



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Utilities Committee
DATE OF MEETING: February 5, 2020 (Wednesday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 7:00 P.M.

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

Consideration And Possible Action On The Following Items:

4. **MASS TRANSIT**

A. Shared Ride Transit:

1. Financials (Justin Running or Jeff Burkhart / Fred Buehler)
2. 2018 Audit results from the Wisconsin Department of Transportation regarding the Onalaska-Holmen-West Salem Shared Ride program
3. Authorization to sell Shared Ride vehicles under the Wisconsin Surplus Auction

B. MTU:

1. Transit Financials 4th Quarter information (Adam Lorentz)

C. Holmen Transit Input (Holmen Rep.)

D. West Salem Transit Input (West Salem Rep.)

E. Onalaska Transit Input (Onalaska Rep.)

5. **UTILITIES**

No Report

6. **Adjournment**

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Kim Smith

Ald. Tom Smith

* Ald. Jim Olson – Vice Chair

* Ald. Dan Stevens – Chair

* Ald. Diane Wulf

Ald. Steven Nott

Vacant

City Administrator City Attorney

Dept. Heads La Crosse Tribune .

Coulee Courier

WKTY WLXR WLAX WKBT WXOW

*Mass Transit Members

*Micah Wyss – Village of Holmen Trustee

*Leroy Brown - Village of West Salem Trustee

Adam Lorentz, MTU Transit Manager

Richard Running

Village of Holmen

Village of West Salem

Onalaska Public Library Omni Center

*Committee Members Date Notices Posted and Mailed: 1-30-20

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

Onalaska / Holmen / West Salem Public Transit

To: Mass Transit Committee
From: Running, Inc. and Finance Director
Re: Monthly Report for December 2019
(month) (year)

Table with 6 columns: Category, 2019 Trips, Comparison, 2018 Trips, Difference, and Percentage Change. Rows include West Salem Trips (638 vs 574, +64), Holmen Trips (1009 vs 1101, -92), Onalaska Trips (2959 vs 2877, +82), and TOTAL Trips (4606 vs 4552, +54 or 1.19%).

MTU Passes: 598 compared to 561 last year -- a difference of 37

Agency Trips: 990 compared to 1009 last year -- a difference of -19

YEAR TO DATE

Trip: 54083 compared to 56559 last year -- a difference of -2476

Revenue: Revenue is \$ 219,108 through the month of December
compared to \$ 194,405 from the same month last year.
A change of \$ 24,703 or 12.71%

Comments: [Blank lines for handwritten notes]

ONALASKA/HOLMEN/WEST SALEM PUBLIC TRANSIT
MONTHLY TOTALS
CALENDAR YEAR 2019

Month	2019 Miles	2018 Miles	Onalaska		Holmen		West Salem		Total 2019 Trips	Total 2018 Trips	2019 Agency Trips	2018 Agency Trips	2019 MTU Passes	2018 MTU Passes	2019 Operating Hours	2018 Operating Hours	Gallons	Fares	Freight Package	Agency Revenue
			Trips	Trips	Trips	Trips														
January	31,759	35,813	2,676	1,061	600	4,337	4,849	842	881	621	706	2,577.03	2,700.18	2,217.905	\$ 10,708.00	\$ -	\$ 5,955.00			
February	30,870	31,972	2,762	1,152	598	4,512	4,466	1,063	806	631	578	2,391.15	2,433.00	2,121.037	\$ 9,453.50	\$ -	\$ 8,871.00			
March	35,029	38,141	2,867	1,368	697	4,932	5,252	1,117	967	662	735	2,678.20	2,702.72	2,279.509	\$ 11,278.25	\$ -	\$ 8,678.00			
1st Qtr Total	97,658	105,926	8,305	3,581	1,895	13,781	14,567	3,122	2,654	1,914	2,019	7,646.38	7,835.90	6,618.451	\$ 31,439.75	\$ -	\$ 23,505.00			
April	35,261	35,550	2,849	1,202	649	4,700	4,813	1,083	986	672	661	2,677.15	2,667.87	2,314.162	\$ 11,131.25	\$ -	\$ 7,885.00			
May	36,973	36,253	2,782	1,347	597	4,726	4,986	1,164	934	844	723	2,611.63	2,737.75	2,348.994	\$ 10,814.75	\$ -	\$ 10,120.75			
June	34,851	34,673	2,505	1,112	542	4,159	4,697	1,026	1,033	543	658	2,556.93	2,539.43	2,343.336	\$ 9,021.25	\$ -	\$ 6,883.25			
2nd Qtr Total	107,085	108,476	8,136	3,661	1,788	13,585	14,498	3,273	2,953	1,859	2,042	7,845.71	7,945.05	7,006.492	\$ 30,767.25	\$ 0.00	\$ 24,889.00			
Y.T.D.	204,743	212,402	16,441	7,242	3,683	27,366	29,065	6,395	5,607	3,773	4,061	15,492.09	15,780.95	13,624.943	\$ 62,207.00	\$ 0.00	\$ 46,394.00			
July	35,348	35,142	2,655	1,009	552	4,216	4,642	1,042	954	591	556	2,686.55	2,620.92	2,539.088	\$ 9,146.25	\$ -	\$ 8,654.25			
August	36,570	35,359	2,639	1,167	516	4,322	4,794	1,136	922	556	638	2,726.22	2,673.63	2,499.174	\$ 8,883.75	\$ -	\$ 8,237.50			
September	36,525	32,048	2,673	1,137	479	4,289	4,210	1,069	880	545	590	2,689.23	2,477.57	2,474.385	\$ 9,202.75	\$ -	\$ 9,560.25			
3rd Qtr Total	108,443	102,549	7,967	3,313	1,547	12,827	13,646	3,247	2,756	1,692	1,784	8,062.00	7,772.12	7,512.647	\$ 27,232.75	\$ 0.00	\$ 26,452.00			
Y.T.D.	313,186	314,951	24,408	10,555	5,230	40,193	42,711	9,642	8,363	5,465	5,845	23,554.09	23,553.07	21,137.590	\$ 89,439.75	\$ 0.00	\$ 74,846.00			
October	37,253	35,150	3,003	1,181	610	4,794	4,765	1,140	1,048	626	718	2,481.83	2,812.12	2,420.799	\$ 10,415.00	\$ 5.00	\$ 6,746.25			
November	34,692	31,548	2,732	1,130	628	4,490	4,531	1,119	997	586	647	2,308.68	2,461.72	2,226.800	\$ 10,637.00	\$ -	\$ 8,462.25			
December	34,846	30,545	2,959	1,009	638	4,606	4,552	990	1,009	598	581	2,429.13	2,343.99	2,308.192	\$ 10,208.00	\$ -	\$ 8,348.25			
4th Qtr Total	106,791	97,243	8,694	3,320	1,876	13,890	13,848	3,249	3,054	1,810	1,926	7,219.64	7,617.83	6,955.791	\$ 31,260.00	\$ 5.00	\$ 23,556.75			
Y.T.D.	419,977	412,194	33,102	13,875	7,106	54,083	56,559	12,891	11,417	7,275	7,771	30,773.73	31,170.90	28,093.381	\$ 120,699.75	\$ 5.00	\$ 98,402.75			

Total 2019 Budget Hours = 31,604.50
 Total 2019 Paid Driver Hours = 30,773.73
 ***Agency Trips are included in total trips



WISCONSIN DEPARTMENT OF TRANSPORTATION
DIVISION OF BUSINESS MANAGEMENT
BUREAU OF FINANCIAL MANAGEMENT
EXIT CONFERENCE

City of Onalaska
2018 Transit Operating Assistance
Report 20-7080

Date: January 16, 2020

Attendees: Jared Wiese WisDOT
(via email) Fred Buehler City of Onalaska

Draft Report

- 1. Schedule of Revenue & Expense Adjustments:
None

Deficiency (excluded from official report)
None

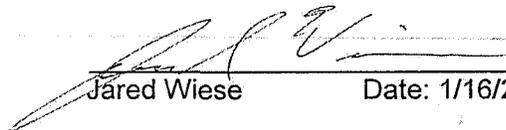
Significant Deficiency / Material Weakness (included in official report)
None

Requirements
None

Please review the draft and contact the auditor by **January 30, 2020** with questions. You may concur with the results and notify the auditor sooner to expedite issuing the report.

Municipality representative signature does not attest to complete agreement with the results, but rather that the exit conference documents were received, and that the representative has had the opportunity to review the results, obtain clarification on adjustments or deficiencies, and provide follow up information, explanations, or interpretations for the auditor(s) within the appropriate deadlines. Final audit results will be determined by WisDOT and will be made based on applicable Federal and State laws, regulations, and administrative codes.

 1-16-2020
Municipality Rep Date:


Jared Wiese Date: 1/16/20



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Bureau of Financial Management
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Madison, WI 53707-7913

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Craig Thompson, Secretary
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INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by the Bureau of Transit and Local Roads, to assist in determining the Transit System's operating expense and operating revenue for the year ended December 31, 2018 as they relate to the contracted services provided by Running, Inc. to the City of Onalaska and funded in part by the Wisconsin Department of Transportation.

This agreed-upon procedures engagement was conducted in accordance with Generally Accepted Government Auditing Standards. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. We have calculated the Transit System's operating expense in accordance with State, Federal and third-party contracts; criteria for participation in the Mass Transit Operating Assistance Program set forth under Wisconsin Statutes 85.20(1)(g); Section Trans 6.03 of the Wisconsin Administrative Code; the cost principles prescribed by 48 CFR Part 31 of the Federal Acquisition Regulations or 2 CFR 200, as applicable; and Federal Section 5307 of the Urban Mass Transportation Act of 1964, as amended. Accounting records provided by Running, Inc. were sampled, tested to annual or subsidiary reports, and the result of calculated service hours multiplied by the agreed to bid hourly rate was compared with the operating expense of the system as submitted to the Bureau of Transit and Local Roads.

No exceptions were found as a result of the procedures.

2. We have calculated the Transit System's operating revenue in accordance with State, Federal and third-party contracts; criteria for participation in the Mass Transit Operating Assistance Program set forth under Wisconsin Statutes 85.20(1)(h); Section 6 of the Wisconsin Administrative Code; the cost principles prescribed by 48 CFR Part 31 of the Federal Acquisition Regulations or 2 CFR 200, as applicable; and Federal Section 5307 of the Urban Mass Transportation Act of 1964, as amended. Accounting records provided by Running, Inc. were sampled, tested to annual or subsidiary reports, and the calculated operating revenue was compared with the operating revenue of the system as submitted to the Bureau of Transit and Local Roads.

No exceptions were found as a result of the procedures.

We were not engaged to and did not conduct an audit, the objective of which would be to express an opinion on the Statement of Revenue and Expense of Running, Inc. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Management is responsible for the preparation and fair presentation of the Schedule of Revenue and Expense in accordance with the cost principles prescribed by 48 CFR Part 31 of the Federal Acquisition Regulations or 2 CFR 200, as applicable, and Chapter Trans 6 of the Wisconsin Administrative Code, and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the schedule.

This report is intended solely for the information and use of the Wisconsin Department of Transportation and the City of Onalaska and is not intended to be and should not be used by anyone other than these specified parties.

Randy Knoche
Chief of Audit and Contract Administration

October 9, 2019

CITY OF ONALASKA
Running, Inc.
Schedule of Revenue and Expense
For the Year Ended December 31, 2018

	Revenue & Expense Statement	(Note 3) Calculated Adjustments	Calculated Amounts	Budgeted Amounts
Revenue				
401 Passenger Revenue	\$ 194,400	\$ -	\$ 194,400	\$ 157,320
401 Agency Fare Revenue	-	-	-	49,680
404 Freight & Delivery	-	-	-	-
Total Fare Revenue	<u>\$ 194,400</u>	<u>\$ -</u>	<u>\$ 194,400</u>	<u>\$ 207,000</u>
Expense				
503 City Administrative Fee	\$ 2,500	\$ -	\$ 2,500	\$ 2,500
508 Purchased Transportation	821,042	-	821,042	832,450
Contra Expense - F&D	(5)	-	(5)	-
Total Expense	<u>\$ 823,537</u>	<u>\$ -</u>	<u>\$ 823,537</u>	<u>\$ 834,950</u>
Operating Surplus (Deficit)	<u>\$ (629,137)</u>		<u>\$ (629,137)</u>	<u>\$ (627,950)</u>

CITY OF ONALASKA
Running, Inc.
Notes to the Schedule of Revenue & Expense
For the Year Ended December 31, 2018

(1) Principal Business Activity

Running, Inc. provides shared-ride transportation services for the City of Onalaska. Running, Inc. is privately owned by Richard Running, who also owns and operates other transportation related companies. The cab service was operated under a bid hourly rate contract. All services utilize common transportation facilities and share administrative personnel.

(2) Basis of Accounting

The Reports are presented in accordance with Part 31 of the Federal Acquisition Regulations, and Chapter Trans 6 of the Wisconsin Administrative Code. Accordingly, the Schedule of Revenue & Expense is not intended to present the results of operations in conformity with accounting principles generally accepted in the United States of America.

(3) Adjustments

None