



City of Racine

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

Meeting Minutes - Draft Transit and Parking Commission

*Chairman Deborah Ganaway
Vice Chair Timothy Craft
Alderman Raymond DeHahn
Laurie Kell, Kristin Niemiec*

Wednesday, April 30, 2008

4:30 PM

City Hall, Room 301

1. Call To Order

The meeting was called to order by Chairman Ganaway at 4:32 P.M.

PRESENT: 5 - Timothy Craft, Deborah Ganaway, Raymond DeHahn, Kristin Niemiec and Laurie Kell

Also Present: T. Eeg, Secretary; M. Glasheen, staff; C. Garner, PTM; J. McGee

2. Approval of Minutes for the March 26, 2008 Meeting

The minutes of the meeting held on March 26, 2008 were approved as printed.

3. Parking System Business

4. [07-1567](#) **Subject:** Communication from the Assistant Commissioner of Public Works/Operations wishing to discuss implementing a policy on the sale of parking meter hoods in business districts.

Recommendation (1-30-08): Defer

Recommendation (2-27-08): Defer

Recommendaton (3-26-08): Defer

Recommendation (4-30-08): Defer

Mr. Eeg distributed a draft policy and form, noting that the Mayor had been given a copy but had not had time to review and comment. Mr. Eeg suggested that the item be deferred.

Alderman DeHahn moved that the item be deferred. Ms. Niemiec seconded and the motion passed.

Deferred

5. [08-1948](#) **Subject:** Communication from Linda Budlow requesting permission to rent Lakefront Lot No. 5 for the Monument Square Art Fair on Saturday, June 7, 2008, and Sunday, June 8, 2008. This lot will provide parking for the artists participating in the art fair. (Res.#08-0795)

Recommendation: The Monument Square Art Fair be granted

permission to lease Lakefront parking Lot No. 5 on Saturday June 7 & Sunday June 8, 2008, subject to payment of the lease costs for the parking lot in accordance with existing policies, and subject to the execution of a hold harmless agreement with the City.

Fiscal Note: The agreement will generate \$360 in revenue for the Parking System.

Mr. Eeg noted this request has been before the Commission for many years, and it has been approved every year. The organization would pay the \$1.50 per space rate, generating \$360 for the Parking System.

Ms. Kell moved that the Monument Square Art Fair be granted permission to lease Lakefront Parking Lot No. 5 on Saturday, June 7 and Sunday, June 8, 2008, subject to payment of the lease costs for the parking lot in accordance with existing policies, and subject to the execution of a hold harmless agreement with the City. Ms. Niemiec seconded and the motion passed.

Recommended For Approval

6. [08-1951](#)

Subject: Communication from a representative of the Downtown Rotary Club requesting a special events noise variance and permission to extend the curfew, use the 5th Street Parking Ramp, hang banners at Civic Centre and Festival Hall, use city streets for a parade, and operate a spotlight and run interactive games at Festival Park on May 17 & 18, 2008 in connection with the Rotary Post Prom. (Res.#08-0794)

Recommendation of the Public Works and Services Committee

04-8-08: The request of the Rotary Post Prom Committee of the Downtown Rotary Club, to close:

Fifth Street, from Lake Avenue to Festival Park Drive,
Festival Park Drive, from Fifth Street to Sixth Street,
Sixth Street, from Festival Park Drive to Pershing Park Drive,
Pershing Park Drive, from Sixth Street to Eleventh Street, and
Eleventh Street from Pershing Park Drive to Main Street,

from 7:00 p.m., Saturday, May 17, 2008, to 4:30 a.m., Sunday, May 18, 2008, for the Rotary Post Prom, be approved.

FURTHER RESOLVED, that permission be granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. Proof of liability insurance be filed prior to the event;
- C. The setup and dismantling of barricades will be the responsibility of the sponsor;
- D. Any overtime and/or equipment and material loss will be charged to the sponsor;
- E. Sponsor shall pay a \$350.00 special event fee.

FURTHER RESOLVED, that the Commissioner of Public Works/City Engineer and Chief of Police provide limited assistance, in the interest of public safety, to implement this event.

Recommendation of the Police and Fire Commission 04-8-08: That the Chief of Police provide limited assistance in the interest of public safety to implement this event.

Fiscal Note: There will be nominal costs to the various City departments, on a regular shift basis, to assist in implementing this event.

Recommendation of the Board of Parks, Recreation & Cultural Services 4-23-08: that the communication be received and filed.

Recommendation of the Transit and Parking Commission (4-30-08): The request to use Lakefront Parking Lot #4 on May 17 & 18, 2008 be approved at no cost, subject to execution of a hold harmless agreement with the City, and

Further recommends that the Civic Centre Ramp be rented for event goers from 9:00 P.M. on May 17, 2008 to 4:00 A.M. on May 18, 2008, in conjunction with the event.

Fiscal Note: The ramp rental will generate \$601.50 in revenue for the Parking System.

Mr. Eeg noted that the only item in this communication was the request to use the Civic Centre Parking Ramp. He also noted that the Commission would have to approve use of Lakefront Parking Lot No. 4 for bleachers and drop-offs. There would be no change for Lakefront Lot No. 4, as its use would be after meter hours. He noted that the use of the ramp would generate \$601.50 for the Parking System.

Alderman DeHahn moved that the request to use Lakefront Parking Lot No. 4 on May 17 & 18, 2008, be approved at no cost, subject to execution of a hold harmless agreement with the City, and further recommends that the Civic Centre Ramp be rented for event goers from 9:00 P.M. on May 17, 2008, to 4:00 A.M. on May 18, 2008, in conjunction with the event.

Ms. Kell seconded and the motion passed.

Recommended For Approval

7. [08-2072](#) **Subject:** (Direct Referral) Communication from Kristin Niemiec, on behalf of the Uptown Improvement Organization, requesting the rental of Uptown Lot # 5 (1300 Washington Ave), for the Uptown Artist Festival on Saturday, June 14, 2008. (Res.#08-0796)

Recommendation: The Uptown Improvement Organization be granted permission to lease Uptown Parking Lot No. 5 on Saturday June 14, 2008, subject to payment of the lease costs for the parking lot

in accordance with existing policies, and subject to the execution of a hold harmless agreement with the City.

Fiscal Note: The agreement will generate \$46.50 in revenue for the Parking System

Mr. Eeg stated there are 31 metered spaces in the lot, representing a fee of \$46.50. He asked if the group would want the lower lot also, and Ms. Niemiec indicated they would use that lot also. Ms. Niemiec asked that the invoice be sent to her, and she would see that the responsible parties made payment.

Alderman DeHahn moved that the Uptown Improvement Organization be granted permission to lease Uptown Parking Lot No. 5 on Saturday, June 14, 2008, subject to payment of the lease costs for the parking lot in accordance with existing policies, and subject to the execution of a hold harmless agreement with the City. Ms. Kell seconded and the motion passed, with Ms. Niemiec abstaining.

Recommended For Acceptance

8. Miscellaneous Parking System Business

There was no miscellaneous Parking System business to report.

9. Transit System Business

10. [08-1744](#) **Subject:** Communication from Laurie Kell requesting a Dart bus pass.

Recommendation (2-27-08): Defer

Recommendation (3-26-08): Defer

Recommendation (4-30-08): Defer

Mr. Glasheen indicated that he had not had time to do the study. Ms. Kell indicated that she would like to see a report on her request.

Alderman DeHahn moved that the item be deferred. Ms. Niemiec seconded and the motion passed.

Deferred

11. [08-1982](#) **Subject:** Communication from the Transit Planner regarding the State of Wisconsin's 2008 funding for the Belle Urban System. (Res.08-0797)

Recommendation: The Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine.

Fiscal Note: The City of Racine will receive up to \$1,932,434 to assist with the operating costs of the Belle Urban System for 2008.

Mr. Glasheen advised the agreement would provide \$1,932,434 to assist in Belle Urban System operations for 2008.

Alderman DeHahn moved that the Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine. Ms. Niemiec seconded and the motion passed.

Recommended For Acceptance

12. [08-1983](#) **Subject:** Communication from the Transit Planner regarding the State of Wisconsin's 2008 funding for the Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service. (Res.#08-0798)

Recommendation: That the Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine.

Fiscal Note: The City of Racine will receive up to \$642,925 to assist with the operating costs of the Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service for 2008. No city funding is involved.

Mr. Glasheen advised the agreement would provide \$642,925 in pass-through funds to Wisconsin Coach Lines to assist in the intercity bus service operations.

Ms. Kell moved that the Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine. Alderman DeHahn seconded and the motion passed.

Recommended For Acceptance

13. [08-1989](#) **Subject:** Communication from the Transit Planner regarding the pass through of State funding for the Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service. (Res.#08-0799)

Recommendation: The Mayor and City Clerk be authorized and directed to execute the contract on behalf of the City of Racine.

Fiscal Note: The contract will allow the City of Racine to pass through \$642,925 in State aid to Wisconsin Coach Lines for Kenosha-Racine-Milwaukee intercity bus service. No City funds will be expended for the provision of this service.

Mr. Glasheen indicated this agreement would allow for the pass-through of State funds to Wisconsin Coach Lines, with no additional City funding.

Alderman DeHahn moved that the Mayor and City Clerk be authorized and directed to execute the contract on behalf of the City of Racine. Ms. Niemiec seconded and the motion passed.

Recommended For Acceptance

14. [08-2068](#) **Subject:** (Direct Referral) Communication from the Transit Planner regarding a contract amendment to the City's 2003 Federal Capital grant. (Res.08-0800)

Recommendation: The Mayor and City Clerk be authorized and directed to execute the amendment to the 2003 State capital assistance contract for the Belle Urban System.

Fiscal Note: The amendment will provide an additional \$92,000 previously promised to the Belle Urban System from older Federal

grants, for the use in constructing the expansion of the Belle Urban System administrative offices.

Mr. Glasheen advised members that he has been working for several months trying to consolidate Federal grant funding, through WISDOT, into one amount for the expansion of the BUS administrative offices. This agreement would transfer \$92,000 from other grant account line items into a construction line item, allowing its use on the expansion project. This is not extra funding, but funding originally dedicated to other items that no longer need to be done.

Alderman DeHahn moved that the Mayor and City Clerk be authorized and directed to execute the amendment to the 2003 State capital assistance contract for the Belle Urban System. Ms. Kell seconded and the motion passed.

Recommended For Acceptance

15. [08-2085](#)

Subject: (Direct Referral) Communication from the Transit Planner wishing to discuss an amendment to the professional services agreement between the City of Racine and Architectural Associates, LTD. (Res.#08-0801)

Recommendation: That the amendment be approved and that the Mayor and City Clerk be authorized and directed to execute the amendment on behalf of the City of Racine.

Fiscal Note: The amendment will increase the agreement by \$19,800, to \$79,200, providing funds for additional work previously authorized, and to provide construction administration services beyond those previously contemplated in the original agreement. Federal grant funds are available to offset 80% of the cost, and the Belle Urban System CIP will provide the remaining funding.

Mr. Glasheen advised members that the amendment included two previously approved expansions of the scope of services, and also includes a new proposal to handle greater construction inspection and processing of payments work. The change will add \$19,200 to the agreement, and is funded 80% by the Federal grants.

Alderman DeHahn moved that the amendment be approved and that the Mayor and City Clerk be authorized and directed to execute the amendment on behalf of the City of Racine. Ms. Niemiec seconded and the motion passed.

Recommended For Acceptance

16. [08-2087](#)

Subject: (Direct Referral) Communication from the Transit Planner wishing to discuss an amendment to the 2007 State operating assistance agreement between WISDOT and the City of Racine for the Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service.
(Res.#08-0802)

Recommendation: The Mayor and City Clerk be authorized and directed to execute the amendment to the 2007 State assistance contract for pass through funds to Wisconsin Coach Lines for the Kenosha-Racine-Milwaukee intercity bus service.

Fiscal Note: The amendment will correct a mistake in the original agreement that was technical in nature and would not change the amount of 2007 funding.

Mr. Glasheen noted the amendment was technical in nature and did not change the amount of funding for 2007. A similar amendment was approved for the 2006 agreement last year.

Alderman DeHahn moved that the Mayor and City Clerk be authorized and directed to execute the amendment to the 2007 State assistance contract for pass-through funds to Wisconsin Coach Lines for the Kenosha-Racine-Milwaukee intercity bus service. Ms. Kell seconded and the motion passed.

Recommended For Acceptance

17. [08-2088](#) **Subject:** (Direct Referral) Communication from the Transit Planner wishing to discuss an amendment to the 2007 State operating assistance agreement between WISDOT and the City of Racine for the Belle Urban System. (Res.#08-0803)

Recommendation: The Mayor and City Clerk be authorized and directed to execute the amendment to the 2006 State assistance contract for the Belle Urban System.

Fiscal Note: The amendment will correct a mistake in the original agreement that was technical in nature and would not change the amount of 2007 funding.

Mr. Glasheen noted the amendment was technical in nature and did not change the amount of funding for 2007. A similar amendment was approved for the 2006 agreement last year.

Ms. Niemiec moved that the Mayor and City Clerk be authorized and directed to execute the amendment to the 2006 State assistance contract for the Belle Urban System. Alderman DeHahn seconded and the motion passed.

Recommended For Acceptance

18. [08-1974](#) **Subject:** Communication from the Transit Planner submitting the March 2008 operating and financial report for the Wisconsin Coach Lines Kenosha-Racine-Milwaukee intercity bus service.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Ms. Niemiec moved that the item be received and filed. Ms. Kell seconded and the motion passed.

Received and Filed

19. [08-1929](#) **Subject:** Communication from the Transit Planner submitting the February 2008 operating and financial report for the Belle Urban System.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Ms. Niemiec moved that the item be received and filed. Alderman DeHahn seconded and the motion passed.

Received and Filed

20. [08-2086](#) **Subject:** (Direct Referral) Communication from the Transit Planner submitting the March 2008 operating and financial report for the Belle Urban System.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Mr. Glasheen reminded members that Easter occurred in March in 2008 and in April in 2007, so the March numbers ridership and revenue numbers would be lower than last year. April 2008 is expected to be correspondingly higher than last year.

Ms. Kell moved that the item be received and filed. Mr. Craft seconded and the motion passed.

Received and Filed

Alderman DeHahn moved that the Transit and Parking Commission retire to closed session pursuant to Wisconsin Statutes Sec. 19.85(1)(e) to discuss the upcoming negotiations with Teamsters Local 43. Ms. Niemiec seconded the motion. Alderman DeHahn voted aye. Ms. Niemiec voted aye. Ms. Kell voted aye. Mr. Craft voted aye. Ms. Ganaway voted aye.

CLOSED SESSION - It is intended the Transit and Parking Commission will convene in closed session pursuant to Wisconsin Statutes Sec. 19.85(1)(e), to discuss the upcoming negotiations with Teamsters Local 43.

21. [08-2038](#) **Subject:** (Direct Referral) Communication from Curtis Garner, PTMR, wishing to meet in closed session regarding upcoming negotiations with Teamsters Local 43.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Received and Filed

OPEN SESSION - In the event the Transit and Parking Commission enters into a closed session, the Commission reserves the right to reconvene in open session to take action on any of the items discussed.

Alderman DeHahn moved that the Transit and Parking Commission return to open session. Mr. Craft seconded and the motion passed.

22. **Miscellaneous Transit System Business**

A. 08-2038 (Direct Referral), being a communication from Cutis Garner, PTMR, wishing to meet in closed session regarding upcoming negotiations with Teamsters Local 43.

Ms. Kell moved that the item be received and filed. Mr. Craft seconded and the motion passed.

23. Next Meeting Date

The next meeting of the Commission is scheduled for Wednesday, May 28, 2008 at 4:30 P.M.

Adjournment

The meeting adjourned at 5:45 P.M.

Respectfully submitted,
Thomas Eeg, 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.