

Utilities Committee

Wednesday, January 3, 2018

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1 The Meeting of the Utilities Committee was called to order at 7:00 p.m. on Wednesday, January
2 3, 2018. It was noted that the meeting had been announced and a notice posted at City Hall.

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4 Roll call was taken, with the following members present: Ald. Bob Muth, Ald. Harvey Bertrand,
5 Ald. Jim Olson, Village of West Salem Trustee Leroy Brown

6
7 Also Present: Financial Services Director/Treasurer Fred Buehler, Deputy Finance Director Kim
8 Isensee

9
10 Excused Absence: Village of Holmen Trustee Dawn Kulcinski

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12 **Item 2 – Approval of minutes from the previous meeting**

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14 Leroy said the following correction needs to be made to the December 6, 2017 meeting minutes:

- 15
16 • Line 53: Should say “triennial review” and not “tranny review.”

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18 Motion by Ald. Bertrand, second by Ald. Muth, to approve the amended minutes from the
19 previous meeting as printed and on file in the City Clerk’s Office.

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21 On voice vote, motion carried.

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23 **Item 3 – Public Input (limited to 3 minutes/individual)**

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25 Ald. Olson called three times for anyone wishing to provide public input and closed that portion
26 of the meeting.

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28 **Consideration and possible action on the following items:**

29
30 **Item 4 – MASS TRANSIT**

- 31
32 a. MTU Transit financials (Jim Krueger)

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34 No report.

- 35
36 b. Shared Ride Transit:

- 37 1. Financials (Justin Running or Jeff Burckhardt/Fred Buehler)

38
39 The November 2017 statistics are as follows:

- 40
41 • **West Salem Trips:** 546 (an increase of 59 from November 2016)
42 • **Holmen Trips:** 1,172 (an increase of 240 from November 2016)

Reviewed 1/5/18 by Fred Buehler

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- 43 • **Onalaska Trips:** 3,203 (a decrease of 273 from November 2016)
- 44 • **Total Trips:** 4,921 (an increase of 26, or 0.53 percent, from November 2016)
- 45 • **MTU Passes:** 682 (an increase of 5 from November 2016)
- 46 • **Agency Trips:** 982 (an increase of 203 from November 2016)
- 47 • **Year-to-Date Trips:** 53,908 (a decrease of 4,291 from November 2016)
- 48 • **Revenue:** \$187,416 (a decrease of \$2,375, or 1.25 percent, from November 2016)

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50 Motion by Ald. Muth, second by Ald. Bertrand, to accept the Shared Ride Transit financials for
51 November 2017.

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53 On voice vote, motion carried.

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55 2. Update regarding any issues with the Shared Ride program

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57 Fred noted the State of Wisconsin had performed the audit for 2016 and said he believes a letter
58 of correction for the deficiencies stated in the audit had been written. Fred also noted that Shared
59 Ride is in the process of selling four vehicles. They will be listed in January.

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61 3. Discussion regarding the Triennial review in 2018

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63 Fred noted both he and Kim had gone to Chicago in mid-December and said a triennial review
64 will be held in 2018. Fred said the City of Onalaska must comply with the rules and regulations
65 established by the federal government. Fred noted committee members have a copy of the
66 review in their packets as well as one he had distributed this evening and said, "The differential
67 between the last triennial review that we had, which was in 2015, compared to the new, 2018
68 modified version is they modified it considerably. It isn't like you can look at what you've done
69 in the past because there are a lot more different things they've added that they're looking at. I
70 can tell you the key thing with a triennial review is they're out to try to help you and not try to
71 pinch you. You're going to see a lot more things coming through probably in the next month,
72 and it's what they call 'Policies and Procedures.' There are policies and procedures that we
73 have, but they've never been put together in a manual of sort."

74

75 Fred noted the city will be evaluated in 18 different areas, and he also noted the City of Onalaska
76 does not have subrecipients, meaning it does not have other contractors other than its primary
77 contractor. Fred referred to Title 6, No. 10 and said, "It is very, very important as it is written
78 and displayed in the vehicles that if someone has a complaint, we have a complaint form. They
79 must fill out the complaint form, which we do have. We have a civil rights officer, and you also
80 have me, who oversees the Shared Ride Program and looks at those complaints. Once we gather
81 all the information, it's this committee that views those complaints [and determines] whether it's
82 valid or not. It's very important that we follow these procedures and we don't go out on our own
83 and think we're going to help the person out. It just creates lots of issues. Every triennial review

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84 has somebody who complained about something. Fred noted there are forms available in
85 vehicles and online and said the city must follow the procedures so that the city remains “on a
86 straight path” with the FTA (Federal Transit Administration).

87
88 Fred said the triennial review is a “quite detailed process to go through. What they’re trying to
89 summarize is what you’ve done in the last three years since the last triennial review, bundle it up,
90 and categorize the areas for them to see if in fact we are complying since we are receiving those
91 funds.”

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93 c. Holmen Transit Input (Holmen Rep.)

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95 No report.

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97 d. West Salem Transit Input (West Salem Rep.)

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99 No report.

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101 e. Onalaska Transit Input (Onalaska Rep.)

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103 Ald. Muth said he is pleased to see an increase in ridership both in Holmen and West Salem.

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105 **Item 5 – UTILITIES**

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107 No report.

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109 **Adjournment**

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111 Motion by Ald. Muth, second by Ald. Bertrand, to adjourn at 7:14 p.m.

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113 On voice vote, motion carried.

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116 Recorded by:

117
118 Kirk Bey