

**City of Stevens Point  
Transportation Commission Meeting  
June 14, 2021 - 4:45 PM**

Join Zoom Meeting:

<https://zoom.us/j/97731368231?pwd=T3hUQjVVRT1ZyV2lZM1hQeUd5NHh5dz09>

Meeting ID: 977 3136 8231

Passcode: 123567

Dial by your location: +1 312 626 6799 US (Chicago)

## **AGENDA**

**Discussion and Possible Action on:**

1. Roll Call
2. Approval of the May 10, 2021 minutes
3. Approval of the May 2021 Financial/Claims report
4. Next meeting date
5. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

**SPECIAL NOTICE**

**Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.**

**City of Stevens Point**  
**Transportation Commission Meeting**  
**May 10, 2021 – 4:45 PM**  
**MINUTES**

**1. Roll Call.**

*Present:* Nichole Lysne- Chair, Karalyn Peterson-Vice Chair, Ald. Mary Kneebone, Ald. Thomas Leek, Tom Bertram, Marc Christianson

*Excused:* Greg Koepel

*Others:* Talin Scheuermann, Kevin O'donnell, Tom Carroll, Susan Lemke, Director Joel Lemke

**2. Approval of the April 12, 2021 Transportation Commission minutes.**

Karalyn Peterson moved to approve the April 12, 2021 Transportation Commission meeting minutes. Ald. Thomas Leek seconded. Ayes all; Nays none; Motion carried.

**3. Approval of the April 2021 financial/claims report.**

Ald. Mary Kneebone moved to approve the April 2021 financial/claims report. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

**4. Nominations and appointment of the Transportation Commission Chair and Vice-Chair.**

Tom Bertram nominated Nichole Lysne for Transportation Commission Chair. Mary Kneebone seconded. No additional nominations were made. Nichole Lysne noted that she would accept the nomination. The Commission voted ayes all; nays none to approve Nichole Lysne as the Transportation Commission Chair. Tom Bertram nominated Karalyn Peterson for the Transportation Commission Vice-Chair. Mary Kneebone seconded. No additional nominations were made. Karalyn Peterson noted she would accept the nomination. The Commission voted, ayes all; nays none to approve Karalyn Peterson as the Transportation Commission Vice-Chair.

**5. Transit Mutual Insurance Awards**

TMI announced that Central Transportation (CT) won the CY2020 "Driver Incentive Award", CT will also receive a plaque for the "Most Improved System", and a certificate for "no accidents in 2020". Susan Lemke talked about the systems dedication to safety both on the driver's part and on management's part.

**6. Recognition of Transportation Superintendent Lemke's retirement.**

Director Joel Lemke announced that Susan Lemke will be retiring from her position with the City effective June 2, 2021. He thanked Susan for her years of service, leadership and passion Joel stated Susan was a great employee and employer and that she is leaving transit better than she found it.

Susan Lemke addressed the board stating that she was grateful for the opportunity to serve the community. She thanked her team, and the Transportation Commission for their support and commitment throughout the years.

Karalyn Peterson said thank you and recognized that Susan was always willing to listen and take into consideration other people's views with an open mind.

Nichole Lysne said that it's been a pleasure and recognized Susan's accomplishments including the new facility.

Mary Kneebone said it has been a great pleasure working with Susan and transit to serve the community.

**7. Next meeting update**

The next Transportation Commission meeting will be held on June 14, 2021 at 4:45 p.m. via Zoom.

**8. Adjournment.**

The meeting was adjourned by Chair Nichole Lysne at 5:11 p.m.

**REPORT TO THE JUNE 2021**  
**MEETING OF THE TRANSPORTATION COMMISSION**  
**FINANCIAL/CLAIMS REPORT**

**FINANCES:**

Bank Balance as of May 1, 2021

\$ 1,170,135.30

Bank Deposits recorded in May 2021

\$ 99,047.12

\$ 1,269,182.42

**CHECKS ISSUED SINCE THE MAY 2021 MEETING:**

|                                           |                                                  |           |
|-------------------------------------------|--------------------------------------------------|-----------|
| 6232 Employee Wages                       | Salaries                                         | 1,213.27  |
| 6233 Employee Wages                       | Salaries                                         | 841.26    |
| 6234 Employee Wages                       | Salaries                                         | 1,175.35  |
| 6235 CSPC Ohio Child Support Pymt Central | Child Support                                    | 235.38    |
| 6236 Jeanette Osowski                     | Mileage reimbursement                            | 405.44    |
| 6237 Edward L Severson                    | Mileage Reimbursement                            | 553.15    |
| 6238 WI Council 32 Per Capita Tax Trust   | Union Dues                                       | 335.49    |
| 6239 Bushman Electric Crane & Sign        | Repaired Wash Bay Outlet                         | 280.37    |
| 6240 Cintas Corp #442                     | Uniforms, Mats, Towels & Solution                | 534.85    |
| 6241 City of Stevens Point                | Workers Comp Premium                             | 3,788.70  |
| 6242 Frank's Hardware                     | Bolts                                            | 8.89      |
| 6243 Gillig LLC                           | Engine Hoses                                     | 263.74    |
| 6244 Mid-State Truck Service Inc          | Crankcase Filters                                | 1,379.28  |
| 6245 NAPA                                 | Light Bulbs                                      | 39.72     |
| 6246 Per Mar Security Services            | Moved Software to New Server                     | 1,033.25  |
| 6247 Schultz Property Management          | Bathroom Rental                                  | 200.00    |
| 6248 Tire Technologies Inc                | Rim Powder Coating, Tire Disposal                | 255.00    |
| 6249 Transport Refrigeration, Inc.        | Controller & Condenser                           | 1,247.12  |
| 6250 U.S. Bank Credit Card                | Tie Downs, Wasp Spray, Brakleen, Shovel Organiz  | 297.43    |
| 6251 Cintas Corp #442                     | Uniforms, Mats, Towels & Solution                | 536.77    |
| 6252 Color Vision LTD                     | City Bus Maps                                    | 642.16    |
| 6253 Courtesy Cab                         | Courtesy Cab Rides                               | 885.50    |
| 6254 Energetix Corp                       | Random DOT Testing                               | 156.50    |
| 6255 Friends of 90FM                      | Advertisement                                    | 105.00    |
| 6256 Hartland Lubricants & Chemicals      | 15W40 Oil                                        | 770.00    |
| 6257 Len Dudas Motors Inc                 | Replaced Injector & Intake Air Heater            | 1,226.93  |
| 6258 Mid-State Truck Service Inc          | Program New ECM                                  | 189.86    |
| 6259 NAPA                                 | Generator Radiator Caps and Air Filter           | 93.38     |
| 6260 Stevens Point Public Utilities       | HSA Contributions                                | 120.00    |
| 6261 Snap-on Tools                        | Sockets                                          | 35.80     |
| 6262 Spectra Print                        | Vehicle Defect Report Cards                      | 155.00    |
| 6263 Summit Companies                     | Annual Fire Sprinkler Inspection                 | 320.00    |
| 6264 A Plus Doors LLC                     | Garage Door Repair                               | 653.50    |
| 6265 Affordable Auto Glass LLC            | Windshield Chip Repair                           | 150.00    |
| 6266 Cintas Corp #442                     | Uniforms, Mats, Towels & Solution                | 265.96    |
| 6267 City of Stevens Point                | Employee Benefits, Insurance, Fuel               | 46,805.40 |
| 6268 Gillig LLC                           | Suspension Kneeling Valve                        | 336.49    |
| 6269 Hartland Lubricants & Chemicals      | Diesel Exhaust Fluid                             | 481.63    |
| 6270 Portage County Business Council      | Driver Incentive Award                           | 500.00    |
| 6271 Transport Refrigeration, Inc.        | Air Conditioning Repair Parts                    | 71.01     |
| 6272 U.S. Bank Credit Card                | Earth Week Promotions, Amazon & Zoom             | 887.80    |
| 6273 Employee Wages                       | Salaries                                         | 1,213.27  |
| 6274 Employee Wages                       | Salaries                                         | 314.76    |
| 6275 Employee Wages                       | Salaries                                         | 1,235.86  |
| 6276 Employee Wages                       | Salaries                                         | 946.86    |
| 6277 CSPC Ohio Child Support Pymt Central | Child Support                                    | 235.38    |
| 6278 WI Council 32 Per Capita Tax Trust   | Union Dues                                       | 335.49    |
| 6279 Heartland Business Systems. LLC      | March Monthly IT Services & IT Help Desk Tickets | 1,089.82  |

|                                     |                       |                      |                        |
|-------------------------------------|-----------------------|----------------------|------------------------|
| 6280 Kimball Midwest                | Electrical Connectors | 100.00               |                        |
| 6281 NAPA                           | Headlights            | 24.98                |                        |
| 6282 Tire Technologies Inc          | Retread Tires         | 1,405.16             |                        |
| Verizon                             | Verizon Bill          | 400.40               |                        |
| Wisconsin Public Service            | Utility Payment       | 2,067.00             |                        |
| Great America Financial Services    | Copier Lease          | 95.00                |                        |
| Volunteer Drivers                   | Mileage Reimbursement | 7,349.83             |                        |
| EFT Payroll                         | 5/14/2021             | 34,902.58            |                        |
| EFT Payroll                         | 5/28/2021             | 36,266.26            |                        |
| IRS                                 | Payroll Taxes - Fed   | 23,704.55            |                        |
| WI Dept of Revenue                  | Payroll Taxes - State | 4,832.45             |                        |
| <b>TOTAL OF CHECKS LISTED</b>       |                       | <u>\$ 185,996.03</u> | <u>\$ 185,996.03</u>   |
| <b>BALANCE ON HAND MAY 31, 2021</b> |                       |                      | <u>\$ 1,083,186.39</u> |

|                                                     |                               |
|-----------------------------------------------------|-------------------------------|
| Balance on Hand                                     | <u>\$ 1,083,186.39</u>        |
| Plus checks written after end of month              |                               |
| Less checks from last commission meeting            |                               |
| Plus uncleared checks                               | \$ 5,954.48                   |
| Less checks previously written clearing this month  | <u>\$ (5,687.09)</u>          |
| <b>Ending Cash Balance matching Bank Statements</b> | <u><u>\$ 1,083,453.78</u></u> |