

Minutes
SHEBOYGAN TRANSIT COMMISSION
Tuesday September 18, 2012 at **5:00 p.m.**
City Hall – 3rd Floor Conference Room

Members: Todd Wolf, Chair; Lee Montemayor, Vice-Chair; Mayor Terry Van Akkeren; Ald. Joseph Heidemann; Ald. Don Hammond; Ald. David Van Akkeren; Chief Domagalski; Chad Pelishek; Jean Kittelson; Traci Robinson, (ex-officio member)

Others in Attendance: Derek Muench, Operations Supervisor; Ann Koeller, Confidential Secretary; Milton Storm; Scott Navis, ATU #998, Captain James Veese (Proxy for Chief Domagalski); Ald. Darryl Carlson (Proxy for Ald. Don Hammond)

Absent/Excused: Ald. David Van Akkeren

1. Call to order

5:00 PM

2. Pledge of Allegiance

3. Approval of the minutes from the August 21, 2012 meeting.

Commissioner Lee Montemayor motioned to approve the minutes. Ald. Joe Heidemann seconded the motion. All ayes, motion approved unanimously.

4. Public Input (time limits are at the discretion of the Transit Commission)

Milton Storm spoke.

5. Transit and Parking Monthly Reports

Transit: Ridership increased 2.2% in August. Revenue increased 28.4%.

Parking: Meter revenue increased 15.9% year to date.

Metro Connection provided 4,119 trips for August.

6. ARRA Grant Funds – Purchase 3 vehicles

One (1) SUV – Operations Supervisor Vehicle

One (1) Mini Van – Drivers Van. To replace the current 2000 Dodge Caravan.

One (1) Service Truck – Hosler Service Vehicle. To replace the 1996 Service Truck.

These vehicles will be paid for using ARRA Grant money which needs to be used before the end of this year. This grant is 100%. No additional funds will be needed from the City. The Grant can only be used to purchase support vehicles.

Mayor Terry Van Akkeren motioned to approve the purchase not to exceed the amount left on the Grant. Commissioner Lee Montemayor seconded the motion. All ayes, motion approved unanimously.

7. 5307 Grant Funds – Purchase Paratransit Vehicle

*Persons with disabilities who need accommodations to attend this meeting should contact
Shoreline Metro, 608 S. Commerce Street, 920.459.3285*

Mayor Terry Van Akkeren motioned to approve the purchase of One (1) Paratransit Vehicle using the funds from the 5307 Grant. This Grant will fund 80% of the purchase price. Commissioner Jean Kittelson seconded the motion. All ayes, motion approved unanimously.

8. Sale of parking lot 6

Chad Pelishek explained the Redevelopment authority owns this parking lot. The Parking Utility is responsible for the maintenance of this lot. This parking lot only holds 9 parking stalls. This lot will be sold to Community Bank & Trust for \$15,000. This money will go back to the Community Block Grant program.

9. Parking request - BID

The BID is requesting permission to use some of the parking areas at the riverfront for the annual Harvest Festival on Saturday, September 29th, 2012. Ald. Darryl Carlson motioned to approve this request. Commissioner Lee Montemayor seconded the motion. Chad Pelishek abstained from the vote. Motion approved unanimously.

10. Parking Utility Equipment Purchase

In an effort to become more efficient, the Parking Utility is requesting to purchase some much needed equipment. Derek Muench, Parking Utility Supervisor is requesting to purchase a vehicle that would allow personal to Plow and Salt at the same time. The other piece of equipment would be a bigger riding lawn mower to cut grass in the industrial park area. The Parking Utility would have 2 pieces of equipment to trade in to keep costs down. Commissioner Jean Kittelson motioned to approved putting out an RFP for both pieces of equipment. Commissioner Lee Montemayor seconded the motion. All ayes, motion approved unanimously.

11. Lots 13 & 14 Convert to Automated Payment System

The current gate system used in both parking lots is extremely outdated. Parking Utility personal is having problems finding parts to fix them when they break down. An automated Payment System would eliminate the need for the parking lot attendants and the cost for the system could be recovered in approximately 2 years. Ald. Darryl Carlson motioned to allow this process to move forward, research other communities using this equipment and bring back to the Commission. Commissioner Lee Montemayor seconded the motion. All ayes, motion approved unanimously.

12. 2013 Budget

After discussion, Commissioner Lee Montemayor motioned to approve the Transit 2013 Budget. Commissioner Jean Kittelson seconded the motion. All ayes, motion approved unanimously.

Commissioner Lee Montemayor motioned to approve the Parking 2013 Budget. Commissioner Jean Kittelson seconded the motion. All ayes, motion approved unanimously.

13. Other business

It was established the 5:00 PM meeting time works well for everyone on the Commission.

14. Next meeting date: October 16, 2012

15. Motion to Adjourn

Respectfully Submitted by:

Ann Koeller, Confidential Secretary