

## Minutes

### SHEBOYGAN TRANSIT COMMISSION

Tuesday, March 18, 2014 at 5:00 p.m.

City Hall – 3<sup>rd</sup> Floor Conference Room

*Members:* Ald. Darryl Carlson, Chair; Ald. John Belanger (Proxy for Ald. Don Hammond), Vice Chair; Mayor Michael Vandersteen; Ald. Joseph Heidemann; Ryan Zinkel; Chief Domagalski; Chad Pelishek; Charles Windsor; Michael Helmke; Derek Muench, (ex-officio member)

*Others in Attendance:* Sandy Rohrick, H.R. Director; Ann Koeller, Administrative Coordinator

*Absent/Excused:* Ryan Zinkel, Charles Windsor

1. Call to order

5:00 pm

2. Pledge of Allegiance

3. Approval of the minutes from the February 18, 2014 meeting.

Mayor Vandersteen motioned to approve the minutes. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

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

None

5. Commissioner Mike Helmke made a motion to convene in closed session under the exemption provided in Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation or performance evaluation criteria of the Transit and Parking Director. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously

Closed Session

6. Chad Pelishek motioned to return to Open Session. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

7. Chad Pelishek made a motion to appoint Derek Muench as Director of Parking and Transit. This position will be a Grade 12 with an annual salary of \$72,500 and one (1) additional week of vacation. Effective March 17, 2014. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

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

8. Transit and Parking Monthly Reports

Transit Ridership for February 2014 is 43,918, an increase of 5.1%.

Metro Connection Ridership for February 2014 is 3,100. Tracking as expected.

Parking Utility revenue for February 2014 is \$11,400. Tracking as expected.

9. Recap of 2013 Budget

Derek Muench handed out a flyer and gave a brief overview of the 2013 budget. 2013 showed an increase in Shoreline Metro Ridership of 9.6%. The industry standard for 2013 was 2.25% increase. Most other systems had minor increases or decreases.

10. "Equal Employment Opportunity" program

Chad Pelishek made a motion to approve this program subject to City Attorney Steve McLean's review. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

11. Update on Municipal Parking Lots #13 and #14

Commissioner Mike Helmke made a motion to authorize staff to develop a plan for the future of these parking lots and bring the final plan back to the Transit Commission for approval. Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

12. The next meeting date will be May 20, 2014.

13. Chad Pelishek made a motion to adjourn this meeting. Commissioner Mike Helmke seconded the motion. All ayes, motion approved unanimously.

Respectfully submitted by:

Ann Koeller, Administrative Coordinator