

Our intention is to have in-person meetings going forward. For the time being, we will hold the Transportation Commission at Central Transportation (2700 Week Street). 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
March 14, 2022 - 4:45 PM**

Central Transportation
OR
Zoom Teleconferencing

Meeting ID: 884 6556 6941 | Passcode: 12456

By Computer: <https://us06web.zoom.us/j/88465566941?pwd=YUwvRFJlWmJ6ZTdYRGpGaWpoQytsdz09>

By Phone: +1-312-626-6799 (US Chicago)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of February 14, 2022 minutes
3. Approval of the February 2022 financial/claims report
4. Approval of Rural Route bid restructuring
5. Update from the Transportation Superintendent:
 - Passio Go
 - LNT route updates
 - Staff Update
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.

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Minutes

1. Roll Call.

Present via Zoom: Chair - Nichole Lysne, Greg Koepel, Tom Bertram, Ald. Marc Christianson, Ald. Mary Kneebone, Vice Chair - Karalyn Peterson
Others: Talin Scheuermann, Joel Lemke, Kaitlyn Wall

2. Approval of January 10, 2022 Transportation Commission minutes

Greg Koepel moved to approve the January 10, 2022 minutes. Karalyn Peterson Seconded. Ayes all; Nays none; Motion carried

3. Approval of the January 2022 financial/claims report

Ald. Marc Christianson moved to approve the January 2022 financial/claims report. Ald. Mary Kneebone Seconded. Ayes all; Nays none; Motion carried

4. Discussion on waiving fares for SentryWorld's 2023 USGA event in lieu of advertising revenue.

Superintendent Scheuermann and Director Lemke presented the idea of doing special routes and waiving fixed route bus fares for this event in Stevens Point to help with traffic congestion and serve the community. The event is June 27-July 2, 2023. We will consider routes to serve parking and housing needs. Tom Bertram discussed the opportunity of waiving fares for all fixed routes that week.

Ald. Mary Kneebone made a motion to allow Central Transportation to explore dedicated routes for SentryWorld's 2023 USGA event with the consideration that local costs will be offset with advertising revenue. Ald. Marc Christianson Seconded. Ayes all; Nays none; Motion carried

5. Next meeting date – March 14, 2022 at 4:45pm

6. Adjournment.

Meeting adjourned at 5:15pm

Report to the March 2022
Meeting of the Transportation Commission

Finances:

Bank Balance as of December 1, 2021

\$952,938.05

Bank Deposits recorded in December 2021

\$468,637.79

\$1,421,575.84

Checks Issued since the last meeting (February 2022):

6648 Employee Wages	Salary	\$1,171.20
6649 CSPC Ohio Child Support Pymt	Child Support	\$235.38
6650 United Way of Portage Cty	United Way	\$4.00
6651 WI Council 32 Per Capita Tax Trust	Union Dues	\$343.04
6652 Fairchild Equipment	Forklift Inspection	\$180.20
6653 Fastenal Company	Shop Materials	\$27.02
6654 Gillig LLC	DEF Head Sensor	\$1,257.07
6655 Graybar	LED Drivers For Flood Lights	\$206.39
6657 O'Reilly Auto Parts	Thermostat	\$37.59
6658 Schultz Property Management	Bathroom Rental	\$200.00
6659 Wisconsin Mechanical Solutions, Inc	HVAC Maintenance	\$1,531.71
6660 UWSP Printing & Design	LNT Maps	\$562.00
6661 Baker Tilly Virchow Krause, LLP	Payroll Audit	\$1,596.25
6662 Cintas Corp #442	Mats, Towels, & Solution	\$268.64
6663 Community Transp. Assoc. of America	CTAA Annual Rural Membersl	\$350.00
6664 Courtecy Cab	Purchased Service	\$904.50
6665 Len Dudas Motors Inc	DEF System Repair	\$1,290.62
6666 NAPA	Brake Pads	\$91.27
6667 Stevens Point Public Utilities	Snowplowing	\$81.11
6668 WI Public Transportation Association	WIPTA Annual Membership	\$1,481.25
6669 Employee Wages	SALARIES	\$1,156.38
6670 CSPC Ohio Child Support Pymt Cent	Child Support	\$235.38
6671 Dorothy Tess	Volunteer Reimbursement	\$22.82
6672 United Way of Portage Cty	United Way	\$4.00
6673 WI Council 32 Per Capita Tax Trust	Union Dues	\$343.04
6674 Cintas Corp #442	Uniforms	\$235.52
6676 Energetix Corp	Random Drug Test	\$58.25
6677 Gillig LLC	Pre Air Filters	\$527.43
6678 TBR Plasma and Fab	Employee Wages	\$190.80
6679 Stevens Point Public Utilities	Certified Mail	\$1.98
6679 Stevens Point Public Utilities	Certified Mail	\$5.93
6680 UWSP Printing & Design	Student Information Cards	\$262.00
6681 Beaver of Wisconsin	Carwash Soap	\$63.75
6682 Cintas Corp #442	Uniforms, Nitrile Gloves	\$597.97
6683 City of Stevens Point	Workers Comp Premiums	\$1,902.41
6684 Heartland Business Systems. LLC	Managed IT Services	\$335.43
6685 NAPA	Parts Washer Fluid	\$305.97
6686 Stevens Point Public Utilities	Snowplowing	\$41.89
6687 Mastercard	Janitorial Supplies, Vacuum	\$1,433.79
6688 UWSP Printing & Design	Student Information Cards	\$821.59
6689 UWSP Printing & Design	LNT Poster	\$6.89
6690 UWSP Printing & Design	LNT Posters	\$6.89
Verizon	Verizon Bill	\$400.40
Wisconsin Public Service	Utility Payment	\$4,174.88

	Great America Financial Services	Copier Lease	\$149.81	
	Volunteer Drivers	Mileage Reimbursement	\$5,579.67	
EFT	Payroll	2/3/2022	\$35,239.06	
EFT	Payroll	2/17/2022	\$38,282.35	
	Delta Dental	Insurance premiums	\$557.02	
	IRS	Payroll Taxes - Fed	\$22,624.18	
	WI Dept of Revenue	Payroll Taxes - State	\$4,110.53	
	Total of checks listed		<u>\$131,497.25</u>	<u>\$131,497.25</u>
	Balance on hand February 28, 2021			<u>\$1,290,078.59</u>

	Balance on hand February 28, 2021	<u>\$1,290,078.59</u>
	Plus checks written after end of month	\$3,025.40
	Less checks from last commission meeting	
	Plus uncleared checks	\$8,032.40
	Less checks previously written clearing this month	-\$6,563.61
	Ending Cash Balance matching Bank Statements	<u>\$1,294,572.78</u>



TO: Transportation Commission

RE: Rural route bids

We currently have 3 rural route bids and 3 fill-in drivers. We would like to restructure these routes to include 4 bid drivers and 2 fill-in drivers. This restructuring gives us better coverage for staff shortages as well as adding 3 days of on demand service, which is an improvement from a single day shopping route.

This change would result in paying benefits to the 4th bid route driver because fill-in drivers are not eligible for benefits. With increases in grant funding under the 5311 programs as well as the recent decrease in special event rides this will have no immediate impact to the transportation budget. Additionally, this change impacts the County's contribution to the program, not the City's contribution. The County ADRC Director (Cindy Piotrowski) has given approval for this change. Other funding for these routes is covered through State and Federal Grants.

Changes in total hours in the current vs. proposed structure look like this:

Current Bids

1 City Nutrition	25.50
2 Junction City	36.00 Hours
3 Amherst/Plover	30 Hours

91.50 -Total Hours

Proposed Bids

Rural Route 1	30 hours
Rural Route 2	28 hours
Rural Route 3	26.50 hours
Rural route 4	16.50 hours

101 -Total Hours

Central Transportation staff respectfully requests permission to make the modification to bid vs. fill-in routes as outlined above.

Thank you for your consideration,

Talin Scheuermann
Transportation Superintendent