

Our intention is to have in-person meetings going forward. For the time being, we will hold the Transportation Commission 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
April 10, 2023 - 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

I. Discussion and Possible Action on:

1. Roll Call / Introductions.
2. Approval of February the 13, 2023 minutes.
3. Approval of the February 2023 and March 2023 Financial/Claims report.
4. Approval to offer new hire "stay on" bonuses up to \$2,000.
5. Approval to offer referral bonuses up to \$500.
6. Next meeting date - May 8, 2023.
7. Discussion of committee procedures.
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
February 13, 2023 - 4:45 PM**

Central Transportation
2700 Week Street, Stevens Point, Wisconsin
OR
Zoom Teleconferencing

Minutes

I. Discussion and Possible Action on:

1. **Roll Call**

Present: Karalyn Peterson, Chair-Greg Koepel

Present via Zoom: Tom Bertram, Ald. Mary Kneebone, Ald. Marc Christianson, Ald. Dean Shuda

Not Present: Vice Chair-Nichole Lysne, Jessa Michie

Other Present: Talin Scheuermann, Tom Carroll, Kaitlyn Wall, Joel Lemke

2. **December 12, 2022 minutes**

No corrections, minute's approved.

3. **December 2022 and January 2023 Financial/Claims report**

Ald. Marc Christianson made a motion to approve the December 2022 and January 2023 Financial/Claims report. Ald. Mary Kneebone Seconded. Ayes all; Nays none; Motion carried.

4. **2023 "Youth Ride Free" Summer program**

Karalyn Peterson made a motion to approve the 2023 "Youth Ride Free" Summer program. Ald. Mary Kneebone Seconded. Ayes all; Nays none; Motion carried.

5. **Program and staff updates**

Superintendent Scheuermann discussed 2023 Senior PGA event, transfer center planning, new route addition, and staff updates.

6. **Recurring meeting schedule**

Chair-Greg Koepel opened a discussion on the frequency of the meetings. After discussion no changes were made to the meeting schedule.

7. **Next meeting date - March 13, 2023**

8. **Adjournment**

Meeting adjourned at 5:06pm

Meeting of the Transportation CommissionFinances:

Bank Balance as of Feb 1, 2023

\$1,557,852.22

Bank Deposits recorded in Feb 2023

\$26,116.15

\$1,583,968.37Checks Issued since the last meeting (January 2023):

02/03/2023	7249 Employee	Salaries	1,270.97
02/02/2023	7252 Arbuckles	Bathroom Rental	200.00
02/02/2023	7253 Bushman Electric Crane & Sign	Logo stickers for buses	836.00
02/02/2023	7254 Cintas Corp #442	Cleaning Supplies, Mats, and Towels	255.35
02/02/2023	7255 City of Stevens Point	Workers Compensation Premiums	1,892.81
02/02/2023	7256 Fastenal Company	Mounting Hardware	258.99
02/02/2023	7257 Graybar	Circuit Breaker	520.26
02/02/2023	7258 Halron Lubricants Inc	DEF Fluid	705.00
02/02/2023	7259 Kramar Plumbing	Backflow Inspections	450.00
02/02/2023	7260 NAPA	Brake Pads, Rotors, Calipers, and Seals	579.93
02/02/2023	7261 Northway Communications Inc	Antennas and Cables	142.00
02/02/2023	7262 PassioTechnologies LLC - CID 253	Bus Mounted Tablets	10,252.00
02/10/2023	7263 Aspirus Medical Group, Inc.	Preemployment drug test	305.50
02/10/2023	7264 Baker Tilly Virchow Krause, LLP	Financial Statement Audit	2,952.56
02/10/2023	7265 Cintas Corp #442	Cleaning Supplies	264.26
02/10/2023	7266 City of Stevens Point	Health Premiums, Fuel, WRS, I.T.	49,198.14
02/10/2023	7267 Courtesy Cab	January subsidized taxi rides	941.40
02/10/2023	7268 Energetix Corp	DOT Random	58.25
02/10/2023	7269 Frank's Hardware	Drill and Socket	421.17
02/10/2023	7270 Halron Lubricants Inc	Oil Sample Kits	300.00
02/10/2023	7271 PassioTechnologies LLC - CID 253	Passio Monthly Subscription	911.50
02/10/2023	7272 Stevens Point Public Utilities	Snowplowing	421.92
02/10/2023	7273 Star Business Machines Inc.	Copier Rental	81.00
02/10/2023	7274 Summit Companies	Extinguisher inspection	428.75
02/10/2023	7275 US Ticket	"One Ride" agency tickets	139.75
02/10/2023	7276 UWSP Printing & Design	June Bus Passes	135.75
02/17/2023	7277 Employee	SALARIES	1,236.26
02/14/2023	7278 Volunteer	Mileage Reimbursement	111.25
02/14/2023	7279 WI Council 32 Per Capita Tax Trust	Union Dues	332.62
02/17/2023	7280 Cintas Corp #442	Uniforms	320.00
02/17/2023	7281 City of Stevens Point	Worker Comp Premium	1,949.06
02/17/2023	7282 Fastenal Company	Safety Vest	112.88
02/17/2023	7283 Gillig LLC	Warning Alarm	823.62
02/17/2023	7284 Heartland Business Systems. LLC	Domain Consolidation	67.74
02/17/2023	7285 Marshfield Clinic	Annual Consortium fee for D&A Testing	200.00
02/17/2023	7286 Northway Communications Inc	Antennas and Hardware	180.88
02/17/2023	7287 Service Motor Company, Inc.	Oil & Filter For Mower	39.02
02/23/2023	7288 Cintas Corp #442	Cleaning Supplies and Rags	269.94
02/23/2023	7289 Community Care Community Care	Point Plus Account Credit	50.00
02/23/2023	7290 Frank's Hardware	Hacksaw Blade	42.73
02/23/2023	7291 Gillig LLC	Clamp, T-Bolt, Constant Torque	106.72
02/23/2023	7292 Heartland Business Systems. LLC	Monthly Managed IT Services	338.40
02/23/2023	7293 Employee	CDL test reimbursement	150.00
02/23/2023	7294 Mid-State Truck Service Inc	NO2 Sensor	843.69

02/23/2023	7295	Stevens Point Public Utilities	Salting	18.22
02/23/2023	7296	TBR Plasma and Fab	Rear Steps New Cutaway Buses	1,720.00
02/23/2023	7297	Tire Technologies Inc	Tires	2,005.55
02/23/2023	7298	U.S. Bank	Stepwell Heater, Waste Baskets, Sensor	1,708.14
02/28/2023	7300	Volunteer	Mileage Reimbursement	47.54
02/28/2023	7301	WI Council 32 Per Capita Tax Trust	Union Dues	332.62
2/1/2023		Delta Dental	Insurance premiums	\$449.82
2/14/2023		Verizon	Verizon Bill	\$300.40
2/21/2023		Wisconsin Public Service	Utility Payment	\$3,643.10
2/16/2023		Great America Financ Services	Copier Lease	\$95.00
		Volunteer Reimbursement	2/2/2023	\$3,313.24
		Volunteer Reimbursement	2/16/2023	\$3,005.35
	EFT	Payroll	2/2/2023	\$38,774.96
	EFT	Payroll	2/16/2023	\$39,547.75
		IRS	Payroll Taxes - Fed	\$22,486.18
		WI Dept of Revenue	Payroll Taxes - State	\$3,699.50
Total of checks listed				<u>\$202,245.44</u>
Balance on hand February 28, 2023				\$1,381,722.93

Balance on hand February 28, 2023	<u>\$1,381,722.93</u>
Plus uncleared checks	\$8,987.34
Less checks previously written clearing this month	-\$4,470.23
Ending Cash Balance matching Bank Statements	<u>\$1,386,240.04</u>

Meeting of the Transportation CommissionFinances:

Bank Balance as of March 1, 2023

\$1,386,240.04

Bank Deposits recorded in March 2023

\$123,342.61

\$1,509,582.65Checks Issued since the last meeting (January 2023):

03/03/2023	7299 Employee	SALARIES	1,225.47
03/02/2023	7302 Automated Energy Solutions	HVAC Software	131.00
03/02/2023	7303 Cintas Corp #442	Uniforms / Janitorial Supplies	321.61
03/02/2023	7304 Frank's Hardware	Elbow and Grinder Wheels	20.34
03/02/2023	7305 Gannett WI Media	Newspaper Ad for Grant Award	303.74
03/02/2023	7306 Heartland Business Systems. LLC	Domain Consolidation	664.91
03/02/2023	7307 Mid-State Truck Service Inc	Fuel Delivery Components	1,892.30
03/02/2023	7308 PassioTechnologies LLC - CID 253	Passio Subscription/ Mod. for Direct Dispa	3,381.00
03/02/2023	7309 Stevens Point Auto Center	Air Filter Assy.	23.56
03/07/2023	7310 Mark Motors Automotive Inc	Earnest Deposit - Support Vehicle	500.00
03/10/2023	7311 Arbuckle's	Bathroom Rental	200.00
03/10/2023	7312 Aspirus Medical Group, Inc.	Pre Employment	305.50
03/10/2023	7313 CDW Government	Phone Troubleshooting	352.50
03/10/2023	7314 Cintas Corp #442	Uniforms / Janitorial Supplies	326.42
03/10/2023	7315 City of Stevens Point	Insurance, Retirement, Fuel, Fringe, IT	83,430.05
03/10/2023	7316 Courtesy Cab	Subsidized Taxi	492.20
03/10/2023	7317 Gillig LLC	Valve, ABS PMV	267.76
03/10/2023	7318 Heartland Business Systems. LLC	Domain Consolidation	147.94
03/10/2023	7319 Marshfield Clinic	DOT Random	73.00
03/10/2023	7320 Mid-State Truck Service Inc	Intake Cover and Gasket, Injector	2,019.25
03/10/2023	7321 Portage County Treasurer	Business Park Maintenance Cost	9,508.35
03/10/2023	7322 Stevens Point Public Utilities	Plowing and Salting	289.06
03/10/2023	7323 Ron Turley Associates, Inc.	Annual Renewal Fee	2,482.72
03/10/2023	7324 Tire Technologies Inc	Powder Coat Rims	380.00
03/10/2023	7325 UWSP Printing & Design	"Youth Ride Free" Poster- small	31.45
03/17/2023	7326 Employee	SALARIES	1,301.75
03/17/2023	7327 Employee	SALARIES	568.39
03/14/2023	7328 WI Council 32 Per Capita Tax Trust	Union Dues	332.62
03/16/2023	7329 Batteries Plus Bulbs	Gillig Bus Batteries	499.80
03/16/2023	7330 Cintas Corp #442	Uniforms / Janitorial Supplies	259.17
03/16/2023	7331 Cummins Sales & Service	Generator Inspection	193.61
03/16/2023	7332 Frank's Hardware	Hardware for PP handles	21.73
03/16/2023	7333 Mid-State Truck Service Inc	NO2 Sensor and Core Deposit	906.45
03/16/2023	7334 NAPA	Coolant Filter, Rotors and Brake Pads, Bal	202.14
03/16/2023	7335 Stevens Point Auto Center	Air Filters	528.00
03/16/2023	7336 Tire Technologies Inc	Tire Disposal	68.00
03/24/2023	7337 Batteries Plus Bulbs	Fire Panel Batteries	106.00
03/24/2023	7338 Bushman Electric Crane & Sign	Bus Wash Repair	120.00
03/24/2023	7339 Cintas Corp #442	Uniforms / Janitorial Supplies	286.91
03/24/2023	7340 FleetPride	U Joints	161.88
03/24/2023	7341 Frank's Hardware	Hardware - Flagpole Repair	5.88
03/24/2023	7342 Halron Lubricants Inc	Oil Test Kits	340.00
03/24/2023	7343 Heartland Business Systems. LLC	Managed It Services	336.98
03/24/2023	7344 Employee	Expense Reimbursement	13.48

03/24/2023	7345	Mid-State Truck Service Inc	Oil and Air Filters	444.89
03/24/2023	7346	O'Reilly Auto Parts	Ball Joints/Wheel Bearings 583	245.15
03/24/2023	7347	U.S. Bank	Floor mats, promotional Items, office suppl	2,808.90
03/24/2023	7348	US Ticket	Transfer Slips	139.85
03/31/2023	7349	Employee	SALARIES	1,373.66
03/30/2023	7350	Cintas Corp #442	Uniforms / Janitorial Supplies	276.57
03/30/2023	7351	Heartland Business Systems. LLC	Microsoft 365 Monthly, Storage Backup	4,948.14
03/30/2023	7352	Northway Communications Inc	Radio/Antenna Repair, Radio Signal Diagn	716.28
03/30/2023	7353	Pomp's Tire Service, Inc.	Support Vehicle Tires	623.20
03/30/2023	7354	Stevens Point Public Utilities	Plowing & Salting, 2" Water Bill	2,383.65
03/30/2023	7355	Employee	Shoe Reimbursement	130.00
03/30/2023	7356	Tire Technologies Inc	Retread Tires	849.80
03/30/2023	7357	Wisconsin Mechanical Solutions, Inc.	Boiler Diagnostics	1,420.00
3/1/2023		Delta Dental	Insurance premiums	\$647.52
3/14/2023		Verizon	Verizon Bill	\$300.40
3/20/2023		Wisconsin Public Service	Utility Payment	\$3,919.47
3/16/2023		Great America Financ Services	Copier Lease	\$135.65
3/2/2023		Volunteer Reimbursement	3/2/2023	\$3,400.14
3/16/2023		Volunteer Reimbursement	3/16/2023	\$3,056.62
3/30/2023		Volunteer Reimbursement	3/30/2023	\$4,686.78
3/2/2023		Payroll	3/2/2023	\$42,052.30
3/16/2023		Payroll	3/16/2023	\$40,165.44
3/30/2023		Payroll	3/30/2023	\$39,899.73
		IRS	Payroll Taxes - Fed	\$35,744.41
		WI Dept of Revenue	Payroll Taxes - State	\$5,889.65
Total of checks listed				<u>\$311,281.12</u>
Balance on hand March 31, 2023				\$1,198,301.53

Balance on hand March 31, 2023	<u>\$1,198,301.53</u>
Plus uncleared checks	\$11,772.88
Less checks previously written clearing this month	-\$8,987.34
Ending Cash Balance matching Bank Statements	<u>\$1,201,087.07</u>

City of Stevens Point
Transportation Department
Central Transportation



Talin Scheuermann
Transportation Superintendent
715-342-4823

TO: Stevens Point - Transportation Commission

RE: Stay-on/Referral Bonuses

We recommend offering stay-on and referral bonuses as an incentive to attract applicants for the bus operator position. Stay on and referral bonuses are a common trend in staffing and have been a long-time practice in transportation related fields. As a department and employer, we want to stay on the leading edge of staffing and ensure that we can continue to provide great transportation services in our community.

The lack of applicants has made it difficult to fill vacant bus operator positions, placing additional stress on the system to cover the shifts. We believe that this tool will help us recruit new employees to our workforce. Because staffing vacancies leave funds available the departmental budgetary impact of paying a bonus is low.

Thank you for your consideration,

Talin Scheuermann
Transportation Superintendent