

**City of Stevens Point
Transportation Commission Meeting
April 12, 2021 - 4:45 PM**

Join Zoom Meeting:

<https://zoom.us/j/91696515819?pwd=U01EM2RPcm42SG5KOWZSQmc1Sm9lQT09>

Meeting ID: 916 9651 5819

Passcode: 123578

Dial by your location:

+1 312 626 6799 US (Chicago)

AGENDA

Discussion and Possible Action on:

1. Roll call
2. Approval of March 8, 2021 minutes
3. Approval of the March 2021 financial/claims report
4. Staff update
5. Update on Earth Week promotion from the CT Mobility Manager
6. Next meeting date
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
March 8, 2021 – 4:45 PM
MINUTES

1. Roll Call.

Present: Nichole Lysne- Chair, Karalyn Peterson-Vice Chair, Ald. Mary Kneebone, Ald. Thomas Leek, Tom Bertram, Greg Koepel, Marc Christianson
Others Present: Susan Lemke, Talin Scheuermann, Kevin O'donnell

2. Approval of the February 8, 2021 Transportation Commission minutes.

Tom Bertram moved to approve the February 8, 2021 Transportation Commission meeting minutes. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

3. Approval of the February 2021 financial/claims report.

Karalyn Peterson moved to approve the February 2021 financial/claims report. Thomas Leek seconded. Ayes all; Nays none; Motion carried.

4. Approval to move forward with the procurement of three paratransit buses.

Karalyn Peterson made a motion to approve moving forward with the procurement of three paratransit buses. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

5. Earth Day public transportation promotional idea.

Central Transportation's Mobility Coordinator, Kevin O'Donnell presented ideas to promote public transportation during the week of April 19, 2021. Kevin outlined a number of exciting promotional ideas and requested consideration be given to allowing free rides on Earth Day, Thursday, April 22, 2021. He also suggested conducting a raffle for a drawing at the end of the week for bus passes. Greg Koepel suggested personalizing the promotional information by suggesting places to go and things to do that are on the bus routes Ald. Mary Kneebone discussed bringing this promotion to student radio as well as requesting time on the "Mayor's Minute" program. Marc Christianson suggested providing statistics on the economic value of public transportation, would be beneficial. Ald. Mary Kneebone moved to approve free rides for all fixed route bus riders on Earth Day, Thursday, April 22, 2021 and to use bus passes for raffle prizes. Greg Koepel seconded. Ayes all; Nays none; Motion carried.

6. Staff Update

Kevin O'donnell – Interim Mobility Coordinator
Neil Petersen – PM Supervisor start date 3/9/21

7. Next meeting update

The next Transportation Commission meeting will be held on April 12, 2021 at 4:45 p.m. via Zoom.

8. Adjournment.

The meeting was adjourned by Chair Nichole Lysne at 5:31 p.m.

REPORT TO THE MARCH 2021
MEETING OF THE TRANSPORTATION COMMISSION
FINANCIAL/CLAIMS REPORT

FINANCES:

Bank Balance as of March 1, 2021

\$ 1,089,867.09

Bank Deposits recorded in March 2021

\$ 58,819.34

\$ 1,148,686.43

CHECKS ISSUED SINCE THE MARCH 2021 MEETING:

6146	Employee Wages	Salaries	812.43	
6147	Employee Wages	Salaries	1,143.67	
6148	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
6149	Edward L Severson	Mileage Reimbursement	548.56	
6150	WI Council 32 Per Capita Tax Trust	Union Dues	335.49	
6151	Cintas Corp #442	Uniforms, mats, towels, solution	565.65	
6152	Fastenal Company	Rubber Bumper, Cap Screw, Anti-Seize Lubricant, Loctite	248.22	
6153	Gillig LLC	Bus Panels, Hub Cap, Hub Gasket	1,690.92	
6154	Mid-State Truck Service Inc	Freon	174.00	
6155	NAPA	Air Filter	20.25	
6156	Pomp's Tire Service, Inc.	Tires Dismount/Mount & Balanced	199.94	
6157	Stevens Point Public Utilities	Snow Removal	471.83	
6158	Wisconsin Association Mobility Managers (WAMM)	Annual Membership Fee	35.00	
6159	Wisconsin Transit Riders Alliance	WTRA Membership Dues	75.00	
6160	Employee Wages	Salaries	827.23	
6161	Employee Wages	Salaries	1,071.03	
6162	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
6163	Jeanette Osowski	Mileage Reimbursement	258.72	
6164	Dorothy Tess	Mileage Reimbursement	94.08	
6165	WI Council 32 Per Capita Tax Trust	Union Dues	335.49	
6166	1st Ayd Corporation	Duzitall Concentrate	485.57	
6167	Cintas Corp #442	Mats, Towels, Solution, Uniforms	577.20	
6168	First Transit Inc	Inspection & Post Delivery Audit Gillig	3,910.00	Build inspections #525 #526
6169	Frank's Hardware	Compression Tee, Elbow	11.07	
6170	Gillig LLC	W/C Lift Handle, Air Dryer Filter, Window Pull Handle	336.85	
6171	NAPA	Exhaust Connector, Elbow, Clamp	84.71	
6173	Ron Turley Associates, Inc.	Remainder of Annual Maintenance Software Fee 2020, Annual Maintenance Software Fee	2,356.20	
6174	Talin Scheuermann	Shoe Reimbursement	125.00	
6175	Schultz Property Management	Bathroom Rental	200.00	
6176	Stevens Point Auto Center	Brake Pads & Rotors, Oil Filters	227.05	
6177	Cintas Corp #442	Uniforms, mats, towels, solution	282.86	
6178	Courtesy Cab	Courtesy Taxi Rides	778.00	
6179	Energetix Corp	Random DOT Testing	116.50	
6180	Frank's Hardware	Galvanized Pipe	52.35	
6181	Motors and Controls of Wisconsin LLC	Repaired Sump Pump Motor	79.65	
6182	Portage County Treasurer	Business Park Maintenance Cost	8,049.03	
6183	Stevens Point Public Utilities	Cleaned Bus Wash Bay	134.24	
6184	Mastercard	Subscription, Disinfectant Wipes, Broom Holder, Hand Sanitizer, Webcam, Sheet Protectors, Hand Soap, Electrical Box Covers, Toilet Paper	554.49	
6185	Employee Wages	Salaries	715.24	
6186	Employee Wages	Salaries	418.09	
6187	CSPC Ohio Child Support Pymt Central	Child Support	235.38	

6188	WI Council 32 Per Capita Tax Trust	Union Dues	335.49	
	Verizon	Verizon Bill	400.40	
	Wisconsin Public Service	Utility Payment	2,992.09	
	Dept of Justice	Record Check	7.00	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	4,467.42	
EFT	Payroll	3/4/2021	33,264.99	
EFT	Payroll	3/18/2021	34,380.11	
	IRS	Payroll Taxes - Fed	21,303.55	
	WI Dept of Revenue	Payroll Taxes - State	4,316.16	
	TOTAL OF CHECKS LISTED		<u>\$ 130,669.96</u>	<u>\$ 130,669.96</u>
	BALANCE ON HAND MARCH 31, 2021			<u>\$ 1,018,016.47</u>

Balance on Hand	<u>\$ 1,018,016.47</u>
Plus checks written after end of month	\$ 1,133.33
Less checks from last commission meeting	
Plus uncleared checks	\$ 13,067.53
Less checks previously written clearing this month	\$ (7,070.70)
Ending Cash Balance matching Bank Statements	<u><u>\$ 1,025,146.63</u></u>