

Public Transportation Advisory Commission Public Hearing
Transit Maintenance Facility, 1025 Monmouth Blvd. Galesburg, IL
Thursday, May 8, 2025
1:00 p.m.

Members Present: Linda Miller, John Peterson, Genny Gibson, Annette McAllister, Stephanie Grimes, Rose Morris, Shannon McVey, 7
Also present: Kraig Boynton, Dedra Mannon and Mary Foutch.

Genny Gibson called the meeting to order at 1:10 p.m.

Public Comment:

None

A motion was made by Member Miller, seconded by Member Grimes, to approve the special meeting minutes dated March 6, 2025. A motion was made by Member Grimes, seconded by Member Morris to approve the regular minutes dated March 6, 2025. The motion carried.

Update

Kraig Boynton , Transit Manager, updated the commission on the following items:

MAIN GRANT REVENUE SOURCES

DOAP/5311/CARES have been billed through March 2025

Description	Amount	Note
Total Expenses	\$1,857,287.25	
5311 Revenues	\$351,507.00	Balance: \$0
DOAP Revenue	\$1,207,236.71	Balance Available \$769,803.29
Project Income	\$39,349.59	
Local Match	\$36,515.24	

Local Match Needed	\$222,678.71	From City
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Operating Grant Funds applied for in State Fiscal Year 2026:

- Federal – 5311 Grant \$351,507 (*Reimb. 80% of Admin Exp; 50% of Oper Exp*)
- State – DOAP Grant \$1,977,040 (*Reimb. 65% total net expenses*)

STAFFING

- I would like to offer kudos to Dedra, Mary, Sherry, Jenn, Melinda & Terri for their hard work last week in picking up the new dispatch software. This is a humongous change from our old method and they took it on with open minds.
- We have part-time positions open for: 3 bus drivers, 2 paratransit drivers, one dispatcher.

FLEET - Vehicles Updates as of 05/07/25

401 and 405 – Both Gillig buses have been approved for disposal by both IDOT and the City. Due to the age and condition of these vehicles. They will be scrapped.

That leaves us with nine fixed route vehicles. Of those, currently with issue is:

1701- It will not start. Prior to failure, it had Allison transmission codes and the driver could not get it over 15 mph. There is concern about electrical engine failure. Staff have contacted SMTD for advice on this one. Note: This is the vehicle we just recently spent close to \$80,000 to repair.

1301 – may have some issues. It is being checked out by the mechanics today.

459 needs a muffler

461, 462, 464, & 468, - These paratransit buses have been approved for disposal by the City; but awaiting approval from the State. Mary is working on this paperwork.

That leaves us with thirteen paratransit buses. Of those, repair issues are as follows:

NONE!!!!

New logos are/have been added to the new equipment. Mary will be coordinating with the installer to come back and add logos to our 22-passenger buses that we received used.

GRANT UPDATES

Rebuild Round II (Dispatch software) Dispatch software is up and running on the Handivan side. For the most part it has been well received. This is a monumental change from our pen and paper system so we are looking forward to seeing what all we can do with it reporting wise, etc. One interesting feature is that punch cards are going away. The system offers an epass function where we can load funds directly to a clients account and they can spend those funds down according.

Our next step will be to implement the fixed route portion of the system. This will allow for the easier collection of data for our reporting and we hope to implement a pass system on the fixed route side as well to get further away from cash! We will also be implementing Passio's tracking devices on the buses which will provide for a new, more robust app for our patrons to utilize. As you may be aware, the existing Mastrack system has been clunky. With that said, the existing app will cease to function this month as we migrate to the new software. So, due to contract timing, there will be a short period of time that there will not be an app to use. Of course, as we go live, we will market this new app to the best of our abilities. Ultimately, this will be a good switch for rider experience as well as our reporting needs.

Primer Process – The Primer Process has been in a holding pattern while our RTAC representative was off during the month of April (required by IDOT for PT staff). I talked to Mr. Hefflin on the phone on Wednesday and discussed where we are at. I updated him that the we were not awarded funds from the Knox County Mental Health Board to provide the anticipated local match to serve the county. As you may recall, the City is not willing to go countywide without the County adding money to offset the required local match to make this happen. With a system fully operational, it is anticipated that we would need an additional \$500,000 in local match to offset expenses.

I will be revisiting the budget and then we hope to set up a conversation with IDOT and the County.

CVP requests – We have received seven new paratransits! We now wait for IDOT to come to an agreement with the vendor on new year pricing so that we can order the fixed route buses that we desperately need. Hopefully, the pricing structure will still allow us to order five units. These buses would be paid for with funding from the next grant on this list.

FED Grant for two buses – In February 2024, I confirmed with IDOT that they would be processing an amendment so we could purchase the 22 passenger vehicles instead of Gillig's under this grant. I also reminded them that the grant was set to expire 12/31/24 and would need to be extended. IDOT provided an amendment document in July which was approved by Council 07/15/24) and returned to IDOT to process.

Since July 2024, IDOT realized that a Federal Amendment would have had to have been processed in addition to the State amendment we signed in July. Their solution then was to order the buses off of the CVP with an amendment (at state level to the CVP) and then reallocate this grant elsewhere. This conversation occurred at the beginning of October with Karen Rogulja. I have not received any paperwork. A follow-up email was sent to Karen Rogulja on 10/28 and 11/14.

My last conversation was that they would need to obtain revised pricing from the vendor as the cutoff for the current vehicles had passed. This is to be done after they work out delivery of the current CVP vehicles. No new updates as of 05/07/25.

Low-No emission buses (2): As with the CVP, we are at the mercy of IDOT working with the vendor to deliver these. I will continue to follow up with IDOT as we will have to have power in place to service the charging stations that are supposed to come with these units. (No change since February.) Sent follow-up email to Zoe on 11/14/24. Given the change in leadership at the Federal level, it is thought that these grants will most likely be rolled back. No new updates as of 05/07/25.

CARES Grant – We currently have a balance of \$506,606.87 in CARES Funds available. It is now nearly impossible to spend these dollars unless it is an emergency situation....and capital items do not count as emergency situations. In March of 2022, the former bureau chief asked for a list of “capital” type projects that we could use these funds on. At the time we submitted two projects: 1) Repair to the existing roof (which we already completed due to a leak) and 2) installation of a generator out here for the building. We are being told that agreements will be coming in the near future for these (this has been said for almost two years now); but we are hopeful there may finally be some movement on this front.

Galesburg Community Foundation - The Galesburg Community Foundation has just opened up a grant opportunity for “Turnout Grants.” We are in the process of purchasing additional cameras for new buses coming in and I am going to apply to leverage these funds for that purchase. I would also consider submitting a separate application to pay for destination signage on the buses. It is a fairly quick turn around so I will begin the process as soon as possible.

IDOT – In the bi-monthly meeting this month, IDOT staff announced that a new call for project will be released in the next few weeks for Capital purchases. They are specifically looking for shovel ready type projects. Although not specifically shovel ready, I do plan to submit an application for expansion of this building utilizing design plans we received from Legat Architects and see if I can get anywhere on that front. The funding is State funding with road fund dollars. Ultimately, I anticipate they already have some projects lined up for this; but they can’t say no if you don’t ask.

MISCELLANEOUS

Service Contracts in place:

Name of Agreement	Value	Expiration Date
Sandburg College	\$4,000.00	08/31/25
KCHA	\$25,000.00	12/31/27
Knox College	3,000.00	02/28/26
*Knox Co Veterans Assistance	No cap	N/A
WCHA	\$25,000.00	12/31/27
WIAAA	\$36,509	09/30/25

I have attached some Ride Data Reports for the system as well as service contracts that are active. In each instance, our numbers continue to increase annually.

I am hopeful that in the near future we will be able to announce a service agreement with OSF Hospital, Thrive (former KCCDD), and Graham Hospital.

With the new dispatch software in place, Mary and I will now also be researching the potential for Medicaid, Medicare, and Motive Care services to serve as local match.

In addition, Dedra will be reviewing the Handivan application to greatly simplify it so that we can get patrons that need this service signed up in a simpler fashion.

Member Peterson motioned to adjourn the meeting, seconded by Member McVey.

The meeting adjourned at 1:58 p.m
