

Minutes
Transportation Commission Meeting
January 21, 2016

Commissioners in attendance: Chairperson Nichole Lysne, Karalyn Peterson, Tom Bertram, Ald. Mary McComb, Elbert Rackow, Ald. Mary Kneebone

Others present: Susan Lemke

Excused: Fred Hopfensperger

The meeting was called to order at 6:03 p.m. by Chairperson Nichole Lysne.

1. Approval of the December 10, 2015 Transportation Commission minutes.

Elbert Rackow moved to approve the minutes of the December 10, 2015 Transportation Commission meeting as presented. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.

2. December 2015 financial report.

Ald. Mary McComb moved to approve the December 2015 financial report. Tom Bertram seconded. Ayes all; Nays none; Motion carried.

3. Engagement letter from Baker Tilly Virchow Krause, LLP for accounting services.

The Commission packet contained an engagement letter from Baker Tilly Virchow Krause, LLP for the Commissioners to review. The letter confirmed Baker Tilly's understanding of the terms, objectives and services they will provide as independent accountants of the City of Stevens Point Department of Public Utilities and Transportation. It also confirmed the cost to each Division within the Public Utilities and Transportation department for CY 2015 and CY 2016. The Transit Division cost for Baker Tilly Virchow Krause's services for CY 2015 is \$7,400, and for CY 2016 is \$7,600.

Elbert Rackow moved to approve the Transit Division's portion of the Baker Tilly Virchow Krause services and costs as specified in the engagement letter. Ald. Mary McComb seconded. Ayes all; Nays none; Motion carried.

4. 2015 year- end reports.

The 2015 annual ridership was reviewed. The system wide ridership decreased by 6.73%. Categorically; Adult ridership decreased by 9.29%, Senior Citizen increased by 10.91%, Individuals with Disabilities ridership decreased by 1.63%, Youth ridership increased by 24.5%, University ridership decreased by 17.05%, Late Night Transit ridership increased by 11.58%, Point Plus ridership increased by 11.58% and transfers decreased by 5.49%. Revenue generated was down \$728.10.

Manager Lemke indicated she attended a WURTA Operations/Paratransit/Safety meeting last week and statewide ridership was discussed. She stated all of the systems represented at the meeting other than Milwaukee indicated fixed route ridership was down for 2015. Stevens Point was one of two systems in the state who had increases in the Paratransit programs. Manager Lemke indicated that she and her staff are exploring new ways to communicate to UWSP students as the majority of the decrease in ridership is University students. Karalyn Peterson recommended using social media as a way of getting information out. Ald. Mary McComb indicated that she will consider using public transportation as a topic for an upcoming class she will be teaching on campus.

The Commissioners were pleased to see a significant increase in Youth riders and felt it could be attributed to the summer "Youth Ride Free" program which was introduced in 2015. Ald. Mary Kneebone felt the numbers were very encouraging and the program is doing what it was intended to do, by offering youth the opportunity to learn about public transit.

The Fixed route expenditures for 2015 as of 1/21/2016 are \$1,508,751.69. The remaining balance in the budget is \$125,478.98.

The Point Plus expenditures for 2015 as of 1/21/2016 are \$155,683.41. The remaining balance in the budget is \$24,458.43.

The Travel Training expenditures for 2015 as of 1/21/2016 are \$74,622.37. The remaining balance in the budget is \$7,013.63.

Elbert Rackow moved to approve the year-end reports and place them on file. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

5. Next meeting date.

The next Transportation Commission meeting will be held on February 18, 2016 at 6:00 p.m. in the Transit facility conference room at 2700 Week St.

6. Adjourn.

The meeting was adjourned at 6:35 p.m.