



City of Racine Meeting Minutes

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

Transit and Parking Commission

*Chairman Deborah Ganaway
Vice Chair Timothy Craft
Alderman Raymond DeHahn
Laurie Kell
Mark Kowbel*

Wednesday, January 31, 2007

4:30 PM

Room 301 - City Hall

Call To Order

The meeting was called to order by Chairman Ganaway at 4:30 P.M.

PRESENT: 5 - Mark Kowbel, Timothy Craft, Deborah Ganaway, Raymond DeHahn and Laurie Kell

Also Present: T. Eeg, Secretary; M. Glasheen, Staff; C. Garner, W. McDonald, PTMR; A. Smith, RCCVB; T. Karkow, WRJN; D. Bose

1. Approval of Minutes for the November 29, 2006 Meeting

The minutes of the meeting held on November 29, 2006 were approved as corrected. The minutes reported Ms. Kell, who was not in attendance, seconding the motion in Item # 4. Mr. Kowbel actually seconded the motion.

Parking System Business

2. [06-2989](#) **Subject:** Communication from the Racine County Convention and Visitors Bureau, requesting permission to use two parking lots near Festival Park from Friday, August 17, 2007 thru Sunday, August 19, 2007, and to use city right-of-way for a motorcade or parade on Saturday, August 18, 2007, in conjunction with the Wisconsin State Harley Owners Group Rally. **Adam Smith invited to the meeting.**

Also refer to the Transit and Parking Commission.

Recommendation of the Public Works and Services Committee

(1-9-07): The communication be received and filed.

Fiscal Note: Not applicable.

Recommendation of the Transit & Parking Commission on 1-31-07:

The Racine County Convention and Visitors Bureau be granted permission to rent the Civic Center Parking Ramp and Lakefront Parking Lot # 4 at the posted rates, from Friday, August 17, 2007, through Sunday, August 19, 2007, subject to execution of a hold harmless agreement and acquisition of a temporary liquor license, if applicable.

Fiscal Note: The Parking System will generate \$600 per day for the Civic Centre Lot and \$118.50 per day for the Lakefront Parking Lot # 4.

Mr. Eeg noted that the only item in the request before the Commission is the request to rent parking facilities.

Mr. Smith stated that Racine would be the home of the 2007 Harley Owners Group Convention, with between 5,500 - 6,000 Harley enthusiasts attending. His request is to use the Civic Center Ramp and Lakefront Parking Lot # 4 for event parking and activities. He noted that Lakefront Lot # 4 would be fenced off and used for vendor booths and that participants might be walking around the lot with alcoholic beverages obtained inside Festival Park. Members saw no problem as long as alcohol was not taken beyond the grounds or brought in from outside. Mr. Smith indicated that he was aware of the parking rental costs and the RCCVB was willing to pay the posted rates.

After discussion, Mr. Craft moved that the Racine County Convention and Visitors Bureau be granted permission to rent the Civic Center Parking Ramp and Lakefront Parking Lot # 4 at the posted rates, from Friday, August 17, 2007 through Sunday, August 19, 2007, subject to execution of a hold harmless agreement and acquisition of a temporary liquor license, if applicabale. Mr. Kowbel seconded and the motion passed.

Recommended For Adoption

Miscellaneous Parking Business

There was no miscellaneous parking system business to report.

Transit System Business

3. [07-0083](#) **Subject:** (Direct Referral) Communication from Vivian Merlo, President of Preservation Racine, Inc., asking permission to use the Racine Railroad Depot for a meeting on April 2, 2007 from 7 PM until 9 PM.

Recommendation: The request be granted subject to the execution of a hold harmless agreement with the City, acquisition of a temporary liquor license, if applicable, and subject to the understanding that the facility and bathrooms must remain open to the public during the event.

Fiscal Note: N/A

Members were advised that the request was similar to that received for the Transit Now event in December. Mr. Glasheen expressed no reservations about the approval of the request.

Mr. Kowbel asked about the necessity of preparing a policy for building use, and on possible fees for its use. Mr. Glasheen indicated that he would draft some procedures for Commission review and include language for fees for non-transit related events. Mr. Craft suggested fees be used to cover expenses incurred by the Belle Urban System for any event.

Mr. Craft moved that the request be granted subject to the execution of a hold harmless agreement with the City, acquisition of a temporary liquor license, if applicable, and

subject to the understanding that the facility and bathrooms must remain open to the public during the event. Alderman DeHahn seconded and the motion passed.

Recommended For Adoption

4. [06-2622](#) **Subject:** Communication from the Transit Planner wishing to discuss changes in the Belle Urban System transfer policy.

Recommendation: The changes to the policy be approved and the amended policy be adopted.

Fiscal Note: N/A

Members were given a copy of recommended policy revisions in their meeting packet. It was reported that due to the incorporation of the electronic TRiM units on the buses in December, the policy was actually put into place on January 2, 2007.

Mr. McDonald stated that only three complaints were received in January due to the new policy. These related to individuals not being able to complete a round trip using a transfer, which is the reason that the policy was changed and the new units installed. It is expected that the new units and policy will result in additional farebox revenue being generated, as some individuals will now have to pay two fares for their round trips, and as there are no disputes between customers and drivers about the validity of transfers.

Alderman DeHahn noted that the old system allowed for fare evasion, as individuals took free transfers and sold them on the street for a price lower than the fare, so the City was losing money two ways. Mr. McDonald stated that the new system would minimize such actions.

Alderman DeHahn asked about the revenue in January. Mr. Garner distributed a sheet showing January 2007 vs. January 2006. Revenue is up about 33% through January 30th. Mr. Glasheen also noted that monthly bus pass sales for January 2007 were up 10% over January 2006, with revenues up 32%. Both cautioned that time will tell if the revenues maintain these levels.

Mr. Glasheen noted three reasons for increased revenue - the fare increase that went into effect on January 2, 2007, the changes in transfer policy, and a renewed emphasis by the drivers to require full payment of cash fares by customers.

Ms. Kell moved that the changes to the policy be approved and that the amended policy be adopted. Mr. Kowbel seconded and the motion passed.

Recommended For Adoption

5. [07-0001](#) **Subject:** Communication from the Transit Planner submitting the December 2006 WIDOT Management Performance Audit on the Belle Urban System.

Recommendation: The report be received and filed.

Fiscal Note: N/A

Mr. Glasheen advised members that every five years the Wisconsin Department of

Transportation hires a consultant to do a management performance audit of the Belle Urban System, to ensure appropriate expenditure of State funds and compliance with rules and regulations. Members had been given a copy of the December 2006 report's Executive Summary in their meeting packet. He noted that the actual meetings took place in mid-October, shortly after the implementation of the dial-a-ride service, and that the final report was issued in December. Hence, the references to the paratransit recommendations which the City had not had time to implement at the time of the meetings.

Members discussed the consultant recommendations and what the staff and BUS management would be doing to address the recommendations. Staff and BUS management will work on recommendations throughout the year and report on progress made to the Commission on a regular basis.

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

Recommended to be Received and Filed

6. [06-3054](#) **Subject:** Communication from the Transit Planner submitting the contract between the City of Racine and the Village of Mt. Pleasant for transit service in the Village in 2007.

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

Fiscal Note: Mt. Pleasant will pay up to \$161,000 for transit service provided in the Village.

Mr. Glasheen stated that Mt. Pleasant would pay approximately \$161,800 for the provision of transit service in the Village during 2007, in accordance with provisions in the agreement.

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

Recommended For Adoption

7. [06-3055](#) **Subject:** Communication from the Transit Planner submitting the contract between the City of Racine and the Village of Sturtevant for transit service in the Village in 2007.

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

Fiscal Note: Sturtevant will pay up to \$50,000 for transit service provided in the Village.

Mr. Glasheen stated that Sturtevant would pay approximately \$50,000 for the provision of transit service in the Village during 2007, in accordance with provisions in the agreement.

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

passed.

Recommended For Adoption

8. [06-3056](#) **Subject:** Communication from the Transit Planner submitting the contract between the City of Racine and the Village of Caledonia for transit service in the Village in 2007.

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

Fiscal Note: Caledonia will pay up to \$28,000 for transit service provided in the Village.

Mr. Glasheen stated that Caledonia would pay approximately \$28,000 for the provision of transit service in the Village during 2007, in accordance with provisions in the agreement.

Mr. Kowbel moved that the Mayor and City Clerk be authorized and directed to execute the contract on behalf of the City of Racine. Ms. Kell seconded and the motion passed.

Recommended For Adoption

9. [06-3057](#) **Subject:** Communication from the Transit Planner submitting the agreement which would allow the pass-through of State mass transit operation funds in 2007 to Wisconsin Coach Lines for the Kenosha-Racine-Milwaukee intercity bus service.

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 approximately \$645,000 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 reported to members that the agreement would allow the City to pass through about \$645,000 in State transit aid to Wisconsin Coach Lines for intercity service. There are no City funds being expended in the provision of the intercity service. Wisconsin Coach Lines provides the local share of the cost.

Ms. Kell moved that the Mayor and City Clerk be authorized and directed to execute the contract on behalf of the City of Racine. Mr. Craft seconded and the motion passed.

Recommended For Adoption

10. [06-2960](#) **Subject:** Communication from the Transit Planner submitting the November 2006 financial and operating report for the Wisconsin Coach Lines, Inc. Kenosha-Racine-Milwaukee intercity bus service.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

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

Recommended to be Received and Filed

11. [06-3058](#)

Subject: Communication from the Transit Planner submitting the December 2006 financial and operating report for the Wisconsin Coach Lines Racine-Kenosha-Milwaukee intercity bus service.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

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

Recommended to be Received and Filed

12. [06-2988](#)

Subject: Communication from the Transit Planner submitting the October 2006 financial and operating report for the Belle Urban System.

Recommendation: The communication be received and filed.

Fiscal Note: N/A

Ms. Kell moved that the communication be received and filed. Alderman DeHahn seconded and the motion passed.

Recommended to be Received and Filed

13. [07-0020](#)

Subject: Communication from the Transit Planner submitting the November 2006 operating and financial report for the Belle Urban System.

Recommendation of the Finance & Personnel Committee on

1-22-07: The 2006 operating and financial report of the Belle Urban System be received and filed.

Fiscal Note: N/A**Recommendation of the Transit & Parking Commission on 1-31-07:**

The communication be received and filed.

Fiscal Note: N/A

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

Recommended to be Received and Filed

14. Miscellaneous Transit System Business

There was no miscellaneous transit business to report.

15. Next Meeting Date

The next meeting of the Commission is scheduled for Wednesday, February 28, 2007, at 4:30 PM.

Adjournment

The meeting was adjourned at 5:30 PM.

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.