Our intention is to have in-person meetings going forward. For the time being, we will hold the Transportation Commission Meetings Central Transportation, 2700 Week St. 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 28, 2023 - 4:45 PM

Central Transportation
2700 Week Street, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 884 6556 6941 | Passcode: 12456
By Computer: https://us06web.zoom.us/j/88465566941?pwd=YUwvRFJ1WmJ6ZTdyRGpGaWpoQytsdz09
By Phone: +1-312-626-6799 (US Chicago)

AGENDA

I. Discussion and Possible Action on:

1. Roll Call.
2. Approval of the May 8, 2023 minutes.
3. Approval of the May, June, and July 2023 Financial / Claims Reports.
4. Election of the vice-chairperson.
5. Approval to apply for 5310 grants.
6. Approval to extend hour-long fixed routes (Yellow and Red) by 1 hour.
7. Approval to waive fares for youth (17 & under) on fixed routes.
8. Approval to reduce Rural Bus fares from $3.50 to $2.50.
9. Next meeting date - October 9, 2023 - 4:45pm
10. 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 8, 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: Nichole Lysne, Ald. Allison Birr, Heidi Oberstadt, Tom Bertram
   Present via Zoom: Ald. Mary Kneebone, Neil Prendergast
   Not Present: Karalyn Peterson
   Other Present: Talin Scheuermann, Kaitlyn Wall

2. **April 10, 2023 minutes**
   Tom Bertram made a motion to accept the April 10, 2023 minutes. Ald. Mary Kneebone Seconded. Ayes all; Nays none; Motion carried.

3. **April 2023 Financial/Claims report**
   Ald. Mary Kneebone made a motion to accept the April 2023 Financial/Claims report. Neil Prendergast Seconded. Ayes all; Nays none; Motion carried.

4. **Election of Chairperson**
   Tom Bertram nominated Nichole Lysne as chair of the Transportation commission. Heidi Oberstadt seconded the nomination. There were no other calls for nominations, and a vote was called for. Ayes all; Nays none; Nichole Lysne is named chair of the commission.

5. **Election of Vice-Chairperson**
   Tom Bertram made a motion to table this item until the next meeting of the transportation commission. Heidi Oberstadt seconded the motion. Ayes all; Nays none; Motion carried.

6. **Next meeting date**
   June 12, 2023 – 4:45pm

7. **Adjournment.**
   Meeting Adjourned at 4:58pm

Report to the July 2023
Meeting of the Transportation Commission

Finances:

Bank Balance as of May 1, 2023	**1,038,625.80**
Bank Deposits recorded in May 2023	63,359.70
	1,101,985.50

Checks Issued since the last meeting (May 2023):

5/4/2023	7409	Cintas Corp #442	Janitorial / Uniforms	$289.33
5/4/2023	7410	City of Stevens Point	Fuel, Insurance, WRS, and Fringe Benefits	$64,120.86
5/4/2023	7411	Frank's Hardware	Hardware	$14.77
5/4/2023	7412	Halron Lubricants Inc	15W40 Oil	$1,145.00
5/4/2023	7413	NAPA	Alternator Bearing	$28.98
5/4/2023	7414	PassioTechnologies LLC - CID 253	Passio Monthly Subscription	$911.50
5/4/2023	7415	Springbook Holding Company LLC	Springbrook Subscription	$399.93
5/4/2023	7416	Transport Refrigeration, Inc.	Troubleshoot HVAC	$723.40
5/4/2023	7417	Employee	WAMM Conference Meal Reimbursement	$25.00
5/8/2023	7418	Mark Motors Automotive Inc	Purchase of replacement support vehicle	$29,748.00
5/12/2023	7419	Employee	Salary	$1,382.01
5/9/2023	7420	WI Council 32 Per Capita Tax Trust	Union Dues	$332.62
5/12/2023	7421	Baker Tilly Virchow Krause, LLP	Financial Statement, Audit	$2,059.28
5/12/2023	7422	Cintas Corp #442	Janitorial / Uniforms	$299.11
5/12/2023	7423	Courtesy Cab	Subsidized Taxi Rides	$494.55
5/12/2023	7424	Marshfield Clinic	DOT Random	$140.00
5/12/2023	7425	Mid-State Truck Service Inc	Alignment	$518.09
5/12/2023	7426	Stevens Point Public Utilities	Domain Consolidation	$324.52
5/12/2023	7427	Star Business Machines Inc.	Copier Rental	$81.00
5/12/2023	7428	UWSP Printing & Design	UWSP Orientation Cards	$427.00
5/18/2023	7429	Cintas Corp #442	Uniforms	$321.27
5/18/2023	7430	Frank's Hardware	Lawn Sprinkler Supplies	$22.25
5/18/2023	7431	Gillig LLC	Filter Covers	$98.30
5/18/2023	7432	Stevens Point Auto Center	Axle Seals	$122.50
5/18/2023	7433	Summit Companies	Fire Sprinkler Annual Inspection	$379.00
5/18/2023	7434	U.S. Bank	Lights and USB adapter	$733.74
5/18/2023	7435	US Ticket	Transfer Slips	$402.35
5/18/2023	7436	UWSP Printing & Design	Bus Passes- August	$137.25
5/26/2023	7437	Employee	Salary	$1,365.03
5/23/2023	7438	Volunteer	Mileage Reimbursement	$80.57
5/23/2023	7439	WI Council 32 Per Capita Tax Trust	Union Dues	$332.62
5/25/2023	7440	Employee	Meal Reimbursement for Conference	$51.00
5/25/2023	7441	Cintas Corp #442	Janitorial / Uniforms	$264.31
5/25/2023	7442	Frank's Hardware	Fasteners	$11.51
5/25/2023	7443	Reinders, Inc.	Lawn Sprinkler Parts	$139.37
5/1/2023		Delta Dental	Insurance premiums	566.08
5/15/2023		Verizon	Verizon Bill	135.18
5/19/2023		Wisconsin Public Service	Utility Payment	2,542.23
5/16/2023		Great America Financ Services	Copier Lease	95.00
5/11/2023		Volunteer Reimbursement	Volunteer Reimbursement	3,487.93
5/25/2023		Volunteer Reimbursement	Volunteer Reimbursement	2,486.65
5/11/2023		Payroll	Payroll	39,465.48
5/25/2023		Payroll	Payroll	37,084.18
5/12/2023		IRS	Payroll Taxes - Fed	11,791.60
5/12/2023		WI Dept of Revenue	Payroll Taxes - State	1,930.33
5/26/2026		IRS	Payroll Taxes - Fed	10,964.09
5/5/2023		WI Online Record	Background Check	7.00
5/26/2023		WI Dept of Revenue	Payroll Taxes - State	1,771.09
		Total of checks listed		220,252.86
		Balance on hand May 31, 2023		881,732.64
			Plus uncleared checks	2,464.53
			Less checks previously written clearing this month	-13,808.88
			Ending Cash Balance matching Bank Statements	**870,388.29**

Report to the Aug 2023
Meeting of the Transportation Commission

Finances:

Bank Balance as of July 1, 2023	**1,454,569.75**
Bank Deposits recorded in July 2023	559,533.49
	2,014,103.24

Checks Issued since the last meeting:

07/07/2023	7484	Employee	SALARIES	568.68
07/07/2023	7485	Employee	SALARIES	1,386.37
07/05/2023	7486	WI Council 32 Per Capita Tax Trust	Union Dues	332.62
07/07/2023	7487	Beaver of Wisconsin	3' Hose w/couplers	40.50
07/07/2023	7488	Central Door Solutions, LLC	Replacement door opener	1,274.00
07/08/2023	7490	Courtesy Cab	Taxi Rides	328.97
07/07/2023	7489	Cintas Corp #442	Uniforms / Janitorial Supplies	613.62
07/07/2023	7491	Heartland Business Systems. LLC	Help Desk Charge	28.75
07/07/2023	7492	PassioTechnologies LLC - CID 253	Monthly Subscription	911.50
07/07/2023	7493	Stevens Point Public Utilities	3" Water Bill / 2" Water Bill	2,195.78
07/13/2023	7494	Cintas Corp #442	Uniforms	314.17
07/13/2023	7495	City of Stevens Point	Fuel, Ins. Premiums, WRS, Fringe	56,095.11
07/13/2023	7496	Frank's Hardware	Roundup Weedkiller / Faucet Repair	38.42
07/13/2023	7497	Gillig LLC	HVAC Controller	442.03
07/13/2023	7498	Marshfield Clinic	DOT Random	73.00
07/13/2023	7499	Mid-State Truck Service Inc	Water Filters	16.68
07/13/2023	7500	NAPA	Gasket and Bolt	19.48
07/13/2023	7501	Stevens Point Auto Center	Brake Parts	436.94
07/21/2023	7502	Employee	SALARIES	530.42
07/21/2023	7503	Employee	SALARIES	1,322.60
07/18/2023	7504	WI Council 32 Per Capita Tax Trust	Union Dues	310.07
07/21/2023	7505	Baker Tilly Virchow Krause, LLP	Audit	3,562.00
07/21/2023	7506	Thomas Carroll	Meal Reimbursement TSI Conference	123.00
07/21/2023	7507	Cintas Corp #442	Uniforms / Janitorial	263.16
07/21/2023	7508	City of Stevens Point	Worker's Comp Premiums	1,964.01
07/21/2023	7509	Gillig LLC	Slack Adjusters	207.38
07/21/2023	7510	Heartland Business Systems. LLC	Managed IT Services	324.59
07/21/2023	7511	Employee	CDL Reimbursement	40.00
07/21/2023	7512	Employee	Meal Reimbursement TSI conference	123.00
07/21/2023	7513	Springbook Holding Company LLC	Springbrook Subscription	756.00
07/21/2023	7514	Star Business Machines Inc.	Copier Rentals	193.17
07/21/2023	7515	U.S. Bank	Office, lawncare, maintenance, marketing s	3,345.02
07/21/2023	7516	UWSP Printing & Design	Maps for New Route/ Bus Stop Closure sig	120.55
07/27/2023	7517	Baker Tilly Virchow Krause, LLP	Audit	336.04
07/27/2023	7518	Cintas Corp #442	Uniforms/ Janitorial	310.99
07/27/2023	7519	Decker Supply Co Inc.	Bus Stop Signs	3,197.47
07/27/2023	7520	Graybar	Fluorescent Light Ballast	67.05
07/27/2023	7521	Heartland Business Systems. LLC	IT Services	465.16
07/27/2023	7522	Marshfield Clinic	DOT Random	40.00
07/27/2023	7523	Mid-State Truck Service Inc	Oil Filters	152.76
07/27/2023	7524	O'Reilly Auto Parts	Brake Job Components	697.28
07/27/2023	7525	Stevens Point Public Utilities	IT Billing	1,368.79
07/27/2023	7526	Springbook Holding Company LLC	Payroll Module Subscription	3,364.71
7/3/2023		Delta Dental	Insurance premiums	566.08
7/6/2023		Payroll	Payroll	38,979.85
7/6/2023		Volunteer Reimbursement	Volunteer Reimbursement	2,394.37
7/7/2023		IRS	Payroll Taxes - Fed	11,727.30
7/7/2023		WI Dept of Revenue	Payroll Taxes - State	1,901.11
7/10/2023		Volunteer Reimbursement	Volunteer Reimbursement	65.50
7/13/2023		Verizon	Verizon Bill	135.18
7/17/2023		Great America Financ Services	Copier Lease	95.00
7/19/2023		Wisconsin Public Service	Utility Payment	1,764.16
7/20/2023		Payroll	Payroll	38,295.79
7/20/2023		Volunteer Reimbursement	Volunteer Reimbursement	3,311.19
7/21/2023		IRS	Payroll Taxes - Fed	11,527.70
7/21/2023		WI Dept of Revenue	Payroll Taxes - State	1,876.52

Total of checks listed	200,941.59
Balance on hand July 31, 2023	1,813,161.65
Plus uncleared checks	5,795.94
Less checks previously written clearing this month	-3,235.79
Ending Cash Balance matching Bank Statements	**1,815,721.80**

Report to the Aug 2023
Meeting of the Transportation Commission

Finances:

Bank Balance as of June 1, 2023		**870,388.29**
Bank Deposits recorded in June 2023		774,479.23
		1,644,867.52

Checks Issued since the last meeting:

6/9/2023	7444 Employee	SALARIES	1,392.68
6/6/2023	7445 WI Council 32 Per Capita Tax Trust	Union Dues	355.17
6/9/2023	7446 Batteries Plus Bulbs	Battery Tender for Pressure Washer	72.37
6/9/2023	7447 Beaver of Wisconsin	Couplers for Spraywand	81.00
6/9/2023	7448 Cintas Corp #442	Janitorial, Uniforms	540.54
6/9/2023	7449 City of Stevens Point	Fuel, WRS, Insurance, Fringe, Workers Cc	59,649.91
6/9/2023	7450 Courtesy Cab	May Subsidized Taxi Rides	651.21
6/9/2023	7451 Heartland Business Systems. LLC	Microsoft 365 Email cutover	733.40
6/9/2023	7452 Noregon Systems	Allison Transmission Software	540.00
6/9/2023	7453 OnSolve	Electronic Notification Subscription	683.90
6/9/2023	7454 PassioTechnologies LLC - CID 253	Monthly Subscription	911.50
6/9/2023	7455 Stevens Point Auto Center	Seals/Gaskets 503	161.57
6/19/2023	7456 Baker Tilly Virchow Krause, LLP	Audit	1,584.21
6/19/2023	7457 CDW Government	IT Implementation	546.36
6/19/2023	7458 Cintas Corp #442	Uniforms	277.34
6/19/2023	7459 Fastenal Company	Silicone	247.29
6/19/2023	7460 Kramar Plumbing	Outdoor Spigot Repair	235.00
6/19/2023	7461 Marshfield Clinic	DOT D and A Tests	259.00
6/19/2023	7462 Midwest Equipment Specialists	Portable Lift Inspection	1,290.00
6/19/2023	7463 NAPA	Headlights	71.30
6/19/2023	7464 Stevens Point Public Utilities	Managed IT, Domain Consolidation, and M	994.69
6/19/2023	7465 Stevens Point Auto Center	Key	40.00
6/23/2023	7466 Employee	SALARIES	574.58
6/23/2023	7467 Employee	SALARIES	1,375.71
6/20/2023	7468 WI Council 32 Per Capita Tax Trust	Union Dues	332.62
6/22/2023	7469 City of Stevens Point	Workers Comp Premium	1,791.04
6/22/2023	7470 Decker Supply Co Inc.	Sign Mounting Equipment	375.37
6/22/2023	7471 Frank's Hardware	Rivets	3.37
6/22/2023	7472 Gillig LLC	Draglink	403.11
6/22/2023	7473 Mid-State Truck Service Inc	Secondary Air Filters	684.20
6/22/2023	7474 Northway Communications Inc	Replacement Radio	1,261.46
6/22/2023	7475 Per Mar Security Services	Security Alarm Monitoring	840.84
6/22/2023	7477 U.S. Bank	Office, Cleaning, Yard, Adobe & Amazon S	2,146.73
6/26/2023	7478 Stevens Point Public Utilities	Software Fees	4,315.82
6/30/2023	7479 1st Ayd Corporation	Carwash and All Purpose Cleaner	710.77
6/30/2023	7480 Cintas Corp #442	Janitorial	541.89
6/30/2023	7481 Heartland Business Systems. LLC	Managed IT Services	325.06
6/30/2023	7482 O'Reilly Auto Parts	Alternator Bearing Credit	39.36
6/30/2023	7483 UWSP Printing & Design	Campus Route Maps	243.00
6/1/2023	Delta Dental	Insurance premiums	525.52
6/13/2023	Verizon	Verizon Bill	135.18
6/21/2023	Wisconsin Public Service	Utility Payment	1,906.89
6/16/2023	Great America Financ Services	Copier Lease	95.00
6/8/2023	Volunteer Reimbursement	Volunteer Reimbursement	2,218.71
6/22/2023	Volunteer Reimbursement	Volunteer Reimbursement	3,094.05
6/8/2023	Payroll	Payroll	35,116.49
06/2/20232	Payroll	Payroll	35,714.08
6/9/2023	IRS	Payroll Taxes - Fed	10,528.55
6/9/2023	WI Dept of Revenue	Payroll Taxes - State	1,718.80
6/23/2023	IRS	Payroll Taxes - Fed	10,707.12
6/23/2023	WI Dept of Revenue	Payroll Taxes - State	1,731.27
	Total of checks listed		190,775.03
	Balance on hand June 30, 2023		1,454,092.49
		Plus uncleared checks	3,235.79
		Less checks previously written clearing this month	-2,758.53

Ending Cash Balance matching Bank Statements	**1,454,569.75**