

Minutes  
Transportation Commission Meeting  
September 22, 2011

**Commission members in attendance:** Chairperson- Nichole Lysne, Bob Woehr, Ald. Jeremy Slowinski, Ald. Mary Stroik, Elbert Rackow

**Commission members excused:** Hans Walther, Fred Hopfensperger

**Others present:**, Alice Czerwinski, Susan Lemke

The meeting was called to order at 5:30 p.m. by Chairperson Lysne.

**1. Approval of minutes from the July 25, 2011 Transportation Commission meeting.**

*Bob Woehr moved to approve the minutes from the July 25, 2011 Transportation Commission meeting. Ald. Jeremy Slowinski seconded. Ayes all; Nays none: Motion carried.*

**2. Fork Lift procurement update.**

Five bids were received for the electric fork lift, which is being purchased with 100% ARRA funding. Four of the five bids met the mandatory specifications listed in the Invitation for Bid. The bid was awarded to Capital Equipment, 1680 Columbus St., Sun Prairie for a Clark model GEX20S fork lift. Capital Equipment was the lowest bidder at \$26,975.

**3. Review, discussion and possible action on 2009-2014 Stevens Point Transit Development Plan (TDP) recommendations.**

Manager Lemke reviewed the current status of the SRF Consulting Group, Inc. 2009-2014 Transportation Development Plan system recommendations sections:

- **Management and Staffing** - Manager Lemke indicated six of the eight recommendations have been accomplished or are in the process of being accomplished.
- **Equipment and Facilities** - Ten recommendations were made and four have been accomplished or are in the process of being accomplished.
- **Operations**- Twenty-two recommendations were made of which nine have been accomplished or addressed to date.
- **Late Night Bus** - Eleven recommendations were made and eight have been accomplished.
- **Marketing and Information and Finance** - Involves nine recommendations, of which three are in the process of being accomplished at this time.

The majority of recommendations that have not been accomplished have significant budgetary implications. The Commission determined not to address them at this time due to budget limitations.

**4. Manager's Report.**

- **Transit staff updates.**

A new employee was recently hired to fill the vacancy due to retirement in July.

Manager Lemke was recently informed of another upcoming retirement. The retiring employee's last day of employment with the city will be December 30, 2011.

Manager Lemke stated she is working with Personnel and the union to establish mechanic positions under the transit contract. The 2012 budget includes funding for a full time and half time mechanic.

- **Travel Trainer update.**

Manager Lemke has been working with the Aging and Disabilities Resource Center transportation director, David Adamczk, to fill the vacant Travel Trainer position. Interviews have been concluded and David is currently doing reference checking on the individuals who are being considered for the position. It is anticipated the position should be filled by October 1, 2011.

- **2012 Budget**

Manager Lemke presented the 2012 preliminary transit budget. Bob Woehr noted the Park Ridge subsidy is not included as revenue, and questioned the status of the City's discussions with Park Ridge in regard to state statute 66.1021 (12). Elbert Rackow made a recommendation to add a budget line item for Park Ridge subsidy.

*Elbert Rackow moved to accept the Manager's report. Jeremy Slowinski seconded. Ayes all: Nays none: Motion carried.*

**5. Next meeting date.**

The next Transportation Commission meeting is scheduled for Thursday, October 20, 2011 at 5:00 p.m.

**6. Adjourn**

Chairperson Nichole Lysne moved to adjourn, Ald. Mary Stroik seconded. Ayes all; Nays none: Motion carried.

The meeting was adjourned at 7:00 pm.