

*Minutes*

**SHEBOYGAN TRANSIT COMMISSION**

Monday, February 20, 2012 at 5:00 p.m.

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

*Members: Lee Montemayor, Chair; Ald. Jean Kittelson, Vice-Chair; Mayor Bob Ryan; Ald. James Bohren; Todd Wolf, Chief Domagalski; Chad Pelishek; Traci Robinson, (ex-officio member)*

*Others in Attendance: Ann Koeller, Confidential Secretary; Derek Muench, Operations and Parking Supervisor*

*Absent/Excused: Ald. Don Hammond*

1. *Call to order*

5:00 PM

2. *Pledge of Allegiance*

3. *Approval of the minutes from the January 24, 2011 meeting.*

*A motion to approve the minutes was made by Commissioner Todd Wolf. Seconded by Chief Domagalski. Traci Robinson requested the Transit Commission amend item # 7 – Metro Connection/Parking Utility Supervisor, the Grade should be Grade 8. Commissioner Todd Wolf made a motion to accept the amendment. Ald. Jean Kittelson seconded the motion. All eyes, motion approved unanimously.*

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

*None*

5. *Introduction of Operations and Parking Supervisor*

*Welcome Derek Muench.*

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

6. *Transit and Parking monthly reports*

*Transit ridership was down 3.8% for the month of January. This reduction is attributed to service cuts and hours of service cuts.*

*Metro Connection is tracking as expected.*

*The Parking Utility showed no changes.*

7. *ARRA Grant- support vehicle purchase*

*Interim Director Traci Robinson explained, the ARRA grant money must be used within a 3 year period. The grant can only be put toward a Support Vehicle. This request is for a 4 Wheel drive vehicle so Supervisors can reach an accident scene during inclement weather. There is \$70,000 left in this Grant. Mayor Bob Ryan requested looking into getting 2 vehicles instead of 1. Ald. James Bohren made a motion to have the Transit Director look into receiving 2 Support Vehicles not to exceed \$70,000. Commissioner Todd Wolf seconded the motion. Motion approved unanimously.*

8. *Non-Rep pay plan for 2012*

*Mayor Bob Ryan motioned to approve the Non-Rep pay plan which would allow a 1% increase for 2 Non-Rep Transit employees for 2012. Ald. Jean Kittelson seconded the motion. All ayes, motion approved unanimously.*

9. *Parking Utility - signage inventory for future upgrade*

*Derek Muench is in the process of taking inventory on all current Parking Utility Signage throughout the City of Sheboygan parking assessment districts. The goal is to make those parking districts look more professional. Chad Pelishek requested to meet with Derek and discuss parking signage issues and check into a parking study to see if there are any other areas in need of improvement.*

10. *Other business*

*None*

*11. Next meeting date: March 20, 2012*

*12. Ald. Jean Kittelson motioned to adjourn meeting. Commissioner Todd Wolf seconded the motion. All ayes, motion approved unanimously.*

*Meeting adjourned.*

*Respectfully submitted by:*

*Ann Koeller*

*Confidential Secretary*