

## MINUTES

### SHEBOYGAN TRANSIT COMMISSION

Tuesday, July 22, 2014 at 5:00 p.m.

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

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

*Others in Attendance:* Ald. Mark Herman; Milton Storm; Ann Koeller, Administrative Coordinator

*Absent/Excused:* Ald. Joseph Heidemann; Charles Windsor; Michael Helmke

1. Call to order

5:00 pm

2. Pledge of Allegiance

3. Approval of the minutes from the June 17, 2014 meeting.

A motion to approve the minutes was made by Ald. John Belanger. Seconded by Mayor Vandersteen. 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: 38,790. Increased 2.1%. Revenue: \$26,765. Decreased 5.03%.

Metro Connection: Ridership: 9,502. Revenue: \$74,468.

Parking: Revenue: \$29,975

6. Update on Triennial Review

Derek Muench gave an overview of the recent Triennial Review Shoreline Metro underwent.

7. Preliminary 2015 Budget Overview

Derek Muench gave an overview of the 2015 Transit and Parking Budgets to the Transit Commission. The final budget will be brought back to the Commission for final approval.

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

8. Resolution for Transit Initiative and Coalition Letter of Support

Chief Domagalski made a motion to support the Transit Initiative and Coalition and forward to Council for their support. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

9. Approval to Update Manuals on an on-going basis (Possible action on several procedural manuals including ADA Plan, Title VI, Procurement Procedure, Grants Procedures, DBE)

Mayor Vandersteen motioned to approve the Director of Transit to update Manuals and Procedures to follow Federal Guidelines as needed. Ald. John Belanger seconded the motion. Any major changes will be brought back to the Commission for approval. All ayes. Motion approved unanimously.

10. Survey discussion by Commission Member Windsor

Ald. John Belanger motioned to hold this item. Chief Domagalski seconded the motion. All ayes. Motion approved unanimously.

11. Parking Lot Request: Harvest Festival

Chief Domagalski motioned to approve this request. Vice-Chair Ryan Zinkel seconded the motion. All ayes. Motion approved unanimously.

12. Next meeting date: August 19, 2014

13. Motion to Adjourn

Ald. John Belanger motioned to adjourn the meeting. Mayor Vandersteen seconded the motion. All ayes. Motion approved unanimously.

Meeting Adjourned

Respectfully submitted by:

Ann Koeller, Administrative Coordinator