

## AGENDA

**MASS TRANSIT COMMISSION  
WEDNESDAY, SEPTEMBER 9, 2020  
MONONA CITY HALL  
5211 SCHLUTER ROAD  
6:30 P.M.**

Remote Teleconference Meeting via ZOOM

### NOTICE OF ELECTRONIC MEETING

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020 and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the bottom of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call To Order
2. Roll Call
3. Appearances
4. Approval of Minutes of February 12, 2020, July 8, 2020, and August 12, 2020
5. Unfinished Business
  - A. Approval of the 2021 Transit Operating Budget
6. New Business
  - None
7. Adjournment

### DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/84548807470> or by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting log on through the Zoom program and enter Meeting ID: 845 4880 7470.

You may attend via telephone conference by calling the following phone number:

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 845 4880 7470, FOLLOWED BY #

Please mute your phone when not speaking to ensure best possible audio quality.

## **PUBLIC APPEARANCE BY ZOOM**

Persons interested in publicly appearing before the Finance & Personnel Committee via computer or phone on the Zoom application are asked to submit an [Appearance Before a City Committee form](#) so that we can accommodate all online and phone requests to speak. Please submit your form as soon as possible. Requests will be accepted before and during the meeting until the Appearances section is closed. Requests submitted after the Appearances section is closed will not be able to speak. Link to form:

<https://www.mymonona.com/FormCenter/Committee-Application-11/Appearance-Before-a-Committee-Citizen-Co-82>

## **WRITTEN COMMENTS**

You can send written comments on agenda items to [mhoutakker@ci.monona.wi.us](mailto:mhoutakker@ci.monona.wi.us).

**NOTE:** Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Marc Houtakker at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

MH

MASS TRANSIT COMMISSION MINUTES  
February 12, 2020

The regular meeting of the Mass Transit Commission for the City of Monona was called to order by Chairman Grupe at 6:31 p.m.

Present: Chairman Grupe, Andrew Petro, Jim Keck, Doug Paul and Kristie Schilling

Absent: None

Also Present: Finance Director Marc Houtakker

APPROVAL OF MINUTES

A motion by Ms. Moore seconded by Ms. Schilling to approve the January 8, 2020 minutes was carried.

APPEARANCES

None

UNFINISHED BUSINESS

Finance Director Houtakker updated the commission on the 2019 ridership report. The ridership report was updated thru December 2019. Finance Director Houtakker noted the overall ridership increased by 560 from last year. The Monona Express has increased 70% since 2009. Finance Director Houtakker noted the Monona lift had an increase of 196 rides compared to last year. Finance Director Houtakker noted the large increased in ridership from the free ride.

Mr. Houtakker talked about how successful the free ride week in September is with the increased ridership. Mr. Houtakker recommended a second free week in May for the start of the summer months which usually are our lower ridership months. The Commission was in favor of the free ride week for the first full week in May. The Commission proposed having the free ride week be the first full week in May or the week of May 4<sup>th</sup>. The Commission approved a Free Ride Week starting May 4<sup>th</sup>.

NEW BUSINESS

Mr. Houtakker updated the Commission about the proposed bus stop for the Monona Express at Winnequah Park was removed from the 2020 Capital Budget. The Commission asked Mr. Houtakker to look into putting a bus stop at Winnequah Road and Healy Lane without the Healy lane parking project proposed by the Park and Recreation Department. The Commission asked if the Commission was able to get private donations would the City agree to the bus shelter. Mr. Houtakker will update the Commission at the next meeting.

Mr. Houtakker also updated the Commission that the City Council approved \$10,000 in the 2020 Capital Budget for a Metro Bus Stop near Wal-Mart. This bus stop is heavily used by Metro riders. Mr. Houtakker stated the Public Works Director Dan Stephany was able to order the bus shelter with solar panels from a light at the bus stop and stay within budget.

ADJOURNMENT

A motion by Mr. Keck, seconded by Mr. Petro to adjourn, was carried. (7:10p.m.)

Marc Houtakker  
Finance Director

MASS TRANSIT COMMISSION MINUTES  
JULY 8, 2020

The regular meeting of the Mass Transit Commission for the City of Monona was called to order by Chairman Grupe at 6:30 p.m.

Present: Chairman Goforth, Chairman Grupe, Doug Paul, Andrew Petro, Jim Keck, and Addi Faerber

Absent: None

Also Present: Finance Director Marc Houtakker

APPROVAL OF MINUTES

Moved to the next meeting

APPEARANCES

None

UNFINISHED BUSINESS

Finance Director Houtakker updated the commission on the 2020 ridership report. The ridership report was updated thru June 2020. Finance Director Houtakker noted the overall ridership decreased by 3,124 from last year, because of Covid 19. Finance Director Houtakker noted the Monona lift had a decrease of 489 rides compared to last year. Finance Director Houtakker noted that even with Covid 19 the Monona Lift is still being used by seniors.

NEW BUSINESS

Mr. Houtakker presented the proposed 2021 capital budget request. A bus stop at Healy and Winnqueah Road was included in the preliminary 2020 capital budget together with Healy Lane parking lot park redevelopment. This project did not make the final 2020 capital budget. The proposed capital budget request is for the bus stop outside the park Healy lane project. The Commission believe this location would be ideal stop because it would be on City owned park property. This stop is used by the current riders and would be great advertising for the Transit. The Commission talked about with Covid 19 and with the decrease in ridership would this be the best time for a new bus stop. The Commission agreed they would like a bus stop but would rather to see what happens with Covid 19 and Ridership.

Mr. Houtakker updated the Commission on Covid 19. First Student is doing their best to meet public health guidelines with PPE and other cleaning requirements. Mr. Houtakker stated that First Student has adjusted their routes based on ridership. Commission talked about reducing the loops and focus more on the Monona Lift and Senior Ridership. Also, Mr. Houtakker talked about the City is applying for grant money related to Covid 19 from the federal government.

ADJOURNMENT

A motion by Mr. Keck, seconded by Mr. Petro to adjourn, was carried. (7:10p.m.)

Marc Houtakker  
Finance Director

MASS TRANSIT COMMISSION MINUTES  
AUGUST 12, 2020

The regular meeting of the Mass Transit Commission for the City of Monona was called to order by Chairman Grupe at 6:00 p.m.

Present: Chairman Goforth, Andrew Petro, Jim Keck, and Addi Faerber

Absent: Chairman Grupe, Doug Paul

Also Present: Finance Director Marc Houtakker

APPROVAL OF MINUTES

Moved to the next meeting

APPEARANCES

None

UNFINISHED BUSINESS

Finance Director Houtakker updated the commission on the 2020 ridership report. The ridership report was updated thru July 2020. Finance Director Houtakker noted the overall ridership decreased by 3,976 from last year, because of Covid 19. Finance Director Houtakker noted the Monona lift had a decrease of 741 rides compared to last year. Finance Director Houtakker noted that even with Covid 19 the Monona Lift is still being used by seniors.

Mr. Houtakker updated the Commission on Covid 19. First Student wanted to give another month or two before changing the loops. First Student was starting to see an uptick in riders and wanted to see if the UW would be having employees on campus. The Commission agreed to give it some more time to see if ridership improves. Mr. Houtakker also noted the City applied for federal transit aid related to Covid 19.

NEW BUSINES

Mr. Houtakker presented the four options of the 2021 budget. City department heads are to prepare four budgets for the Mayor to review. They are to prepared a 1%, 0%, -1% and a -2% budgets. Mr. Houtakker explained the challenges to meet this requirement. The 2021 transit budget will loss \$10,000 in revenue from the expired agreement with Walmart. Covid 19 is projecting to reduce ridership resulting in a loss of revenue. Mr. Houtakker explained the Commission would need to eliminate two loops to make the required city budget requirements. The Commission would need to reduce a loop in the morning and an afternoon loop. Mr. Houtakker explained to the Commission the Transit Fund has \$43,000 in retained earnings. The Commission could propose using the retained earnings to cover losses in revenue and keep both loops. The Commission talked about both eliminate loops or using the retained earnings. No decision was made and will be on the next agenda.

ADJOURNMENT

A motion by Mr. Keck, seconded by Mr. Petro to adjourn, was carried. (7:10p.m.)

Marc Houtakker  
Finance Director

