



City of Racine

Meeting Minutes - Draft

Transit and Parking Commission

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

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

Wednesday, September 26, 2007

4:30 PM

Room 301, City Hall

Call To Order

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

PRESENT: 4 - Timothy Craft, Deborah Ganaway, Raymond DeHahn and Kristin Niemiec

EXCUSED: 1 - Laurie Kell

Also Present: T. Eeg, Secretary; M. Glasheen, staff; C. Garner, M. Sylvester, PTMR; P. Mueller, Community Care, Inc.

1. Approval of Minutes for the July 25, 2007 Meeting

The minutes of the meeting held on July 25, 2007 were approved as printed.

Parking System Business

Miscellaneous Parking Business

Members briefly discussed the proposed 2008 Parking System budget.

Transit System Business

2. [07-1070](#) **Subject:** (Direct Referral) Communication from the Transit Planner, submitting a request from Curt Foreman requesting free transportation for event participants to and from the Kilties Brew Fest on Saturday, September 15, 2007.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Mr. Glasheen noted that due to the cancellation of the last meeting, action on this item was no longer necessary.

Mr. Craft moved that the communication be received and filed. Ald. DeHahn seconded and the motion passed.

Recommended to be Received and Filed

3. [07-1135](#) **Subject:** Communication from Perry Mueller, Disability Specialist for Community Care, Inc., requesting the authorization of D.A.R.T. tickets.

Perry Mueller invited to the meeting.

**Recommendation of the Transit & Parking Commission (9/26/07):
Deferred**

**Recommendation of the Transit & Parking Commission (10/31/07):
Deferred**

Recommendation of the Transit & Parking Commission (11/28/07):

The City accept a contribution of \$500 from Community Care for the purpose of purchasing a custom report module from RouteMatch, Inc. for its dial-a-ride service, and that the Belle Urban System match the contribution with \$500 from its budget, subject to receiving a contribution of \$500 from Racine County, to complete the purchase.

Fiscal Note: The total cost of the module is \$1,500. The Belle Urban System has \$500 available in Account 105.600.5250, Miscellaneous Supplies to cover its share of the cost.

Mr. Glasheen reviewed the communication requesting permission to authorize and pay for trips on the Belle Urban System Dial-A-Ride service, and to be billed on a monthly basis for trips taken.

Mr. Mueller stated that the individuals in question rarely come to their agency, and many are not capable of holding or using the tickets sold for individual rides. He noted that individuals who would be certified, after being physician certified to ride, would be paid for monthly from an invoice. He indicated that if individuals were decertified, and the City was not notified, they would agree to pay for the rides through notification. In response to a question, Mr. Mueller indicated that he thought there could be upwards to 150 people certified to ride on DART.

Ms. Sylvester advised members that the DART system is using a program from RouteMatch, and it does not include a way to count or summarize rides from individuals. She would have to manually go through the reports and total up the monthly rides for all of the certified individuals. She indicated that she would not have time to do this. She indicated that DART would sell Community Care as many tickets as they wanted to buy on a monthly basis, but as Mr. Mueller had already explained, it would be difficult for the individuals to get the tickets.

Ms. Sylvester indicated that RouteMatch could develop a specific report to generate the number of rides by individuals, but that it could cost several thousand dollars. Mr. Mueller stated that it might be possible for his agency to pay for the cost of the report program, if that could be a consideration.

Staff and members agreed that if Community Care would pay for the cost of the report program, a voucher system could be worked out for the Community Care clients. Ms. Sylvester was directed to discuss the cost of such a routine with RouteMatch, and Mr. Mueller agreed to contact his superiors to see if they would pay for the program.

Ald. DeHahn moved that the item be deferred. Mr. Craft seconded and the motion passed.

Deferred

4. [07-1101](#) **Subject:** (Direct Referral) Communication from the Transit Planner submitting the revised PTMR drug and alcohol policy.
- Recommendation:** The policy be adopted.
- Fiscal Note:** N/A
- Mr. Glasheen reported that during the recent Federal Triennial Review, the local drug and alcohol policy was found to be deficient in several areas, needing to be updated to reflect recent changes at the Federal level. The changes have been made and the revised policy is recommended for adoption.*
- Ms. Niemiec moved that the revised drug and alcohol policy be adopted. Ald. DeHahn seconded and the motion passed.*
- Recommended For Acceptance**
5. [07-1139](#) **Subject:** Communication from the Transit Planner requesting to discuss the City updating its Cooperative Planning Agreement with the Southeast Wisconsin Regional Planning Commission.
- Recommendation:** The Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine.
- Fiscal Note:** The agreement is for cooperative planning and has no fiscal impact.
- Mr. Glasheen reported that during the recent federal Triennial Review, the cooperative planning agreement was found to be outdated and in need of change. This was a finding made throughout the region, so the Southeastern Wisconsin Regional Planning Commission rewrote the agreement in consultation with all of the regions transit operators and has submitted it for approval. He noted that the agreement had no financial implications, and is only for planning purposes. The agreement will be signed by SEWRPC, WISDOT, and all of the public transit operators in the region.*
- Mr. Craft moved that the Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine. Ald. DeHahn seconded and the motion passed.*
- Recommended For Acceptance**
6. [07-1137](#) **Subject:** Communication from the Transit Planner submitting a contract amendment regarding grant WI-03-0080 (2002).
- Recommendation:** The Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine.
- Fiscal Note:** The amendment transfers funds from an Architect/Engineering line item to a construction line item, with no change

in the amount of the grant.

Mr. Glasheen stated the amendment simply moves funds from a planning line item to a construction line item, so that funds can be reimbursed after the administrative office expansion is built. There is no charge in the funding amount.

Ald. DeHahn moved that the Mayor and City Clerk be authorized and directed to execute the agreement on behalf of the City of Racine. Mr. Craft seconded and the motion passed.

Recommended For Acceptance

7. [07-1146](#) **Subject:** Communication from the Transit Planner submitting a contract amendment reallocating capital grant funds in grant WI-03-0087 (2004) from Architect/Engineering to a Construction line item in the amount of \$278,462.78

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

Fiscal Note: The amendment transfers funds from an Architect/Engineering line item to a construction line item, with no change in the amount of the grant.

Mr. Glasheen stated that the amendment simply moves funds from a planning line item to a construction line item, so that funds can be reimbursed after the administrative office expansion is built. There is no charge in the funding amount.

Ald. 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

8. [07-1174](#) **Subject:** (Direct Referral) Communication from the purchasing agent submitting bids for Official Notice # 9.

Recommendation: A purchase order be placed with Ross and White Company, Cary, Illinois, for an EC-15 Bus Vacuum, at their bid price of \$87,850, in accordance with bids solicited under Official Notice No. 9, on July 31, 2007.

Fiscal Note: Funds are available in the 2005 Section 5309 Capital Assistance Contract (WI-03-0091) between the City and WISDOT, and the 2006 City of Racine Capital Improvement Program, Capital Grant account 105.900.5010.

Members were advised that the unit will replace a 30-year old vacuum system at the BUS. Federal funds are available to pay for 80% of the cost of the unit, and local CIP funds are in place to pay for the remainder. The State, as holder of the Federal funds, has concurred in the award.

Ald. DeHahn moved that a purchase order be placed with Ross and White Company, Cary, Illinois, for an EC-15 Bus Vacuum, at their bid price of \$87,850, in accordance with bids solicited under Official Notice No. 9, on July 31, 2007. Mr. Craft seconded and the motion passed.

Recommended For Acceptance

9. [07-1138](#) **Subject:** Communication from the Transit Planner wishing to discuss a grant that was awarded for the purchase and installation of bicycle racks on City buses, and a donation of \$1,500 from the KR Bike Club for this project.

Recommendation: The Purchasing Agent be authorized and directed to advertise for and accept bids for the manufacture and delivery of bike racks for Belle Urban System buses.

Fiscal Note: Grant and local funds, including a \$1,500 donation from the KR Bike Club, are available in the amount of \$44,500, to pay for the bike racks.

Mr. Glasheen noted that the grant has been awarded directly to the City of Racine and that specifications have been prepared and reviewed by PTMR staff. He indicated that the units would probably be installed early next year, and that part of the available funds can pay for installation. The grant from the Bicycle Club was accepted last year for this purpose.

Ald. DeHahn moved that the Purchasing Agent be authorized and directed to advertise for and accept bids for the manufacture and delivery of bike racks for Belle Urban System buses. Ms. Niemiec seconded and the motion passed.

Recommended For Acceptance

10. [07-1039](#) **Subject:** Communication from the Transit Planner submitting the July 2007 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 communication be received and filed. Ald. DeHahn seconded and the motion passed.

Recommended to be Received and Filed

11. [07-1147](#) **Subject:** Communication from the Transit Planner submitting the August 2007 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

Mr. Craft moved that the communication be received and filed. Ald. DeHahn seconded and the motion passed.

Recommended to be Received and Filed

12. [07-1012](#)

Subject: Communication from the Transit Planner submitting the June 2007 operating and financial report for the Belle Urban System bus service.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Mr. Craft moved that the communication be received and filed. Ms. Niemiec seconded and the motion passed.

Recommended to be Received and Filed

13. [07-1113](#)

Subject: Communication from the Transit Planner submitting the July 2007 Belle Urban System operating and financial reports.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Ald. DeHahn moved that the communication be received and filed. Mr. Craft seconded and the motion passed.

Recommended to be Received and Filed

14. **Miscellaneous Transit System Business**

Members briefly discussed the proposed 2008 Belle Urban System operating budget.

Next Meeting Date

The next meeting of the Commission is scheduled for Wednesday, October 31, 2007, at 4:30 P.M.

Adjournment

The meeting was adjourned at 5:20 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.