

Our intention is to have in-person meetings going forward. For the time being, we will hold the Transportation Commission meetings at 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
July 11, 2022 - 4:45 PM**

Central Transportation
2700 Week St, Stevens Point, WI

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 the May 9, 2022 minutes
3. Approval of the May and June 2022 financial / claims report
4. Nominations and election of Chairperson and Vice Chairperson of the Transportation Commission
5. Approval to place 2022 CARES Act funds in an internally restricted fund for future transit capital expenses
6. Next meeting date (August 8, 2022 - 4:45pm)
7. 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 9, 2022 - 4:45 PM**

Minutes:

Discussion and Possible Action on:

1. Roll Call

Present via Zoom: Vice Chair - Karalyn Peterson, Tom Bertram, Ald. Marc Christianson, Ald. Mary Kneebone, Talin Scheuermann, Tom Carroll
Present: Kaitlyn Wall

2. Approval of April 11, 2022 minutes

Tom Bertram moved to approve the April 11, 2022 minutes. Ald. Mary Kneebone Seconded. Ayes all; Nays none; Motion carried.

3. Approval of the April 2022 financial / claims report

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

4. Approval to use transit general funds for the purchase of a paratransit vehicle - local cost \$18,056

Due to increased cost Central Transportation is only able to purchase two paratransit vehicles with our current order. This third vehicle will be funded through a procurement at 20% local cost.

Ald. Mary Kneebone moved to approve the use of transit general funds for the purchase of paratransit vehicle- local cost \$18,056. Tom Bertram Seconded. Ayes all; Nays none; Motion carried.

5. Approval to waive fares for people 18 and under - June 6, 2022 to September 2, 2022

Ald. Marc Christianson moved to approve to waive fares for people 18 and under - June 6, 2022 to September 2, 2022. Tom Bertram Seconded. Ayes all; Nays none; Motion carried.

6. Next meeting date:

June 13, 2022 - 4:45pm

7. Adjournment

Meeting adjourned at 4:57pm.

Meeting of the Transportation Commission**Finances:**

Bank Balance as of June 1, 2021

\$1,256,129.46

Bank Deposits recorded in June 2021

\$20,335.93

\$1,276,465.39**Checks Issued since the last meeting (March 2022):**

6854 Beaver of Wisconsin	Coupler	\$7.00
6855 CDW Government	Laptop	\$2,580.00
6856 Cintas Corp #442	Uniforms	\$269.21
6858 Mid-State Truck Service Inc	Water Pump	\$131.43
6859 Midwest Equipment Specialists	Performed Lift Inspection	\$1,080.00
6860 NAPA	Bulbs	\$362.46
6861 UWSP Printing & Design	Fixed Route Promo Posters	\$13.72
6862 Wisconsin Mechanical Solutions, Inc	Repaired AC Unit	\$476.27
6863 Employee	SALARIES	\$1,198.72
6864 Jeanette Osowski	Mileage Reimbursement	\$191.30
6866 United Way of Portage Cty	United Way	\$4.00
6867 WI Council 32 Per Capita Tax Trust	Union Dues	\$343.04
6868 Arbuckles	Bathroom Rental	\$200.00
6869 Baker Tilly Virchow Krause, LLP	Audit	\$2,700.00
6870 Cintas Corp #442	Cleaning Supplies and Floor Mats	\$260.40
6871 Courtesy Cab	May Subsidized Taxi Rides	\$1,357.44
6872 Energetix Corp	DOT Random Tests	\$214.75
6873 Frank's Hardware	Air Line Couplers	\$5.30
6874 Gillig LLC	Fan Valve Assembly	\$1,406.88
6875 OnSolve	Automated Call Service	\$558.90
6876 PassioTech	Monthly Subscription	\$911.50
6877 Per Mar Security Services	Repaired Sensor Door #9	\$177.95
6878 Spectra Print	City Bus Maps	\$909.00
6879 UWSP Printing & Design	UWSP Orientation Maps	\$48.00
6880 Employee	SALARIES	\$1,129.44
6881 Jeanette Osowski	Mileage Reimbursement	\$170.82
6882 Dorothy Tess	Mileage Reimbursement Reissued	\$26.33
6883 United Way of Portage Cty	United Way	\$4.00
6884 WI Council 32 Per Capita Tax Trust	Union Dues	\$321.26
6885 Cintas Corp #442	Uniforms	\$259.39
6886 Ecolane USA Inc		\$1,250.00
6887 Mid-State Truck Service Inc	Crankcase Filters	\$459.93
6888 NAPA	Wiring Harness	\$60.04
6889 Employee	Meal Reimbursement	\$68.00
6890 Wisconsin Mechanical Solutions, Inc	A/C PM, Replaced Fan Motors	\$1,484.26
6891 American Welding and Gas Inc	Argon 5 yr Lease	\$248.90
6892 Cintas Corp #442	Mats and Cleaning Supplies	\$277.33
6893 City of Stevens Point	Workers Comp Premiums	\$1,821.87
6894 Fastenal Company	Bathroom Tissue	\$37.60
6895 Gillig LLC	Fan Control Kit	\$618.22
6896 Heartland Business Systems. LLC	Managed IT Services	\$336.38
6897 Mid-State Truck Service Inc	Gaskets	\$38.89
6898 NAPA	Batteries	\$355.22
6899 Per Mar Security Services	Annual Maintenance Fee	\$778.44

6900 UWSP Printing & Design	Passio Flyers	\$6.60
6901 Wisconsin Mechanical Solutions, Inc	Repair AC Condensing Unit	\$1,866.00
6902 Arbuckles	Bathroom Rental	\$200.00
6903 Cintas Corp #442	MATS, TOWELS AND SOLUTIONS	\$271.86
6904 County Materials	Landscaping Rock	\$515.84
6905 Gillig LLC	Hose Assembly	\$264.29
6906 Heartland Business Systems. LLC	Managed IT Services	\$655.60
6907 Kimball Midwest	Cable Ties, Butt Connectors	\$71.50
6908 Mid-State Truck Service Inc	Transmission Filters	\$148.60
6909 NAPA	Turn Signal Relays	\$230.19
6910 Francine Pagel	Refund to Francine Pagel	\$15.00
6911 Stevens Point Public Utilities	Water Bill 3" P	\$2,464.32
6912 Tire Technologies Inc	RECAP TIRES	\$745.28
6913 U.S. Bank	Cooler, Water, Cleaning Supplies, Pap	\$2,090.76
6914 UWSP Printing & Design	UWSP Student Orientation Flyers	\$89.00
Verizon	Verizon Bill	\$400.40
Wisconsin Public Service	Utility Payment	\$1,934.94
Great America Financial Services	Copier Lease	\$95.00
Volunteer Drivers	Mileage Reimbursement	\$7,941.33
EFT Payroll	6/9/2022	\$36,295.64
EFT Payroll	6/23/2022	\$35,784.12
Delta Dental	Insurance premiums	\$515.73
IRS	Payroll Taxes - Fed	\$21,626.18
WI Dept of Revenue	Payroll Taxes - State	\$3,483.99
Total of checks listed		\$142,865.76
Balance on hand June 30, 2022		\$1,133,599.63

Balance on hand June 30, 2021	\$1,133,599.63
Less checks from last commission meeting	
Plus uncleared checks	\$14,038.62
Less checks previously written clearing this month	-\$41,424.45
Ending Cash Balance matching Bank Statements	\$1,106,213.80

Meeting of the Transportation Commission**Finances:**

Bank Balance as of May 1, 2021

\$875,558.25

Bank Deposits recorded in May 2021

\$527,511.71

\$1,403,069.96**Checks Issued since the last meeting (March 2022):**

6802 A Plus Doors LLC	Garage Door Repair	\$116.05
6803 Arbuckles	Bathroom Rental	\$200.00
6804 City of Stevens Point	Workers Compensation Premiums	\$2,924.40
6805 Courtesy Cab	April Courtesy Cab Rides	\$975.49
6806 Employee	CDL Reimbursement	\$50.00
6807 FleetPride	Brake Shoe Kits	\$148.60
6808 Frank's Hardware	Bolt	\$2.99
6810 Heartland Business Systems. LLC	Microsoft 365 Subscription	\$359.80
6811 Mid-State Truck Service Inc	DPF Filter	\$2,440.79
6812 UWSP Printing & Design	Route change posters	\$20.67
6813 Employee	Conference meal reimbursement	\$44.00
6814 Employee	SALARIES	\$476.35
6815 Employee	SALARIES	\$1,255.01
6816 Volunteer	Mileage Reimbursement	\$115.83
6817 United Way of Portage Cty	United Way	\$4.00
6818 WI Council 32 Per Capita Tax Trust	Union Dues	\$343.04
6819 Aspirus Medical Group, Inc.	DOT Drug Screens and Physical	\$377.50
6820 Baker Tilly Virchow Krause, LLP	Audit	\$3,653.82
6821 Batteries Plus Bulbs	Pressure Washer Battery	\$124.25
6822 CDW Government	Analog Voice Gateway	\$2,607.36
6823 Cintas Corp #442	Uniforms	\$348.64
6824 Hartland Lubricants & Chemicals	DEF	\$813.71
6825 Mid-State Truck Service Inc	R134A	\$1,428.80
6826 PassioTech	Passio Subscription	\$911.50
6827 Safelite Auto Glass	Bus Windshield- 521	\$209.99
6828 Service Motor Company, Inc.	Lawn Mower Tune Up	\$77.04
6829 Stevens Point Auto Center	Air Filter Assembly	\$26.16
6830 Taptco	ELDT Software/ Classroom Package	\$8,025.00
6831 Nathan Brost	CDL Reimbursment	\$150.00
6832 Cintas Corp #442	Uniforms	\$213.22
6833 Diamond Manufacturing Inc	Fare Box Vaults and Keys	\$281.50
6834 Energetix Corp	Preemployment Drug Test	\$58.25
6835 FleetPride	Payment Towards Accidental Refund	\$30.80
6836 Graybar	Cable Ties & Duct Tape	\$21.68
6837 Heartland Business Systems. LLC	Managed IT Services	\$341.72
6838 NAPA	Exhaust Parts	\$47.80
6839 Stevens Point Public Utilities	Plowing and Salting	\$76.27
6840 U.S. Bank	Zoom Subscription, Adobe, Newspaper	\$2,333.18
6841 Employee	SALARIES	\$1,155.80
6842 Volunteer	Mileage Reimbursement	\$257.40
6843 United Way of Portage Cty	United Way	\$4.00
6844 WI Council 32 Per Capita Tax Trust	Union Dues	\$343.04
6845 Thomas Carroll	TSI Conference Meal Reimbursment	\$68.00
6846 Cintas Corp #442	Uniforms	\$274.68

6847 City of Stevens Point	Workers Comp Premium	\$2,041.63
6848 Mid-State Truck Service Inc	Air Dryer	\$1,592.20
6849 Portage County Treasurer	85.21 2021 Aid Moved To Trust Fund	\$28,681.36
6850 Employee	TSI Conference Meal Reimbursment	\$68.00
6851 Summit Companies	Annual Sprinkler Inspection	\$359.00
6852 US Ticket	Fixed Route Tickets	\$242.96
6853 UWSP Printing & Design	UWSP Bus Flyers	\$507.65
Verizon	Verizon Bill	\$400.40
Wisconsin Public Service	Utility Payment	\$2,527.06
Great America Financial Services	Copier Lease	\$95.00
Volunteer Drivers	Mileage Reimbursement	\$8,019.68
EFT Payroll	5/12/2022	\$37,635.15
EFT Payroll	4/20/2022	\$39,380.27
Delta Dental	Insurance premiums	\$515.73
IRS	Payroll Taxes - Fed	\$23,210.39
WI Dept of Revenue	Payroll Taxes - State	\$3,789.43
Total of checks listed		\$182,804.04
Balance on hand May 31, 2022		\$1,220,265.92

Balance on hand May 31, 2021	<u>\$1,220,265.92</u>
Less checks from last commission meeting	
Plus uncleared checks	\$41,147.45
Less checks previously written clearing this month	-\$7,283.91
Ending Cash Balance matching Bank Statements	\$1,254,129.46

City of Stevens Point - Transit
5-year capital spending plan

The requests below represent what will be submitted by Transit to the City for the upcoming CIP cycle. The amounts have been adjusted from previous year requests to reflect recent changes in prices.

2022 / Previously approved capital requests (Total \$102,500)

Project: Support vehicle \$30,000 of Transit general funds

Project: 3 Paratransit vehicles \$54,444 approved City capital (*not spent due to chassis shortage 2020*) - \$18,056 approved Transit general funds (not spent due to chassis shortage)

2023 (Total \$306,000)

Raise in price due to increase vehicle costs

Project: 3 Fixed route buses \$1,545,000 - Federal Grant covers 80% and local share is \$306,000

2024 (Total \$35,000)

Raise in price due to increase vehicle costs

Project: Support vehicle \$35,000

2025 (Total \$23,000)

Raise in price due to increase vehicle costs

Project: 1 Paratransit vehicle \$115,000 - Federal Grant covers 80% and local share is \$23,000

2026 (Total \$35,000)

Raise in price due to increase vehicle costs

Project: Support vehicle \$35,000

Other capital projects to consider:

Downtown Transfer Center \$2,000,000

Bus wash replacement \$250,000

Updated Shelters \$100,000



TO: Transportation Coordinating Committee

RE: 2022 Cares Act Funds

Wisconsin DOT recently announced they have remaining CARES Act funds to boost the transit funding percentage for our tier (in conjunction with conventional 5311 funds) to almost 74% - well above its normal level.

Central Transportation will be eligible for \$493,267 of CARES Act funds.

These funds are eligible to be used toward local funding efforts which are covered not only by Stevens Point but also by Portage County, Whiting, Crossroads Commons, grants and in-kind donations.

With approximately \$400,000 of budgeted capital expenses in years 2023-2026 alone (see attachment), we recommend placing the 2022 CARES Act funds in an internally restricted fund for future transit capital expenses. This would allow funds allocated to transportation to be invested back into transportation as well as provide the City relief by taking capital projects off of the annual capital request schedule through at least 2026.

Staff respectfully requests permission to place 2022 CARES Act funds in an internally restricted fund for future transit capital expenses as outlined above.

Transportation Superintendent,

A handwritten signature in black ink, appearing to read 'Talin Scheuermann', is written over the printed name.

Talin Scheuermann

7/1/2022