

**** All present are expected to conduct themselves in accordance with the City's Core Values ****



OFFICIAL NOTICE AND AGENDA

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

Notice is hereby given that the TRANSIT COMMISSION of the City of Wausau, Wisconsin will hold a regular meeting as shown below.

Meeting of the: **TRANSIT COMMISSION**
Date/Time: Thursday, March 23, 2023 @ 4:45 p.m.
Location: City Hall Common Council Chambers (1st floor), 407 Grant Street, Wausau
Members: Becky McElhaney(C), Carol Lukens, Gary Gisselman, Kathi Zoern, Kyle Turner

AGENDA ITEMS

1. Call Meeting to Order
2. Introduction: Transit Director Matthew Rosenbloom-Jones
3. Approval of Minutes – December 15, 2022
4. Update: Staffing and current recruitments
5. Update: Metro Ride's addition of service to Horace Mann riders within existing routes
6. Adjournment

Members of the public may view the meeting live on cable TV Channel 981 or over the internet on the City of Wausau's YouTube Channel at <https://tinyurl.com/WausauCityCouncil>. A video recording of the meeting will be made available in its entirety at <https://tinyurl.com/WausauCityCouncil> following the meeting. Any person wishing to offer public comment who does not appear in person to do so, may e-mail megan.newman@ci.wausau.wi.us with "Transit Commission public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, will be limited to items on the agenda at this time. Messages related to agenda items that are received prior to the start of the meeting will be provided to the chairperson.

This notice was posted at City Hall and emailed to the Wausau Daily Herald and City Pages on March 16, 2023. Questions regarding this agenda may be directed to: Megan Newman, at 715-842-9287 or megan.newman@ci.wausau.wi.us.

In accordance with the requirements of Title II of the Americans with Disabilities Act (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 contact **Megan Newman, Interim Transit Director at 715-842-9287 or Megan.Newman@ci.wausau.wi.us** or the **City's ADA Coordinator at (715) 261-6620 or clerk@ci.wausau.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Interpreter services are available free of charge upon reasonable notice.

Yog koj hais rau peb paub ua ntej, peb muaj neeg tuaj txhais lus pab dawb rau koj

TRANSIT COMMISSION MINUTES

Date and Time: The Transit Commission met on Thursday, December 15, 2022 at 4:45 P.M. at Wausau City Hall, 407 Grant St., Wausau, WI.

Members Present: Becky McElhaney, Gary Gisselman, Kathi Zoern, Kyle Turner

Members Excused: Carol Lukens

Also Present: Greg Seubert (Metro Ride), Mayor Katie Rosenberg, Megan Newman (Metro Ride), Julie Crull (Metro Ride), Dave Mack (MPO), Lance Mueller (MPO)

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.

Approval of Minutes

Turner moved to approve the minutes of the October 20, 2022 meeting. Gisselman seconded the motion. Motion passed unanimously.

Discussion and Possible Action on Approval of Public Transit Agency Safety Plan (PTASP)

Seubert referenced the Public Transit Agency Safety Plan (PTASP) provided in the member's packets, along with a summary document. The plan is in its third iteration and has a Federal Transit Administration (FTA) requirement that it must be updated annually. Most changes to the plan are housekeeping items apart from creating a Safety Committee. There were challenges in creating the committee brought on by COVID and the committee being able to meet due to being short-staffed. The committee size was reduced allowing members to be chosen and a series of meetings has since occurred. The infrastructure bill passed a year ago stated if your plan was not adopted by your Safety Committee, it needed to be updated and adopted by the committee this time around. This same bill stipulates that fifty percent of the committee be comprised of Union members. The Union appointed two members and the other two members are management staff. The plan is now being presented to the commission for their approval.

Motion to approve by Zoern, seconded by Turner. Motion passed unanimously.

Discussion and Possible Action on Adoption of Transportation Development Plan (TDP)

Seubert referenced that the plan is now complete, and the commission may want to take action on recommendations from the plan and turned the discussion over to Dave Mack, Director of the Metropolitan Planning Organization (MPO).

Mack reviewed the creation and ownership of the plan. Final Transportation Development Plan (TDP) was included in the packet for the commission. Mack feels the MPO may have the most impact in working with surrounding communities, allowing the commission to focus on the recommendations in the TDP related to the operation of the transit system. He stated there are several things that can be done over the next five years to enhance the system.

Gisselman asked if the conversations with the other communities revealed any issues the City of Wausau should be aware of going into the plan. Mack responded there was nothing specific. The major concerns were related to levy limits and the cost share to participate in the transit system. The communities have stated their desire to have transit in their communities, it is just a matter of finding the funding.

Turner stated he understands the issues they can address related to fare boxes and technology improvements. He then discussed that looking back over plans from the last fifteen years many of the same issues are present. Turner asked Mack if he has a recommendation for what they should prioritize. Mack responded that there is an entire section of recommendations that the City should do to enhance the operations. Improvements such as new fare boxes, GPS tracking and other technology improvements may be items that can be presented to other communities to show the robustness of the improved system and increase their interest in participating.

Motion to approve by Zoern, seconded by Turner. Motion passed unanimously.

Discussion and Possible Action on Approval of Transit Equity Day Resolution

Seubert recapped 2022 participation in Transit Equity Day and its association with the birthday of Rosa Parks. He stated that in 2023 the birthday of Rosa Parks falls on a Saturday, so he is proposing celebrating the event on Friday, February 3rd. Metro Ride will commemorate the day by reserving a seat on every bus with a poster and a rose on the seat.

Zoern asked if this will be done on all paratransit buses. Seubert responded that it will be done on all buses, including paratransit.

Motion to approve by Turner, seconded by Zoern. Motion passed unanimously.

Discussion and Possible Action on Grant Funding and Project Update

Seubert provided a status update to grants and projects, and related funding sources, as he prepares reports for staff prior to his retirement. Exhibit included in the packet provides the summary on each grant/project. Seubert discussed each one in more detail.

Zoern asked what is happening with the old shelters once the new ones arrive. Seubert responded that they will be dismantled and scrapped as salvage.

No action needed.

Discussion and Possible Action on American Recovery Plan (ARP) Grant Projects

Seubert stated his goal was to take the TDP recommendations and formulate a plan for the commission to consider before his retirement, but that he is not ready to finalize that plan. The consultants' recommendations only provided high level generalizations on the technology related projects. More detail is needed prior to moving forward on those projects. There is a capital cost to these projects, as well as ongoing annual support costs related to software and equipment used to operate the systems. The exhibit in the packet outlines the two types of costs and how they fit in to the ARP grant funding. While there are enough monies to fund the projects, an additional \$100,000 is needed annually to maintain the systems.

Seubert's recommendation is to refine the technology projects in the coming months, develop specifications and go out to bid on the priority projects. Real time information, with passenger counting, and farebox replacement projects are a priority.

Seubert stated some additional projects to consider are on-board bus disinfection, forklift replacement and ADA upgrades to the bus garage.

Turner asked if the ARP application is a one-time submission or if several submissions can be made as decisions on projects are made. Seubert responded that the designation of funds to projects must be made in the application, but after designation to specific projects a portion can be designated to operating expenses and then later you can go back and amend the grant.

Seubert outlined the next steps as finalizing the list of projects going into the grant, get those into the County's planning process and then submitting the grant. Once the grant is approved project initiation can begin. Seubert estimates this project as taking approximately one year. Seubert feels there may be the need to involve a consultant for expertise on the technology project procurement and include consulting services in the grant application.

Zoern asked if technology improvements would reduce staff workload and result in staff reductions to free up monies to use for other services. Seubert responded that it would result in a change in the way things are done and reduce some duplication of duties, but that time saved would allow for coverage of the service day and reallocation of those resources to things such as marketing and travel training.

Zoern also asked if the consultants from RLS & Associates would be providing additional information on the technology improvements. Seubert responded that a request was made to the consultants to provide more detail than what was in the TDP and a costing plan was received from them. That plan is not as detailed as needed and the contract with them is over. Seubert detailed how he would see a technology consultant being hired to walk through determining what is needed and help with the procurement process to get the systems that fit the needs of the transit organization.

No action needed.

Transit Director's Report

• Staffing Update

Seubert stated that there has been success in hiring bus operators. After increasing the full-time operator count by four and reducing the part-time count, those four operators were hired quickly, with two of them coming in fully licensed. Since then, one has left and a newly hired part-time operator was moved to full-time. This left four part-time operator vacancies which are about to be filled with offers out to applicants.

There is current recruitment for a Utility Worker, Bus Mechanic and Transit Director.

Seubert reintroduced Megan Newman as the Operations Manager, stating that she will be the contact after his retirement until the Director position is filled.

For the first time since October of 2020 the management team is fully staffed with a new Operations Supervisor recently hired.

• FTA Triennial Review

Notice was received last week of the Triennial Review from the Federal Transit Administration where they will come in and review compliance with all the federal programs. The last triennial review covered around twenty-six different programs. Seubert will start working on the process prior to his retirement. A Desk Review in which they are provided with a multitude of documents will occur first and after that they will do either an in-person or remote full review.

Zoern thanked Seubert for all of his years of service with Metro Ride. McElhaney also thanked Seubert and was grateful that we are going into his retirement almost fully staffed.

At 5:25 p.m. Zoern moved to adjourn the meeting. Turner seconded the motion. Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Becky McElhaney, Chairperson

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