHLIN

OBJECTIVE: To obtain an accounting or administrative staff position commensurate with skills and experience, while providing meaningful contributions to the concern and the business community.

SUMMARY OF QUALIFICATIONS

Extensive background in Accounting and Finance Administration with experience in:
Supervision of General Accounting, Treasury and Data Processing functions.
Tax Accounting with emphasis on Business Assets and Property.
Internal Auditing.
Budget and Cash Flow Management.
Standard Cost Systems and Management by Objectives.
Development of Financial Programs and Procedures.
Results Orientated Cost Effective Administration.

EXPERIENCE AND ACCOMPLISHMENTS

1984 to Present, Radisson Hotel Metrodome, 1500 Washington Avenue South, Minneapolis, Minnesota.

Night Auditor for a new hotel facility. Audit daily financial transactions from the various revenue outlets. Work requires knowledge and operation of an IBM Computer System and a Micro's Cash Register System.

1975 to 1982, Western Lake Superior Sanitary District, 27th Avenue West, Duluth, Minnesota.

Manager of Finance for a metro wastewater treatment/solid waste disposal complex.

Supervised the Accounting, Treasury and Data Processing activities, heading a staff of five.

Installed the Basic Accounting and Treasury Systems and established a Data Processing Center.

Developed annual O & M Budgets, Capital Expenditure Budgets and closely monitored progress and results.

Established versatile cash management procedures toward maximum returns on current assets.

Provided schedules and exhibits in Bonding Programs to present status and objectives and enhance bond rating and net interest bids.

Maintained base number of finance staff through a \$120 million construction program and into a \$12 million processing operation.

Analyzed and audited construction consulting contracts, interpretation led to reimbursements of \$700,000.

Originated and followed through the installation of a pilot funded computerized preventive maintenance/stores inventory system.

Devised methods of allocating administrative expense which increased grant reimbursements substantially over those generally accepted in Government Guidelines. Excess reimbursements exceeded \$200,000.

1955 to 1974, U.S. Steel Corporation and Affiliate DMIR Railway Company, Missabe Building, Duluth, Minnesota.

Ore Carrier affiliate of U.S. Steel Corporation.

Manager of Taxes and Property Accounting

Responsible for tax accounting functions and supervision of Property Accounting. Efforts involved Tax and Financial Reporting, Special Studies and varied administration related to tax matters.

Closely monitored business activities in relation to the tax impact, limiting obligations in such areas as investment tax credit recapture.

Manager of General Accounting

Responsible for the General Ledger, related records and reports. Reporting on the basis of Corporation, Standard Cost, Interstate Commerce and tax accounting.

Substantially increased operating and rental income on joint operating leases through audits and changes in reporting procedures.

Effected changes in work procedures resulting in reduction of two clerical positions.

Supervision of Property Accounting

Responsible for the accounting of Company Properties and Fixed Assets.

Consolidated and reorganized the Property Accounting Function resulting in the reduction of five of 10 clerical positions, processing the reductions through mutual retirements.

Internal Auditor

Involved in Financial and Functional Audits toward internal control and cost reductions: also improved operations and services.

Appropriations and Royalty Clerk

Clerical functions in the Property Accounting Section.

Devised alternate concept in depreciation expense allocations resulting in reductions of annual occupation taxes in excess of \$200,000.

EDUCATION

B.A. - Business and Economics - University of Minnesota, 1955.

REFERENCES

Available upon request.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 14, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT:

The Administration and Finance Committee, at its meeting of March 14, 1985, voted unanimously to allocate \$25,000 for the preliminary feasibility study for the Science Museum of Minnesota's exhibit, "Moving Minnesota".

Mr. Joel Orlen, Vice President of the Science Museum of Minnesota, made a presentation to the Board regarding the "Moving Minnesota" exhibition on March 7, 1985. At that time a draft outline of the proposal was presented.

Planning of the exhibition should start as soon as possible in order to open the exhibition by the summer of 1987. It is important that the decision be made soon so that contacts can be made with the Vancouver World Fair representatives in the hope that the Science Museum can borrow some of the fair's exhibits.

RECOMMENDATION:

That the Regional Transit Board allocates \$25,000 for the preliminary feasibility study to be done in cooperation with the Science Museum of Minnesota.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: March 12, 1985
TO: Regional Transit Board
FROM: Ghaleb Abdul-Rahman *GA*
SUBJECT: Status of Federal Funding

A staff presentation will be made regarding the status of federal funding for transit and its impact on our region.

Additional information is being collected during the special American Public Transit Association (APTA) meeting this week in Washington D.C. The new information will relate to the position of the congressional committees regarding the president's proposed transit budget cuts.

GA/mf

APTA
1225 CONN. AVE. NW #200
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REGIONAL TRANSIT BOARD
ELLIOTT PEROVICH, CHAIRMAN
270 METRO SQUARE BUILDING
SEVENTH & ROBERT STREETS
ST. PAUL MN 55101

MARCH 14, 1985

U.S. SENATE BUDGET COMMITTEE IS RECOMMENDING TO FULL SENATE A COMPROMISE FEDERAL BUDGET FOR FY 1986 THAT INCLUDES A 25 PERCENT (\$1.038 BILLION) REDUCTION IN FEDERAL TRANSIT FUNDING. RECOMMENDED CUT WOULD BE ACROSS THE BOARD AND AFFECT DISCRETIONARY AS WELL AS FORMULA CAPITAL AND OPERATING FUNDS. MATTER IS FAR FROM RESOLVED. SUBSEQUENT APPROVAL REQUIRED ELSEWHERE IN CONGRESS. BATTLEGROUND SHIFTS TO SENATE FLOOR, POSSIBLY AS SOON AS NEXT WEEK. URGE YOUR IMMEDIATE CALLS, WIRES, MAILGRAMS TO BOTH YOUR U.S. SENATORS. SUPPORT AMENDMENTS EXPECTED TO BE OFFERED ON SENATE FLOOR TO OVERTURN 25 PERCENT CUT AND FREEZE TRANSIT FUNDING AT CURRENT LEVELS. ADVISE LOCAL AND STATE OFFICIALS, BUSINESS, LABOR AND CITIZENS GROUPS TO DO LIKEWISE. FULL LEGISLATIVE REPORT TO FOLLOW.

JACK GILSTRAP
EX. V.P.
APTA
WASHINGTON, D.C.

20:36 EST

MGMCOMP

RECEIVED
MAR 15 1985
REG. TRANS. BRD.