

**City of Stevens Point**  
**Transportation Commission Meeting**  
**November 9, 2020 – 4:45 PM**

**Join Zoom Meeting:**

<https://zoom.us/j/91696515819?pwd=U01EM2RPcm42SG5KOWZSQmc1Sm9lQT09>

Meeting ID: 916 9651 5819

Passcode: 123578

Dial by your location:

+1 312 626 6799 US (Chicago)

**AGENDA**

**Discussion and Possible Action on:**

1. Roll Call.
2. Approval of the October 12, 2020 Transportation Commission minutes.
3. Approval of the October 2020 financial/claims report.
4. Approval to use general funds in the amount of \$5,165 for one (1) driver protection barrier not covered under the Cares Act funding.
5. Approval to apply for 5311/85.20 grant funding to support the CY2021 program operating expenses.
6. Approval to apply for 5311/85.20 grant funding to support CY2021 program operating expenses.
7. Next meeting date.
8. Adjournment.

**Meeting Rider**

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

**SPECIAL NOTICE- Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.**

**City of Stevens Point  
Transportation Commission Meeting  
October 12, 2020 - 4:45 PM**

**MINUTES**

**Discussion and Possible Action on:**

**1. Roll Call**

Present: Karalyn Peterson, Ald. Mary Kneebone, Ald. Thomas Leek, Tom Bertram, Greg Koepel

Excused: Nichole Lysne

Others Present: Talin Scheuermann, Dave Adams, Susan Lemke

**2. Approval of the September 14, 2020 Transportation Commission meeting minutes.**

Ald. Mary Kneebone moved to approve the minutes of the September 14, 2020 Transportation Commission meeting. Greg Koepel seconded. Ayes all; Nays none; Motion carried.

**3. Approval of the September 2020 financial/claims report.**

Ald. Mary Kneebone moved to approve the September 2020 financial/claims report. Greg Koepel seconded. Ayes all; Nays none; Motion carried.

**4. "Free Ride Fridays" on City fixed route buses between Thanksgiving and Christmas.**

Historically the City has allowed free rides on the City fixed route buses every Friday between Thanksgiving and Christmas.

Ald. Mary Kneebone moved to approve "Free Ride Fridays" on City fixed route bus routes between Thanksgiving and Christmas.

Ald. Thomas Leek seconded. Ayes all; Nays none; Motion carried.

**5. Adjournment.**

The next Commission meeting will be held on November 9, 2020 at 4:45 p.m. The meeting will be held via Zoom.

Ald. Mary Kneebone moved to adjourn the meeting seconded by Tom Bertram. Ayes all; Nays none; Motion carried.

**REPORT TO THE NOVEMBER 2020**

**MEETING OF THE TRANSPORTATION COMMISSION**

**FINANCES:**

Bank Balance as of October 1, 2020			\$ 1,420,851.42
Bank Deposits recorded in October 2020			\$ 571,970.65
			\$ 1,992,822.07

**CHECKS ISSUED SINCE THE OCTOBER 2020 MEETING:**

5902	City of Stevens Point	Workers Comp Premiums	2,380.64	
5903	Verizon Wireless	Cell phone charges	15.41	
5904	Employee Wages	Salaries	1,346.89	
5905	Employee Wages	Salaries	878.76	
5906	Employee Wages	Salaries	1,143.96	
5907	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5908	Edward L Severson	Mileage Reimbursement	658.60	
5909	Ronald Sutheimer	Mileage Reimbursement	929.78	
5910	Dorothy Tess	Mileage Reimbursement	254.73	
5911	United Way of Portage Cty	United Way	13.00	
5912	WI Council 32 Per Capita Tax Trust	Union Dues	329.97	
5913	Cintas Corp #442	Uniforms, mats, towels, solution	551.12	
5914	City of Stevens Point	Insurance, retirement & fuel	87,568.31	
5915	Courtesy Cab	Courtesy Cab Taxi Rides	699.00	
5916	Courtesy Carriers, Inc.	Courtesy Carrier SMV	95.00	
5917	Energetix Corp	Random DOT Testing	98.25	
5918	Fastenal Company	Cap Screw	48.76	
5919	Gillig LLC	Air Reservoir, Hose Assembly	506.78	
5920	Unemployment Insurance	Unemployment Charges	1,230.00	
5921	Stevens Point Water Dept	Quarterly Water Bill	3,321.11	
5922	LeRoy Wierzba	Shoe Reimbursement	125.00	
5923	Wisconsin Department of Revenue	Business Tax Registration Renewal	10.00	
5924	Wisconsin Mechanical Solutions, Inc.	Repaired A/C Unit	539.00	
5925	Cintas Corp #442	Uniforms, mats, towels, solution	234.36	
5926	Cummins Sales & Service	Insite Registration Renewal	720.00	
5927	Hartland Lubricants & Chemicals	Diesel Exhaust Fluid	445.05	
5928	Mastercard	Adobe & Zoom Subscriptions, Ink Cartridges, Card Paper, Volunteer Drive Pocket Calendars, Power Lube, Painting Tape, Utility Blades, Soap, Sanitizer, Flowers for Funeral, Envelope Mailers, Batteries	1,490.29	
5929	Wisconsin Media	Public Notice Posting	70.40	
5930	Affordable Auto Glass LLC	Windshield Repair	80.00	
5931	Thomas Carroll	Shoe Reimbursement	116.05	
5932	Cintas Corp #442	Mats, Towels, Solution, Uniforms	272.46	
5933	Gillig LLC	Farebox Lamp, Hose Assembly, Driver Barrier Kit	46,676.52	Bus Op. Protection Barriers
5934	Halron Lubricants Inc	Oil Sample Kits	300.00	
5935	Len Dudas Motors Inc	Tranny Cooler Line	89.31	
5936	Mid-State Truck Service Inc	Oil Gasket, Plug, Seal, Tube	178.80	
5937	Tire Technologies Inc	Tires, Rim Powder Coating, Balance Compound	5,447.76	
5938	Transfor Corporation	QRT Deluxe Retractor	393.00	
5939	Mastercard	Distilled Water, Sand Paper, Amazon Prime, Ink Cartridge, Appt Book, Printhead Cleaning Kit, Lawn Fertilizer, Adobe Subscription, Bus Passes, Bedliner Kit, Drill Bit, Vacuum, Paper Towels, Sanitizer	731.25	

5940	Employee Wages	Salaries	1,356.33	
5941	Employee Wages	Salaries	1,169.18	
5942	Employee Wages	Salaries	1,246.56	
5943	Fastenal Company	Air Filters	113.90	
5944	Mike Gross	Shoe Reimbursement	120.22	
5945	Mid-State Truck Service Inc	Compressor, Gasket	2,828.78	
5946	CSPC Ohio Child Support Pymt Central	Child Support	235.38	
5947	Gregg Spaete	Shoe Reimbursement	125.00	
5948	United Way of Portage Cty	United Way	13.00	
5949	Stevens Point Water Dept	Postage for Certified Mail	4.10	
5950	Cintas Corp #442	Uniforms, mats, towels, solution	274.55	
5951	City of Stevens Point	Workers Comp Premiums	3,925.41	
5952	Gillig LLC	Clutch Drive Kit, Hyd Pump Gasket	719.74	
5953	Mid-State Truck Service Inc	Coolant Pipe, Dipstick Tube	112.01	
5954	Schultz Property Management	Bathroom Rental	200.00	
5955	Star Business Machines Inc.	Copier Maintenance Agreement	94.25	
5956	Verizon Wireless	Cell phone charges	15.42	
	Verizon	Mobile Data Terminals	800.80	
	Great America Financial Services	Copier Lease	95.00	
	Volunteer Drivers	Mileage Reimbursement	8,402.78	
EFT	Payroll	10/1/2020	35,308.24	
EFT	Payroll	10/15/2020	33,283.90	
EFT	Payroll	10/29/2020	36,809.16	
	IRS	Payroll Taxes - Fed	33,122.52	
	WI Dept of Revenue	Payroll Taxes - State	6,871.56	
	<b>TOTAL OF CHECKS LISTED</b>		<b>\$ 327,472.49</b>	<b>\$ 327,472.49</b>
	<b>BALANCE ON HAND OCTOBER 31, 2020</b>			<b>\$ 1,665,349.58</b>
		Balance on Hand		\$ 1,665,349.58
		Plus checks written after end of month		
		Less checks from last commission meeting		
		Plus uncleared checks		\$ 15,541.23
		Less checks previously written clearing this month		\$ (7,742.87)
		<b>Ending Cash Balance matching Bank Statements</b>		<b>\$ 1,673,147.94</b>

5311-85.20 Budget details

**Account Number**

**EXPENDITURES**

Acct. #	Description	5-5 Acct. City Fixed Route	5-6 Acct. City Paratransit
50100	Wages Management	\$ 163,833	\$ -
50101	Wages Operators	\$ 475,132	\$ 169,090
50102	Wages Mechanics	\$ 97,418	\$ -
50103	Wages Dispatcher	\$ 19,764	\$ -
50201	SS/FICA	\$ 67,473	\$ 15,081
50202	Pension/WRS	\$ 57,409	\$ 13,307
50203	Health Ins./HAS/Wellness Program	\$ 173,714	\$ 53,820
50205	Life Ins.	\$ 1,143	\$ 318
50206	Income Continuation	\$ -	\$ -
50207	Unemployment Comp.	\$ 2,500	\$ -
50208	Worker Compensation	\$ 23,882	\$ 6,545
50209	Sick Leave	\$ 40,592	\$ 9,097
50210	Holiday Pay	\$ 32,179	\$ 7,581
50211	Vacation Pay	\$ 53,084	\$ 11,371
50212	Funeral/Bonus Days/OPEB	\$ 49,186	\$ 500
50213	Uniform/Shoe & Clothing Reimb.	\$ 9,163	\$ 1,581
50214	Longevity/Awards/EAP	\$ 4,966	\$ 977
50303	D&A Tests/Background Checks	\$ 3,000	\$ -
50305	Annual Fees/Inspections	\$ 31,048	\$ -
50306	Janitorial/Bldg/Shelter Fees	\$ 23,175	\$ -
50399	Audit/Computer/Attorney Fees	\$ 30,825	\$ -
50400	Office supplies	\$ 3,300	\$ -
50401	Fuel/Oil/Lubricants	\$ 135,000	\$ 27,625
50402	Tires/Tubes	\$ 10,000	\$ 4,500
50499	Vehicle Parts/Towing/Tools	\$ 65,000	\$ 12,000
50502	Telephone/Cells/Tablets	\$ 6,050	\$ -
50503	Elect/Gas/Water/Sewer/Storm Water	\$ 36,000	\$ -
50601	Ins. Liability & Physical Damage	\$ 42,583	\$ -
50901	Dues/Subscriptions	\$ 2,500	\$ -
50902	Travel/Mileage/Meal Reimb.	\$ 3,500	\$ -
50908	Advertising/Promotion	\$ 4,000	\$ -
50909	Pension expense GASB68	\$ 35,000	\$ -
50108	CT passes	\$ -	\$ -
		\$ 1,702,418	\$ 333,393
	<b>Contra</b>	<b>\$ 22,384</b>	<b>\$ 23,304</b>
	Total CY2021 Expenses	\$ 1,680,034	\$ 310,089

Contra Expenses:

Fuel Tax Reimbursement: \$13,000

Insurance Dividends: \$9384

Paratransit Aids: \$23,304

5-8 Acct.

**Rural Fixed Flexible Route**

\$ 73,287.00  
\$ 89,810.00  
\$ 23,814.00  
\$ 19,763.00  
\$ 18,206.00  
\$ 15,688.00  
\$ 36,513.00  
\$ 375.00  
\$ -  
\$ 1,000.00  
\$ 5,124.00  
\$ 10,470.00  
\$ 8,302.00  
\$ 12,538.00  
\$ 803.00  
\$ 2,195.00  
\$ 585.00  
\$ 1,500.00  
\$ 10,349.00  
\$ 7,725.00  
\$ 10,275.00  
\$ 1,000.00  
\$ 16,000.00  
\$ 3,500.00  
\$ 8,000.00  
\$ 1,009.00  
\$ -  
\$ 8,018.00  
\$ 520.00  
\$ 200.00  
\$ 2,000.00  
\$ -  
\$ 2,000.00  
\$ 390,569.00  
\$ -  
\$ 390,569.00

\$ 2,380,692 Total Costs 5311-85.20 Budget  
after Contra is applied

\$ 308,290.00 Estimated Revenue

\$ 108,103.00 Program Subsidies

Note: 5311-85.20 reimbursement is unclear at this time.  
CARES Act Funding will be available for a portion of the year 100%