

Minutes

SHEBOYGAN TRANSIT COMMISSION

Tuesday, May 20, 2014 at 5:00 p.m.

City Hall – 3rd Floor Conference Room

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

Others in Attendance: Ann Koeller, Administrative Coordinator

Absent/Excused: Mayor Michael Vandersteen; Ald. Joseph Heidemann, Charles Windsor; Michael Helmke

1. Call to order

5:00 PM

2. Pledge of Allegiance

3. Annual election of Transit Commission Officers

a. Election of Chair:

Chad Pelishek nominated Ald. Darryl Carlson. Chief Christopher Domagalski seconded the nomination. Nominations were closed and a unanimous ballot was approved for Ald. Darryl Carlson as Transit Commission Chair.

b. Election of Vice-Chair:

Chief Christopher Domagalski nominated Commissioner Ryan Zinkel. Chad Pelishek seconded the nomination. Nominations were closed and a unanimous ballot was approved for Ryan Zinkel as Transit Commission Vice-Chair.

4. Approval of the minutes from the April 8 and April 29, 2014 meeting.

Ald. John Belanger motioned to approve the minutes. Chad Pelishek seconded the motion. All eyes, motion approved unanimously.

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

None

6. Transit and Parking Monthly Reports

Transit Ridership: 50,588 – 2.1% increase. Revenue: \$41,674 - 4.1% increase

Metro Connection Ridership: 3,382. Revenue: \$ 26,665

Parking Revenue: \$22,346

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

7. R.O. No. 339-13-14. By City Clerk. Submitting a communication from the John Michael Kohler Arts Center making various request of the City for the 44th Annual Midsummer Festival of the Arts on July 19 and 20, 2014.

A motion to approve this request was made by Vice-Chair Ryan Zinkel, seconded by Ald. John Belanger. All ayes, motion approved unanimously.

8. Harbor Centre Express Route and Fares

Vice-Chair Ryan Zinkel motioned to approve this service running Memorial Day through Labor Day. Monday through Friday 10 am - 8 pm and Saturdays 10 am – 6 pm. The Shoreline Metro published Fares, including the \$1.75 Cash Fare, will apply to this route. A special \$1 Day pass, exclusive to the Harbor Centre Express Route, will be offered. This service is scheduled to begin Tuesday May 27, 2014. Chad Pelishek seconded the motion. All ayes, motion approved unanimously.

9. Updated Substance Abuse Policy

Ald. John Belanger motioned to accept the updated Substance Abuse Policy as presented. Chief Christopher Domagalski seconded the motion. All ayes, motion approved unanimously.

10. Procurement Policy

Chad Pelishek motioned to approve the Procurement Policy as presented. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

11. Safety & Security Assessment Program

Ald. John Belanger motioned to accept the Safety & Security Assessment Program as presented. Chief Christopher Domagalski seconded the motion. All ayes, motion approved unanimously.

12. Updated Director of Transit & Parking Job Description

Chad Pelishek motioned to approve the Updated Director of Transit & Parking Job Description as presented. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

13. 2014 Urban Mass Transit Assistance Grant (85.20)

Chad Pelishek made a motion to authorize the Transit Director to submit the 2014 Urban Mass Transit Assistance Grant (85.20). Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

14. Parking Lot Requests by The Wharf

Jr. Coho Derby, Powder Puff Derby and Coho Derby are annual events. A motion to approve these requests was made by Vice-Chair Ryan Zinkel, seconded by Ald. John Belanger. All ayes, motion approved unanimously.

15. Next meeting date: June 17, 2014

16. Vice-Chair Ryan Zinkel made a motion to adjourn. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller, Administrative Coordinator