

**City of Stevens Point
Transportation Commission Meeting
August 10, 2020 - 4:45 PM**

Join Zoom Meeting
<https://us02web.zoom.us/j/89232247169>
Meeting ID: 892 3224 7169
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AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of the July 13, 2020 Transportation Commission meeting minutes.
3. Approval of the July 2020 financial/claims report.
4. Approval of the 2021 Mobility Management and Volunteer Driver operating budgets.
5. Approval to move forward with a federal 5310 grant application for the Mobility Management program and the Volunteer Driver Program.
6. Approval to reinstate fares beginning September 1, 2020.
7. Next meeting date.
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
July 13, 2020**

Minutes

1. Roll Call

Present: Nichole Lysne, Karalyn Peterson, Ald. Mary Kneebone, Ald. Thomas Leek, Tom Bertram, Greg Koepel
Excused: Fred Hopfensperger
Others: Joel Lemke-Director of Public Utilities and Transportation,
Susan Lemke – Transportation Superintendent

2. Approval of June 8, 2020 minutes

Karalyn Peterson moved to approve the minutes of the June 8, 2020 Transportation Commission meeting. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

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

Ald. Thomas Leek moved to approve the June 2020 financial/claims report. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

4. Approval to use transportation general funding for roof repair.

Roof repair is needed above the office area of the Central Transportation facility. The project will consist of removing the existing ridge cap, and installation of a new vented ridge cap. Superintendent Lemke requested approval to use transportation general funds for the project, indicating there is adequate funding available. The estimated cost for repair is \$12,000. Tom Bertram moved to approve the use of general fund dollars for the Central Transportation facility roof repair. Karalyn Peterson seconded. Ayes all; Nays none; Motion Carried.

5. Approval to award roof repair project to lowest responsible bidder.

Two (2) quotes were received for the roof repair. Muza Sheet Metal Co., LLC issued a quote in the amount of \$11,412. Northern Metal & Roofing Company, Inc. issued a quote in the amount of \$13,125. Ald. Mary Kneebone moved to approve the award for the roof repair project to the lowest responsible bidder. Ald. Thomas Leek seconded. Ayes all; Nays none; Motion carried.

6. Approval to move forward with purchasing Bus Operator Protection Barriers.

Superintendent Lemke requested to move forward with the purchase of Bus Operator protection barriers on fixed route buses. The barriers will protect the Bus Operators from exposure to contagious illnesses as well as provide protection in the event of an attempted assault. The cost of the protective barriers will be covered at 100% through federal funding. Karalyn Peterson made a motion to move forward with the purchase of the Bus Operator protection barriers. Tom Bertram seconded. Ayes all; Nays none; Motion carried.

7. Approval of the Central Transportation Public Transportation Agency Safety Plan.

FTA has mandated public transportation systems to have an agency safety plan in place by the end of July 2020. The City of Stevens Point/Central

Transportation's plan was reviewed by the Commission. Greg Koepel suggested safety efforts and topics be discussed quarterly with the Transportation Commission to assure the plan remains active. Ald. Thomas Leek moved to approve the Central Transportation safety plan. Seconded by Greg Koepel. Ayes all; Nays none; Motion carried.

8. Next meeting date.

The next Transportation Commission meeting is scheduled to be held on August 10, 2020 at 4:45 p.m.

9. Adjournment

The meeting was adjourned at 5:40 p.m.

**REPORT TO THE AUGUST 2020
MEETING OF THE TRANSPORTATION COMMISSION**

FINANCES:

Bank Balance as of July 1, 2020

\$ 767,632.22

Bank Deposits recorded in July 2020

\$ 89,515.40

\$ 857,147.62

CHECKS ISSUED SINCE THE JULY 2020 MEETING:

5760	Employee Wages	Salaries	1,360.62	
5761	Employee Wages	Salaries	1,177.20	
5762	Employee Wages	Salaries	226.26	
5763	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5764	Jeanette Osowski	Mileage Reimbursement	55.20	
5765	Edward L Severson	Mileage Reimbursement	216.90	
5766	Ronald Sutheimer	Mileage Reimbursement	238.63	
5767	Dorothy Tess	Mileage Reimbursement	297.85	
5768	United Way of Portage Cty	United Way	13.00	
5769	WI Council 32 Per Capita Tax Trust	Union Dues	267.12	
5770	Cintas Corp #442	Mats, towels, solution, uniforms	554.53	
5771	Dolce Digital Imaging & Printing	Bus passes	164.25	
5772	Energetix Corp	Random DOT Testing	174.75	
5773	Frank's Hardware	Bolts, screws	4.15	
5774	Gillig LLC	Emergency Escape Handle Replacement	87.36	
5775	Halron Lubricants Inc	Tote return, diesel exhaust fluid	425.71	
5776	Safelite Fulfillment, Inc.	Remove & re-install windshield	209.99	
5777	Unemployment Insurance	Unemployment charges	1,062.75	Layoff due to COVID-19
5778	Verizon Wireless	Cell phone charges	15.65	
5779	Stevens Point Water Dept	Water bill 2", Water bill 3"	2,421.59	
5780	WI Public Service	Monthly Utilities - Gas & Electric	1,778.54	
5780	Employee Wages	Salaries	1,346.43	
5781	Employee Wages	Salaries	689.01	
5782	Employee Wages	Salaries	584.71	
5784	Cintas Corp #442	Mats, towels, solution, uniforms	516.55	
5785	City of Stevens Point	Insurance, retirement, fuel	48,088.52	
5786	Courtesy Cab	Courtesy Cab Taxi Rides	218.75	
5787	Ed De Trude	Shoe Reimbursement	125.00	
5788	Jerick Demulling	Vision & Dental Insurance Premium Reimb.	19.42	Prev. Employee
5789	Fastenal Company	Lights	273.84	
5790	Gillig LLC	Push button switch, module	341.08	
5791	Motors and Controls of Wisconsin LLC	Repaired big fan motor in bus storage area	245.10	
5792	Summit Companies	5 year fire sprinkler inspection	775.00	
5793	Transport Refrigeration, Inc.	Splicer, hose	52.46	
5794	Mastercard	Amazon Prime, Illustrator Subscriptions, Notebooks, Adobe Subscription, Shipping tags, Face masks, Upholstery cleaner, Lampholder	855.45	
5795	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5796	United Way of Portage Cty	United Way	13.00	
5797	WI Council 32 Per Capita Tax Trust	Union Dues	288.07	
5798	City of Stevens Point	Workers Comp Premium	2,228.20	
	Verizon	Mobile Data Terminals	400.40	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	3,478.90	
EFT	Payroll	7/9/2020	31,716.35	
EFT	Payroll	7/23/2020	30,763.05	

IRS	Payroll Taxes - Fed	20,125.69	
WI Dept of Revenue	Payroll Taxes - State	<u>4,056.82</u>	
TOTAL OF CHECKS LISTED		\$ 158,519.61	\$ 158,519.61
BALANCE ON HAND JULY 31, 2020			<u>\$ 698,628.01</u>

Balance on Hand	<u>\$ 698,628.01</u>
Plus checks written after end of month	
Less checks from last commission meeting	
Plus uncleared checks	\$ 1,499.98
Less checks previously written clearing this month	<u>\$ (50,903.62)</u>
Ending Cash Balance matching Bank Statements	<u><u>\$ 649,224.37</u></u>

2021 Section 5310 Application - MOBILITY MANAGEMENT BUDGET

Instructions: Fill in all **gray** boxes; make no changes to self-calculating boxes.

APPLICANT: City of Stevens Point / Central Transportation

Line Item	Total Budget (including in-kind match from next column)	In-Kind Match Portion*	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$152,918.00		
Office space/rent			
Office Expenses (supplies, postage, telecommunications costs, computers, software lease, etc.)	\$1,350.00		Office supplies/equip. \$1000 - Phone - \$350
Outreach Expenses (marketing costs, meeting costs, website costs, etc.)	\$5,000.00		
Staff travel and mileage	\$2,800.00		Travel costs \$2000 - \$800 Support Vehicle Fuel
Other (specify below)	\$42,800.00	\$42,000.00	In-kind \$42,000 - \$350 Webinars- Dues/Subscriptions- \$450
TOTAL EXPENSE	\$204,868.00		

LOCAL MATCH:

In-Kind Match		\$42,000.00
Cash Match		
TOTAL LOCAL MATCH	\$42,000.00	

REVENUE:

TOTAL REVENUE	\$0.00
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$204,868.00
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TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$162,868.00
REIMBURSEMENT PERCENTAGE :	79.50%

Cannot be greater than 80% (Automatically calculates)

* In-kind amount cannot exceed total budget line amount.

Explain any expense listed in the "other" category above:

Webinars - \$350 - Dues/Subscriptions \$450 - In-kind \$42,000

2021 Section 5310 Application - OPERATING ASSISTANCE

There are 2 pages in this section

Instructions: Fill in all **gray** boxes; make no changes to self-calculating boxes.

APPLICANT	
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Line Item	Total Budget (including in-kind match from next column)	In-Kind Match Portion*	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$76,659.00		
Office space/rent			
Office Expenses (supplies, postage, telecommunications costs, computers, software lease, etc.)	\$150.00		
Outreach Expenses (marketing costs, meeting costs, website costs, etc.)	\$150.00		
Staff travel and mileage			
Purchased transportation service			
Volunteer driver reimbursements	\$127,000.00		
Transportation vouchers			
Vehicle Expenses (tires, parts, maintenance, fuel, insurance, etc.)			
Other (specify below)	\$119,175.00	\$116,025.00	
TOTAL EXPENSE	\$323,134.00		

LOCAL MATCH:

In-Kind Match		\$116,025.00
Cash Match - 85.21 funding	\$8,792.00	
TOTAL LOCAL MATCH	\$124,817.00	

REVENUE:

TOTAL REVENUE	\$73,500.00
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$249,634.00
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TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$124,817.00
REIMBURSEMENT PERCENTAGE:	50.00% Cannot be greater than 50% (Automatically calculates)

* In-kind amount cannot exceed total budget line amount.

Explain any expense listed in the "other" category above:

Vol. Banquet- \$3050 - Vol. Training - \$100 - Vol. Driver Hours In-Kind - \$116025