

Our intention is to have in-person meetings going forward. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Transportation Commission Meeting
August 9, 2021 - 4:45 PM**

Central Transportation
2700 Week Street, Stevens Point, WI
or

Join Zoom Meeting
<https://zoom.us/j/97731368231?pwd=T3hUQjV2IjZM1hQeUd5NHh5dz09>

Meeting ID: 977 3136 8231
Passcode: 123567
Dial by your location: 1 312 626 6799

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of June 10, 2021 minutes.
3. Approval of the June-July financial/claims report.
4. Approval to move forward with a federal 5310 grant application for Mobility Management and the Volunteer Driver program.
5. Approval of the 2021 Mobility Management and Volunteer Driver operating budgets.
6. Approval of the purchase of network camera system under the facility budget.
7. Next meeting date - September 13, 2021.
8. 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
June 14, 2021 – 4:45 PM
MINUTES

1. **Roll Call.**

Present: Karalyn Peterson-Vice Chair, Ald. Mary Kneebone, Tom Bertram, Marc Christianson

Excused: Nichole Lysne- Chair, Ald. Thomas Leek, Greg Koepel

Others: Talin Scheuermann, Tom Carroll, Neil Peterson

2. **Approval of the May 10, 2021 Transportation Commission minutes.**

Ald. Mary Kneebone moved to approve the May 10, 2021 Transportation Commission meeting minutes. Tom Bertram seconded. Ayes all; Nays none; Motion carried.

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

Tom Bertram moved to approve the May 2021 financial/claims report. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

4. **Next meeting update**

The next Transportation Commission meeting will be held on July 12, 2021 at 4:45 p.m. via Zoom.

5. **Adjournment.**

The meeting was adjourned by Vice Chair Karalyn Peterson at 4:50 p.m.

REPORT TO THE JULY 2021
MEETING OF THE TRANSPORTATION COMMISSION

FINANCES:

Bank Balance as of June 1, 2021

Bank Deposits recorded in June 2021

\$	1,083,453.78
\$	39,650.65
\$	1,123,104.43

CHECKS ISSUED SINCE THE JUNE 2021 MEETING:

6283	Cintas Corp #442	Uniforms, Mats, Towels & Solution	267.88
6284	Courtesy Cab	Courtesy Cab Rides	910.50
6285	Fastenal Company	Indoor Light Bulbs	72.63
6286	Heartland Business Systems. LLC	Email Spam Filter, Microsoft 365	1,175.08
6287	Employee Wages	Salaries	247.78
6288	Employee Wages	Salaries	935.67
6289	Employee Wages	Salaries	66.99
6290	CSPC Ohio Child Support Pymt Central	Child Support	235.38
6291	Jeanette Osowski	Mileage Reimbursement	38.08
6292	Edward L Severson	Mileage Reimbursement	681.52
6293	Dorothy Tess	Mileage Reimbursement	14.56
6294	WI Council 32 Per Capita Tax Trust	Union Dues	314.19
6295	A Plus Doors LLC	Repaired Door #9 Alignment	99.00
6296	CDW Government	PRI, Diagram Updates, Wildcard	97.58
6297	Cintas Corp #442	Mats, Towels, & Solution, Uniforms	575.09
6298	City of Stevens Point	Fringe Benefits, Fuel, Insurance	54,146.57
6299	Energetix Corp	Random DOT Testing	174.75
6300	Gillig LLC	V-Belts	290.32
6301	Hartland Lubricants & Chemicals	Diesel Exhaust Fluid	448.40
6302	Len Dudas Motors Inc	Oil Filters	22.54
6303	Per Mar Security Services	Annual Maintenance Fee	741.36
6304	Pomp's Tire Service, Inc.	Tires	2,496.24
6305	Transport Refrigeration, Inc.	A/C Elbow, Credit HVAC Control	804.08
6306	Cintas Corp #442	Uniforms, Mats, Towels & Solution	265.96
6307	City of Stevens Point	Dental & Vision Insurance Premiums	263.87
6308	Len Dudas Motors Inc	A/C Compressor Kit	338.80
6309	NAPA	Air Compressor Oil, A/C PEG Oil	27.57
6310	Point Trophy	Susan Lemke Retirement Plaque	100.75
6311	Transport Refrigeration, Inc.	A/C Repair Fittings & Connectors	99.78
6312	Mastercard	Food for Retirements & Driver Meeting, Flag, Oil, Safety Vests, Laminating Sheets	289.43
6313	Employee Wages	Salaries	754.21
6314	Employee Wages	Salaries	847.17
6315	Dorothy L Tess	Mileage Reimbursement	52.64
6316	CSPC Ohio Child Support Pymt Central	Child Support	235.38
6317	Jeanette Osowski	Mileage Reimbursement	399.84
6318	Edward L Severson	Mileage Reimbursement	329.28
6319	WI Council 32 Per Capita Tax Trust	Union Dues	314.19
6320	Cintas Corp #442	Gloves, Uniforms, Mats, Towels & Solution	485.01
6321	City of Stevens Point	Workers Compensation Premiums	4,671.68
6322	Dolce Digital Imaging & Printing	Bus Tickets & Passes	103.00
6323	Mid-State Truck Service Inc	V-Belt	98.14
6324	Per Mar Security Services	Annual Maintenance Fee	741.36
6325	Schultz Property Management	Bathroom Rental	200.00
	Verizon	Verizon Bill	400.40
	Wisconsin Public Service	Utility Payment	1,892.06
	Great America Financial Services	Copier Lease	95.00
	Volunteer Drivers	Mileage Reimbursement	7,735.74

EFT	Payroll	6/10/2021	32,908.40	
EFT	Payroll	6/11/2021	108.78	
EFT	Payroll	6/24/2021	29,529.77	
	IRS	Payroll Taxes - Fed	19,678.93	
	WI Dept of Revenue	Payroll Taxes - State	3,925.31	
TOTAL OF CHECKS LISTED			<u>\$ 171,748.64</u>	<u>\$ 171,748.64</u>
BALANCE ON HAND JUNE 30, 2021				<u>\$ 951,355.79</u>

Balance on Hand	<u>\$ 951,355.79</u>
Plus checks written after end of month	
Less checks from last commission meeting	
Plus uncleared checks	\$ 2,983.83
Less checks previously written clearing this month	\$ (6,049.48)
Ending Cash Balance matching Bank Statements	<u><u>\$ 948,290.14</u></u>

REPORT TO THE AUGUST 2021
MEETING OF THE TRANSPORTATION COMMISSION

FINANCES:

Bank Balance as of July 1, 2021

Bank Deposits recorded in July 2021

\$	948,290.14
\$	20,939.71
\$	969,229.85

CHECKS ISSUED SINCE THE JULY 2021 MEETING:

6326	Employee Wages	Salaries	\$	754.21
6327	Employee Wages	Salaries	\$	732.46
6328	Employee Wages	Salaries	\$	146.70
6329	Dorothy Tess	Mileage Reimbursement		372.40
6330	CSPC Ohio Child Support Pymt	Child Support		235.38
6331	Jeanette Osowski	Mileage Reimbursement		147.28
6332	Edward L Severson	Mileage Reimbursement		585.76
6333	WI Council 32 Per Capita Tax Trust	Union Dues		314.19
6334	Cintas Corp #442	Uniforms, Mats, Towels & Solutions		562.00
6335	Energetix Corp	Random DOT Testing		138.25
6336	Gillig LLC	Gasket and clamp		210.50
6337	Heartland Business Systems. LLC	PC Troubleshooting		367.25
6338	Len Dudas Motors Inc	Replaced Indirect Injector and Clear Code		815.57
6339	Mid-State Truck Service Inc	Gasket, Clean Particulate Filter, Core Return		347.80
6340	Per Mar Security Services	Alarm Service Call		114.50
6341	Pomp's Tire Service, Inc.	Tire Balancing		171.64
6342	Stevens Point Public Utilities	Water Bills 2" & 3"		2,418.28
6343	Schultz Property Management	Bathroom Rental		200.00
6344	Transport Refrigeration, Inc.	HVAC Controller		325.34
6345	Employee Wages	Salaries		754.21
6346	Employee Wages	Salaries		847.17
6347	Employee Wages	Salaries		295.49
6348	Employee Wages	Salaries		86.08
6349	CSPC Ohio Child Support Pymt Central	Child Support		235.38
6350	Jeanette Osowski	Mileage Reimbursement		217.76
6351	Edward L Severson	Mileage Reimbursement		226.80
6352	Dorothy Tess	Mileage Reimbursement		9.52
6353	WI Council 32 Per Capita Tax Trust	Union Dues		335.49
6354	CDW Government	Troubleshoot Phone System, Cisco Licensing Subscription		193.36
6355	Cintas Corp #442	Uniforms, Mats, Towels & Solutions		725.65
6356	City of Stevens Point	Employee Benefits, Insurance, Fuel, & PEHP, Workers Compensation Premiums		107,011.24
6357	Courtesy Cab	Courtesy Cab Rides		955.00
6358	Heartland Business Systems. LLC	Microsoft License Fee		672.00
6359	Mid-State Truck Service Inc	Diesel Particulate Filter, oil and water filters, R134A refrigerant		1,944.31
6360	NAPA	Brake Rotor & Caliper, Disc Pad		255.26
6361	Mastercard	Tire Changer and balancer, Amazon subscription, HDMI Cable, trash bags, arrow flag & labor law poster, weed killer & concrete compound		2,562.08
6362	A Plus Doors LLC	Repaired Broken Spring		1,002.00

6363	Thomas Carroll	Shoe Reimbursement Tom Carroll	126.59		
6364	Cintas Corp #442	Uniforms	262.56		
6365	City of Stevens Point	Dental & Vision Insurance Premiums	263.87		
6366	Frank's Hardware	Wire Terminals	2.71		
6367	Kimball Midwest	Emery Cloth, Cut-Off Wheel	114.16		
6368	Schultz Property Management	Bathroom Rental	200.00		
6369	Springbrook Holding Company LLC	Springbrook Annual Software Maintenance	4,865.91		
	WI Dept of Revenue	Garnishment of Wages	48.81		
	Delta Dental	Dental & Vision Premiums	868.43		
	Dept of Justice	Record Check	21.00		
	Verizon	Verizon Bill	400.40		
	Wisconsin Public Service	Utility Payment	1,854.26		
	Great America Financial Services	Copier Lease	95.00		
	Volunteer Drivers	Mileage Reimbursement	4,950.87		
EFT	Payroll	7/8/2021	30,582.99		
EFT	Payroll	7/22/2021	29,525.44		
	IRS	Payroll Taxes - Fed	19,189.41		
	WI Dept of Revenue	Payroll Taxes - State	3,796.29		
	TOTAL OF CHECKS LISTED		\$ 224,457.01	\$	224,457.01
	BALANCE ON HAND JULY 31, 2021			\$	744,772.84

Balance on Hand	<u>\$ 744,772.84</u>
Plus checks written after end of month	
Less checks from last commission meeting	
Plus uncleared checks	\$ 12,617.62
Less checks previously written clearing this month	\$ (2,421.10)
Ending Cash Balance matching Bank Statements	<u>\$ 754,969.36</u>

2022 Section 5310 Application - OPERATING ASSISTANCE

There are 2 pages in this section

Instructions: Fill in all **gray** boxes; make no changes to self-calculating boxes.

APPLICANT

Line Item	Total Budget (including in-kind match from next column)	In-Kind Match Portion*	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$76,269.72		
Office space/rent			
Office Expenses (supplies, postage, telecommunications costs, computers, software lease, etc.)	\$150.00		
Outreach Expenses (marketing costs, meeting costs, website costs, etc.)	\$200.00		
Staff travel and mileage			
Purchased transportation service			
Volunteer driver reimbursements	\$129,000.00		
Transportation vouchers			
Vehicle Expenses (tires, parts, maintenance, fuel, insurance, etc.)			
Other (specify below)	\$123,200.00	\$116,025.00	In-Kind \$120,00 - Training \$100, Vol. Banq. \$3100
TOTAL EXPENSE	\$328,819.72		

LOCAL MATCH:

In-Kind Match	\$120,000.00
Cash Match	\$7,650.00
TOTAL LOCAL MATCH	\$127,650.00

REVENUE:

TOTAL REVENUE	\$73,500.00
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$255,319.72
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TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$127,669.72
REIMBURSEMENT PERCENTAGE:	50.00%

Cannot be greater than 50% (Automatically calculates)

* In-kind amount cannot exceed total budget line amount.

2022 Section 5310 Application - MOBILITY MANAGEMENT BUDGET

Instructions: Fill in all **gray** boxes; make no changes to self-calculating boxes.

APPLICANT:	City of Stevens Point / Central Transportation
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Line Item	Total Budget (including in-kind match from next column)	In-Kind Match Portion*	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$104,697.02		
Office space/rent			
Office Expenses (supplies, postage, telecommunications costs, computers, software lease, etc.)	\$1,400.00		Office Supplies
Outreach Expenses (marketing costs, meeting costs, website costs, etc.)	\$6,000.00		
Staff travel and mileage	\$2,800.00		Travel costs \$2000 - \$800 Support Vehicle Fuel
Other (specify below)	\$12,000.00		Acquisition of technology to help plan coordinated service(\$11,000) Web
TOTAL EXPENSE	\$126,897.02		

LOCAL MATCH:

In-Kind Match	\$2,700.00
Cash Match	\$22,680
TOTAL LOCAL MATCH	\$25,380.00

REVENUE:

TOTAL REVENUE	\$0.00
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$126,897.02
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TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$101,517.02
REIMBURSEMENT PERCENTAGE :	80.00%

Cannot be greater than 80% (Automatically calculates)

* In-kind amount cannot exceed total budget line amount.

Explain any expense listed in the "other" category above:

Acquisition and operational planning of technology to help plan coordinated service including GIS GOS and coordinated monitoring to increase the accessibility of transportation in our area (\$11,000) Webinars/Trailings (\$500) Dues/Subscriptions (\$500)



QUOTE

LiveWire Systems

Technology with a Twist

6002 Municipal Street, Weston, WI 54476
Phone 715-359-1234 Fax 715-359-8893
shawnl@livewiresys.com

QUOTE# COSP-08

DATE: 07/07/21

EXPIRATION DATE 08/31/21

TO Tom Carroll
City of Stevens Point
2700 Week Street
Stevens Point, WI 54482
715-341-4490
Customer ID No.COSP-IT

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Shawn L	City of Stevens Point - Transit Dept Cameras	See Below	Upon Signature

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Axis Camera Hardware: - Qty1 P3719PLE - Qty1 3719 corner mount system - Qty2 Q3819PVE - Qty2 M3057PLVE - T8154 sfp midspan	\$6,571.00	\$6,571.00
1	Installation of Axis Network Cameras and Hardware: - Includes mounting and aiming - Includes documentation and labeling - Includes day lift rental	\$1,250.00	\$1,250.00
5	Installed Cat6 cable: - 3 Cat6 cables to camera locations - 2 Cat6 cables future cameras parking bay	\$200.00	\$1,000.00
1	Materials Pathway and EMT at Shop Areas: - Jhook support as needed - EMT pipe work as needed	\$500.00	\$500.00
1	Installation of pathway and conduit materials: - Jhook pathway across length of parking area - Jhook and emt conduit installed over shop area and highbay doors	\$1,200.00	\$1,200.00
1	Misc Materials: - Mounting hardware - Sealant - Patchcords	\$200.00	\$200.00

Page1/2			
	Assumptions - Available poe port at main switch - Cameras will be installed onto existing Axis Server - Network requirements supplied by City IT - Installation during regular business hours - Interior Scissor lift by customer - Exterior boom lift by LiveWire		
	Payment Terms: 60/40 - 60% at signature - 40% at completion		
			SUBTOTAL
			\$10,721.00
			SALES TAX
			NA
			TOTAL
			\$10,721.00

Quotation prepared by: Shawn Larson _____

This is a quotation on the goods named, subject to the conditions noted below:

Status Tax Exempt

Payment Terms 60/40

10% restock fee on materials return

Quoted prices valid 30days

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

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