

# MINNESOTA STREETCAR MUSEUM

## MINUTES

Board of Directors Meeting  
7:00 PM – Wednesday – February 23, 2022  
Computer Tele-Conference using Zoom Application  
Minneapolis, MN

Present: Ben Franske                      Dave French                      Chris Heck  
          Aaron Isaacs                      Darel Leipold                      Karen Kertzman  
          Jim Vaitkunas                      John Dillery

Absent: Meryl Mackenzie

Others Present: Pat Cosgrove                      Rod Eaton                      Bruce Gustafson  
                      Scott Heiderich                      Jim Kertzman                      Elaine Love  
                      Bill Pekarna                      Dick Zawacki

The meeting of the Minnesota Streetcar Museum’s Board of Directors was called to order by Board Chair **Aaron Isaacs** at 7:03 PM. The meeting was held using the Zoom web-based tele-conference application. Secretary **Vaitkunas** reported that at the beginning of this meeting a quorum was present.

The agenda for this meeting was approved with no changes or objection.

The minutes for the Board of Directors meeting held on August 5, 2021 was approved with no changes or objections.

Approval of Electronic Votes taken since the last Board meeting.

**MOTION:** Made by Darel Leipold; Seconded by John Dillery  
The electronic motion and vote taken on November 5, 2021 to approve the refurbishing of two additional motors for TCRT No. 1239 is confirmed and approved.  
**VOTE:** Yes – 8; No – 0 **Motion carried.**

**MOTION:** Made by Dave French; Seconded by Karen Kertzman  
The electronic motion and vote taken on January 14, 2022 to approve the quote from Swiger Coil for work to repair one GE-800 electric motor for Winona No. 10 is confirmed and approved.  
**VOTE:** Yes – 8; No – 0 **Motion carried.**

**Board Chair’s Report/Update.** Chair **Aaron Isaacs** stated that his comments will be short, but he does have a couple of history items to report.

- **Jerry Olsen**, long-time MSM member and Operator, has a great memory of the streetcars in the Twin Cities so Aaron asked him and grandson **Andy Jacob** to produce an oral history of Jerry’s streetcar recollections. So far they’ve produce a wonderful document over 5000 words long with some great stories. **Isaacs** plans to

MINUTES – Board of Directors meeting  
Wednesday – February 23, 2022

sit down with Jerry and Andy very soon to pose a series of questions to Jerry on TCRT streetcar history. Jerry's stories will be seen in a future *Twin City Lines* magazine.

- **Isaacs** then reported that he will be contacting a person at Lakewood Cemetery that **Rod Eaton** has been communicating with to see if the cemetery has any information related to the TCRT and specifically the Lakewood cemetery station adjacent to the current Como-Harriet north platform.
- MSM is investigating applying for Federal Community Project funds recently authorized by the US Congress. Each congressional district is authorized ten of these projects. We were told about this grant program by museum member **Dean Phillips**, US congressman from Minnesota's third congressional district. Two projects we'll propose is expansion of the Excelsior car barn and a combined Park Board maintenance building and display car barn at Como-Harriet. Park Board staff is cooperating on the project at CHSL. There's no guarantee that either of our projects will be approved but it's worth a shot and if we don't have our projects approved this year, we'll be able to resubmit in 2023.

**Treasurer's Report.** MSM Treasurer **Chris Heck** started off his presentation with a review of the FY 2021 profit and loss budget versus actual spreadsheet which he displayed on the screen (see attachment). He commented that the figure that everyone is interested in is that MSM's actual \$60,000 surplus of income over expenses versus the FY 2021 budget which projected a surplus of \$16,120. This was very good performance considering our shortened operating season because of Covid-19. **Heck** then discussed several budget lines to explain the reasons for the difference between the budgeted versus actual amounts. He pointed out that our merchandise sales did very well.

Chair **Isaacs** added that we received a \$10,000 Covid relief grant from Minnesota, and he thanked **Heck** and **Ben Franske** for alerting him to that state grant.

Moving on to the FY 2022 budget, **Heck** put that spreadsheet on the screen and explained the process by which he, and the Finance Committee, developed the FY 2021 MSM budget (attached to these minutes). As usual, input was provided by the Superintendents and department managers and consolidated into the budget shown. **Heck** then reviewed some of the individual items that were proposed on the budget and several items were added or changed, to include the new POS machine for ESL. **Heck** then stated that the 2022 budget estimates income of \$126,000 with \$82,000 in estimated expenses leaving an estimated surplus of around \$44,000 for the FY.

**Chair Isaacs** commented that the Operations Committee has made plans for a full 2022 operational schedule starting in May and the schedule includes the special events after Labor Day. This was confirmed by General Superintendent **Bruce Gustafson**. **Chris Heck** then asked if the token income should be changed based on the 2022 schedule and **Isaacs** replied that the Operations Committee isn't planning on asking for a fare increase. **Gustafson** then stated that the token income won't change much even with the increase in days on the schedule and the bulk of MSM income will be from the special events.

MINUTES – Board of Directors meeting  
Wednesday – February 23, 2022

Treasurer **Heck** then discussed the capital projects projected for the FY. Two projects that the Finance Committee approved were TCRT 1239 truck work and Winona No. 10 window shades and motor work. One other capital project that's not listed is the track realignment and concrete work for the Excelsior carbarn. These projects will be considered later this FY when final estimates for the work are obtained.

Treasurer **Heck** then reviewed the MSM balance sheet as of the first of the year (2022). This review revealed that the museum is in good financial condition.

Chair **Isaacs** requested that an amount be placed in the capital projects section of the budget to support the installation of the fiber optic cable from the Linden Hills station to the George Isaacs carbarn. **Ben Franske** commented that he estimates that around \$15,000 should be put in the budget for the work and that **Keith Anderson** has agreed to contact contractors to get bids for the work.

Chair **Isaacs** stated that after reviewing the balance sheet we're in pretty good financial shape. He feels that we can probably do some or all of the other capital projects in FY 2022 including paving Excelsior carbarn's track #3 and replacing the furnaces in the ESL carbarn. **Isaacs** asked for comments on the furnace replacement and **Karen Kertzman** replied that we can probably wait on replacing the furnaces as with the recent repairs made to them, they should last at least another year if not two years.

**Dave French** asked what we're doing to improve the surge protection at the Linden Hills Station and Isaacs carbarn. **Ben Franske** replied that the work to be done to improve the connection between the two sites will include surge and lightning protection.

**Jim Vaitkunas** requested that the word "bars" in the Winona 10 capital project item be removed. The bars were reportedly going to be chrome plated and that's not historically correct. They were brass or steel and painted either grey or ivory like the window band.

**Isaacs** asked for any further questions or comments and hearing none, he asked for a motion to approve the FY 2022 budget as presented by Treasurer **Chris Heck** and reviewed, discussed, and modified by the Directors at this meeting.

**MOTION:** Made by Chris Heck; Seconded by Jim Vaitkunas

The Fiscal year 2022 budget prepared by the Finance Committee and presented by Treasurer Chris Heck, is approved as to form and content.

**VOTE:** Yes – 8; No – 0 **Motion carried.**

**Treasurer Heck** then gave a brief overview of the process by which MSM submits the annual federal income tax return (IRS Form 990 with schedules) and the required annual report to the Minnesota Attorney General.

Chair **Isaacs** asked **Heck** to comment on where we are regarding using the 990EZ form versus the longer 990 full form. **Heck** replied that two years ago, in consultation with our bookkeeper, we determined that we didn't have to use full replacement value for our buildings and equipment in determining the financial status of MSM for tax return purposes. So, MSM has been using the IRS Form 990EZ for the last two years and the IRS has not objected to us doing that.

MINUTES – Board of Directors meeting  
Wednesday – February 23, 2022

There being no further questions or comments, Chair **Isaacs** requested motions to: approve the IRS Form 990EZ; and, the report to the Minnesota Attorney General. Copies of these were previously provided to the Directors and are attached to these minutes.

**MOTION:** Made by Jim Vaitkunas; Seconded by Chris Heck  
MSM’s FY 2021 IRS Form 990EZ with schedules is approved as to form and content.  
**VOTE:** Yes – 8; No – 0 **Motion carried.**

**MOTION:** Made by Karen Kertzman; Seconded by Ben Franske  
The annual report from MSM to the Minnesota Attorney General for FY 2021 is approved as to form and content.  
**VOTE:** Yes – 8; No – 0 **Motion carried.**

General Superintendent **Bruce Gustafson** rendered his report that provided: (1) a summary of operations in FY 2021; and, (2) the plans for operations in FY 2022. He used visuals to make his presentation, and these are attached to these minutes.

**Gustafson** started by giving a summary of the status of Operating personnel during 2021 for both railways as shown on the visual attached to these minutes. Comparing the 2021 numbers with the pre-pandemic 2019 numbers revealed ESL had 26 qualified Operators in 2021 versus 43 in 2019 and at CHSL qualified 82 Operators in 2021 versus 90 in 2019. Significantly, at ESL 23 out of 26 qualified Operators logged operating hours while at CHSL only 63 Operators out of 82 logged hours. At both railways a relatively small number of Operators volunteered a significant number of hours, in the case of CHSL 13 out of 82 active volunteers logged 50% of the volunteer hours, thus allowing both railways to maintain the truncated 2021 operating schedule.

**Gustafson** then reviewed ridership statistics for 2021. These numbers are shown on the attached document. Again, comparing statistics for 2021 versus 2019, the reduced operating schedule in 2021 and the cancellation of most of the fall special events caused the much lower ridership numbers.

**Gustafson** then reviewed plans for the upcoming 2022 operating season. These are shown on the attached minutes of the Operations Committee sent to the Directors a few days ago and attached to these minutes. Highlights are: operations start on Saturday, April 30, 2022; adding additional weeknights at CHSL which will benefit those who prefer to operate then; and, the addition of a two-car operations on Saturday’s first shift which will allow us to schedule charters on Saturday afternoon. At ESL, if the farmer’s/artisan’s market happens on Tuesday afternoon, service will be provided then. If not, then a second shift will be added on Saturday. The list of special events at both railways are attached to the Operations Committee minutes and they won’t be described here.

The Operations Committee decided that MSM’s policy regarding Covid vaccination will be that all operating personnel will be fully vaccinated which includes having a third shot.

MINUTES – Board of Directors meeting  
Wednesday – February 23, 2022

ESL Superintendent **Todd Bender** was unable to attend this meeting, but he did submit a report which is attached to these minutes. **Karen Kertzman** reported that the big change to the 2022 ESL operating schedule is that ESL will not be a partner in the *Cristkindlsmarkt*. However, during the same operating time, ESL will operate a streetcar that will be called jingle bells trolley. The exact format for this hasn't been decided yet.

Chief Mechanical Officer **Dick Zawacki** reported the following.

- Both railways will have two cars ready for service: No. 1300 and No. 322 at CHSL; and No. 78 and No. 265 at ESL.
- Work continues of the rebuilding of the trucks for TCRT No. 1239. The two additional motors are currently being worked on at L&S Electric. This is a big project and it's difficult to predict when No. 1239 will be available for testing let alone service.
- At Excelsior the motor for Winona No. 10 will return sometime in June or early July. The motor will be put back into the truck soon after it arrives and testing will then begin. While the car might be operational by the early fall, Operators will need to be trained on operating the car so it's safe to say that No. 10 won't be operational until 2023.

Volunteer Coordinator **Pat Cosgrove** asked if we plan to move Winona No. 10 to CHSL after it is operational. Chair **Isaacs** replied that several things have to happen before we come to a decision point on that, including the completion of the tower car and finishing the new electric speeder. The decision will be deferred for now.

Chair **Isaacs** reported that Chief Engineer **Keith Anderson** was unable to attend this meeting. Keith did report to **Isaacs** previously that he and MSM member **Miles Anderson** will be doing some pre-season trackwork this spring and will be replacing a few bad ties and make necessary repairs during the year.

Superintendent of Training **Bill Pekarna** rendered the following report.

- The training team has been established and 2022 training plans are complete.
- Operator training will start on March 27<sup>th</sup> and the initial orientation training will be done in a classroom setting although Zoom online sessions will be held for those who aren't able to attend the classroom sessions.
- On-car training will start in early April, weather permitting.
- At CHSL the training team will consist of **Bill Pekarna, Linda Ridlehuber, Pat Cosgrove** and special assistant **Dave Higgins**. **Chris Heck** has agreed to continue as the lead trainer for No. 322.
- At ESL the training team will consist of **Todd Bender** and **Karen Kertzman**.
- We're hoping that the number of graduates from this year's Operator training will exceed last year's when we graduated eight trainees two of whom volunteered at ESL.
- Notices to those who have shown an interest in Operator training will go out in a few days with the sign-up deadline for training of March 31<sup>st</sup>.

MINUTES – Board of Directors meeting  
Wednesday – February 23, 2022

- The training schedule for initial on-car training will be virtually the same as in 2021. No training in the mornings with afternoon and evening sessions. Wednesday will be reserved for PCC training and Operator recertification.

**Pekarna** then commented on the having people younger than 18 years old help in a non-operating role. They would help in the station or perhaps shadow an Operator.

Volunteer Coordinator **Pat Cosgrove** then gave the Directors an update on the people who have expressed an interest in Operator training. While there is a large number of persons on the recruitment list, within the last several weeks thirty people have expressed an interest in training. Following-up on **Bill Pekarna's** comment in the previous paragraph, **Cosgrove** then raised the issue of having a station agent younger than 18 years old when MSM's current policy states that anyone younger than 18 years old must be supervised. After some discussion the consensus was that having a person who is younger than 18 as a station agent would be acceptable after necessary training. Also, a station agent who is younger than 18 should be an MSM member.

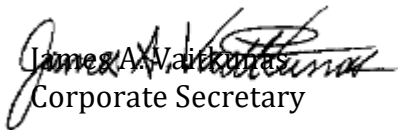
**Karen Kertzman** asked about what category a person under 18 years old would fall under; youth membership or regular membership? No decision was made on this question.

**Rod Eaton** proposed to the Directors that youth members of MSM pay dues of \$15.00 a year. These youth members would have all the rights of regular membership except they would not have the right to vote in an MSM election.

**MOTION:** Made by Jim Vaitkunas; Seconded by Karen Kertzman  
The membership dues for an individual joining MSM in the Student Member level shall be \$15.00 per year.  
**VOTE:** Yes – 8; No – 0 **Motion carried.**

**Other Business.** Insurance Manager **Jim Vaitkunas** reported that the regular liability and property insurance policy, and the Directors and Officers liability insurance policy have been received. Our insurance bill for the year will be just shy of \$11,000.

Adjournment. The meeting adjourned at 7:57 PM.

  
James A. Vaitkunas  
Corporate Secretary

Attachments

- 1 FY 2021 MSM Profit and Loss report by class
- 2 FY 2022 MSM Proposed Budget with supplemental information
3. MSM Balance Sheet
4. TY 2021 IRS Form 990 with Schedules
5. TY 2021 report to Minnesota Attorney General
6. Visuals used in the General Superintendent's report
7. Report from the ESL Superintendent

**Minnesota Streetcar Museum**  
**Budget vs. Actuals: FY-2021 - FY21 P&L Classes**  
 January - December 2021

	10 CHSL		20 ESL		30 MSM		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>								
4010 Contributions - Unrestricted					39,660.12	20,000.00	39,660.12	20,000.00
4020 Contributions - Restricted					4,490.00		4,490.00	0.00
4110 Passenger Fares							0.00	0.00
4111 Tokens	27,840.00	20,000.00	5,112.00	5,000.00			32,952.00	25,000.00
4112 Season Passes	2,531.00	2,000.00	149.00	100.00			2,680.00	2,100.00
4119 Cash Over/Short		-100.00	41.60				41.60	-100.00
<b>Total 4110 Passenger Fares</b>	<b>\$ 30,371.00</b>	<b>\$ 21,900.00</b>	<b>\$ 5,302.60</b>	<b>\$ 5,100.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 35,673.60</b>	<b>\$ 27,000.00</b>
4120 Charters	5,030.00	1,500.00	1,311.00	500.00			6,341.00	2,000.00
4130 Special Events	2,979.00	13,000.00		7,000.00			2,979.00	20,000.00
4150 Merchandise Sales							0.00	0.00
4151 Taxable Sales	11,335.16	6,000.00	2,079.20	1,500.00			13,414.36	7,500.00
4152 Non-Taxable Sales	1,138.20	500.00	24.95	200.00			1,163.15	700.00
4159 Sales Tax Expense	141.06	-400.00	102.72	-100.00			243.78	-500.00
<b>Total 4150 Merchandise Sales</b>	<b>\$ 12,614.42</b>	<b>\$ 6,100.00</b>	<b>\$ 2,206.87</b>	<b>\$ 1,600.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,821.29</b>	<b>\$ 7,700.00</b>
4160 Member Dues					13,685.00	10,000.00	13,685.00	10,000.00
4190 Miscellaneous Income					1,055.71	700.00	1,055.71	700.00
4191 Interest Income					858.62	750.00	858.62	750.00
<b>Total Income</b>	<b>\$ 50,994.42</b>	<b>\$ 42,500.00</b>	<b>\$ 8,820.47</b>	<b>\$ 14,200.00</b>	<b>\$ 59,749.45</b>	<b>\$ 31,450.00</b>	<b>\$ 119,564.34</b>	<b>\$ 88,150.00</b>
<b>Gross Profit</b>	<b>\$ 50,994.42</b>	<b>\$ 42,500.00</b>	<b>\$ 8,820.47</b>	<b>\$ 14,200.00</b>	<b>\$ 59,749.45</b>	<b>\$ 31,450.00</b>	<b>\$ 119,564.34</b>	<b>\$ 88,150.00</b>
<b>Expenses</b>								
5100 Repairs and Maintenance							0.00	0.00
5110 Engineering (Track & Overhead)	1,750.00	1,200.00	109.29	1,200.00			1,859.29	2,400.00
5120 Buildings and Grounds	1,234.34	1,025.00	3,855.30	150.00			5,089.64	1,175.00
5130 Streetcar Maintenance	6,547.39	15,565.00	630.51	5,075.00			7,177.90	20,640.00
<b>Total 5100 Repairs and Maintenance</b>	<b>\$ 9,531.73</b>	<b>\$ 17,790.00</b>	<b>\$ 4,595.10</b>	<b>\$ 6,425.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,126.83</b>	<b>\$ 24,215.00</b>
5200 Operations							0.00	0.00
5220 Permits, Licenses, & Dues			300.00	500.00	225.00	225.00	525.00	725.00

5230 Volunteer Services					675.90	700.00	675.90	700.00
5290 Special Events	10.00	4,000.00		2,000.00			10.00	6,000.00
<b>Total 5200 Operations</b>	<b>\$ 10.00</b>	<b>\$ 4,000.00</b>	<b>\$ 300.00</b>	<b>\$ 2,500.00</b>	<b>\$ 900.90</b>	<b>\$ 925.00</b>	<b>\$ 1,210.90</b>	<b>\$ 7,425.00</b>
5300 Insurance					10,862.94	11,000.00	10,862.94	11,000.00
5400 Utilities							0.00	0.00
5410 Electricity					5,952.19	6,000.00	5,952.19	6,000.00
5420 Natural Gas					1,353.90	1,750.00	1,353.90	1,750.00
5430 Water & Sewer					1,968.90	1,350.00	1,968.90	1,350.00
5470 Security System					3,399.90	1,500.00	3,399.90	1,500.00
<b>Total 5400 Utilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 12,674.89</b>	<b>\$ 10,600.00</b>	<b>\$ 12,674.89</b>	<b>\$ 10,600.00</b>
5600 Exhibits & Archive Aquisition					107.34	500.00	107.34	500.00
5800 Merchandise Cost					5,510.32	2,500.00	5,510.32	2,500.00
6020 Phone & Internet					2,466.63	3,000.00	2,466.63	3,000.00
6030 Administrative Expenses					1,256.12	2,000.00	1,256.12	2,000.00
6035 Technology					315.90	920.00	315.90	920.00
6060 Membership Publications					8,763.25	8,750.00	8,763.25	8,750.00
6090 Other Admin Expense							0.00	0.00
6092 Bank Service Charges					2.00	20.00	2.00	20.00
6093 Credit Card Service Charge					2,047.99	1,500.00	2,047.99	1,500.00
<b>Total 6090 Other Admin Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,049.99</b>	<b>\$ 1,520.00</b>	<b>\$ 2,049.99</b>	<b>\$ 1,520.00</b>
6600 Reconciliation Discrepancies					5.39	-400.00	5.39	-400.00
<b>Total Expenses</b>	<b>\$ 9,541.73</b>	<b>\$ 21,790.00</b>	<b>\$ 4,895.10</b>	<b>\$ 8,925.00</b>	<b>\$ 44,913.67</b>	<b>\$ 41,315.00</b>	<b>\$ 59,350.50</b>	<b>\$ 72,030.00</b>
<b>Net Operating Income</b>	<b>\$ 41,452.69</b>	<b>\$ 20,710.00</b>	<b>\$ 3,925.37</b>	<b>\$ 5,275.00</b>	<b>\$ 14,835.78</b>	<b>-\$ 9,865.00</b>	<b>\$ 60,213.84</b>	<b>\$ 16,120.00</b>



**Minnesota Streetcar Museum**  
**2022 Proposed Budget**  
 January - December 2022

	<b>10 CHSL</b>	<b>20 ESL</b>	<b>30 MSM</b>	<b>TOTAL</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Income</b>				
<b>4010 Contributions</b>			25,000.00	25,000.00
<b>4110 Passenger Fares</b>				0.00
<b>4111 Tokens</b>	30,000.00	5,000.00		35,000.00
<b>4112 Season Passes</b>	4,000.00	130.00		4,130.00
<b>4119 Cash Over/Short</b>			-100.00	-100.00
<b>Total 4110 Passenger Fares</b>	<b>\$ 34,000.00</b>	<b>\$ 5,130.00</b>	<b>-\$ 100.00</b>	<b>\$ 39,030.00</b>
<b>4120 Charters</b>	5,000.00	1,000.00		6,000.00
<b>4130 Special Events/Revenue</b>	22,690.00	8,600.00		31,290.00
<b>4150 Merchandise Sales</b>				0.00
<b>4151 Taxable Sales</b>	10,000.00	1,500.00		11,500.00
<b>4152 Non-Taxable Sales</b>	1,100.00	100.00		1,200.00
<b>4159 Sales Tax Expense</b>	-990.00	-150.00		-1,140.00
<b>Total 4150 Merchandise Sales</b>	<b>\$ 10,110.00</b>	<b>\$ 1,450.00</b>	<b>\$ 0.00</b>	<b>\$ 11,560.00</b>
<b>4160 Member Dues - Current Year</b>			13,000.00	13,000.00
<b>4190 Miscellaneous Income</b>			700.00	700.00
<b>4191 Interest Income</b>			750.00	750.00
<b>Total Income</b>	<b>\$ 71,800.00</b>	<b>\$ 16,180.00</b>	<b>\$ 39,350.00</b>	<b>\$ 127,330.00</b>

**Minnesota Streetcar Museum**  
**2022 Proposed Budget**  
January - December 2022

	10 CHSL	20 ESL	30 MSM	TOTAL
	Budget	Budget	Budget	Budget
<b>Expenses</b>				
5100 Repairs and Maintenance				0.00
5110 Engineering (Track & Overhead)	1,200.00	1,500.00		2,700.00
5120 Buildings & Grounds	1,200.00	1,950.00		3,150.00
5130 Streetcar Maintenance	14,800.00	5,700.00		20,500.00
<b>Total 5100 Repairs and Maintenance</b>	<b>\$ 17,200.00</b>	<b>\$ 9,150.00</b>	<b>\$ 0.00</b>	<b>\$ 26,350.00</b>
5200 Operations				0.00
5220 Permits, Licenses, & Dues		500.00	225.00	725.00
5230 Volunteer Services			1,000.00	1,000.00
5290 Special Events	4,900.00	500.00		5,400.00
<b>Total 5200 Operations</b>	<b>\$ 4,900.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,225.00</b>	<b>\$ 7,125.00</b>
5300 Insurance			11,000.00	11,000.00
5400 Utilities				0.00
5410 Electricity			6,500.00	6,500.00
5420 Natural Gas for Heat			2,000.00	2,000.00
5430 Water & Sewer			2,200.00	2,200.00
5470 Security System			2,900.00	2,900.00
<b>Total 5400 Utilities</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 13,600.00</b>	<b>\$ 13,600.00</b>
5500 Marketing & Communications				0.00
5600 Exhibits & archive acquisition			500.00	500.00
5800 Merchandise Cost			5,000.00	5,000.00
6020 Phone and internet			3,000.00	3,000.00
6030 Administrative expenses			2,000.00	2,000.00
6035 Technology			3,500.00	3,500.00
6060 Membership Publications			9,400.00	9,400.00
6092 Bank Service Charges			20.00	20.00
6093 Credit Card Processing Charge			3,000.00	3,000.00
<b>Total 6090 Other Admin Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,020.00</b>	<b>\$ 3,020.00</b>
6600 Reconciliation Discrepancies			-100.00	-100.00
<b>Total Expenses</b>	<b>\$ 22,100.00</b>	<b>\$ 10,150.00</b>	<b>\$ 52,145.00</b>	<b>\$ 84,395.00</b>
<b>Profit</b>	<b>\$ 49,700.00</b>	<b>\$ 6,030.00</b>	<b>-\$ 12,795.00</b>	<b>\$ 42,935.00</b>
<b><u>Capital Projects - proposed</u></b>				
Winona 10 window shades, bars, and motors		24,000.00		24,000.00
No. 1239 truck rebuild	85,000.00			85,000.00
<b>Total Capital Expenses</b>	<b>\$ 85,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ 0.00</b>	<b>\$ 109,000.00</b>

<u>Account</u>	<u>Item</u>	<u>Class 10 - CHSL</u>	<u>Class 20 - ESL</u>	<u>Class 30 - MSM</u>	<u>TOTAL</u>
<b>5110 - Engineering</b>					
Dick	Tower car upgrade		\$300.00		
Dick	Repair rail bond welder		\$250.00		
Dick	Track No. 3 spring switch		\$800.00		
Keith	Miscellaneous expenses	\$1,200.00	\$150.00		
		\$1,200.00	\$1,500.00	\$0.00	\$2,700.00
<b>5120 - Buildings/Grounds</b>					
Dick	Material to contain items stored on mezzanine		\$1,200.00		
Dick	Upgrade furnace thermostats to Wi-Fi capability	\$250.00	\$250.00		\$500.00
Chris (inferred)		\$900.00	\$500.00		
		\$1,150.00	\$1,950.00	\$0.00	\$3,100.00
<b>5130 - Streetcars</b>					
Dennis	Camlock D1-3 Collet chuck, Monarch lathe	\$369.00			
Dennis	29 piece 5C collet set, 1/8" to 1" x 32nds	\$258.00			
Dennis	Crane scale	\$300.00			
Dennis	Oxy-acetylene torch kit	\$495.00			
Dennis	4" angle grinder, 18v, Ryobi P423, kit	\$191.00			
Dennis	Crowfoot socket set, jumbo, 15pc., 1"-2"	\$85.00			
Dennis	Silicon bronze trolley harps	\$480.00			
Dennis	Metal bead roller (fabricate brass seat trim)	\$175.00			
Dennis	Greenlee Manual Punch kit, 1/2'-2" pipe	\$311.00			
Dennis	Ryobi reciprocating saw, 18v kit, 2 x 4AH	\$198.00			
Dennis	C.S. Osborne K-14 arch punch set, 1/4"-1"	\$166.00			
Dennis	Sandblast cabinet dust collector	\$258.00			
Dennis	Press brake attachment , 24" x 14Ga	\$200.00			
Dennis	1/8-1/2" Tapping head, #2MT Shank	\$243.00			
Dennis	R8 to #2MT Adapter sleeve	\$21.00			
Dennis	Mag base drill set, 7 annular cutters, 1680w	\$399.00			
Dennis	8" Horiz./Vert. rotary table w/ 3 jaw chuck	\$485.00			
Dennis	Upgrade lighting to LED lights	\$350.00			
Dennis	Vacuum Cleaner Filters	\$35.00			
	1300/1239 New Truck				
	Odometer/Speed/Temperature Sensors				
Ben	(approved in 2020 & 2021)	\$350.00			
Ben	1300 safety sensors (approved in 2020)	\$715.00			
Dick	Restoration materials	\$2,000.00	\$1,500.00		\$3,500.00
Dick	Expendable shop supplies	\$2,000.00	\$1,500.00		\$3,500.00
Dick	Other shop tools not identified above	\$1,000.00	\$1,000.00		\$2,000.00
Dick	DSR #78 Controller Rework		\$1,000.00		
Dick	Complete Installation of Baker Heater in 1239	\$1,000.00			
Dick	Complete Backdating of 1239 Interior and Exterio	\$1,500.00			
Dick	Upgrade 322 battery control and charger	\$1,200.00			
Dick	Metal chop saw		\$475.00		
Dick	Orbital sanders		\$225.00		
		\$14,784.00	\$5,700.00	\$0.00	\$20,484.00
<b>6035 - Technology</b>					
	Adobe Photoshop License			\$240.00	
	QuickBooks Online			\$75.00	
	Quark license for Aaron			\$400.00	
	Website toolkit license			\$75.00	

ESL internet transition			\$135.00	
CHSL UPS/surge supressor replacement			\$300.00	
Miscellaneous small projects			\$275.00	
	\$0.00	\$0.00	\$1,500.00	\$1,500.00

**Mail To:**

Minnesota Attorney General's Office  
Charities Division  
445 Minnesota Street, Suite 1200  
St. Paul, MN 55101-2130

**Website Address:**

[www.ag.state.mn.us/charity](http://www.ag.state.mn.us/charity)

**STATE OF MINNESOTA**  
**CHARITABLE ORGANIZATION**  
**ANNUAL REPORT FORM**  
**INSTRUCTIONS**

(Pursuant to Minn. Stat. ch. 309)



**WHO SHOULD FILE**

- A charitable organization registered to solicit contributions in Minnesota must file an annual report with the Attorney General's Office.
- A charitable organization is a person who engages in or purports to engage in solicitation for a charitable purpose. *See* Minn. Stat. 309.50, subd. 5. "Solicit" and "solicitation" have the meanings set forth in Minn. Stat. § 309.50, subd. 10 and include oral or written requests.
- Please refer to the definitions set forth in Minn. Stat. § 309.50 when completing registration and report forms.

**WHEN TO FILE**

- An organization's annual report must be postmarked by the 15<sup>th</sup> day of the seventh month after its fiscal year-end. If the due date falls on a Saturday, Sunday, or federal holiday, the report must be postmarked by the next business day.
- An organization may request a four-month extension. Extension requests must be submitted on or before the due date. **If an organization fails to file its annual report or request an extension by the due date, a \$50 late fee is assessed.** Visit [www.ag.state.mn.us/Charity/ExtensionRequest.aspx](http://www.ag.state.mn.us/Charity/ExtensionRequest.aspx) to request an extension.

<b>Fiscal Year-End</b>	<b>Due Date</b>	<b>Extended Due Date</b>
January 31	August 15	December 15
February 28	September 15	January 15
March 31	October 15	February 15
April 30	November 15	March 15
May 31	December 15	April 15
June 30	January 15	May 15
July 31	February 15	June 15
August 31	March 15	July 15
September 30	April 15	August 15
October 31	May 15	September 15
November 30	June 15	October 15
December 31	July 15	November 15



## CHARITABLE ORGANIZATION ANNUAL REPORT FORM INSTRUCTIONS (Continued)

### WHAT TO FILE

**If submitting these forms via mail, please do not use staples.**

- Charitable Organization Annual Report Form.
- IRS Form 990, 990-EZ, 990-PF, or 990-N plus all schedules and attachments.
- IRS Form 990-T (if the organization files one).
- A full list of the organization's board of directors, including names, addresses, and total compensation paid to each.
- An audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA if the organization has total revenue of more than \$750,000. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.
- \$25 registration fee.
- \$50 late fee, if the organization failed to request an extension or submit its complete report by the due date.

### HOW TO FILE

**This form may be submitted via email and the fee may be paid electronically.**

- The form and all attachments should be emailed to *charity.registration@ag.state.mn.us*. The email and attachments can be **no larger than 25 MB**. The subject line of the email must contain the organization's name. If the materials you are submitting are more than 25 MB, submit the attachments in separate emails properly labeled in the subject line (e.g., email 1 of 3).
- Documents must be in PDF format and named in an identifying manner (e.g., Charity Annual Report).
- You will receive an automatically generated confirmation email. Receipt of the email confirms only that this Office received your submission and is not an attestation regarding the validity or completeness of the submitted materials.
- You may pay the \$25 registration fee and/or \$50 late fee via credit card at [www.ag.state.mn.us/Charity/CharFees.aspx](http://www.ag.state.mn.us/Charity/CharFees.aspx), or you may submit a check via U.S. mail. If paying by check, make the check payable to "State of Minnesota."



## CHARITABLE ORGANIZATION ANNUAL REPORT FORM INSTRUCTIONS (Continued)

---

### PLEASE NOTE

- Some organizations may be exempt from registration and reporting. See Minn. Stat. § 309.515 for more information.
- An organization may submit the Unified Registration Statement, but it must also file the Minnesota Supplement.
- Include all required attachments. Registration statements and reports that fail to include all required attachments will be considered deficient and will not be effective until all required materials are received by the Minnesota Attorney General's Office. You will be informed of your registration status by letter from the Minnesota Attorney General's Office.
- Failure to maintain registration while soliciting may result in the imposition of civil penalties up to \$25,000 for each violation of Minn. Stat. ch. 309.
- **NOTICE: All information and documentation provided as part of registration and reporting shall be public records.**

**Mail To:**

Minnesota Attorney General's Office  
Charities Division  
445 Minnesota Street, Suite 1200  
St. Paul, MN 55101-2130

**Website Address:**

*www.ag.state.mn.us/charity*

**STATE OF MINNESOTA  
CHARITABLE ORGANIZATION  
ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)



**SECTION A: Organization Information**

**Legal Name of Organization** \_\_\_\_\_

**Federal EIN:** \_\_\_\_\_ **Fiscal Year-End:** \_\_\_\_\_

mm/dd/yyyy

Did the organization's fiscal year-end change?  Yes  No

<b>Mailing Address:</b>	<b>Physical Address:</b>
Contact Person	Contact Person
Street Address	Street Address
City, State, and Zip Code	City, State, and Zip Code
Phone Number	Phone Number
Email Address	Email Address

1. Organization's website: \_\_\_\_\_

2. List all of the organization's alternate and former names (attach list if more space is needed).

\_\_\_\_\_  Alternate  Former  
 \_\_\_\_\_  Alternate  Former

3. List all names under which the organization solicits contributions (attach list if more space is needed).

\_\_\_\_\_  
\_\_\_\_\_

4. Is the organization incorporated pursuant to Minn. Stat. ch. 317A?  Yes  No

5. Total amount of contributions the organization received from Minnesota donors: \$ \_\_\_\_\_

6. Has the organization's tax-exempt status with the IRS changed?

Yes  No If yes, attach explanation.

7. Has the organization significantly changed its purpose(s) or program(s)?

Yes  No If yes, attach explanation.





**CHARITABLE ORGANIZATION ANNUAL REPORT FORM  
(Continued)**

8. Has the organization been denied the right to solicit contributions by any court or government agency?  
 Yes  No If yes, attach explanation.

9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota?  Yes  No

If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser	Compensation
---------------------------------	--------------

Street Address	City, State, and Zip Code
----------------	---------------------------

10. Is the organization a food shelf?  Yes  No  
 If yes, is the organization required to file an audit?  Yes, audit attached  No

**Note:** An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.

11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation\* of more than \$100,000?  Yes  No

If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation

\*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

**SECTION B: Financial Information**

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

**INCOME**

1. Contributions Received	\$ _____	1
2. Government Grants	\$ _____	2
3. Program Service Revenue	\$ _____	3
4. Other Revenue	\$ _____	4
<b>5. TOTAL INCOME</b>	<b>\$ _____</b>	<b>5</b>

**EXPENSES**

6. Program Expenses	\$ _____	6
7. Management & General Expenses	\$ _____	7
8. Fund-raising Expenses	\$ _____	8
<b>9. TOTAL EXPENSES</b>	<b>\$ _____</b>	<b>9</b>
<b>10. EXCESS or DEFICIT</b>	<b>\$ _____</b>	<b>10</b>
(Line 5 minus Line 9)		

**ASSETS**

11. Cash	\$ _____	11
12. Land, Buildings & Equipment	\$ _____	12
13. Other Assets	\$ _____	13
<b>14. TOTAL ASSETS</b>	<b>\$ _____</b>	<b>14</b>

**LIABILITIES**

15. Accounts Payable	\$ _____	15
16. Grants Payable	\$ _____	16
17. Other Liabilities	\$ _____	17
<b>18. TOTAL LIABILITIES</b>	<b>\$ _____</b>	<b>18</b>

**FUND BALANCE/NET WORTH**

(Line 14 minus Line 18)

\$ \_\_\_\_\_



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM  
(Continued)**

**Section B (continued): Statement of Functional Expenses**

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	<b>(A)</b> Total expenses	<b>(B)</b> Program service expenses	<b>(C)</b> Management and general expenses	<b>(D)</b> Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B)				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other				
12. Advertising and promotion				
13. Office expenses				
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest				
21. Payments to affiliates				
22. Depreciation, depletion, and amortization				
23. Insurance				
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a.				
b.				
c.				
d.				
25. <b>Total functional expenses.</b> Add lines 1 through 24d.				
26. <b>Joint costs.</b> Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				



CHARITABLE ORGANIZATION ANNUAL REPORT FORM  
(Continued)

**Section C: Board of Directors Signatures and Acknowledgment**

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the \_\_\_\_\_ (Title) and \_\_\_\_\_ (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the \_\_\_\_\_ (Board of Directors, Trustees, or Managing Group) adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, approving the contents of the document, and do hereby certify that the \_\_\_\_\_ (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the operations and finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Minnesota Streetcar Museum  
Operation Committee Meeting Minutes  
February 16, 2022**

**ATTENDEES:**

Keith Anderson	Bill Arends	Todd Bender
Pat Cosgrove	John Dillery	Rod Eaton
Bruce Gustafson	Dave Higgins	Aaron Isaacs
Karen Kertzman	Jim Kertzman	Bill Pekarna
Jim Vaitkunas	Dick Zawacki	

The committee met via a Zoom meeting for approximately an hour and a half to discuss the following topics:

**Recruitment Plan**

Volunteer Coordinator Pat Cosgrove provided the Committee a status on recruitment indicating that emails to several local historical societies along with carryover names from last year have resulted in interest from 88 individuals. Based on the training schedule provided by Bill Pekarna, and the Committee's decision on vaccination requirements, Pat will send out emails shortly to the listed individuals to obtain their interest and commitment for an introductory training meeting.

**Training**

Overall, training will be led by Superintendent of Training Bill Pekarna with support from several members including Karen Kertzman and Todd Bender at ESL and Chris Heck leading PCC training.

Bill indicated that the training curriculum will be consistent with last year having the core training (classroom and on the car) at CHSL led by Bill. Once the car basics are trained trainees will be sent to the specific line they are interested in operating at for line-specific training.

The application cutoff date is tentatively set at 3/31, but exceptions may be made

Tentative Dates: MSM Orientation and Classroom Training sessions; Sun/Mon March 27/28 and Sun/Mon April 3/4

### **Car Availability / Mechanical Update**

Chief Mechanical Officer Dick Zawacki indicated that two cars will be available at both railways at the start of the training season.

CHSL: Car nos. 322, 1300

ESL: Car nos. 78, 265

### **Engineering Update**

Chief Engineer Keith Anderson discussed start-up plans to inspect and repair as necessary spikes, switch points, and other track infrastructure to ensure readiness for the opening of the 2022 season. Keith also mentioned that inspection work will continue on a scheduled basis throughout the year addressing prior year safety concerns. No major infrastructure work is planned for 2022 that would impact operations

### **Proposed Schedule – excluding special events**

At ESL and CHSL, weekend service will start on April 30 and run through the Labor Day weekend in September. The Committee decided to not publish the printed schedule but have the schedules on-line only and to provide the information on the museum's bulletin boards such as the one at the 42nd Street CHSL's Linden Hills Station and the bulletin board at ESL's Water Street platform).

The planned schedule is listed below, but may change due to crew availability and finalizing ESL's Farmers Market plan.

### **CHSL**

We will expand service at CHSL to reinstate Wednesday and Thursday evening operations. Additionally, to provide expanded options for charter operations we will schedule a second car during Saturday's 1st shift that will be available for charters. If no charters are scheduled, the car will operate as part of a normal 2-car operation. The intent is to provide charters access to a more attractive time slot and to avoid potential scheduling issues in having to find a second crew at short notice.

We are planning two PCC shifts – Thursday evening and Saturday 1<sup>st</sup> shift

The full schedule from May 27 to September 5 (Labor Day) is:

- Wednesday afternoon in June, July & August – 1 PM to 4 PM
- Wednesday evening – 6:30 PM to 8:30 PM

- Thursday evening (PCC) – 6:30 PM to 8:30 PM
- Friday afternoon in June, July & August– 1 PM to 4 PM
- Friday evening – 6:30 PM to 8:30 PM
- Saturday – 1st shift 12:30 PM to 4:30 PM (PCC) & standard (charter) car
- Saturday – 2nd shift (std car) 4:30 PM to 8:30 PM
- Sunday – 1st shift (std car) 12:30 PM to 4:30 PM
- Sunday - 2nd Shift (std car) 4:30 PM to 8:30 PM

### ESL

The current plan is shown below. If the Farmers’ Market does not happen, a second shift will be added to the Saturday operation June, July, and August.

- Saturday (1 shift) 11-3
- Sunday 12:30-3
- Farmers Market (status) Karen to confirm

### Special Events

Both CHSL and ESL have extensive plans for special events and are planning a full slate of fall/Halloween and Christmas events and the return of some past favorites (Murder Mystery) assuming the lifting of COVID restrictions and other logistical challenges. In the comments below I am highlighting some of the notable changes to historical events. Thank you to Rod Eaton (CHSL) and Karen Kertzman (ESL) for developing very robust schedules.

### CHSL

- Summer Santa (new)
- All Aboard (new event for autistic children)
- Kids Club events
- Returning favorites – PJ Party, Murder Mystery

### ESL

- Art on the Lakes (June)
- Crazy Days (July)
- Apple Days (August)

### Charters

Charter Manager Pat Cosgrove described some process changes to improve the handling of charter business. As noted in the scheduling section we will test Saturday afternoon service at

CHSL and plan to have the station open during some charters, providing an opportunity for store sales.

### **COVID Policy**

The Committee approved the requirement for all operating volunteers to be fully vaccinated – which includes a third shot. As with the previous requirements we will not require proof but expect compliance. As noted in the Recruitment section, Pat will include this requirement as part of his communication with potential new volunteers.

### **Open Positions**

- CHSL Grounds Foreman - OPEN



## APPENDIX – ESL 2022 Special Events - Detail (as of 2/16/2022)

Story Time Trolley: Thursdays June 23rd, July 14th, August 18th. 6 P.M. to 7 P.M. & 7 P.M. to 8 P.M.

Farmer's Market: Tuesday's June 7th thru Tuesday August 30th. 2 P.M. – 5 P.M.

Memorial Day: Monday, May 30th 11 A.M. to 3 P.M.

Art on the Lakes: Saturday June 11 10 A.M. to 1 P.M. & 1 P.M. to 4 P.M.  
Sunday June 12th 12:30 to 3 P.M.

Father's Day: Sunday June 19th 12:30 P.M. to 3 P.M.

Independence Day: Monday, July 4th 11 A.M. to 3 P.M.

Crazy Days: Thursday & Friday July 21st and 22nd 2P.M. to 5 P.M.  
Saturday July 23rd 10 A.M. to 1P.M. & 1 P.M. to 4 P.M.  
Sunday July 24th 12:30 P.M. to 3 P.M.

Grandma's Day (Grandparents):

Sunday August 14th 12:30 to 3 P.M.

Labor Day: Monday September 5th 11 A.M. to 3 P.M.

Apple Days: Saturday September 17th 10 A.M. to 1 P.M. & 1 P.M. to 4 P.M.  
Sunday September 18th 12:30 P.M. to 3P.M.

### Halloween

Ghost Trolley (1 night only):

Saturday October 22nd 6 to 9 P.M.

Trolleyween: Sunday October 23rd 2 P.M. to 3 P.M. & 3 P.M. to 4 P.M.

Trick o' Treat in Excelsior:

October 29th New event for ESL, ride the trolley between 10 A.M. and 4 P.M., \$2 per person. Trick o' Treating at the Excelsior merchants and the trolley 10 A.M. to 2 P.M.

### Christmas

Jingle Bells Trolley (new event): Friday, Saturday & Sunday November 25th, 26th & 27th 11 A.M. to 3 P.M.

Friday, Saturday & Sunday December 2nd, 3rd, & 4th 11 A.M. to 3 P.M.

## OPERATING VOLUNTEERS

### ROSTER

For the 2021 operating season we had 104 operators who were qualified to volunteer as an operator or station agent. This is comparable to the past few years - 117 operators in 2019, 115 operators in 2018, 106 operators in 2017, and 104 operators in 2016. 84 operators logged hours to support the schedule. This percentage is again comparable to prior years.

### Como-Harriet

Como-Harriet had 82 operating personnel compared to 90 in 2019. 63 of the qualified operators logged hours for a total of approximately 1425 hours.

- Following historical patterns 13 volunteers contributed the majority (50%) of the hours. These volunteers include Rod Eaton, Mark Digre, Pat Cosgrove, Louis Hoffman, Mike Buck, Patrick Desbonnet, Andy Jacob, Steve Simon, Ezra Strobel, Linda Ridlehuber, Mary Jo Odegaard, Bill Arends and Bill Way.

### Excelsior

ESL had 26 operating personnel compared to 43 in 2019. 23 of the volunteers have logged hours.

- Similar to prior years a minority of the team provided the majority of the hours. These volunteers include Karen Kertzman, Gregory Thomas, Jim Kertzman, Tim Gephart, Tom Dulebohn, and Mike Buck.

## YEAR-TO-DATE OPERATIONAL PERFORMANCE

The table below summarizes the 2021 operating performance. The majority of the data comes from the new POS, so comparison to prior years is difficult due to some inconsistencies in the data.

	2021		
	CHSL	ESL	Total
Charters	39	23	62
	\$4,700	\$1,356	\$6,056
Regular Fares	9,443	1,710	11,153
	\$27,837	\$5,112	\$32,949
Passes	118	7	125
	\$ 2,016	\$ 149	\$2,165
Memberships	2	1	3
	\$ 120	\$ 60	\$180
Total Riders <sup>(1)</sup>	11,387	2,062	13,449

*Note 1: CHSL "Total Riders" is estimated based on the ESL ratio of Total to Paid riders*

### Como-Harriet

The 11,387 estimated riders compares to roughly 21,600 riders in 2019. The POS's ability to track passes and memberships will be useful in coming years to allow comparisons that we have not been able to do in the past.

**Ridership Summary**

	May	June	July	Aug	Sep	Oct	Nov	Total
2021	34	112	814	584	803	641	-	2988
2020	-	-	-	-	-	-	-	-
2019	284	1009	1148	1235	688	1158	1278	6800
2018	304	763	1234	961	825	896	1831	6814
2017	586	768	1513	976	1071	670	1857	7441
2016	493	781	1216	909	887	1151	1656	7093
2015	632	715	976	841	795	1095	1407	6461
2014	421	481	1100	767	799	1641	1186	6395
2013	434	654	1152	1012	553	1471	1266	6542

Green indicates record ridership for the month, Yellow second, and Red third

All ridership numbers represent total number of riders, including "free" 3 and under riders

**2021 Wrap up**

**Ghost Trolley and North Pole Trolley**

Both events were cancelled again due to Covid-19. Changes have been proposed for both events in 2022 which will be discussed below.

***Excelsior Trick O' Trolley***

While Ghost Trolley was cancelled, the City of Excelsior held a daytime trick-or-treat event which we participated in as Excelsior Trick O' Trolley. Turnout was very positive and we plan to continue participating in this event in 2022.

**Car Barn Furnaces**

Both furnaces went out within a week of each other necessitating emergency repairs. The West furnace was the first to fail, which required daily temperature checks of the car barn until a scheduled repair could be done. It was during one of these checks that it was discovered the East furnace had also failed, which required an emergency repair that night.

The gas company and emergency repair tech found that the West furnace had a bad regulator and inducer motor while the East furnace had a failed computer board. The West furnace was put back in operation by replacing the regulator and pulling the inducer motor from the East furnace. The East furnace was put back in service the following week during scheduled repair which replaced the failed computer board and inducer motor.

As of now, both furnaces are in working condition and should last a least a “couple” more years. But plans should be made to look into replacing both furnaces in the near future to avoid another double-failure event.

## **2022 Changes**

We plan to resume our full schedule for the first time in two years, though modifications have been made to reflect changes in special events and the reduction of our active volunteers.

### **Operator Recertification**

With Duluth 78 back in service, everyone will be required to recertify on Duluth 78 this Spring.

### **Gas Pipeline Work**

Additional gas pipeline work is scheduled for mid/late Spring which may affect our ability to operate. Trail access will be closed at times as new pipeline is added along HWY 7. The shutdown will be required to hookup the new pipeline with the existing pipeline installed along the trail.

### **Regular Season**

Due to the scarcity of volunteers, we will be switching to running a single shift on Saturday from 11:00am-3:00pm. We will be monitoring the single four hour shift to see how it's received by crew members and may make adjustments as the season progresses.

### **Farmer's Market**

The Farmer's Market is relocating to the Excelsior Elementary eastern parking lot. This change should draw more people to our loading platform as they make their way from Water Street to the Elementary parking lot.

In addition to the location change, the Farmer's Market is also rebranding as the Excelsior Artisan Market. We will continue to operate when the market is open to take advantage of the people coming to Excelsior, though the number of days the Excelsior Artisan Market is open in 2022 has been reduced when compared to previous years.

### **Halloween**

We will be changing Ghost Trolley to a one-night event, to be held on the Saturday before Halloween. The time and effort to hold the event both nights was just too difficult for our volunteers.

To make up for the reduction, we plan to continue participating in the Excelsior Trick O' Trolley which was new in 2021. This will continue to run in conjunction with a City sponsored Halloween event during the day. We will also continue our Sunday Trolloeven event geared toward younger children.

## Christkindlsmarkt

After many successful years, we have decided to halt our sponsorship of Christkindlemarkt in 2022. This means we will no longer officially participate in the event and that Father Christmas will not be riding on the Trolley. This decision came from the MSM members at ESL as the folks at Christkindlemarkt have been working hard to keep us involved in their official program. But recent changes to Christkindlsmarkt have made it harder to continue our partnership, including...

- 1) Relocation to the Excelsior Commons, taking the event further from our Water Street loading platform.
- 2) Extending the event to two weekends, making it more difficult to guarantee volunteers and service during winter weather.

Christkindlsmarkt has proposed several alternatives to keep us involved, but the logistics required to continue our official participation seems too great. While we will not be an official participant in Christkindlsmarkt, we do plan to operate during the event itself in the same way we operation during other special events at Excelsior.

With that in mind, we plan to run the new ***Jingle Bells Trolley*** in the afternoon while Christkindlsmarkt is open. Event planning is still in progress, but caroling and xmas stories while riding our decorated Trolley is on the docket. We will also help promote and direct riders to Christkindlsmarkt, and there may be some “unofficial” collaboration between MSM and Christkindlsmarkt as we finalize event planning.