



City of Racine

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

Meeting Minutes - Final Transit and Parking Commission

*Chairperson Deborah Ganaway
Alderman Raymond DeHahn
Kristin Niemiec
John Heckenlively
Mark Kowbel*

Wednesday, July 28, 2010

4:30 PM

City Hall, Room 301

REVISED AGENDA

Call To Order

The meeting was called to order at 4:33 P.M.

PRESENT: 4 - Raymond DeHahn, Kristin Niemiec, Mark Kowbel and John Heckenlively

EXCUSED: 1 - Deborah Ganaway

Also Present: Tom Eeg, Rick Jones, Steve Rogstad, Mary Newbold, John Magee, Nancy Holmlund, Chris Reuwer, Len Brandrup

Alderman DeHahn chaired the meeting on behalf of Deborah Ganaway.

Approval of Minutes for the 06/30/10 Meeting

The minutes of the 06/30/10 meeting were approved as printed. Passed unanimously.

Parking System Business

Transit System Business

1. [10-5293](#) **Subject:** Communication from Mary Newbold requesting a review of the bus transfer issue at Regency Mall during the Saturday bus route schedule.

Recommendation of the Transit and Parking Commission on 06-28-10: Receive and file the communication and direct staff to review this issue and come back with a report on potential corrections to this issue.

Fiscal Note: N/A

Mary Newbold appeared before the Commission and stated she uses Route 7 bus on weekends to meet Route 4. However, Route 4 arrives prior to the arrival of Route 7,

so the timing of these routes makes it difficult to serve her. She noted transfer times impact all riders.

Motion made by Kowbel, seconded by Heckenlively to receive and file this item and direct staff to review this issue and come back with a report on potential corrections to the issue. Passed unanimously.

Recommended to be Received and Filed

2. [10-5325](#)

Subject: Communication from the Assistant Finance Director requesting to execute the 2010 Section Urban Mass Transit Operating Assistance Contracts between the Wisconsin Department of Transportation and the City of Racine. (Res.10-2136)

Recommendation: Mayor and City Clerk be authorized to execute the 2010 Section Urban Mass Transit Operating Assistance Contracts between the Wisconsin Department of Transportation and the City of Racine in the amount of \$1,989,153 for Belle Urban System funding.

Fiscal Note: This contract will provide the BUS with \$1,989,153 in State operating funds.

Tom Eeg explained the Operating Assistance Contract was based on revenue deficit and is typically approved annually.

Motion made by Heckenlively, seconded by Niemiec to approve. Passed unanimously.

Recommended For Approval

3. [10-5332](#)

Subject: Communication from the General Manager of PTMR submitting the financial and operating report for June 2010.

Recommendation: Receive and file.

Fiscal Note: N/A

Steve Rogstad reviewed all the details of the June 2010 report.

Motion by Niemiec, seconded by Kowbel to receive and file. Passed unanimously.

Recommended to be Received and Filed

4. [10-5333](#)

Subject: Communication from the General Manager of PTMR, requesting the Transit and Parking Commission to review the document, "City of Racine Belle Urban System Policies and Procedures No. 1 (Belle Urban System (B.U.S.) Revenue Generating Display Advertising, Concessions and Merchandise)." Commission established and approved this document on 06/25/97.

Recommendation: That the "City of Racine Belle Urban System Policies and Procedures No. 1 (Belle Urban System (B.U.S.) Revenue

Generating Display Advertising, Concessions and Merchandise)" be amended by modifying Section 1.9.2 to delete "attention Mike Glasheen, Transit Planner, Room 304" and be approved as modified.

Fiscal Note: N/A

Steve Rogstad recommended changing the date/time to current date and modify 1.9.2 to delete "attention Michael Glasheen, Transit Planner, Room 304, City Hall, 730 Washington Avenue, Racine, WI, 53403."

Motion made by Kowbel, seconded by Heckenlively to amend the policy. Passed unanimously.

Recommended For Approval

5. [10-5360](#)

Subject: (Direct Referral) Communication from the Commissioner of Public Works/City Engineer submitting the report from Len Brandrup regarding the future management of Transit Services for the City of Racine. (Res.10-2137)

Recommendation: Recommend that the report as submitted by Len Brandrup regarding the future management of the Transit System be adopted.

Further recommend that a Request for Proposal for the management of the Belle Urban System be authorized.

Further recommend that a Technical Steering Committee be formed for the analysis of management proposals.

Further recommend that the position of Transit Coordinator be included in the 2011 Budget.

Fiscal Note: The Transit Coordinator position is estimated to be \$104,337 annually with the City funded portion estimated at \$42,000 annually.

Len Brandrup appeared before the Commission and stated when Mike Glasheen retired, we attempted to hire a replacement, but didn't find a suitable replacement. We ended up shifting these responsibilities to the PTM Manager, DPW Administration and the Finance Department. He recommended hiring a Transit Planner/Coordinator as City Staff.

Rick Jones recommended approving the report and proceed with an RFP for a future management contract for a 5 year period with two (2) 1-year extensions, forming a Technical Advisory Committee and reviewing the proposals and hiring a Transit Coordinator in 2011.

Motion made by Kowbel, seconded by Niemiec to approve. Passed unanimously.

Recommended For Approval

6. [10-5433](#)

Subject: In accordance with Sec. 19.84(3), Wis. Stat., good cause

exists for giving less than 24 hours' notice of this agenda item because such notice was impossible or impractical.

(Direct Referral) Communication from the Commissioner of Public Works submitting the operating Assistance Contract with the Wisconsin Department of Transportation.

Recommendation of the Transit and Parking Commission on 07-28-10: Receive and file.

Fiscal Note: N/A

Rick Jones submitted and explained the operating Assistance Contract with the Wisconsin Department of Transportation.

Motion made by Niemiec, seconded by Kowbel to receive and file. Passed unanimously.

Recommended to be Received and Filed

Adjournment

The meeting adjourned at 5:30 P.M.

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.