

**City of Stevens Point
Transportation Commission Meeting
June 8, 2020 - 4:45 PM**

**Central Transportation Facility
2700 Week Street
Stevens Point, WI 54482**

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of May 11, 2020 Transportation Commission minutes.
3. Approval of the May 2020 financial/claims report.
4. Canadian National access agreement.
5. Next meeting date.
6. 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.

Transportation Commission Meeting Monday, May 11, 2020

Minutes

Commissioners in attendance via Zoom meeting: Chairperson Nichole Lysne, Tom Bertram, Karalyn Peterson, Ald. Mary Kneebone, Fred Hopfensperger, Ald. Thomas Leek

Excused: N/A - One vacancy remains on the Commission at this time.

Others in attendance: Joel Lemke-Public Utilities and Transportation Director, Susan Lemke Transportation Superintendent.

The meeting was called to order by Chairperson Nichole Lysne at 4:47 p.m.

1. Roll Call.

Roll call was taken and introductions were made to Ald. Thomas Leek who was recently appointed to the Transportation Commission.

2. Approval of the March 9, 2020 Transportation Commission meeting minutes.

Fred Hopfensperger moved to approve the minutes from the March 9, 2020 Transportation Commission meeting. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

3. Approval of the March 2020 financial/claims report.

Tom Bertram moved to approve the March 2020 financial/claims report. Fred Hopfensperger seconded. Ayes all; Nays none; Motion carried.

4. Approval of the April 2020 financial/claims report.

Fred Hopfensperger moved to approve the April 2020 financial/claims report. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

5. Approval of action taken by the Transportation Commission Chair, Nichole Lysne, and Director Lemke to adjust Central Transportation services due to the COVID-19 pandemic.

In an effort to reduce the potential for spreading the Coronavirus to staff and clients a number of decisions were made by Chairperson Nichole Lysne and Director Lemke. Based on communications with the University of Wisconsin Stevens Point it was determined the Late Night Transit, and Saturday services would be discontinued and a reduction in service hours were introduced for the Campus Connection routes. A decision was made to discontinue charging fares on the fixed route bus system, which significantly reduced the potential for contamination for the Bus Operators. Fred Hopfensperger moved to approve all action taken by Chairperson Nichole Lysne and Director Lemke for the COVID-19 pandemic. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

6. Discussion and approval to accept federal "CARES Act" (Coronavirus, Aid, Relief, and Economic Security Act) funding for the 2020 5311 operating budget.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by Congress to aid public transit systems' response to the wide-ranging effects of the COVID-19 pandemic. The CARES Act funds cover 100 percent of net operating costs

(expenses minus revenues) from January 20th, 2020 forward. CARES Act funds can be carried over to assist with 5311 operating costs in 2021 and possibly beyond. Central Transportation also receives 85.20 state funding to assist in operating costs. The 85.20 state funds that have been allocated to Stevens Point for CY2020 cannot be carried over. State funding not used in CY2020 will be allocated to another state transportation program. State funding requires a 20% match. WisDot has requested state public transportation programs determine how much of their allocated state funding each program wishes to accept in 2020. The 20% local match for state funding was allocated when the grant application was filed and remains available for use as local share match for state funds. Ald. Mary Kneebone moved to accept 100% of the state allocation for CY2020. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

7. Nominations and appointment of the Transportation Commission Chair and Vice-Chair.

Mary Kneebone nominated Nichole Lysne for Transportation Commission Chair. 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. Mary Kneebone nominated Karalyn Peterson for the Transportation Commission Vice-Chair. 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.

8. Adjourn.

Chairperson Nichole Lysne adjourned the Transportation Commission meeting at 5:28 p.m. noting the next meeting will be held at 4:45 p.m. on June 8, 2020.

REPORT TO THE JUNE 2020
MEETING OF THE TRANSPORTATION COMMISSION
FINANCIAL/CLAIMS REPORT

FINANCES:

Bank Balance as of May 1, 2020

\$ 848,170.45

Bank Deposits recorded in May 2020

\$ 237,430.40

\$ 1,085,600.85

CHECKS ISSUED SINCE THE MAY 2020 MEETING:

5668	Employee Wages	Salaries	\$ 1,347.03	
5669	Employee Wages	Salaries	\$ 689.01	
5670	Employee Wages	Salaries	\$ 939.79	
5671	Employee Wages	Salaries	\$ 1,429.70	
5672	CSPC Ohio Child Support Pymt	Child Support	235.38	
	Central			
5673	Edward L Severson	Mileage Reimbursement	151.23	
5674	Ronald Sutheimer	Mileage Reimbursement	207.00	
5675	United Way of Portage Cty	United Way	13.00	
5676	WI Council 32 Per Capita Tax Trust	Union Dues	288.07	
5677	Baker Tilly Virchow Krause, LLP	Audit Charges	4,610.46	
5678	Cintas Corp #442	Uniforms, mats, towels, solution	553.63	
5679	Courtesy Cab	Courtesy Taxi Rides	140.75	
5680	Energetix Corp	DOT MIS Report Preparation	43.00	Drug/Alcohol Testing
5681	Len Dudas Motors Inc	Replaced DEF Tank Heater	770.65	
5682	NAPA	Dash fan	51.99	
5683	Mastercard	Postage - Invoices	2.20	
5684	Unemployment Insurance	Unemployment Wages	831.68	
5685	WI Public Service	Monthly Utility Charges	2,122.20	
5686	City of Stevens Point	Insurance, retirement, fuel & employee	43,997.63	
5687	RMM Solutions Inc.	Managed Services	1,083.86	IT Support Services
5688	Schultz Property Management	Restroom Use Fee	300.00	Downtown for Drivers
5689	Employee Wages	Salaries	1,355.87	
5690	Employee Wages	Salaries	1,325.76	
5691	Employee Wages	Salaries	612.75	
5692	Employee Wages	Salaries	1,535.18	
5693	CSPC Ohio Child Support Pymt	Child Support	235.38	
5694	United Way of Portage Cty	United Way	13.00	
	Dept of Justice	Record Check	7.00	Background Check/New Em
	Verizon	Mobile Data Terminals	400.40	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	1,732.16	
EFT	Payroll	5/14/2020	30,407.82	
EFT	Payroll	5/28/2020	32,242.11	
	IRS	Payroll Taxes - Fed	31,679.93	
	WI Dept of Revenue	Payroll Taxes - State	6,362.60	
	TOTAL OF CHECKS LISTED		\$ 167,813.22	\$ 167,813.22
	BALANCE ON HAND MAY 31, 2020			\$ 917,787.63

Balance on Hand	\$ 917,787.63
Plus checks written after end of month	
Less checks from last commission meeting	\$ (2,059.55)
Plus uncleared checks	\$ 2,517.00
Less checks previously written clearing this month	\$ (62,137.34)

Ending Cash Balance matching Bank Statements

\$	856,107.74
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ACCESS TO PROPERTY AGREEMENT

The City of Stevens Point, hereinafter called "City," and Wisconsin Central Ltd, a Delaware corporation, hereinafter called "Railroad," hereby enter into this Access to Property Agreement regarding access to Owner's property at the following location (the "Site"):

Legal Description: Lot 1 of CSM #10055 of Portage County Deeds, City of Stevens Point, Portage County, WI.

**2700 Week Street
Stevens Point, WI 54482**

The terms of this Access to Property Agreement are as follows:

1. The access to the property granted by City to Railroad, its employees, agents, assigns or contractors, is in consideration of the promises and assurances provided by Railroad regarding the performance of the work under the conditions set forth below.
2. City grants Railroad and its employees, agents, assigns or contractors a revocable, non-exclusive license for access across the Site for the purpose of accessing the railroad that is located immediately north of the property described above.
3. Railroad assures the City that all Railroad materials and equipment shall be removed from the property and the property restored, as nearly as reasonably possible, to the condition it was in at the time Vendor accessed the site.
4. Railroad and its employees, agents, assigns or contractors will comply with all city, county, state, and federal laws, statutes, regulations, and ordinances which may affect or pertain to the environmental activities conducted at the Site.
5. Railroad agrees to use the point and route of access as determined most agreeable by the City, which could change from time to time.
6. By signing this agreement, Vendor hereby represents and warrants that any Railroad contractor doing work pursuant to this agreement at the Site shall have adequate insurance.
8. The parties signing below warrant that the signatories have the necessary authority to enter into this agreement. Owner signing below warrants that it is the owner in fee simple of property at 2700 Week Street as described above.

City of Stevens Point:

_____/ / 2020
Mayor, Mike Wiza Date

Wisconsin Central Ltd:

_____/ / 2020
James Fountain, Sr. Manager Real Estate Date