

Minutes
Transportation Commission Meeting
February 18, 2016

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

Others present: Susan Lemke

Excused: Fred Hopfensperger, Chairperson Nichole Lysne

The meeting was called to order at 6:03 p.m. by Elbert Rackow/Substitute Chairperson

1. Approval of the January 21, 2016 Transportation Commission minutes.

Tom Bertram moved to approve the minutes of the January 21, 2016 Transportation Commission meeting as presented. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

2. January 2016 financial report.

Karalyn Peterson moved to approve the January 2016 financial report. Tom Bertram seconded. Ayes all; Nays none; Motion carried.

3. Summer “Youth Ride Free” program.

In February of 2015 the Transportation Commission approved to offer a “Youth Ride Free” program for Stevens Point Transit youth riders during summer break. The Commission felt the program would allow youth to travel safely throughout the community during the summer months as well as educate youth on the benefits of public transportation. Year-end ridership statistics for youth riders reflected an increase of 3,037 rides. The Commissioners felt the program was successful and felt it is important to continue the program in 2016.

Ald. Mary Kneebone moved to approve the “Youth Ride Free” program during the summer break for 2016 with a re-evaluation of the program in February 2017. Ald. Mary McComb seconded. Ayes all; Nays none; Motion carried.

4. Adjourn into closed session (approximately 6:20 p.m.) pursuant to Wisconsin State Statute 19.85 (1) (e) conducting other specified public business, whenever competitive or bargaining reasons required a closed session. Update on bargaining.

Commission did not move into closed session. No updates were available at time of meeting.

5. Manager’s Report:

✓ **Staff Update:**

Two (2) applications for the Limited Term Mechanic position have been received. Interviews will be scheduled for the week of February 22nd.

✓ **City County Coordination Update:**

Manager Lemke presented the Commission with an outline of major steps taken thus far relating to the County City Coordination, as attached. The Director of Public Utilities and Transportation and the Transit Manager are scheduled to meet with the ADRC Director to continue discussions as per the County Board Resolution of September 15, 2015. *Elbert Rackow made a motion that the Transit Manager continue to meet with county representatives on the coordinated transportation program. Tom Bertram seconded. Ayes all; Nays none; Motion carried.*

✓ **Bus Procurement Update:**

Procurement of buses in the State of Wisconsin has become quite difficult due to a number of factors. In an effort to find a resolution to this issue Manager Lemke has initiated a coordinated effort involving WisDot and several transit systems throughout the state to develop a statewide bus procurement. A meeting was held in Stevens Point on February 12th to determine the scope of work for all involved to accomplish this task. The goal, is to work toward developing a multi-year Request for Proposal (RFP) document which will allow all transit systems in Wisconsin to purchase heavy duty buses. The RFP will outline specifications for several sizes and types of buses needed in the state with option opportunities available. The RFP would be a "Multi-Award" proposal, which essentially allows for awards to more than one bus manufacturer. Multi-Award proposals create a very competitive bid process and also allow for systems wishing to purchase a certain bus to do so.

WisDot and the transit agencies involved with this project will meet periodically in Stevens Point until the project is complete. *Ald. Mary Kneebone made a motion that the Transit Manager continue to coordinate with WisDot and the other transit agencies on the procurement process. Karalyn Peterson seconded. Ayes all; Nays none; Motion carried.*

✓ **TMI Safety Star Program**

Transit Mutual Insurance recently introduced a new safety program. The program is called "Safety Star". All transit employees may participate in the safety program and are eligible for awards quarterly. To qualify for an award employees must achieve 5 points of safety. At the end of each year 10 participants, who participated each quarter, will be chosen to receive a \$200 cash prize from TMI.

6. Next meeting date.

March 17, 2016 at 6:00 p.m.

7. Adjourn.

The meeting was adjourned at 6:54 p.m.

SRF Consulting Group, Inc. - Portage County Rural Transportation Project - Concluded July 2007

-Recommendation: Establish a consolidated call center, using trip scheduling and dispatch software that would handle all portage county transportation services. The study concluded a centralized call center would reduce duplication in service, simplify transportation scheduling and dispatch operations, and provide ease of use for customers. The study referenced that consolidation of services as a means to address gaps in service within the county.

SRF Consulting Group, Inc. - 2009-2014 Stevens Point Transit Development Plan- Concluded in December of 2009

-Recommendation: Evaluate the potential for pursuing the formation of a regionalized transit service that would include all transit services within the greater Steven's Point area and perhaps as broad as throughout Portage County. This would allow a unified service structure to be developed overcoming some of the shortcomings of the current multiple-provider arrangements in the area and would stabilize the local funding source to allow for more consistent planning efforts.

SRF Consulting Group, Inc. - Central Wisconsin Intercity Bus Feasibility Study - Concluded in September 2010

-Recommendation: Begin coordination with adjoining municipalities to develop intercity coordinated bus routes in 2011- The study identified the need for intercity bus service and recommended a funding structure to support the service.

March-May 2011 City of Stevens Point applied for and was awarded a USDA Grant managed through CTAA (Community Transportation Association of America) to fund a study on Coordinated Transportation. (North Central Wisconsin Work Force Development Board supported the project). RLS and Associates was the consultant firm hired to conduct the study:

RLS Associates - Stevens Point & Portage County Coordinated Transportation Expansion Plan- Project award January 2012 - Projected concluded in January 2013.

-Recommendation: Begin implementation of a coordinated program in FY 2013- the study identified the cost savings affiliated with the coordination as well as gaps in service within the city and the county. The recommendation was to use funding saved through the coordination to address the gaps in service.

December 13, 2012- Held a meeting with City and County representatives to present information on a plan to expand the availability of public transportation through coordination. (Mayor Halverson, Patty Drier, Mike McKenna, Phil L, Janet Z., Dave A., Jenny, Bill H., Joel, Susan, Brenda, Nicole L., Ian Ritz (WisDot)

May 2, 2013 - Transportation Commission approved the efforts with moving toward a coordinated transportation program with the county ADRC transportation.

May 20, 2013- City Common Council affirmed the action taken by the Transportation Commission at the May 2, 2013 Commission meeting.

- June 10, 2013 - A presentation of the benefits of a coordinated program was presented by Janet Zander and Susan Lemke to the City Council.

June 18, 2013- Joel Lemke and Dave Adamczak presented information to the County Board regarding coordinated transportation services.

July 15, 2013-Cindy Piotrowski and Dave Adamczak presented details of the coordinated program to the County Finance Committee. The County Finance Committee recommended another report to the full County Board later in 2015, probably December, to further discuss the topic again and clarify the concept of the program.

October 24, 2013 - Transportation Commission approved the 2014 Transit Operating and Capital funding, which included \$164,500 for software and computer equipment needed for the coordination of City/County transportation.

November 13, 2013- City Finance Committee adopted proposed 2014 budget.

November 18, 2013 - City Common Council affirmed the action taken at the 10/24/13 Transportation Commission Meeting. Common Council adopted 2014 proposed City Budget.

May 6, 2015- Commission on Aging Board approved the “sense of board resolution” to be presented to the County Board.

September 15, 2015- County Board approved resolution to move forward with the exploration of the coordination.