

## Meeting Minutes

### Transportation Committee

February 7, 2008

Commissioners in attendance: Chairperson Hans Walther, Fred Hopfensperger, Elbert Rackow, Bob Woehr, Joe Kanter, Jeremy Slowinski, Amy Heart

Others present: Susan Lemke

The meeting was called to order at 6:00 p.m. by Chairman Hans Walther.

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1. Approval of the minutes from the December 12, 2007 Transportation Commission meeting.

Elbert Rackow moved to approve the minutes from the December 12, 2007 Transportation Commission meeting. Bob Woehr seconded. Ayes all; Nays None; Motion Carried.

2. Transportation Development Plan in 2008

Chairman Walther presented an overview of past Transportation Development Plans (TDP), the most recent was concluded in 2003.

Transportation Development Plans are conducted every 5 years, therefore Stevens Point Transit is due for a TDP in 2008. TDPs serve as a guide for future public transit system projects/service growth and recommendations are made that will enhance and improve current services. The maximum estimated cost for a TDP is \$60,000 of which 80% will be reimbursed, maximum local share being \$12,000. The 2008 Transit budget includes funding for a TDP. Manager Lemke has requested federal funding for the project and is awaiting approval from the state.

Bob Woehr moved to direct the Transit Manager to continue to work on developing a RFP for a new TDP to be released in 2008. Fred Hopfensperger seconded. Ayes all; Nays none; Motion carried.

3. Manager's Report:

#### Shelter Update

The IFB (Invitation to Bid) packet remains in the hands of WISDOT Procurement Specialist. Due to staffing issues at WISDOT the Procurement Specialist is behind in his procurement reviews at this time. Manager Lemke has been in contact with him frequently and indicated he has advised her he will rewrite the procurement to include both product and installation. Once the IFB is released Manager Lemke will move forward with release of the IFB to the public.

#### Late Night Bus Update

The Student Government association recently presented a referendum question to the student body in regard to late night bus service. The question asked students if they were willing to pay additional segregated fees for the service. Unfortunately there was a programming error in the system which allowed individuals to vote more than once. Therefore the referendum question will be readdressed in March along with the Student Government elections.

Bob Woehr moved to accept the Manager's Report and place it on file. Jeremy Slowinski seconded. Ayes all; Nays none; Motion carried.

4. Student "Freedom Pass" 2008

In September of 2007 the Commission directed Manager Lemke to include "Freedom Pass" on the agenda in February of 2008 for review of marketing ideas for the program. Freedom Passes will once again be offered to students from High School age on down. The pass will allow youth the opportunity to ride as many times as they desire through out the summer break by purchasing a \$20.00 Freedom Pass. The Commission members made numerous suggestions on ways to market the Freedom Pass, which Manager Lemke will consider. The passes will be available for purchase on May 1, 2008, at County Market, Cops on Church St. and ShopKo.

5. Request to move forward with Bilingual versions of How to Ride the "City Bus" video

The Transit department recently produced a video entitled, How to Ride the "City Bus". Transit Manager Lemke requested to take it one step further and produce two more videos which would be the same basic video but translated into Hmong and Spanish. Manager Lemke has been in contact with the Executive Director of Family Connections in Portage County who feels there are residents of Stevens Point who could benefit from the translated versions. Joe Kanter suggested that in addition to the Hmong and Spanish versions a "Closed Caption" version also be available for individuals who are hearing impaired. Fred Hopfensperger strongly agreed, stating there are no doubt many residents who could benefit from a "Closed Caption" version. Chairman Walther indicated we should pursue this, as it is a natural step forward in trying to reach out to everyone in the community. Manager Lemke has negotiated a cost of \$200.00 per video with Sara's Custom Video and Photography who developed the original video. Local share cost will be \$70.00 per video after state/federal funding is applied.

Hans Walther moved to direct the Transit Manager to move forward in the production of How to Ride the "City Bus" video in Hmong, Spanish and Closed Caption versions, at the cost of approximately \$200.00 per video. Amy Heart seconded. Ayes all; Nays none; Motion carried.

6. Request to move forward with U-Pass video in 2008

Manager Lemke indicated the Student Government Association at UWSP would like to work with the Transit Department in developing a video specifically on the U-Pass program. The video will be used for new student orientation sessions, and will be available for all students to view on the University and Stevens Point Transit web sites. Fred Hopfensperger indicated if the late night bus service is implemented it should be mentioned in the video also.

Fred Hopfensperger made a motion to move forward in producing a U-Pass video. Bob Woehr seconded. Ayes all; Nays none; Motion carried.

7. Transit Facility- approval to move forward/funding update

Manager Lemke updated the Commission on the new facility project. She indicated it was determined the most cost effective approach to the streets, parks and transit facility space issues was to use federal funding to build a new transit facility and expand streets and parks departments into the current transit facility once Transit moves into the new facility. Federal funding, if approved, will pay for 80% of the cost of a new Transit

facility. Funding in the amount of \$2,500,000 was requested in the 2008, 5311 Capital grant application. The local share portion of the facility project at 20% would be \$500,000. The value of the City owned land in which the new facility would be constructed may also be used as in-kind toward the local share match which would reduce the local share cost.

Bob Woehr moved to acknowledge the Commission is aware of, and approves of, moving forward with the construction of a new transit facility upon approval of federal funding for the project. Seconded by Jeremy Slowinski. Ayes all; Nays none; Motion carried.

#### 8. Next meeting date

The next meeting is scheduled for March 6, 2008 at 6:00 p.m.

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