

**City of Stevens Point
Transportation Commission Meeting
May 11, 2020 - 4:45 PM**

Meeting will be held via Zoom online meeting
Click to Connect: [Zoom Meeting](#)

Dial in Number: (312) 626-6799 Meeting ID: 847 0385 9412

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of the March 9, 2020 Transportation Commission minutes.
3. Approval of the March 2020 financial/claims report.
4. Approval of the April 2020 financial/claims report.
5. Approval of action taken by Transportation Commission Chair Nichole Lysne and Director Lemke to adjust Central Transportation services due to the COVID-19 pandemic.
6. Discussion and approval to accept federal "CARES Act" (Coronavirus, Aid, Relief, and Economic Security Act) funding for the 2020 5311 operating budget.
7. Nomination and appointment for the Transportation Commission Chair and Vice-Chair.
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.

Transportation Commission Meeting Monday, March 9, 2020

Minutes

Commissioners in attendance: Chairperson Nichole Lysne, Tom Bertram, Karalyn Peterson, Ald. Mary Kneebone, Ald. Tori Jennings, Marv Noltze

Excused: Fred Hopfensperger

Others in attendance: Jenny Burton, Jerry Gargulak, Susan Lemke-Transportation Superintendent

The meeting was called to order by Chairperson Nichole Lysne at 4:47 p.m.

- 1. Approval of the February 10, 2020 Transportation Commission meeting minutes.**
Karalyn Peterson moved to approve the minutes from the February 10, 2020 Transportation Commission meeting. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.
- 2. Approval of the February 2020 financial/claims report.**
Tom Bertram moved to approve the February 2020 financial/claims report. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.
- 3. Consideration for continuation of the “Youth Ride Free” summer program.**
Tori Jennings moved to approve the continuation of the “Youth Ride Free” program for the summer of 2020. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.
- 4. Use of general funds for a capital procurement.**
Superintendent Lemke noted Central Transportation (CT) received federal funding for two (2) new Gillig buses in CY2019. It was anticipated the buses would be manufactured in CY2021. CT recently received notification from Gillig Manufacturing that both buses have been placed in the production schedule for August of 2020 with delivery in September of 2020. Because the production of the buses was moved up, City Capital funds currently allocated for the project are slightly less than needed. Comptroller Ladick suggested the additional sum of \$17,956 be allocated from general transportation operating funds, as there are funds available, and this is an appropriate use of the funds. Karalyn Peterson moved to approve use of general transportation funds toward the local share of the Gillig buses. Tom Bertram seconded. Ayes all; Nays none; Motion carried.
- 5. Review of the 2020-2021 Stevens Point-Portage County Consolidated Transportation Service Agreement and affirm the action taken by the Portage County Transportation Coordinating Committee.**
The Commission reviewed the Stevens Point-Portage County Consolidated Transportation agreement for 2020-2021. Superintendent Lemke noted changes made to the document consist mainly of the deletion of language pertaining to employee benefit transfers and other issues

relevant to the initial startup of the program. She indicated City and County staff, as well as attorneys and the Portage County Transportation Coordinating Committee have approved the document. The duration and termination dates of the agreement are April 21, 2020 through December 31, 2021. Mary Kneebone moved to approve the Stevens Point-Portage County Consolidated Transportation Service Agreement effective April 21, 2020 through December 31, 2021. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

6. Request from the Stevens Point Student Outreach Coordinator and Family Liaison for continued pass donation.

Mr. Jerry Gargulak is the Student Outreach Coordinator and School Psychologist for Stevens Point Area Schools. During the course of his work he meets families who do not own an operating vehicle and are in desperate need of transportation. Mr. Gargulak has met with the Commission in the past to request assistance in helping families who lack the funds to purchase City bus passes or other public transportation. In January of 2019 the Commission approved a donation of thirty (30)- twenty-five (25) ride youth punch passes, and ten (10)- twenty-five (25) ride adult punch passes. Mr. Gargulak expressed how much the passes are appreciated and indicated the continuation of a donation of passes would be extremely helpful to families in need. Ald. Tori Jennings moved to approve a pass donation of sixty-five (65) - eleven (11) ride youth punch passes and twenty (20) –eleven (11) ride adult punch passes for CY2020. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

7. Next meeting date and time.

April 13, 2020 at 4:45 p.m.

8. Adjourn.

Ald. Mary Kneebone moved to adjourn the meeting of the Transportation Commission at 5:45 p.m. seconded by Tom Bertram. Ayes all; Nays none; Motion carried.

REPORT TO THE MAY 2020

MEETING OF THE TRANSPORTATION COMMISSION

FINANCIAL/CLAIMS REPORT

FINANCES:				
Bank Balance as of April 1, 2020				\$ 913,597.79
Bank Deposits recorded in April 2020				\$ 107,394.99
				\$ 1,020,992.78
CHECKS ISSUED SINCE THE APRIL 2020 MEETING:				
5604	Cintas Corp #442	Mats, towels, solution, uniforms		295.82
5605	Color Vision LTD	Bus maps		896.95
5606	Cummins Sales & Service	Generator Inspection		932.16
5607	Gillig LLC	V-belt, seat cushions		1,385.79
5608	Motors and Controls of Wisconsin LLC	Repair DC Motor		258.03
5609	NAPA	Brake & power steering fluid, A/C compressor dye, fuel filter		11.18
5610	Verizon Wireless	Cell phone charges		15.69
5611	Stevens Point Water Dept	Snow removal		65.69
5612	WI Public Service	Monthly Utility Charges		2,263.55
5613	Baker Tilly Virchow Krause, LLP	2019 Audit		8,851.48
5614	Dolce Digital Imaging & Printing	Paratransit Agency Fare Passes		73.00
5615	Energetix Corp	Random DOT Testing		116.50
5616	Gillig LLC	Aisle lamp, LED lighting panel		625.47
5617	Halron Lubricants Inc	5W20 Syn Blend, drum return		331.90
5618	Mid-State Truck Service Inc	Crankcase filters		925.82
5619	Mastercard	Postage for billings		3.20
620	Service Motor Company, Inc.	Lawn mower oil filter		12.07
5621	Unemployment Insurance	Unemployment wages		92.17
5622	Stevens Point Water Dept	Water bill		1,970.94
5623	Wisconsin Mechanical Solutions, Inc.	Repair unit heater		2,435.34
5624	Employee Wages	Salaries		1,347.03
5625	Employee Wages	Salaries		1,027.42
5626	Employee Wages	Salaries		1,073.86
5627	Employee Wages	Salaries		1,429.70
5628	CSPC Ohio Child Support Pymt	Child Support		235.38
5629	Jeanette Osowski	Mileage Reimbursement		343.85
5630	Edward L Severson	Mileage Reimbursement		355.35
5631	Ronald Sutheimer	Mileage Reimbursement		482.43
5632	Dorothy Tess	Mileage Reimbursement		32.20
5633	United Way of Portage Cty	United Way		13.00
5634	WI Council 32 Per Capita Tax Trust	Union Dues		288.07
5635	Cintas Corp #442	Mats, towels, solution, uniforms		592.02
5636	Courtesy Cab	Courtesy Taxi Rides		702.50
5637	Courtesy Carriers, Inc.	Courtesy Carrier SMV		639.00
5638	Cummins Sales & Service	Generator		236.32
5639	FleetPride	Clamp		8.37
5640	Gillig LLC	Stepwell light, turn signal switch		208.24
5641	NAPA	Alternator belt		81.37
642	O'Reilly Auto Parts	Syn Oil Stabilizer		184.95
5643	Per Mar Security Services	Batteries		70.68
5644	Portage County Treasurer	2019 Business Park Maintenance Cost		7,917.05
5645	RMM Solutions Inc.	Managed IT Services		1,069.60

5646	Employee Wages	Salaries	1,361.22	
5647	Employee Wages	Salaries	698.33	
5648	Employee Wages	Salaries	1,055.64	
5649	Employee Wages	Salaries	1,429.70	
5650	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5651	United Way of Portage Cty	United Way	13.00	
5652	WI Council 32 Per Capita Tax Trust	Union Dues	288.07	
5653	CDW Government	Smart Net Renewal	3,225.54	
5654	Cintas Corp #442	Uniforms	576.32	
5655	City of Stevens Point	Insurance, retirement, fuel & employee deductions, workers comp premiums	52,133.43	
5656	Fastenal Company	Bathroom tissue	36.24	
5657	Frank's Hardware	Tap plug	6.33	
5658	Gillig LLC	Driver seat hand wheel, shock absorber	352.34	
5659	Haltron Lubricants Inc	Oil sample test kits	300.00	
5660	Mid-State Truck Service Inc	Water pump belt	38.22	
5661	NAPA	Air filter, power steering pressure hose, steering	186.91	
5662	Sewage Department	Snow removal	307.86	
5663	Star Business Machines Inc.	Copier Maintenance Agreement	154.29	
5664	Transport Refrigeration, Inc.	Pliers, fitting, repair A/C lines	1,254.62	
5665	Mastercard	Adobe subscription, seatbelt on ramp, Wash	829.54	
5666	Verizon	Cell Phone Charges	15.65	
5667	Stevens Point Water Dept	Postage - A/R invoice mailing, certified letter to	8.70	
	Verizon	Mobile Data Terminals	800.80	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	4,543.96	
EFT	Payroll	4/2/2020	30,548.01	
EFT	Payroll	4/16/2020	33,466.39	
EFT	Payroll	4/30/2020 - May 1st payroll	31,799.17	
	IRS	Payroll Taxes	21,594.58	
	WI Dept of Revenue	Payroll Taxes	4,340.99	
	TOTAL OF CHECKS LISTED		\$ 231,597.37	\$ 231,597.37
	BALANCE ON HAND APRIL 30, 2020			\$ 789,395.41
		Balance on Hand		\$ 789,395.41
		Plus checks written after end of month		\$ 2,059.55
		Less checks from last commission meeting		\$ (4,163.75)
		Plus uncleared checks		\$ 62,253.84
		Less checks previously written clearing this month		\$ (1,374.60)
		Ending Cash Balance matching Bank Statements		\$ 848,170.45

REPORT TO THE APRIL 2020

MEETING OF THE TRANSPORTATION COMMISSION

FINANCIAL/CLAIMS REPORT

FINANCES:				
Bank Balance as of March 1, 2020				\$ 835,652.96
Bank Deposits recorded in March 2020				\$ 316,339.27
				\$ 1,151,992.23
CHECKS ISSUED SINCE THE MARCH 2020 MEETING:				
5534	Employee Wages	Salaries		1,361.22
5535	Employee Wages	Salaries		892.73
5536	Employee Wages	Salaries		810.94
5537	Employee Wages	Salaries		1,200.10
5538	CSPC Ohio Child Support Pymt Central	Child Support		235.38
5539	Edward L Severson	Mileage Reimbursement		814.04
5540	Ronald Sutheimer	Mileage Reimbursement		253.80
5541	United Way of Portage Cty	United Way		13.00
5542	WI Council 32 Per Capita Tax Trust	Union Dues		265.59
5543	Baker Tilly Virchow Krause, LLP	Prelim Audit Expenses		1,468.66
5544	Beaver of Wisconsin	Power washer hose coupler		35.00
5545	Cintas Corp #442	Uniforms, mats, towels, solution		547.50
5546	City of Stevens Point	Workers Comp Premiums		2,517.51
5547	Color Vision LTD	Bus maps		490.26
5548	Deluxe	Check printing		354.15
5549	Dolce Digital Imaging & Printing	Transfer slips		170.00
5550	Fastenal Company	Mop heads		23.45
5551	FleetPride	Brake shoe kit, brake drums		579.02
5552	Frank's Hardware	Map fuel, crimp		33.70
5553	Meagan McGoldrick	Expense Reimb - Display Board Supplies		11.58
5554	Mid-State Truck Service Inc	Oil Filters, Core return		10.72
5555	NAPA	Brake rotor, pads & caliper		548.77
5556	Talin Schuermann	Shoe reimbursement		121.59
5557	Mastercard	Printers, flash drives, garage door opener, office supplies, conference expenses, membership renewals		1,656.52
5558	Verizon Wireless	Cell phone charges		15.69
5559	Stevens Point Water Dept	Snow removal		640.52
5560	WI Public Service	Monthly Utility Charges		2,493.85
5561	City of Stevens Point	Retirement, insurance, fuel		86,384.99
5562	Courtesy Cab	Courtesy Cab Taxi Rides		1,486.00
5563	Courtesy Carriers, Inc.	Courtesy Carrier SMV		101.00
5564	Energetix Corp	Random & pre-employment D/A testing		169.50
5565	Fastenal Company	Mop handle		47.06
5566	Gillig LLC	A/C Compressor Belt		145.16
5567	Len Dudas Motors Inc	Fuel filter		92.32
5568	Personnel Concepts	Labor law poster		27.90
5569	Pomp's Tire Service, Inc.	Tires, mount, balance		141.96
5570	Unemployment Insurance	Unemployment wages		97.30
5571	Employee Wages	Salaries		1,347.03
5572	Employee Wages	Salaries		1,011.77
5573	Employee Wages	Salaries		845.76
5574	Employee Wages	Salaries		996.13

5575	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5576	Dorothy Tess	Mileage Reimbursement	106.95	
5577	United Way of Portage Cty	United Way	13.00	
5578	WI Council 32 Per Capita Tax Trust	Union Dues	288.07	
5579	Ascension St. Michael's Hospital Inc	Pre-employment Testing	192.00	
5580	Thomas Carroll	Meal Reimbursement	10.00	
5581	CDW Government	Office & Windows 10 Pro Upgrade for Laptop	414.04	
5582	Cintas Corp #442	Uniforms, mats, towels, solution	283.31	
5583	City of Stevens Point	2019 AT&T Charges, Workers Comp Premium, 2019 Fuel Charges	3,765.12	
5584	Dolce Digital Imaging & Printing	Business Cards, flyers, envelopes	227.00	
5585	Gillig LLC	Turn signal switch, lamps	511.98	
5586	Halron Lubricants Inc	Diesel exhaust fluid	425.71	
5587	Mabel Kvatek	Clothing Reimbursement	13.70	
5588	RMM Solutions Inc.	Monthly Managed IT Services	1,020.01	
5589	Ron Turley Associates, Inc.	Annual Renewal Fee	1,927.80	
5590	Talin Scheuermann	Meal reimbursement	10.00	
5591	Mastercard	Monthly Subscription, WAMM Leg Day, WVCA Conference, office supplies, upholstery	1,075.47	
5592	Cintas Corp #442	Uniforms, mats, towels, solution	284.20	
5593	Color Vision LTD	Promotional Pens	595.00	
5594	Jarett Kinney	Shoe Reimbursement	200.00	
5595	Len Dudas Motors Inc	Hose, compressor, accumulator, Evaporator, orifice & dipstick	979.31	
5596	Mid-State Truck Service Inc	Air filter	343.36	
5597	Employee Wages	Salaries	1,361.22	
5598	Employee Wages	Salaries	803.63	
5599	Employee Wages	Salaries	569.20	
5600	Employee Wages	Salaries	1,429.70	
5601	CSPC Ohio Child Support Pymt	Child Support	235.38	
5602	United Way of Portage Cty	United Way	13.00	
5603	WI Council 32 Per Capita Tax Trust	Union Dues	288.07	
	Verizon	Mobile Data Terminals	400.40	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	9,185.59	
EFT	Payroll	3/5/2020	35,977.67	
EFT	Payroll	3/19/2020	35,574.27	
	IRS	Payroll Taxes	23,232.15	
	WI Dept of Revenue	Payroll Taxes	4,703.87	
	TOTAL OF CHECKS LISTED		\$ 237,249.73	\$ 237,249.73
	BALANCE ON HAND MARCH 31, 2020		\$	\$ 914,742.50
		Balance on Hand		\$ 914,742.50
		Plus checks written after end of month		\$ 4,163.75
		Less checks from last commission meeting		
		Plus uncleared checks		\$ 1,786.58
		Less checks previously written clearing this month		\$ (7,095.04)
		Ending Cash Balance matching Bank Statements		\$ 913,597.79