

MINUTES
Transportation Commission Meeting
September 29, 2016

Commissioners in attendance: Chairperson Nichole Lysne, Karalyn Peterson, Elbert Rackow, Ald. Mary Kneebone, Ald. David Shorr

Excused: Fred Hopfensperger, Tom Bertram

Others present: Susan Lemke

The meeting was called to order at 5:06 p.m. by the substitute Chairperson Elbert Rackow. At 5:14 p.m. Chairperson Nichole Lysne resumed as Chair.

1. Approval of the August 17, 2016 Transportation Commission minutes.

Elbert Rackow moved to approve the minutes of the August 17, 2016 Transportation Commission meeting as presented. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

2. August 2016 financial report.

Ald. Mary Kneebone moved to approve the August 2016 financial report. Ald. David Shorr seconded. Ayes all; Nays none; Motion carried.

3. 2017 Operating and Capital budgets.

The Transit Manager presented the 2017 combined fixed route and paratransit operating budget in the amount of \$1,849,248, which is a 1.35% increase from 2016. The local share portion of the budget is \$402,663.

The 2017 Capital budget includes funding for ADA automatic door opening systems on both the Northwest and Northeast entrance doors of the transit facility and the restrooms. The total estimated cost for this project is \$11,000.

Other capital requests include the local share of the Transportation Development Plan, an estimated total cost of \$70,000 with a local share cost of \$14,000 and two 30' fixed route buses, total cost of \$960,000. Manager Lemke is applying for federal funding in 2017 for the buses in the amount of \$768,000, the estimated local share cost is \$184,000.

The Transit Division has secured both federal and local share dollars for three (3) replacement buses in previous grant applications. The two buses requested in the 2017, if approved, will be included in a multi purchase state wide procurement along with the other three (3) buses. The state-wide RFP for buses is expected to be released in October 2016. Vendors will have approximately sixty (60) days to respond to the RFP. It is anticipated buses will be ordered in 2017, with delivery anticipated to be 16-20 months following the vendor's acceptance of the order.

The buses being replaced are 2001 and 2002 buses with current mileage approaching 400,000 miles which surpasses the useful life of the vehicles, based on federal guidelines.

A request has been made to reallocate local share funding approved by the City in 2016 for support vehicles and equipment. The funding for the support vehicles and equipment

was denied in the 2016 - 5311 federal grant application. The reallocation of funds if approved will allow for the purchase a lawn mower, at full cost for the transit facility. The estimated cost is \$20,000. Federal funding was not approved for the support vehicles and equipment in 2016 due to the lack of capital dollars in 5311 capital program. The demands for 5311 capital funding have greatly exceeded the available funds, therefore funding will be allowed for revenue vehicles only until further notice.

4. Review of the draft Stevens Point-Portage County Consolidated Service Agreement.

The Commission reviewed and discussed a draft version of the consolidated transportation agreement between the City of Stevens Point and Portage County. The Commission is in favor of moving forward with the consolidated service, however because the agreement is currently in a draft and discussion phase no action was warranted.

5. Manager's Report:

• **Staff Update**

Two Bus Operator positions have been filled, one remains open. One Bus Operator has been fully trained and is on the schedule, the other is in training at this time. The applicant list has been exhausted, therefore the transit division will re-advertise for the third position.

Ald. Mary Kneebone moved to accept the Manager's report and place it on file. Ald. David Shorr seconded. Ayes all; Nays none; Motion carried.

6. Next meeting date.

October 13, 2016 – 5:00 p.m.

7. Adjourn.

The meeting was adjourned at 6:32 p.m.