

DRAFT

MINNESOTA STREETCAR MUSEUM

AGENDA

Board of Directors Meeting
10:00 AM – Saturday – August 10, 2024
Hennepin County Library Conference Room
Excelsior, MN

Directors Present: David Downs John Dillery Ben Franske (arr. at 10:15 AM)
Dave French Aaron Isaacs Karen Kertzman
Elaine Love Jim Vaitkunas

Directors Absent: Darel Leipold

Others Present: Pat Cosgrove Jim Kertzman Bill Pekarna

The meeting was called to order at 10:04 AM.

Secretary **Jim Vaitkunas** reported that with seven directors present at this meeting, there is a quorum to conduct business.

The agenda was approved with no changes.

Approval of Electronic Votes taken since the last Board meeting.

MOTION: Made by Karen Kertzman; Seconded by John Dillery
The e-mail motion and vote held on April 11, 2024 to approve MSM Policy No. 14 Safety, is affirmed.
VOTE: Yes – 7; No – 0 Motion carried.

Board Chair's Report. Board Chair **Aaron Isaacs** began his report by stating that he has only a few items that he has personally been working on in the last few months. These are listed and discussed as follows.

- The project to replicate the platform canopy at the Linden Hills station is coming along very slowly. There are many City of Minneapolis and Minneapolis Park and Recreation Board approvals that need to be obtained before the museum can proceed with actual construction. These were described in detail by **Isaacs**. All further major financial obligations for the project are on hold until the project is approved although some expenses have occurred as a result of some city and Park Board requirements, and the concrete work on the platform extension and retaining wall repairs. **Isaacs** stated that it's clear that the cost of the project will exceed the \$60K allocated in the 2024 budget. With the lengthy approval process, it's now unclear whether the canopy can be built in 2024.
- The run-off track project at the north end of the Como-Harriet Streetcar Line is also on hold. The city of Minneapolis required the museum to have a survey done to locate the run-off track to ensure it doesn't interfere with the proposed bike path on

MINUTES – Board of Directors meeting
Saturday – August 10, 2024

the east side of Richfield Road. This has been done and the report will be given to the city. Given all the permitting requirements, it's also unclear whether the run-off track will be constructed in 2024.

- The Park Board maintenance folks put some damaged trees next to pole #42 and knocked it out of its normal position. They've been made aware of this and will repair the problem.
- Progress continues to be made in scanning historical items in the **Russ Olson** library. **Floyd Child** has done an excellent job in scanning the Olson research papers and he'll now start on the **Jim Kreuzberger** papers on the Duluth streetcar system.

General Superintendent's Report. Chair **Isaacs** reported that General Superintendent **Bruce Gustafson** was unable to attend this director's meeting. He did submit a detailed written report that all directors and some others received (attached to these minutes). Since the report contained information from the other Superintendents, **Isaacs** asked whether the directors wanted to discuss the report now or after the Treasurer's report. The consensus was to do it now.

- The replacement of around 200 crossties at the Como-Harriet Streetcar Line will hopefully be done in the fall of 2024. Discussion then went to the problem with the roadbed in the archery range area. As of this meeting, the area is still flooded with the track looking like a causeway. **Isaacs** reported that the track's condition was assessed and determined to be safe to operate throughout the area, but a speed restriction will be placed on the section until the water recedes. It was agreed that this area should get special attention during the tie work with extra ballast rock under this section so it can be leveled and surfaced properly to maintain stability in this wet area.
- Excelsior Streetcar Line (ESL) Superintendent **Karen Kertzman** then commented on several actions at ESL not included in the General Superintendent's report. A graffiti issue and a problem with a down tree at the Water Street platform have been, or will be, addressed by Three Rivers Park District and the Hennepin County Regional Railroad Authority.
- Chair **Isaacs** reported that he and MSM's Chief Engineer **Keith Anderson** are working together on both the platform canopy project and the track project which were described earlier in today's meeting.
- Safety Superintendent **John Dillery** reported that things are quiet in his area of responsibility. He has heard of no safety issues. **Karl Jones** is taking care of the fire extinguishers for the museum as usual. **Dillery** then reported that he will continue to issue safety reminders which will be published in the periodic operations newsletters produced by **Bruce Gustafson**. **Jim Vaitkunas** suggested that if something needs to be sent out to operating personnel, he can include that in the weekly shift vacancy reports he sends to all operating personnel at both railways.

MINUTES – Board of Directors meeting
Saturday – August 10, 2024

- An unidentified director mentioned that some people might not see the safety reminders in the vacancy e-mail reports sent by **Vaitkunas** because they don't see a need to volunteer at that particular time. **Vaitkunas** also reported that if the volunteer reads the vacancy e-mail on their smart phone, they have to scroll down a lot past the table listing the vacancies to the rest of the e-mail which includes the information. If viewed on a regular desktop/laptop computer or tablet, the remaining text is not missed. **Karen Kertzman** replied that these are mostly reminders to be careful in certain circumstances like the Maynard's restaurant using the Lyman Lumber Company's parking lot for weekend customer overflow.

Treasurer's Report. Treasurer **Dave Downs** then rendered his report using a PowerPoint presentation (attached to these minutes). Since there was no audio-visual equipment available, the directors referred to the hard-copy slides sent to them earlier.

- Downs reported that this report will be a mid-year report. Therefore, it won't contain as much detail as a year-end report. He then commented that the museum continues to perform well with regards to general revenue and cash flow.
- The funds MSM invested have resulted in good performance because of the stock market's rise over the last few months. Since we invested \$300K in mid-2023, our investment has appreciated by around 10.4% as of this meeting. **Jim Vaitkunas** asked how often we receive updates from our investment advisors. **Downs** replied that the advisors send him monthly updates. We also meet in person annually which we did in November 2023.
- **Downs** discussed the general status of the funds in various museum non-investment accounts which total around \$300K, so we are in good shape financially. **Downs** also stated that we keep at least \$5K in the checking account to pay for bills as they are submitted. Chair **Isaacs** commented that we'll be receiving a couple of bills for work on TCRT No. 1239s trucks which will amount to around \$40K.
- **Downs** then reviewed the 2024 budget versus actual numbers. He commented on several areas including that the fares are substantially below projections which was likely because of the rainy weather we've experienced so far this year. Charters also are below budget projections, but the "other" category is higher because of the sale of some scrap copper wire. Regarding expenditures, the actual amount is below the budgeted amount, but this only includes operational expenses. Capital project expenses will be described separately.
- **Downs** mentioned the difference in the budget versus actual amounts for insurance which increased by over \$22K as a result of the cancellation of our insurance policies in early 2024. Insurance Manager **Jim Vaitkunas** then commented that he has been in contact with our insurance agents in California to get the property policy which we haven't received yet. This is critical for the board to decide whether to insure the streetcars, that is, to eliminate the insurance on the streetcars to help reduce the cost of the property insurance. Dave Downs then commented

MINUTES – Board of Directors meeting
Saturday – August 10, 2024

that the museum did get around \$96K in settlement funds for the damage to streetcar No. 265, but the actual expenses for the repairs have amounted to around \$4.1K. Once the final bills on the repairs are paid, he plans to move the remaining insurance settlement funds into the museum’s general account to assist with other streetcar maintenance projects. Regarding the building damage insurance pay-out, the settlement we received covered almost all of the cost to repair the carbarn damage caused by the 265 accident in July 2023.

- **Downs** described the capital projects proposed for the current budget year and gave an update on them. The budget estimate is \$235.2K but project expenses so far amounts to only \$73.9K. Several projects on the list may be done this year so the actual amount will get close or maybe exceed the actuals
- **Downs’** final comments related to the museum’s fixed asset list. He plans to finalize this list to bring MSM’s accounts up to date so he can submit the federal 990 report to the IRS. The values of the buildings and the track structure were relatively easy to determine but the issue is, what value should be placed on the museum’s streetcars. One of the problems is that the museum does not have good records on repair and restoration expenses for the streetcars. The example is Winona No. 10’s final value. **Karen Kertzman** mentioned that the museum has cited the final cost to restore the car was around \$250K. But there is no documentation in MSM’s records to support that amount. There ensued some discussion regarding the value of the museum’s streetcars.
- **Chair Isaacs** asked about the deadline for the IRS 990 report and **Downs** replied that it was due no later than December 1, 2024. The IRS 990 is the basis for the report to the Minnesota Attorney General.

Revisions to MSM Policy #7 – Collections Policy (1/9/2010). Chair **Isaacs** began by giving some background on the genesis of the current policy (draft copy of the revisions to the policy is attached to these minutes). When the policy was established, there was no museum library. Now that the Russell Olson library is in place, and we know more about collection management, the responsibility for collection management needs to be re-defined. In addition, the geographic scope of the collection needs to be clarified from the current broader description. The policy should be revised to indicate that the museum is focused on electric railways in Minnesota, North Dakota and western Wisconsin. In addition, the current collections policy assigns responsibility for collection management to the General Superintendent and a collections committee. This needs to change so that the General Superintendent is responsible for operations management only while the new position of *Museum Curator* should be created to be responsible for non-operational collection management. **Isaacs** commented that this revision has the support of MSM’s General Superintendent **Bruce Gustafson**. Director **Dave French** asked whether the industrial electric railways in the Minnesota Iron Range would be covered in paragraph 1.4. **Isaacs** replied that the general category of “other electric railroad equipment” listed in the

MINUTES – Board of Directors meeting
Saturday – August 10, 2024

first sentence of paragraph 1.4 covers the non-streetcar, interurban and industrial electric railroad lines in Minnesota.

There being no other discussion on this subject, Chair **Isaacs** called for a motion.

MOTION: Made by Jim Vaitkunas; Seconded by David Downs
The revised MSM Policy No. 7, Museum collections is approved with changes noted in the draft policy.
VOTE: Yes – 8; No – 0 Motion carried.

Training Report for 2024. MSM Training Superintendent **Bill Pekarna** asked Chair **Isaacs** to allow him to make his final report on MSM’s 2024 training program. In 2024 the program started out with 23 people in training. This was a little above the normal 20-person class that MSM has had in the last couple of years. With a staff of seven instructors, the training week was increased to 32 contact hours per week which was adequate to handle the training load. At the conclusion of training, twelve new Operators at CHSL and one new Operator at ESL were certified. Several of those who didn’t complete training were encouraged to return next year while a few others decided to volunteer as Station Agents in the Linden Hills station.

Basic Operator training was done on Monday, Tuesday, Thursday and Friday. Wednesdays were reserved for PCC training. At CHSL, the total number of training contact hours was 160 hours. The Training Department also was involved with recertification training and is prepared to do remedial training for those Operators needing that as reported by the Foreman. There hasn’t been much activity in this area, which likely can be attributed to the strict standards for certification of the new trainees. The new Operators are relatively young and with good operating skills and have helped to maintain the schedule this year, so we hope that they’ll recertify next year and beyond. Chair **Isaacs** gave kudos to the training staff and commented that he hopes that the intense training schedule doesn’t result in burn-out among the training staff.

There being no further business or reports, the meeting adjourned at 10:58 AM

DRAFT

James A. Vaitkunas
Corporate Secretary
Minnesota Streetcar Museum

Attachments

1. General Superintendent’s Report—July/August 2024
2. MSM Treasurer’s financial reports
3. Draft MSM Policy No. 7, Museum Collections

Minnesota Streetcar Museum

General Superintendent’s Report – July/August 2024

I. GENERAL COMMENTS

- Ridership. Ridership as measured by the POS system’s Fares sold is down 11% year-over-year through the end of July. The decline in paid fare riders is ~1,100 across both locations, with CHSL down ~800 (9%) and ESL ~300 (22%). A significant portion of the decline, while not fully quantifiable, is due to weather events which have been unfortunately timed hitting both Memorial Day and July 4th, as well as at least two other weekends.
- Special Events. Story Time, PJ Party, and Summer Santa have all had strong performance, even with the substitution for an ailing car 265. Most of the events have sold out and Summer Santa added a second performance due to high demand.
- Operating Performance Highlights.
 - Training complete. Bill Pekarna and team certified 18 new operators. A higher-than-normal percentage (5 volunteers) opted for station agent only positions.
 - Number of Operating Volunteers. Including the new volunteers, we have rostered 111 operators/ station agents, which is on par with prior years. Of note, is that almost 90% have already contributed hours, which compares favorably to the 85% of operators that volunteered for a full year 2023.

II. OPERATIONS

OVERALL PERFORMANCE

In the tables below (unless noted otherwise) use POS system data.

Table 1: Year-to-Date (YTD) July Activity

The initial table shows the complete scope of POS activity including ridership (e.g. fares), charters, special events, and merchandise – most of which will be covered in more detail in the following sections. The table provides a good summary of overall activity of relative performance between the two sites and across the categories.

Category	MSM		CHSL		ESL	
	Items Sold	Net Sales	Items Sold	Net Sales	Items Sold	Net Sales
Charters	32	\$ 3,535	27	\$ 3,070	5	\$ 465
Donations		1,117		783		334
FARES	10,448	31,344	8,924	26,772	1,524	4,572
Passes	168	5,198	144	4,557	24	641
Merchandise		11,135		8,926		2,209
Special Events (Ticketed)	594	4,561	430	3,598	164	963
TOTAL POS		\$ 56,889		\$ 47,705		\$ 9,184

Table 2: Year-over-Year YTD Performance

The second table compares year-over-year performance. To allow a more accurate comparison, the special events line includes activities that were manually captured in 2023. Total net sales is down 7.0%, driven by fares down 9.6% and merchandise, down 9.1%.

Category	MSM		CHSL		ESL	
	Items Sold	Net Sales	Items Sold	Net Sales	Items Sold	Net Sales
Charters	(2)	\$ (40)	2	\$ 370	(4)	\$ (410)
Donations		88		528		(440)
Fares	(1,133)	(3,399)	(802)	(2,406)	(331)	(993)
Passes	(47)	12	(37)	53	(10)	(41)
Merchandise		(1,012)		(1,244)		232
Special Events	27	87	28	59	(1)	28
TOTAL POS		\$ (4,265)		\$ (2,640)		\$ (1,625)

RIDERSHIP

Partially masking potential underlying trends is the impact the number of weekends and the number and timing of weather events on comparing ridership data. For both years, there have been 13 operating weekends year-to-date July. However, 2024 was +1 in June and -1 in July. Through July 25, we had 11 shifts cancelled (CHSL: 5 – 3 rain, 2 power) (ESL: 6 – 4 rain, 1 heat, 1 power). Many of the cancellations were on holidays (Memorial Day, July 4th) and at least 2 weekends in June. I do not have a quantifiable comparison to last year other than to note in the July 2023 Superintendent report I noted that the hot, dry weather contributed few cancellations. At CHSL on July 4 we sold 21 tokens and on Memorial Day ~230 – both are hundreds of riders short of expectations.

In the tables below (unless noted otherwise) the ridership data reflects the number of fares sold from our POS system. While lacking the specific trip detail, the POS system is accurate, consistent, and complete allowing comparisons.

Table 3: 2024 Ridership (Tokens/ Fares sold)

Month	MSM Fares		CHSL		ESL	
	No.	\$	No.	\$	No.	\$
May	2,918	\$ 8,754	2,495	\$ 7,485	423	\$ 1,269
June	4,001	12,003	3,391	10,173	610	1,830
July	3,529	10,587	3,038	9,114	491	1,473
Total	10,448	\$ 31,344	8,924	\$ 26,772	1,524	\$ 4,572

Table 4: YTD Ridership Comparison 2024 vs 2023.

Positive number reflects a year-over-year increased; negative is a decrease. As shown in Table 2, we are down 1,133 fares sold.

Month	MSM Fares		CHSL		ESL	
	No.	\$	No.	\$	No.	\$
May	(140)	\$ (420)	(252)	\$ (756)	112	\$ 336
June	701	2,103	636	1,908	65	195
July	(1,694)	(5,082)	(1,186)	(3,558)	(508)	(1,524)
Total	(1,133)	\$ (3,399)	(802)	\$ (2,406)	(331)	\$ (993)

SPECIAL EVENTS (Bill Arends, Pat Cosgrove)

Ticket sales for the summer events, PJ Party Trolley, Summer Santa and Story Time Trolley have been very good. Sixty tickets are available for each run of the PJ Party Trolley and Summer Santa and fifty for the Story Time Trolley. All tickets are \$5 each.

Unfortunately, both the June PJ Trolley and the June Story Time Trolley needed to be rescheduled due to rain. While refunds were offered due to the rescheduling of the events, few were requested. For the PJ Trolley only 4 refunds were made. I think there were only 2 or 3 for the Story Time Trolley

CHSL (Bill Arends)

- Year-to-Date
 - PJ Trolley
 - For the June and July PJ Trolley all 60 tickets were sold within 4 to 5 hours of going on sale.
 - June: 6 PM run 56 tickets sold, 7 PM run 57 tickets sold
 - July: 60 tickets sold for each run
 - Summer Santa
 - We started out offering only a 6 PM run for the Summer Santa event but added a 7 PM run because of demand for tickets. The 6 PM run sold out (60 tickets) and 47 tickets were sold for the 7 PM run.

- Forward Look.
 - PJ Trolley. August ticket sales for the PJ Trolley sold out in 3 hours
 - American Sign Language event set for September 13.
 - Streetcar Camp. Two events are scheduled for August 15 and 22. Andy Jacob is leading the activities.
 - Streetcar Murder Mystery. Consistent with last year, there are 3 nights of performances – August 9-11.

ESL (Karen Kertzman)

- Year-to-Date
 - StoryTime Trolley. Both the June and July events were sold out. Miss Debra entertained the young riders with stories, songs, and more. The June theme was "Fun in the Sun," and the July theme was "Imagine That." The July run of the Story Time Trolley was limited to fewer tickets because DSL 265 was out of service at that time.
 - June: 5 PM run 47 tickets sold, 6 PM run 50 tickets sold
 - July: 5 PM run 28 tickets sold, 6 PM run 28 tickets sold
 -
- Forward Look
 - StoryTime Trolley. The next event is August 15th, Miss Debra will be back to treat our young riders with a theme of "Cars, Planes, and Things That Go." Ticket sales are starting slowly, but we hope they fill up quickly.
 - Apple Days. September 21st & 22nd celebrates the first apple harvest in Excelsior. We join the many other activities in Excelsior and will operate two shifts each day.

III. STAFF

NEW OPERATORS (Bill Pekarna, Karen Kertzman)

The training season began with 23 people interested in enrolling in the training program for 2024, 18 have completed training and are certified operating volunteers. Of these 13 have qualified as operators and another five have volunteered as station agents. Showing the flexibility of the program, one of the trainees ended up volunteering for the maintenance department at Excelsior.

QUALIFIED OPERATORS SYSTEM

The current roster has 111 qualified operators who have contributed approximately 1,500 hours at Como-Harriet and 440 hours at Excelsior – excluding ~350 hours spent training new volunteers. The 111 operators, which includes 18 new volunteers, is flat year-over-year. Operational performance has been exemplary. We have not had any shifts cancelled for lack of crews and almost 90% (97 out of 111) of our qualified operators have volunteered – this compares to 85% participation for the full year 2023 and 81% as of July 2023.

NOTE: In comparing the statistics on the individual locations to the totals listed above there are a few operators who are active at both locations.

COMO-HARRIET

- At Como-Harriet we have 87 operating personnel compared to 89 in 2023, 92 in 2022, 81 in 2021 and 90 in 2019. At Como-Harriet we have had 74 of the 87 active operating personnel volunteer. Following historical patterns, a relatively small of 17 volunteers including Bill Pekarna, Bruce Allyn, Nick Orbe, Katie Barron, Elizabeth Gray, Ted Rich, Rod Eaton, Mike Buck, Pat Cosgrove, Louis Hoffman, Andy Jacob, Tom May, Aaron Isaacs, Griffin Lawrence, Anthony Lebda, John Stein, and John Dillery have contributed more than 50% of the total hours

EXCELSIOR

- At ESL we have 27 certified operating personnel compared to 28 in 2023, 34 in 2022, 27 in 2021 and 43 in 2019. At Excelsior we have had 23 of the 27 operating volunteers operate. Similar to historical patterns, a small group of volunteers supplies most of the hours. This group includes Tim Gephart, Karen Kertzman, Rich Holz, Mike Buck, John Knox, Ann Behning, and David Downs.

IV. MISCELLANEOUS

ESL (Karen Kertzman)

- Interesting Updates
 - The 25th anniversary of the start of operation at ESL was May 22nd. ESL started this year with an operations staff of 24 volunteers who, in total, have 199 years of operations experience. While it's an interesting number, it isn't of great value, especially when you consider Michael Buck contributed 47 of those years, that's 22 more years than ESL has been in operation.
 - Charters: There were five charters carrying from 5 to 55 passengers. We set a record for the number of riders on DSR No. 78 at one time with 55 riders, including 10 of them lap sitters, 25 two- to three-year-olds, and 20 adults - crowded but fun.
- Facility
 - Store Refresh. Cabinets were added to the store area of the carbarn to increase shelf space for merchandise. The display cases were moved to open it up for customers and allow more space to display artifacts. There is now space for kids to see all the merchandise for Mom and Dad (or Grandma) to buy.
 - Ticket Booth. At long last, the ticket booth is getting a new look. The interior repairs and upgrades are mostly complete, and the outside work has begun. Thanks to Jerry Draeger and the shop crew, the ticket booth is already more weatherproof, which is a big plus with all the rain this year.
- Motorette Day. There were posters showing Motorettes from back in the day. Elaine Love, Mary Amsden, and Karen Kertzman operated DSR No. 78, while Paula Callies and Ann Behning worked the ticket booth. A highlight of the day was a family of five generations of women who came to ride the streetcar. They were thrilled to be part of Motorette Day

V. STATION / MERCHANDISE

The following table summarizes POS sales excluding for the categories listed below. It does not include any on-line sales or sales made at St. Paul’s Union Depot Train Days. Being roughly halfway through the year sales look comparable to 2023 full year numbers and the mix of purchases is similar as well.

Table 5: Merchandise Sales

	SALES YTD JULY				2023 Full Year	
	POS				POS	
	MSM	CHSL	ESL	MSM %	MSM	MSM %
Children Merchandise	\$ 3,260	\$ 2,466	\$ 1,552	29%	\$ 6,380	31%
Artifacts/ Historic Souvenirs	841	806	35	8%	1,660	8%
Books	1,240	901	339	11%	2,863	14%
Ornaments	1,145	711	435	10%	2,516	12%
Jewelry	1,140	1,140	-	10%	1,420	7%
Candy	804	804	-	7%	1,222	6%
Clothing	821	686	135	7%	905	4%
Other	1,885	1,413	473	17%	3,382	17%
Total	\$ 11,135	\$ 8,926	\$ 2,968		\$ 20,347	

Minnesota Streetcar Museum

Mechanical Department Report – August 2024

Dick Zawacki

CHSL CARBARN ACTIVITY AND STREETCAR STATUS

The CHSL Maintenance Crew reported 1912 volunteer hours in 2023. For various reasons—some people never/rarely report their time, work is done at home and not reported, people’s interpretation of what constitutes “volunteer hours”, etc.—it is reasonable to say that the CHSL crew volunteered between 2,500 and 2,700 total hours in 2023

TCRT 1300

Our flagship streetcar supported all the training activities that were conducted before the start of the 2024 operating season. The CHSL Maintenance Crew continues to perform on-going maintenance on 1300 as needed to keep the car in a state of operational readiness. Currently, this car supports the majority of our regular revenue service, charters, and special events at CHSL.

TCRT 322

After completing repairs caused by last summer’s accident and repairing other problems found during that work, the CHSL Maintenance Crew tested the PCC in May and determined it was ready to support regular service. Over the past few months Howie Melco worked with the crew to repair and repaint several rusted and damaged areas on the car’s metal body. The car recently received a hand-rubbed paste wax job to protect the new paint. Work is progressing to repair the car’s front anti-climber. Our subcontractor recently took detailed measurements of the car to ensure the anti-climber’s arc matches the front of the car body. We expect repairs to take several more months.

TCRT 1239

Work continues to replicate the Baldwin #5 trucks that were originally under the car. All the new components are machined and modified as needed. The final 3 new journal bearings were recently cast by Windy Hill Foundry. Dennis Stephens is machining the first 5 bearings at CHSL to accept the new axles. The new bull and pinion gears are being machined. Rob Mangles (the project manager) has decided to subcontract the work of pressing the wheels and gears on the axels to Lyons Industries in Pennsylvania. We expect this to help move the project along and ensure that the right equipment will be used to assemble our wheel sets. A completion date for the first truck has not been determined at this time.

ESL CARBARN ACTIVITY AND STREETCAR STATUS

The ESL Maintenance Crew reported 2,125 volunteer hours in 2023. Although the ESL crew is diligent about time reporting, for the same reasons given above, it is reasonable to estimate that the ESL crew volunteered between 2,300 and 2,500 total hours in 2023. Many of the hours were devoted to car 265’s restoration project: including reproducing individual parts in a home workshop. A similar number of hours are expected to be devoted to car 265’s restoration project in 2024.

DSR 265

The last exterior metal trim band was recently installed below the rear roof line to restore the car to its original profile. The rear seat frame was formed into its correct shape and is now mounted in place.

John Prestholdt will perform necessary repairs to the rear seat caning at CHSL as needed. New control and replacement lighting wiring is complete. On June 25, operational tests were performed on 265 and the crew found that the rear brake and motor controls operated correctly. We await help from the weather to speed up drying of the linseed oil undercoat on the roof canvas. Then the roof will be painted and final “punch list” items addressed. At this time, it continues to look like the car will be ready for regular operations in time to support our fall special events.

DSR 78

The car has supported all the training, revenue service, charters, and special events held during the beginning of the 2024 operating season. The ESL Restoration Crew continues to address and resolve the regular on-going maintenance issues that occur during the season.

MVPS (Winona) 10

After successfully completing its “maiden voyage” with a rebuilt motor on August 22, 2023, the car has resided in the cold storage barn due to the work needed on DSR 265. The ESL restoration crew is planning adjustments to the car’s braking and other systems, operational testing of the new motor, and related fine tuning before it is ready to support the 2024 operating season. The date when the car may return to service is not known at this time.

Mesaba 10

Additional clean out work was done on Mesaba 10 in preparation for starting some restoration work. Unfortunately, due to the priority of completing restoration work on DSR 265, work on Mesaba 10 is suspended for the foreseeable future. The long-term plan continues to be to restore sections of the car as a part of creating a display to show our patrons how our on-going restoration process happens.

Fargo-Moorhead 28

The car body continues to be stored at a boat storage facility in Watertown, MN. Currently, no work is planned for the car.

Minnesota Streetcar Museum

Engineering Department Report – August 2024

Keith Anderson

MAJOR ENGINEERING PROGRAMS

Two significant programs are planned for 2024: 1) CHSL North End Modifications and 2) CHSL tie replacement.

North End Line Modification

We are working on a project to address the issue of overruns that have occurred twice in the past 50 years. We decided that it's not practical to put a barrier at the north end which would prevent such overruns, mostly because any barrier would look bad, might lead to personal injuries in a sudden stop, and certainly would damage the car.

We settled on an approach that would allow the car to overrun the end of the track but be brought to a controlled stop, with minimal or no damage to the car, and which would allow the car to be winched back onto the end of the track by a tow truck. The re-railing would be easier, without the damage that occurred in last year's PCC overrun incident. In that case, it appears that most of the damage occurred in the re-railing process.

The plan is to install another 32 feet of track, but with a very wide gauge between the rails. The area between the rails will be filled with ballast. The wheels of an overrunning car would drop between the new rails and be brought to a controlled stop by the ballast between the rails. The ends of the existing rails will be cut and sloped so that the car can more easily be winched back onto the ends of the rails.

We are working on permitting this with the City and Park Board. They are concerned that our short track extension (32 feet) will extend into an area where they want to build a future trail. We've hired a surveyor to prepare a detailed drawing so that we can address the City and Park Board concerns.

We have a contractor on board for this work. The plan is to get permit approvals this summer and get the work completed this year.

Tie Replacement

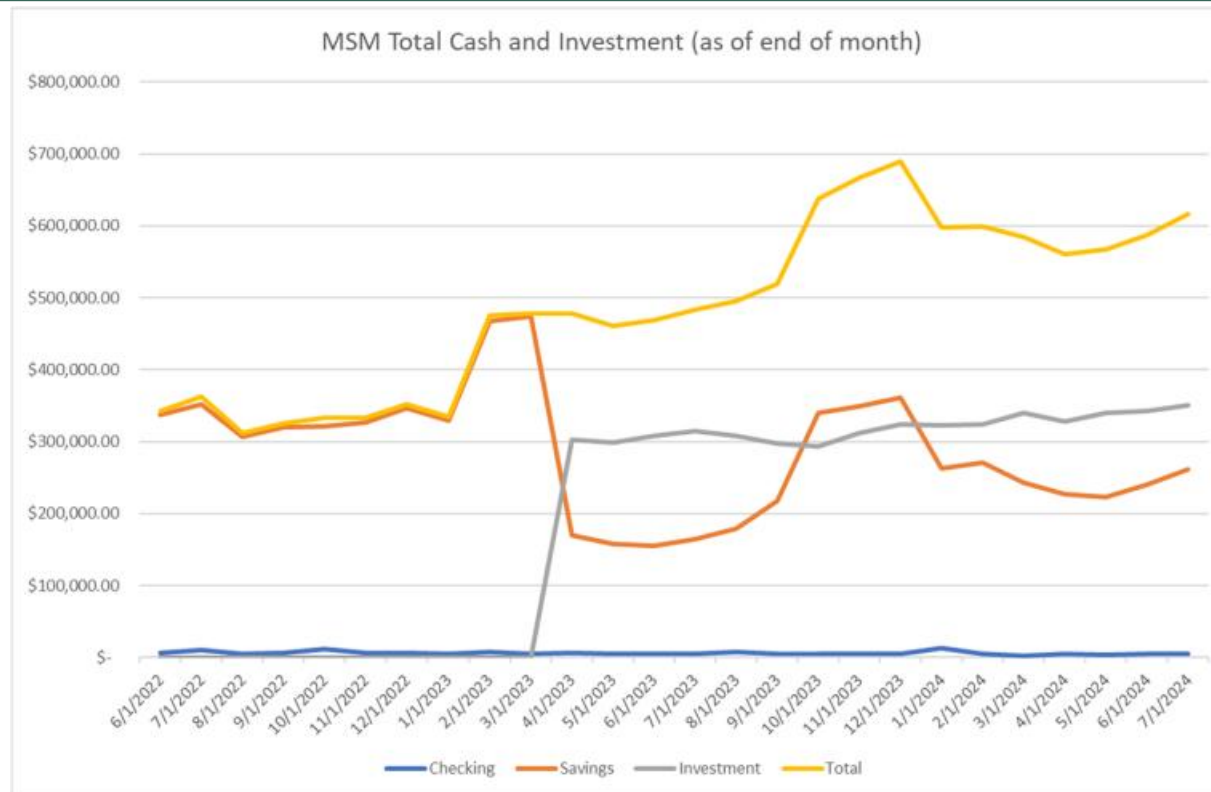
We are planning to replace 200 ties on the CHSL line. We have a quote from Railroad Specialties and are working with them to reach a scope and price that is acceptable. The plan is to proceed with this work later this fall after the operating season ends.

MINNESOTA STREETCAR MUSEUM

FINANCIAL REPORT (AS OF 8/10/2024)



TOTAL CASH AND INVESTMENTS



INVESTMENT PORTFOLIO PERFORMANCE

Minnesota Streetcar Museum

Return of 10.2%

Collapse Chart



2024 BUDGET VS. ACTUALS (AS OF 8/9/2024)

Income	Budget	Actual	Expenditures	Budget	Actual
Contributions	\$28,500	\$23,151	Repairs/Maintenance	\$122,142	\$62,216
Fares	\$56,550	\$21,962	Operations	\$1,500	\$489
Charters	\$7,200	\$2,500	Special Events	\$3,350	\$228
Special Events	\$23,900	\$2,321	Insurance	\$12,000	\$34,185
Merchandise	\$24,100	\$4,679	Utilities	\$16,938	\$5,485
Dues	\$13,000	\$10,505	Other	\$44,075	\$26,165
Other	\$6,400	\$7,097	Total	\$200,005	\$128,759
Total	\$159,650	\$72,215			

Net Revenue

(\$56,544)

2024 CAPITAL IMPROVEMENT PROJECTS

Project	Budget	Actuals (8/9/2024)
Winona #10 Window Shades	\$4,000	\$0
I239 Truck Replacement	\$81,173	\$17,353
Repair TCRT 322 Trucks and Electrical	\$10,000	\$584
CHSL Platform and Canopy	\$60,000	\$27,793
Tie Replacement and North End Runoff	\$50,000	\$0
ESL Car barn Heating System	\$30,000	\$28,149
Totals	\$235,173	\$73,879

2024 Capital Improvements

<u>Project</u>	<u>Budget</u>	<u>Actuals (8/9/2024)</u>
Winona #10 Window Shades	\$4,000	\$0
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Totals	\$235,173	\$73,879



MINNESOTA STREETCAR MUSEUM FIXED ASSET LIST

Fixed Asset Type	Estimated Value
Buildings	
1. Minneapolis Rail Shed and Storage Building	\$ 568,706
2. Minneapolis Rail Ticket Office	\$ 214,780
3. Excelsior Rail Shed	\$ 518,877
Total Buildings	\$ 1,302,363
Track	\$ 1,480,000
Total Track	\$ 1,480,000
Streetcars	
Operational Streetcars	
1. Twin City Rapid Transit No. 1239	\$ 10,000
2. Twin City Rapid Transit No. 1300	\$ 10,000
3. Mississippi Valley Public Service No. 10	\$ 10,000
4. Duluth Street Railway No. 78	\$ 10,000
5. Twin City Rapid Transit No. 322	\$ 10,000
Total Streetcars	\$ 50,000
Total Fixed Assets	\$ 2,832,363

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THE MINNESOTA STREETCAR MUSEUM
COMO-HARRIET STREETCAR LINE
EXCELSIOR STREETCAR LINE

P.O. Box 16509
Minneapolis, MN 55416-0509
www.trolleyride.org

August 10, 2024

POLICY No. 7

MUSEUM COLLECTIONS ~~POLICY??~~

1.0 General

1.1 Policy. The Minnesota Streetcar Museum is a non-profit educational corporation organized in Minnesota whose mission is to preserve and communicate to the public the experience of electric surface public transportation history in Minnesota and the Upper Midwest. This mission is achieved through community outreach activities, historic research, member and public education and events, operating exhibits, publication, static displays, and publications and specifically includes the acquisition, conservation, restoration, operation, interpretation, and maintenance of artifacts relating to its mission.

1.2 Items covered by this policy. This policy is intended to cover items of historical significance, as described in section 1.4 below. It is not intended to cover equipment, structures, tools, vehicles, tools, or other items of a support nature that are used to maintain, operate, preserve, or restore the historic items in the collection.

1.3 Period of collection. The period conforms to the region's history as territories and states of the United States, generally 1850 to the present.

1.4 Scope of collection. The scope of the collection is urban public transit vehicles, including streetcars, interurban cars, other electric railroad equipment, and buses as well as artifacts, electronic data, photographs, and structures related to urban public transit and electric railroading. These are restricted to Minnesota, and the Upper Midwest **North Dakota and Western Wisconsin**, although components from other places may be used where crucial to restorations.

1.5 How items are collected. Items may be purchased by the Museum, donated to the Museum, or purchased with funds loaned to the Museum by members or other interested parties.

1.6 Authority over the collection. The Board of Directors is responsible for the collection, including all acquisitions, dispositions, and loans, and for the collection's condition, documentation, and usage. The Board may, and generally does, delegate these responsibilities to ~~committees~~ **the Curator** or the General Superintendent. When such delegation occurs, **the Curator** or the General Superintendent is responsible for reporting activities and the state of the collection to the Board. **The General Superintendent shall be**

We make Minnesota's Electric Railway History Come Alive!



responsible for the operational parts of the collection. The Curator shall be responsible for the non-operational parts of the collection. The Board may intercede at any time to decide upon an acquisition, disposition, or other matters relating to items owned by the Museum.

2.0 Acquisitions

2.1 Policy. The Museum will generally attempt to acquire valuable artifacts, but may restrict new acquisitions if:

- 2.1.1 their acquisition threatens the funding for operating exhibits;
- 2.1.2 inadequate proper storage is unavailable; or
- 2.1.3 the item stands a good chance of deteriorating to an unacceptable degree before restoration can be undertaken.
- 2.1.4 Exceptions to these considerations may be based on the value and rarity of the item and its relevance to the collection.

2.2 Authority over Acquisitions. The Board of Directors is ultimately responsible for all acquisitions through its approval of an annual budget and operating plan and a long-range plan. The Curator and the General Superintendent are responsible for reporting activities and the state of the collection to the Board. The Board may intercede at any time to decide upon an acquisition.

2.3 Procedures. Bequest, exchange, field collection, and purchase may all be employed as means of acquisition. Title is generally obtained free and clear without restrictions as to use, although exceptions may be permitted by the Board.

2.4 Acquisition criteria. Acquisitions will meet the following conditions:

- 2.4.1 The item is relevant to and consistent with the mission, activities and purpose of the Museum.
- 2.4.2 The present owner has a clear title.
- 2.4.3 The Museum can provide proper care, protection, and storage that insure the item's availability for the Museum's purposes.
- 2.4.4 All ethical, legal, and moral implications of the acquisition will be considered. The potential donor of an item will be informed in advance that the item may be disposed of if it fails to meet the Museum's needs in the future.
- 2.4.5 Sufficient funding for acquisition transportation and initial storage will be available before the acquisition.

2.5 Appraisals. Museum staff or members may not give appraisals. Staff or members may assist a donor in locating a qualified appraiser. Donors will obtain their own independent appraisal for income tax purposes. Acceptance of an item at its appraised value does not imply endorsement of the appraisal. Staff or members may, as a public service, provide informal artifact identification for the owner's personal information, not to be used for past or future commercial transactions. The owner understands that this is only an informal opinion.

3.0 Dispositions

3.1 Policy. An item may be disposed if it is not relevant to and consistent with the activities, mission, and purpose of the Museum or if sufficient similar items exist in the collection to make the item redundant.

3.2 Authority over Dispositions. The Board of Directors is ultimately responsible for all dispositions through its approval of an annual budget and work plan and a long-range plan. The Curator and the General Superintendent are responsible for reporting activities and the state of the collection to the Board. The Board may intercede at any time to decide upon a disposition.

3.3 Principles.

3.3.1 The disposition will be in the best interest of the Museum and the public it serves.

3.3.2 Priority will be given to placing the item in another appropriate tax-exempt public institution by exchange, gift, or sale.

3.3.3 If not appropriate for another institution, the item will be disposed of in such a way as to maximize its cash value to the Museum.

3.3.4 Items will not be returned to the donor unless that arrangement was specifically made at the time of acquisition.

3.4 Criteria for disposition. Items to be disposed will meet at least one of the following criteria.

3.4.1 Item is outside the scope of the Museum's activities, mission, and purpose.

3.4.2 Item is deteriorated beyond usefulness or economic repair.

3.4.3 Item is a duplicate of another item in the collection.

3.4.4 Item cannot be properly cared for.

3.5 Types of disposition. Exchange, sale, trade, transfer to another organization, and outright destruction are all employed.

3.6 Restrictions. The Museum will make a reasonable effort to determine that it is legally free to dispose of the item. Conditions of the acquisition will be observed unless deviation is authorized by a court of law. Items with restrictions will not be disposed of until reasonable efforts are made to comply with those restrictions. In the event of questions regarding restrictions, legal counsel will be sought. Required documentation will be completed, including notification of the general public, heirs, lender, etc.

3.7 Procedure for disposition. Disposition of any item, if not a direct Board action, will be accompanied by a memorandum to the Board Chair describing the item, its history within the organization, reasons for disposition, date of disposition, and other relevant information. If the matter is considered by the Board, it will be recorded in the meeting minutes. The completed disposition memorandum will be permanently retained by the Secretary. Proceeds from the disposition will be allocated to a fund within the Museum at the direction of the Board.

3.8 Ethics of disposition. Disposed items will not be given or sold privately to Museum members, employees, officers, members of the Board, or independent contractors, unless care is taken to avoid any arrangement that could be interpreted as being a conflict of interest or an attempt to profit at the Museum's expense.

4.0 Incoming Loans

4.1 Incoming loans Policy. Loaned items may be accepted from individuals or other institutions for exhibit, research, or restoration purposes. Items not owned by the Museum and maintained, operated, repaired, or stored on Museum property will be considered loaned items and will be covered by the terms of this section.

4.2 Authority over incoming loans. The Board of Directors is ultimately responsible for all incoming loans through its approval of an annual budget and work plan and a long-range plan. **The** Curator and the General Superintendent are responsible for reporting activities and the state of the collection to the Board. The Board may intercede at any time to decide upon an incoming loan.

4.3. Regulations. The loan will be for a specified period of time. There will be a completed loan agreement executed with signatures of both the Museum and lender. The forms will be retained by the Secretary as part of the permanent record.

4.4 The Museum will provide reasonable care for loaned objects and will employ the same precautions exercised with its own property. This care extends to moving and transportation of the item. Agreement will be reached with the lender regarding insurance, in any of the following ways at the Museum's discretion:

- 4.4.1 the lender provides a certificate of insurance naming the Museum as additional insured or waiving subrogation against the Museum;
- 4.4.2 the Museum will insure items under its policy for the amount indicated on the signed loan agreement. The policy will include the usual exclusions for loss or damage due to gradual deterioration, natural disasters, etc.; or
- 4.4.3 the signed loan agreement will constitute release of the Museum from any liability in connection with the loaned property.

5.0 Outgoing loans

5.1 Outgoing Loan Policy. The Museum may lend items from its collection to other institutions, private companies, or individuals for educational or other purposes that serve the Museum's mission and purpose. Items may be placed in the homes of individual Museum members for safekeeping or if necessary to further some Museum project. Chartering Museum equipment shall not be considered a loan and shall not be covered under this policy.

5.2 Authority over outgoing loans. The Board of Directors is ultimately responsible for all outgoing loans through its approval of an annual budget and work plan and a long-range plan. **The Curator** and the General Superintendent are responsible for reporting activities and the state of the collection to the Board. The Board may intercede at any time to decide upon an outgoing loan.

5.3 Criteria for loaning.

- 5.3.1 The loan will in some way further the mission and purpose of the Museum.
- 5.3.2 Security and conservation measures will meet the Museum's requirements. Conservation concerns include, if appropriate, handling, installation techniques, light levels, proper encasement, relative humidity, and temperature.
- 5.3.3 Loans will be for a specified period of time, subject to periodic review.
- 5.3.4 The borrower will observe the Museum's regulations governing loans.
- 5.3.5 Loan requests may be denied if not in the best interests of the Museum.

5.4 Regulations.

- 5.4.1 The borrower will insure the loan under its own policy and forward a certificate of insurance to the Museum, will reimburse the Museum the cost of insurance, or the borrower will agree to assume liability for loss or damage in lieu of insurance.
- 5.4.2 The borrower will arrange and pay for shipping by approved methods in both directions. The borrower will pay all costs of preparing items for shipping. The Museum may require its own courier to accompany the item at the borrower's expense.
- 5.4.3 Items on display will be protected and secured by approved methods. Breakage, damage, vandalism, or other loss will be reported by the borrower immediately.
- 5.4.4 The object cannot be altered by the borrower without the express written permission of the Museum.
- 5.4.5 The item may not be used for commercial purposes without the express written permission of the Museum.
- 5.4.6 No objects may be re-loaned by the borrower to another person or organization.
- 5.4.7 The Museum will receive appropriate credit for all items on loan.
- 5.4.8 Appropriate forms will prescribe procedures for all loans. A complete record of all loan transactions will be kept by the Secretary as part of the permanent record.
- 5.4.9 Any variations from these regulations will be approved by the Board of Directors.

5.5 Ethics of outgoing loans. Loans will not be made to Museum members, employees, officers, members of the Board or independent contractors, unless care is taken to avoid any arrangement that could be interpreted as being a conflict of interest or an attempt to profit at the Museum's expense.

6.0 **Other Artifacts or Items in the Museum's Custody**

6.1 The Museum may have custody of items for purposes of informal identification, use in a publication, or other short-term purpose. Such items will not be subject to the documentation, insurance, and liability provisions of this policy.

6.2 The Museum may also have in its possession unclaimed loans or items with an unknown history. Unclaimed items are considered abandoned property under Minnesota law. The Museum will attempt to identify and return such items as required under state law.

6.3 Should items remain unclaimed, they may be formally acquired or disposed of as required by this collections policy.

7.0 Collections Care and Documentation

7.1 Policy. The Museum will create a database that records and describes its collection and will create policies regarding the on-going documentation and maintenance of collection inventories and records.

7.2 Process of registering and cataloguing. The Curator and the General Superintendents will prepare inventories of historic items. The Board shall designate a Collections Secretary who will be responsible for creating and maintaining the inventory. The file on each item will include pertinent information on the item's acquisition and status (acquisition date and source, condition, location, significance, and status as part of the Museum's program). A current copy of the inventory will be kept by the Secretary.

7.3 Care. The Museum will act in a responsible manner to ensure the best possible physical care of all items. Items in the permanent collection not on exhibition will be housed in such a manner as to ensure their preservation, systematic access, and easy retrieval. Items will be insured for their replacement value if operated as part of a Museum exhibit.

8.0 Collections Accessibility

8.1 Policy.

- 8.1.1 Exhibits will be open to the public. Non-exhibited items will be accessible to all Museum members although access may be restricted to selected members and officials for security reasons. In these situations, members may have access by appointment.
- 8.1.2 The permanent collection and records are available for legitimate examination, inquiry, research, and study by responsible parties as determined by the Board.
- 8.1.3 A copy of this collection policy will be made available to every Museum member, and on request, to any donor, prospective donor, lender, prospective lender, or other responsible entity or person.
- 8.1.4 A requesting party may be required to fill out an access form. Persons requesting access will be supervised at all times, unless specific permission to the contrary is granted by the Chair or the General Superintendent.
- 8.1.5 Limitations to access will include donor stipulated closed files and donor anonymity.
- 8.1.6 Reference to this policy will be printed on all Museum forms for deeds of gift, temporary receipts, and loans.

8.1.7 Access, reproduction, and use of the permanent collection may involve fee charges established by the Board in advance or in response to a specific situation.

9.0 Ethics

9.1 MSM Members and staff will derive no personal monetary benefit from their access to the collection, and will assert no personal privilege over the acquisition, disposition, or use of any item.

~~Reviewed and approved by the MSM Board of Directors at its meeting on March 14, 2006.~~
Again Reviewed and approved at its meeting on **August 10, 2024**.

ATTEST:

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James A. Vaitkunas
Corporate Secretary