



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the: **TRANSIT COMMISSION**  
Date/Time: **October 17, 2024, at 4:45 p.m.**  
Location: **City Hall (407 Grant Street) - Council Chambers**  
Members: **Becky McElhaney (C), Carol Lukens, Gary Gisselman, Kathi Zoern, Veronica Hope**

### AGENDA ITEMS FOR CONSIDERATION / ACTION

- 1 Call Meeting to Order
- 2 Approval of Minutes -- May 23rd, 2024 and May 28th, 2024
- 3 New hire Operations Supervisor position
- 4 Review of Hmong Festival
- 5 Feasibility Study
- 6 Adjourn

Becky McElhaney, Chairperson

**NOTICE: It is possible that members of, and possibly a quorum of members of the Committee of the Whole or other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting. No action will be taken by any such groups.**

Members of the public who do not wish to appear in person may view the meeting live over the internet, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>.

**This Notice was posted at City Hall and sent to the Daily Herald newsroom on 10/11/2024 @ 3:15 PM**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or [ADAServices@ci.wausau.wi.us](mailto:ADAServices@ci.wausau.wi.us) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

# TRANSIT COMMISSION MINUTES

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Date and Time: The Transit Commission met on Tuesday May 28<sup>th</sup> at 5:00 P.M. at Wausau City Hall, 407 Grant st., Wausau, WI.

Members Present: Becky McElhaney, Gary Gisselman, Kathi Zoern, Carol Lukens

Members Excused: N/A

Also Present: Arran Hersey (Metro Ride) Yvonne Scheffler (MetroRide)

In accordance with Chapter 19 of the Wisconsin Statutes, notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner. The meeting was called to order at 4:45 pm by Becky McElhaney after noting a quorum was present.

## Discussion and possible action-Tripper to Wausau East for Summer School:

Hersey presented the schools proposed time for summer school bus service. Wausau East schools would again like a tripper service to be offered for students attending their summer programming. A morning bus would run from 7 a.m. with drop off by 7:15a.m. at the school and a return time to the garage of 7:30a.m. A second tripper would return to school at 12:30p.m. with a 12:45p.m. boarding time of students and then would return to the garage by 1 p.m. This service starts on June 10<sup>th</sup> and runs M-Thur until the second week of July, with the exception of July 4<sup>th</sup>.

Motion: Lukens

2<sup>nd</sup>: Zoern

Motion Passed unanimously

At 5:03 p.m. Gisselman moved to adjourn the meeting. Zoern seconded the motion. Meeting adjourned at 5:03 p.m.

Respectfully submitted,

Becky McElhaney, Chairperson

# TRANSIT COMMISSION MINUTES

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Date and Time: The Transit Commission met on Thursday May 23rd at 4:45 P.M. at Wausau City Hall, 407 Grant St., Wausau, WI.

Members Present. Becky McElhane, Gary Gisselman, Kathi Zoern,

Members Excused. N/A

Also Present: Arran Hersey (Metro Ride) Yvonne Scheffler (MetroRide)

In accordance with Chapter 19 of the Wisconsin Statutes, notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner. The meeting was called to order at 4:45 pm by Becky McElhane after noting a quorum was present.

## Approval of Minutes

Gisselman moved to approve the minutes of the February 22nd meeting. Zoern seconded the motion. Motion passed unanimously.

## Update on CAD/AVL Consulting Services Contract:

Hersey states that we are in the process of getting feedback on upgrading to a system that will provide automated miles and passenger count as well as GPS and a forward-facing Application for customers to utilize. Auto voice annunciators will also be implemented to take away from drivers having to do this. SRF is working to make the adjustments accurate for state & federal reporting purposes and MetroRide together with SRF will have the priorities in line by this August with the beginning of implementation expected to start by August 2025.

## Introduction of new Transit Director Arran Hersey:

Arran came to Wausau on March 1<sup>st</sup> with his work start day of March 4<sup>th</sup>, 2024. He is from Portland

OR where he comes from 1 1 years of service in several different roles in transit services with TriMet . Before transit work, Arran has 20 plus years of operation manager experience in the restaurant chain business.

## Trippler to Wausau East for Summer School:

Wausau East schools would again like a tripper service to be offered for students attending their summer programming. A morning bus would run from 7 a.m. with drop off by 5a.m. at the school and a return time to the garage of 7:30a.m. A second tripper would return to school at 12:30p.m. with a 12:45p.m. boarding time of students and then would return to the garage by 1 p.m. This service starts on June 10<sup>th</sup> and runs M-Thur until the second week of July with the exception of July 4<sup>th</sup>.

Zoern questioned if we have checked in with the school about varied start times they may have, and Hersey confirmed that the school presented us with these pick up and drop off times.

## Transit Director's Report:

Staffing Changes: MetroRide has lost a maintenance supervisor, but interviews have taken place, and a candidate has been selected that will be announced at a future meeting as that individual had yet to be notified and accept the position. There are 2 new utility individuals that have started and 1 new

part time bus driver all who have been trained and recently completed all the CDL requirements necessary for employment.

Projects: The task of going through all old records at MetroRide will begin shortly. There are records going back to the late 90's still housed at MetroRide and work is being done with Anne Jacobsen on retention times and the correct process for putting data onto an electronic copy on the cloud to reduce the paper files on hand. This will save future man hours down the road and free up needed space within the building.

Feasibility Study: MetroRide has received \$100,000 in grant monies for the purpose of a feasibility study to determine the necessity to relocate our current building. There is a push for upgraded buses and with the potential of moving to an electric version or hybrid fleet, it needs to be determined if our current facility needs an upgrade or a new building is needed. With the potential of also growing MetroRide to areas outside of Wausau, it may also be necessary to upgrade or move locations in order to house a larger fleet. Gisselman questioned if this was just a bus upgrade that needs to occur or a push for a new facility. Hersey explained because of the government moving away from giving grant money for diesel buses, the need for upgraded buses is imminent, therefore the study is needed to determine where and how that new fleet can be housed. He stated he was not certain if the current building will be feasible as it lies in a flood plain. Hersey confirmed the timeline for this study is to be completed by December 31<sup>st</sup>, 2025.

McElhaney added that she was wondering about the connection with DPW and if that was still an option. She also indicated that monies through VW were not happening anymore, and she believes we can't afford new buses unless we get federal help.

Zoern asked if anyone has addressed the upcoming Hmong festival committee about their event this summer. Hersey confirmed communication has started and it will be in the next meeting's agenda.

McElhaney brought up the need to choose the next Vice Chair on the next agenda. It was also decided it would be necessary to hold a separate meeting for discussion and possible action to get approval of the trippers running for summer school before a June 10<sup>th</sup> start date.

At 5:04 p.m. Gisselman moved to adjourn the meeting. Zoern seconded the motion. Meeting adjourned at 5:04 p.m.

Respectfully submitted,

Becky McElhaney, Chairperson



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## MEMO

**To:** Transit Commission

**From:** Arran Hersey, Transit Director

**Subject:** Information on Agenda Items

**Date:** October 18<sup>th</sup>, 2024

### **Operations Supervisor Position:**

We welcomed our new Operations Supervisor, Thomas Bauer, on Monday October 14<sup>th</sup>.

### **Hmong Festival:**

5060 unique rides between the two days for The Hmong Festival. This was very successful. It cost a little more money due to the vice presidents husband showing up for the festival. We were required to provide a bus, and an operator, as part of the needed security. It is unknown if we are going to be able to bill for this time and resources.

## **Feasibility Study:**

Metro Ride is working with Marathon County to write an RFP for the new feasibility study.