

## AGENDA

**MASS TRANSIT COMMISSION  
WEDNESDAY, MARCH 9, 2022  
MONONA CITY HALL  
5211 SCHLUTER ROAD  
6:00 P.M.**

Remote Teleconference Meeting via ZOOM

### NOTICE OF ELECTRONIC MEETING

Due to 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 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 Alene Houser at 608-222-2525.

1. Call To Order
2. Roll Call
3. Appearances
4. Approval of Minutes of February 9, 2022
5. Unfinished Business
  - A. Ridership Report
  - B. First Student Update (Loops 1 and 3)
  - C. Recommendation to City Council using Madison Metro and Monona Lift
  - D. Discuss Potential Committee Contributions or Suggestions to the City's Ongoing and Expanding DEI Initiatives
6. New Business
  - A. Charge/Role of the Transit Commission Discussion
7. Adjournment

### DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference at <https://us02web.zoom.us/j/85016450433> 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: 850 1645 0433.

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

PHONE NUMBER: 1-312-626-6799 / MEETING ID: 850 1645 0433, 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 9, 2022

The regular meeting of the Mass Transit Commission for the City of Monona was called to order by Chairman Grupe at 6:10 p.m.

Present: Chairman Grupe, Chairman Goforth, Addi Faerber, and Doug Pahl

Absent: Jim Keck and Andrew Petro

Also Present: Finance Director Marc Houtakker

APPROVAL OF MINUTES

None

APPEARANCES

None

UNFINISHED BUSINESS

Finance Director Houtakker updated the commission on the 2021 and 2022 ridership report. The ridership report was updated thru January 2022. The final 2021 ridership report was also updated. Mr. Houtakker noted the overall 2021 ridership increased by 994 from last year. The Monona Express increased by 15 rides compared to 2021 and Monona Lift increased by 254 rides compared to 2021. The Monona Express increased by 238 in January 2022 compared to January 2021. Finance Director Houtakker also noted the Monona lift had an increase of 146 rides compared to January of 2021. Monona Lift is running closer to pre covid numbers.

Finance Director Houtakker updated the Commission on Frist Student staff situation. Currently, the driver position for the afternoon loops 1 and 3 are still vacant. First Student is having a hard time filling the position. Mr. Houtakker also noted that one of current drivers is waiting to retire once the current open position is filled.

NEW BUSINESS

Finance Director Houtakker reviewed Madison Metro response to follow up questions from the Transit Commission. The City would need to go with Madison Metro paratransit services. That doesn't mean the City of Monona couldn't provide the current lift service but the City would need to fund it outside of the contract with Madison Metro. Madison Metro estimated the City's funding (or share) to be around \$105,000 (after state contribution) which would grow at 3% per year. Currently, the City of Monona levies \$99,000(after state contribution) to support the transit system.

Mr. Houtakker updated the Commission on how much it would cost to continue the current lift service based on the current rates with Frist Student. The cost to run six hours per day would be an estimated \$93,600, five hours \$78,000 and four hours \$62,400. Senior Center Diane Mikelbank talked about the

negative impact of losing the current lift system would have on the senior. Ms. Mikelbank stated a lot seniors don't access to a vehicle and depend on the Monona Lift. She stated it's hard to qualify for the Madison Metro paratransit system and also worried about access to bus stops. Chairman Goforth talked maybe the City could look into other alternatives and varies new funding option to continue the current lift services. The Commission talked about they didn't want to lose the current lift service. One option the Commission talked about was reducing the current hours from six to four to save on cost. Mr. Mikelbank was okay with reducing the hours but not eliminating the services.

The Commission members stated they recommend pursuing going with Madison Metro because citizen have asked for it, more affordable, more consistent, more reliable and allows residents to take advantage of their large area network that including nights and weekends. The Commission did recommend that City still include the Monona Lift service.

The Commission did review three projected bus routes provided by Madison Metro. The starting and ending points for each route is the intersection of Dempsey and Cottage Grove Road. The route cannot be longer than 23 minutes. The Commission did not take any action on the routes.

#### ADJOURNMENT

A motion by Ms. Faerber, seconded by Mr. Pahl to adjourn, was carried. (7:23 p.m.)

Marc Houtakker  
Finance Director

Ridership Report												2022 Rides		
Monona Express		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Variance	2022 Days	2022 Rides Per day
Jan	789	871	988	844	983	1,136	1,053	1,260	1,260	135	373	238	21	18
Feb	799	841	921	949	968	1,105	1,183	1,246	1,246	145	418	273	19	22
Mar	791	883	921	1,055	1,090	1,163	1,100	654	654	154				
Apr	767	918	830	882	909	1,157	1,121	40	40	248				
May	731	757	689	719	955	966	1,019	17	17	238				
Jun	635	644	694	770	905	780	909	44	44	278				
Jul	628	604	662	597	794	940	921	69	69	382				
Aug	643	556	626	746	983	1,016	955	48	48	429				
Sep	606	795	771	843	856	993	1,104	110	110	477				
Oct	686	866	752	885	971	1,116	1,232	141	141	480				
Nov	687	814	712	892	1,036	1,002	1,174	105	105	486				
Dec	707	847	717	865	902	795	958	114	114	411				
	8,469	9,396	9,283	10,047	11,352	12,169	12,729	3,848	3,848	3,863	791	511	40	20

Monona Lift												2022 Rides	
2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Variance	2022 Days	2022 Rides Per day	
Jan	535	439	457	419	468	438	367	565	299	445	146	21	21
Feb	497	437	476	501	466	382	414	481	337	453	116	19	24
Mar	561	436	575	489	559	473	475	408	402				
Apr	552	533	482	408	428	455	548	253	404				
May	576	526	430	478	498	471	529	281	393				
Jun	498	542	463	530	470	486	450	306	437				
Jul	577	513	479	408	404	457	551	299	437				
Aug	580	489	484	529	458	534	480	333	445				
Sep	513	518	535	523	477	484	489	299	479				
Oct	599	521	557	565	479	562	610	329	538				
Nov	438	406	467	503	455	503	472	284	503				
Dec	489	489	478	497	464	448	504	365	508				
	6,415	5,849	5,883	5,850	5,626	5,693	5,889	4,203	5,182	898	262	40	130
Total	14,884	15,245	15,166	15,897	16,978	17,862	18,618	8,051	9,045	1,689	773	40	149

FEB Date	Ridership AM Loop				Total
	1	2	3	4	
1	-	2	6	7	15
2	-	2	6	10	18
3	-	1	6	7	14
4	-	1	4	4	9
7	-	3	4	4	11
8	-	4	5	5	14
9	-	2	5	7	14
10	-	3	5	7	15
11	-	1	4	5	10
14	-	3	5	5	13
15	-	6	7	8	21
16	-	1	8	6	15
17	-	-	4	7	11
18	-	1	2	5	8
21	-	1	6	5	12
23	-	2	2	5	9
24	-	2	4	9	15
25	-	1	3	7	11
28	-	2	6	5	13
	-	-	-	-	-
0	-	-	-	-	-
0	-	-	-	-	-
0	-	-	-	-	-
Total	-	38	92	118	248
Total days	19	19	19	19	19
Avg per Day	-	2	5	6	13
	-	-	-	-	418

## Chapter 18. Boards, Commissions and Committees

### Article I. Boards and Commissions

#### § 18-4. Transit Commission.

- A. Composition. The Commission shall consist of the Mayor or his or her designee and two Council members (both of whom shall share the Chairmanship of the Commission) and four citizens, all of whom may vote. The Mayor may appoint himself or herself as one of the Common Council members without being subject to confirmation by the Council. The Mayor, if not appointed as a full member, and the City Administrator or designee shall be an ex officio nonvoting member of the Commission, and the City Administrator or designee shall serve as its secretary.
- B. Appointments.  
[Amended 10-16-2017 by Ord. No. 9-17-689]
- (1) Council member. The Council members of the Commission shall be appointed by the Mayor, subject to confirmation by the Council. The Council members shall each serve a one-year term commencing the third Tuesday of April of each year or until his or her successors are appointed and confirmed by the Council.
  - (2) Citizen members. The four citizen members of the Commission shall be appointed by the Mayor, subject to confirmation by the Council. Each citizen member shall be appointed for a two-year term beginning the third Tuesday of April.
- C. Functions and powers. The Commission shall have the following functions and powers:
- (1) It shall be the general duty of the Commission to develop and recommend to the Common Council policies on the various elements of transportation and transportation facilities for the purpose of providing for the safe, efficient and economical movement of persons and goods in the City of Monona and the metropolitan area of service and recommendations for the purchase of vehicles. These elements shall be limited to the operation of mass transportation, bus and/or taxi vehicles and all matters usual or necessary to operate transportation by bus for disabled persons.  
[Amended 10-16-2017 by Ord. No. 9-17-689]
  - (2) Supervise and direct the expenditure of the transit budget with authority:
    - (a) By the Commission Chairman, to authorize emergency mechanical repairs for transit equipment up to \$1,000.
    - (b) By the Commission, to authorize repairs for any transit equipment owned by the City up to a maximum amount of \$5,000 with the written consent of the Mayor.
    - (c) By the Commission, to generally amend line items [other than those discussed in Subsection C(2)(a) and (b) above] within the transit budget up to \$1,000, provided no changes are made in the amount committed to regular urban service or specialized services.

- (3) On or before September 1 of each year, submit a budget to the Finance and Personnel Committee to carry out existing policies of the Council with alternatives for suggested changes.  
[Amended 10-16-2017 by Ord. No. 9-17-689]
- (4) Report to the Mayor and Council within 45 days after the close of each calendar quarter upon the financial status of the regular urban bus service and specialized services.



## Chapter 168. Bicycles and Play Vehicles

### § 168-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

#### **BICYCLE**

Every device propelled by the feet acting upon pedals and having wheels, any two of which are not less than 14 inches in diameter.

#### **BICYCLE LANE**

That portion of a roadway set aside for exclusive use of bicycles and so designated by appropriate signs and markings by the responsible governing body.

#### **BICYCLE WAY**

Any path or sidewalk, or portion thereof, designated for the use of bicycles by the responsible governing body.

#### **BIKE ROUTE**

Any bicycle lane, bicycle way or highway which has been duly designated by the responsible governing body and identified by appropriate signs and markings.

#### **CARRIER**

Any device attached to a bicycle designed for carrying articles.

#### **PLAY VEHICLES**

Any coaster, skateboard, roller skates, sled, toboggan, unicycle or toy vehicle upon which a person may ride.

#### **RIGHT-OF-WAY**

The right of one vehicle or pedestrian to proceed in a lawful manner in preference to another vehicle or pedestrian approaching under such circumstances of direction, speed and proximity as to give rise to danger of collision unless one grants precedence to the other.

### § 168-2. General bicycle regulations.

- A. Parental responsibility. No parent or guardian of any child shall authorize or knowingly permit such child to violate any of the provisions of this section.
- B. Street operation.
  - (1) Unless preparing to make a left turn, every person operating a bicycle upon a roadway carrying two-way traffic shall ride as near as possible to the right edge of the unobstructed traveled roadway. On one-way roadways, the operator of the bicycle shall ride as near as possible to the right edge or left edge of the unobstructed traveled roadway. Every person operating a bicycle upon a roadway shall exercise due care when passing a standing vehicle or one proceeding in the same direction, allowing a minimum of three feet between his or her bicycle and the vehicle.

- (2) Every person when operating a bicycle upon a roadway shall ride such bicycle in single file.<sup>[1]</sup>  
[1] *Editor's Note: Original Subsection B(3), pertaining to clinging to bicycle, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

(3) No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped. Infant seats are permitted if securely attached to the frame at the top mount and to the axle and frame at the rear bottom mount and if provided with hand holds, foot rests, foot guards and safety belt. The use of a backpack for carrying an infant is permitted. Persons are not permitted to be located on a bicycle in front of the operator of the bicycle.

(4) No person operating a bicycle shall carry any package, bundle or article which prevents the safe operation of the bicycle with at least one hand on the handlebars at all times.

(5) No rider of a bicycle shall remove both hands from the handlebars or feet from the pedals or practice any acrobatic or fancy riding on any street.

(6) Whenever a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path and shall not use the roadway.

(7) No person may operate a bicycle or moped upon a roadway where a sign is erected indicating that bicycle riding is prohibited.<sup>[2]</sup>

- [2] *Editor's Note: Original Subsection C, Required equipment, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II). See now Subsection I(3) below.*

C. Display of license. Valid license sticker must be displayed on the bicycle so that it is clearly visible.

D. Bicycles not to be pulled by moving vehicles. No person riding upon a bicycle shall cling or attach himself/herself or his/her bicycle to any other moving vehicle upon a street or highway, nor shall the operator of any such bicycle tow or draw any coaster wagon, sled, person on roller skates, toy vehicles or any other similar vehicle which is not designed to be towed by a bicycle on such highway.

E. Operation on sidewalks.

(1) Bicycles shall not be operated on Monona Drive sidewalks from the northern limits of the City to Winnequah Road and on the Yahara Cove Boardwalk at River Place.

(2) Whenever any person is riding a bicycle upon a sidewalk, such person shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing such pedestrian.

F. Mopeds prohibited on bicycle ways. No person may ride a moped or motor bicycle with the power unit in operation upon a bicycle way. Law enforcement officers shall be exempt from this subsection while acting in the performance of their official duties.

G. Riding bicycle on bicycle lane.

(1) Unless two-way traffic is authorized by the Common Council on any portion of a roadway which it has set aside as a bicycle lane and appropriate traffic signs are installed, every person operating a bicycle upon a bicycle lane shall ride in the same direction in which vehicular traffic on the lane of the roadway nearest the bicycle lane is traveling.

(2) Entering and leaving bicycle lanes.

- (a) Unless otherwise provided under Subsection H(2)(b) below, a person operating a bicycle may enter or leave a bicycle lane only at intersections or at driveways adjoining the bicycle lane.

- (b) A person may leave a bicycle at any point by dismounting from the bicycle and walking it out of the lane. A person may enter a bicycle lane at any point by walking his or her bicycle into the lane and then mounting it.
- (3) Every person operating a bicycle upon a bicycle lane shall exercise due care and given an audible signal when passing a bicycle rider proceeding in the same direction.
- (4) Every operator of a bicycle entering a bicycle lane shall yield the right-of-way to all bicycles in the bicycle lane. Upon leaving a bicycle lane, the operator of a bicycle shall yield the right-of-way to all vehicles and pedestrians.

H. Riding bicycle on bicycle way.

- (1) Every person operating a bicycle upon a bicycle way shall:
  - (a) Exercise due care and give an audible signal when passing a bicycle rider or a pedestrian proceeding in the same direction.
  - (b) Obey each traffic signal or sign facing a roadway which runs parallel and adjacent to a bicycle way.
- (2) Every person operating a bicycle upon a bicycle way open to two-way traffic shall ride on the right side of the bicycle way.
- (3) Every operator of a bicycle entering a bicycle way shall yield the right-of-way to all bicycles and pedestrians in the bicycle way.

I. Lamps and other equipment on bicycles.

- (1) No person may operate a bicycle upon a highway, bicycle lane or bicycle way during hours of darkness unless such bicycle is equipped with or the operator is wearing a lamp emitting a white light visible from a distance of at least 500 feet to the front of such bicycle. Such bicycle shall also be equipped with a red reflector that has a diameter of at least two inches of surface area so mounted and maintained as to be visible from all distances from 50 to 500 feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to but not in lieu of the red reflector.
- (2) No person may operate a bicycle upon a highway, bicycle lane or bicycle way unless all braking equipment with which the bicycle was originally provided is in good working order. No person may operate a bicycle equipped with a coaster brake upon a highway or bicycle lane unless such brakes will enable the operator to make the rear wheel skid on dry, level, clean pavement.
- (3) It shall be unlawful for any bicycle to be equipped with a siren or whistle or for a rider to use any bell or horn otherwise than as a reasonable warning to other users of the highway. Law enforcement officers shall be exempt from this subsection while acting in the performance of their official duties.<sup>[3]</sup>

[3] *Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

J. Turns. Every person riding a bicycle upon any public street shall turn only at intersections as permitted, signal for all turns and stops, and pass to the left when passing vehicles or bicycles. Every person shall keep both hands on the handlebars when operating a bicycle.

K. Rentals. A rental agency shall not rent or offer any bicycle for rent unless the bicycle is licensed and a license sticker or plate is attached thereto as provided herein and such bicycle is equipped with equipment required in this chapter.

## § 168-3. Registration and licensing of bicycles.

- A. Registration of bicycles. No person shall ride or use a bicycle customarily kept in the City of Monona upon any public street, highway or alley in the City unless licensed and registered as herein provided.
- B. Registration form. Every owner or operator of any bicycle within the City shall, within 10 days of the acquisition of such bicycle, file and register with the Police Department his or her name and address, the name of the manufacturer of the bicycle, its identification number, style and a general description of the bike.
- C. Bicycle license. The Police Department shall provide and keep at the City Hall a suitable record of applications and registrations under this section. On receipt of payment of the license fee, the Department shall provide a suitable identification sticker or plate upon which shall be printed or stamped a distinguishing number. The owner shall affix and keep affixed to the bicycle for which identification is issued the original sticker or plate and shall keep the same clean and visible at all times. An unregistered bicycle may be impounded by the Police Department for a period of time not to exceed 30 days.
- D. License fee. The fee for such sticker or plate shall be as prescribed by the City's Fee Schedule. Such licenses are not transferable from person to person or bicycle to bicycle.<sup>[1]</sup>  
 [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- E. Safe condition. No bicycle shall be registered which is in unsafe mechanical condition. The Chief of Police may suspend the registration of and remove the identification sticker or plate from any bicycle operated contrary to state law and City ordinance or operated while in unsafe mechanical condition, such suspension and removal to continue for not to exceed 30 days, provided such registration shall not be reinstated or such identification sticker or plate replaced while such bicycle is in unsafe condition. Such suspension and removal shall be in addition to other penalties provided hereunder.
- F. Cancellation or registration. The Police Department may cancel the registration of and remove the identification license from, or impound for a period of time not to exceed 30 days, any bicycle being operated upon any street in the City in an unsafe manner or in violation of any state law or local ordinance, and such cancellation of registration and removal of license or impoundment shall be in addition to the other penalties provided hereunder.

## § 168-4. Bicycle penalties.

- A. Any person 16 years of age or older who shall violate any provision of this chapter may be issued a Uniform Traffic Citation and be subject to the penalties provided by the City's Fee, Forfeiture and Deposit Schedule.
- B. Any parent or guardian of any child who authorizes or knowingly permits such child to violate any of the provisions of this chapter may be subject to the provisions of §§ 346.77 and 346.82(1), Wis. Stats.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

## § 168-5. Enforcement.

This chapter shall be enforced by bicycle monitors appointed by and under the jurisdiction of the Chief of Police and sworn police officers. The bicycle monitors need not be sworn police officers, but if they are not sworn officers, their enforcement authority shall be limited to enforcement of this chapter.

## § 168-6. Skateboards and in-line skates.

[Added 9-8-2009 by Ord. No. 08-09-599]

- A. No person shall operate skateboards or in-line skates on any private property without written permission from the owner of the property or business.
- B. No person shall put down wax on any curb, edge or any other surface upon which pedestrians or vehicles travel in the City of Monona.
- C. Anyone found to have violated this section shall be subject to the penalty as set forth in § 1-4 of the Code.