



City of Racine Meeting Minutes

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Transit and Parking Commission

Wednesday, August 30, 2006

4:30 PM

Room 301 - City Hall

Call To Order

The meeting was called to order by Vice-Chairman Craft at 4:30 P.M.

PRESENT: Mark Kowbel, Timothy Craft and Laurie Kell

ABSENT: Thomas M. Sollman

EXCUSED: Deborah Ganaway

Also Present: J. Rooney, Secretary; M. Glasheen, staff; T. Wittig, W. McDonald, PTMR; T. Wheary, Racine County Clerk of Courts; S. Letteney, Deputy City Attorney; D. Bose

1. Approval of Minutes for the July 26, 2006 Meeting

The minutes of the meeting held on July 26, 2006 were approved as printed.

to Approve the Minutes

Parking System Business

2. [06-2277](#)

Subject: Communication from the Assistant Commissioner of Public Works/Engineering to discuss the extension of the current juror parking agreement with the Racine County Clerk of Courts.

Recommendation: The Mayor and City Clerk be authorized and directed to execute an agreement with Racine County, subject to approval by the County Board, for the provision of pre-paid on-street juror parking in the vicinity of the Courthouse, for a period of sixteen months from September 1, 2006 through December 31, 2007, at a cost of \$550 per month.

Fiscal Note: The Parking System will realize \$2,200 in parking revenue during 2006 and \$6,600 in parking revenue during 2007 during the term of this agreement.

Mr. Rooney reviewed the materials sent to Commission members in their meeting packet. He noted that a new juror survey had been taken, rates adjusted for the new parking rates adopted in January 2006, and that the average monthly revenue for the last year was

\$541. Based on the survey, he recommended that the rate remain at \$550/month. He also stated that Racine County had requested that the agreement be adjusted to reflect the budget cycle, so he recommended that the agreement be extended for 16 months, through December 31, 2007.

Ms. Wheary indicated that the County was in agreement with the proposal, both from a cost and duration standpoint. She thanked the Commission and City for offering the program, noting how much more convenient it has been for jurors to park around the courthouse.

Mr. Kowbel moved that the Mayor and City Clerk be authorized and directed to execute an agreement with Racine County, subject to approval by the County Board, for the provision of pre-paid on-street juror parking in the vicinity of the Courthouse, for a period of sixteen months from September 1, 2006 through December 31, 2007, at a cost of \$550 per month. Ms. Kell seconded and the motion passed.

Recommended For Acceptance

3. **Miscellaneous Parking System Business**

A. *Review of Parking System proposed 2007 budget.*

Mr. Rooney distributed copies of the summary page of the proposed 2007 Parking System budget and noted that there is a shortfall of about \$60,000 between revenues and expenses. He noted that the budget is about 4.3% higher than 2006. He reported that current revenues are down from projections, even with the January 1, 2006 rate increases. He stated that revenue estimates for 2007 are down about 4% from 2006, contributing to the shortfall. He advised members that the budget has been presented to the Mayor and will be discussed during the upcoming month. He will keep the Commission advised of the budgetary process.

Transit System Business

4. [06-2353](#) **Subject:** Communication from the Transit Planner regarding policies and procedures to be implemented by the Belle Urban System for its complementary dial-a-ride service.

Recommendation: The No Show Policy for the Belle Urban System Dial-a-Ride Transit Program be adopted as amended.

Fiscal Note: N/A

Mr. Wittig distributed a draft No Show policy for the dial-a-ride service, as well as complementary letters referenced in the policy. He explained the need for the policy, the steps to be taken and the possible penalties that could be incurred.

Mr. Craft indicated that he felt that the paragraph at the end of the policy, referring to the purging of no-show events, should be placed earlier in the policy, perhaps immediately behind the Notice of Suspension paragraph. Other members concurred.

Ms. Kell moved that the No Show Policy for the Belle Urban System Dial-a-Ride Transit

Program be adopted as amended. Mr. Kowbel seconded and the motion passed.

Recommended For Acceptance

5. [06-2360](#) **Subject:** Communication from the Transit Planner wishing to discuss the acquisition of additional wheelchair-lift equipped vehicles for the provision of paratransit service, which will begin on October 1.

Recommendation: Bidding requirements be waived and that the City of Racine purchase two (2) 2001 Ford F450 Super Duty Triton paratransit vehicles from Roller Auctioneers, 7500 York Street, Denver, CO, 80229, for the sum of \$11,420, with funds coming from account 105.900.5030, Capital Projects.

Fiscal Note: Funds available as delineated above.

Mr. Wittig reported that he had traveled to Denver, CO to attend a vehicle auction for the purpose of investigating the availability and potential purchase of two paratransit vehicles for use in our dial-a-ride service. He indicated that he found two vehicles in relatively good shape and operating order, and he distributed a memo dated August 30, 2006 outlining the types of vehicles and their prices. He noted that the vehicles bid on will use the same parts as our current five vehicles. Lastly, he reported on the costs to either ship the vehicles to Racine (\$4,800) or send two staff members to Denver to drive them back (not to exceed \$2,800).

Mr. Glasheen indicated that there are funds available to acquire the vehicles and pay for their transport back to Racine by BUS staff personnel.

Ms. Kell asked if the BUS had enough vehicles to handle paratransit demand. Mr. Wittig indicated that he felt that seven vehicles would be adequate to provide the service.

Mr. Craft asked if one could get reservations through the BUS website. Mr. Wittig stated that there would be changes made in the website to reflect the new service, policies, etc. but no reservation capability at this time. He thought that the suggestion would be one to explore in the future. Mr. Glasheen noted that the City is acquiring reservation and routing software for the paratransit service.

Mr. Kowbel moved that bidding requirements be waived and that the City of Racine purchase two (2) 2001 Ford F450 Super Duty Triton paratransit vehicles from Roller Auctioneers, 7500 York Street, Denver, CO, 80229, for the sum of \$11,420, with funds coming from account 105.900.5030, Capital Projects. Ms. Kell seconded and the motion passed.

Recommended For Acceptance

6. [06-2354](#) **Subject:** Communication from the Transit Planner submitting the July 2006 operating and financial report for Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service.

Recommend: The communication be received and filed.

Fiscal Note: N/A

Mr. Glasheen noted that the intercity service is still up about 25% over last year in both ridership and revenue.

Mr. Kowbel moved that the communication be received and filed. Ms. Kell seconded and the motion passed.

Recommended to be Received and Filed

7. [06-2312](#) **Subject:** Communication from the Transit Planner submitting the June 2006 operating and financial report for the Belle Urban System.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Mr. Glasheen noted that absolute ridership dropped by a total of 172 riders in June. However, due to the fact that no Route 9 service to Parkside was run this year, vs. 14 days last year, the adjusted ridership, comparing same service levels, was up 251 riders. He noted this ridership increase while service miles declined almost 2,000 in the month and that there was an absolute increase in revenue of 1.21%.

Mr. Kowbel moved that the communication be received and filed. Ms. Kell seconded and the motion passed.

Recommended to be Received and Filed

8. [06-2450](#) **Subject:** (Direct Referral) Communication from the Transit Planner submitting the July 2006 operating and financial report for the Belle Urban System.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Mr. Glasheen noted that absolute ridership rose by 4.72% over July 2006, while the BUS provided over 6,100 miles less service. Absolute revenue increased 7.11%. He reminded members that service to Parkside had been terminated by the University, and that changes requested by the Village of Sturtevant, revising route 27 and eliminating Saturday bus service, had been implemented on July 2, 2006.

Mr. Kowbel moved that the communication be received and filed. Ms. Kell seconded and the motion passed.

Recommended to be Received and Filed**9. Miscellaneous Transit System Business**

Members briefly discussed the status of the Racine Railroad Depot. Mr. Glasheen invited each member to contact him at their convenience for a tour of the building.

Mr. Glasheen briefly discussed the proposed 2007 Belle Urban System budget, advising members that the budget had been prepared to meet the Mayor's request of a zero property tax increase budget. The budget will be reviewed by the Mayor on September 20, 2006, and a report made to the members at the next meeting.

10. Next Meeting Date

The next meeting of the Commission is scheduled for Wednesday, September 27, 2006, at 4:30 P.M.

Adjournment

The meeting was adjourned at 5:45 P.M.

Respectfully submitted,

*John C. Rooney, Secretary
Transit and Parking Commission*

Approved,

Deborah Ganaway, Chairman

If you are disabled and have accessibility needs or need information interpreted for you, please contact the Engineering Department, 636-9166, at least 48 hours prior to this meeting.