

Minutes

SHEBOYGAN TRANSIT COMMISSION

Tuesday, January 14, 2014 at 5:00 p.m.

City Hall – 2ND Floor Conference Room

Members: Ald. Darryl Carlson, Chair; 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: Jim Amodeo, Chief Administrative Officer, Ann Koeller, Administrative Coordinator

Absent/Excused: Ald. Don Hammond; Ald. Joseph Heidemann

1. Call to order

5:00 PM

2. Pledge of Allegiance
3. Commissioner Ryan Zinkel 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 for the recruitment process for the Transit and Parking Director. Commissioner Michael Helmke seconded the motion. All ayes, motion approved unanimously.

Closed Session

4. Mayor Vandersteen made a motion to return to Open Session. Commissioner Michael Helmke seconded the motion. All ayes, motion approved unanimously.

Open Session

5. Possible action on items discussed in closed session.

Chad Pelishek made a motion to amend the Transit Director's Job Description as follows:

Grade 11

EDUCATION and/or EXPERIENCE: (added to job description)

1. Graduation from a college or university with a minimum Bachelor's degree in Public Administration, Finance, Business Administration or closely related field.
2. Six or more years of increasingly responsible professional transportation experience.
3. At least three years of supervisory experience as a transportation manager or assistant director level.

CERTIFICATIONS, LICENSES REQUIRED (added to job description)

1. Valid motor vehicle operator's license.
2. Possession of a valid CDL with, air brake, and passenger endorsements is preferred.

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED (added to job description)

1. Knowledge of the modern principles of transit management including knowledge of federal, state, and local laws governing transit systems.
2. Knowledge of transit system equipment (buses, dispatch radios, and fare boxes) and operations. Ability to determine efficient bus routes and schedules and to analyze transit needs of the community.
3. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
4. Ability to plan, organize, implement and evaluate transit system programs. Ability to effectively present and communicate to the Common Council, staff, and general public (public communication and relations skills).
5. Ability to establish and maintain effective working relationships with staff and general public.
6. Ability to interpret and implement planning and procurement required for federal funding. Procurement principles dictate prompt purchasing of goods and services.
7. Ability to develop and teach basic defensive driving, passenger relations, and emergency procedures for all new employees.
8. Develop and maintain positive collaborations with community organizations that are mutually beneficial to customers, the Transit System and community agencies.
9. Ability to provide administrative support for the City of Sheboygan Emergency Operations Center or other city departments during declared states of emergency.

Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

6. Next meeting date is Tuesday January 21, 2014.
7. Commissioner Michael Helmke made a motion to adjourn. Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

Meeting Adjourned

Respectfully submitted by:

Ann Koeller, Administrative Coordinator