

**Minutes**  
**The Dubuque Transit Advisory Board Meeting**  
**Thursday, August 8, 2013**  
**4:15 p.m. to 6:00 p.m.**

**Federal Building**  
**Second Floor, Room 223**

**Transit Advisory Board Members:**

<input checked="" type="checkbox"/> Joel Lightcap <i>Chair</i>	<input checked="" type="checkbox"/> Matt Esser	<input checked="" type="checkbox"/> George Enderson
<input checked="" type="checkbox"/> Rhonda Knight	<input checked="" type="checkbox"/> R.R.S. Stewart	

**Others Present**

<input checked="" type="checkbox"/> Candace Eudaley <i>The Jule Transit Director</i>	<input checked="" type="checkbox"/> Jodi Johnson <i>Jule Operations Supervisor</i>	<input checked="" type="checkbox"/> Michelle Huseman <i>Jule Mobility Coordinator</i>
<input checked="" type="checkbox"/> Gail Kuhle <i>ECIA</i>		

**Public Present**

None

## **Call to Order**

The Dubuque Transit Advisory Board meeting was called to order by the Board Chair, Joel Lightcap at 4:20 p.m. Introductions were made at this time.

## **Review/approve the agenda for the Thursday, August 8, 2013 Dubuque Transit Advisory Board meeting**

Motion by Enderson, second by Knight to approve the agenda for the Thursday, August 8, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously.

## **Review/approve the minutes of the Thursday, July 11, 2013 Dubuque Transit Advisory Board meeting**

Lightcap congratulated Eudaley on her appointment as Transit Director of the Jule.

Motion by Enderson, second by Knight to approve the minutes of the Thursday, July 11, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously.

## **Manager's Report**

### **Review and recommend approval of the statistical data**

Eudaley presented the newly formatted year to date stats for approval. She indicated the total ridership for July was down slightly due to the RFID program expiring. The Board agreed to the new format for stats.

Motion by Enderson, second by Stewart to approve the Manager's report. The motion passed unanimously

## **Update**

### **Nightrider route**

Eudaley stated the Jule has received a grant to fund one more year of the Nightrider Route which includes the summer of 2014. Eudaley then pointed out that staff had slightly revised the Nightrider Route based on the public input. She noted the following changes:

- The Nightrider will alternate stops between the Mystic and Jackson St. per request from the public. She explained that on one sweep of the route the bus will stop at the Mystic and then on the next sweep of the route the bus will stop on the corner of Jackson St and 32<sup>nd</sup> St.
- A stop on Bennett St. was added per a request made by the University of Dubuque.

- A stop was added at Kmart per a request made by the public.
- After 11 pm, the Mystic Route will be run in reverse to accommodate the flow of traffic.

Eudaley noted the changes have been approved by the City Manager.

Lightcap asked if the route ran on Rhomberg Ave. Johnson reported that if a call comes in and time allows the driver will deviate to the Fengler/Rhomberg area. Eudaley indicated that staff would continue to look at the Rhomberg/Fengler area for service.

#### **ARC Transfer Center**

Johnson reported the Grand Opening for the ARC Transfer Center will be held on September 5, 2013 at 11:30 a.m.

#### **Bus Storage and Maintenance Facility**

Eudaley indicated the Tiger V Grant for the Bus Storage and Maintenance Facility has been submitted and the Environmental Assessment has been completed and sent to the FTA for approval.

#### **Roof Replacement and Sprinkler System**

Eudaley stated the no proposals were submitted for the replacement of the roof and sprinkler system, therefore staff has gone back out the Request for Qualifications (RFQ). She indicated that staff has received a few proposals, but the roof replacement and sprinkler system has been put on hold until the TIGER V grant has been awarded. Eudaley explained that if the Jule receives the TIGER V Grant for the Bus Storage and Maintenance Facility then there may be no need to replace the roof and sprinkler system.

#### **Intermodal Center**

Eudaley reported the Feasibility Study for the Intermodal Center has been submitted to the FTA. She indicated that Johnson will be attending a preliminary design meeting at the end of August to provide Transit comments.

#### **ITS**

Eudaley explained that there are still some issues with the ITS equipment install and a representative from Trapeze will be at the Jule on August 19<sup>th</sup> to review the issues.

#### **Illinois DOT transits funds for East Dubuque Service**

Eudaley explained that staff has presented a cost proposal to the ILDOT to provide bus service to the City of East Dubuque and are waiting for a reply.

#### **Project Pass**

Eudaley stated that City Council approved Project Pass and the Jule will begin selling the tickets at the reduced rate of seventy-five cents. Lightcap asked how the tickets will be sold. Eudaley explained that Project Concern will purchase the reduced price tickets from the Jule, and then other business or organizations can purchase the tickets from Project Concern to pass out to their clients for free. Eudaley noted that no individuals will be able to pick up tickets at the Jule office.

### **Public Transit Service Passenger Code of Conduct**

Eudaley stated that due to several issues the Jule has had with school children riding the bus, she and Johnson put together a Public Transit Service Passenger Code of Conduct. Eudaley noted that the Code of Conduct had not been approved by City Council but it has been reviewed by legal staff.

Johnson stated that Jule staff has been riding the buses to elevate some of the bad behavior.

Eudaley continued with reviewing the Code of Conduct asking for Board members comments.

Enderson questioned Point 11-Prohibited items. He stated that if people smoked then they would have matches and/or a lighter in their pocket. Huseman suggested that it states “no open flame” instead of “matches and lighters”. Eudaley stated that she will review this point with legal and ask for their suggestion.

### **BBQ in DBQ-Day of Peace**

Eudaley reported the Jule will be providing free rides all day on Saturday, September 21, 2013 for anyone who would like to ride the bus, include those attending the BBQ in DBQ/Day of Peace event.

### **Other Business**

#### **September meeting**

Kuhle indicated that the next meeting will be held on Thursday, September 12, 2013 at 4:15 p. m. in Room 223 of the Federal Building.

### **Board member comments**

#### **Congressional Staff visit**

Stewart announced the annual Congressional Staff visit will be held on Thursday, August 8 and Friday, August 9, 2013 and the public is welcome to attend.

### **Public Comments**

There were no Public comments

### **Adjournment**

Motion by Enderson, second by Stewart to adjourn the Thursday, August 8, 2013 Dubuque Transit Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 4:55 p.m.

Respectfully submitted,

These minutes passed, approved and adopted on this \_\_\_\_\_ day of September 2013.

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Joel Lightcap, Chairperson  
Dubuque Transit Advisory Board