

Minutes
SHEBOYGAN TRANSIT COMMISSION

Tuesday, August 21, 2012 at **5:00 p.m.**

City Hall – 3rd Floor Conference Room

Members: Todd Wolf, Chair; Lee Montemayor, Vice-Chair; Mayor Terry Van Akkeren; Ald. Joseph Heidemann; Ald. Don Hammond; Ald. David Van Akkeren; Chief Domagalski; Chad Pelishek; Jean Kittelson; Traci Robinson, (ex-officio member)

Others in Attendance: Steve Sokolowski (Proxy for Chad Pelishek); Ann Koeller, Confidential Secretary

Absent/Excused: Todd Wolf, Ald. Joseph Heidemann, Ald. Don Hammond, Jean Kittelson

1. Call to order

5:05 PM

2. Pledge of Allegiance

3. Approval of the minutes from the July 17, 2012 meeting.

Mayor Terry Van Akkeren motioned to approve the minutes. Chief Domagalski seconded the motion. All Ayes, motion approved unanimously.

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

None

5. Transit and Parking Monthly Reports

Transit: Ridership increased 5.6% for the month of July 2012 compared to July 2011. Revenue increased 3%.

Parking: Meter revenue year to date has increased 15%

Metro Connection: Tracking as expected.

6. Parking Request- Duke of Devon: Lobsterfest

Lobsterfest is being held on August 25, 2012. Duke of Devon is requesting permission to use the parking lot between the Duke of Devon and the Wharf for this event. Ald. David Van Akkeren motioned to approve this request. Mayor Terry Van Akkeren seconded the motion. All ayes, motion approved unanimously.

7. Parking Request-Harbor Centre BID: Taste Sheboygan

On September 20, 2012 the "Taste Sheboygan" event will be held in the downtown area. Various streets will be blocked off including Niagara Ave from N. 8th St. Ald. David Van Akkeren motioned to approve this request with the condition that Niagara Ave remain open as far as the entrances to parking lots #14 and #17 to allow customers to access those parking lots from N. 7th St. Chief Domagalski seconded the motion. All ayes, motion approved unanimously.

8. Parking Request: Jaycee: State Jaycee Conference

The Sheboygan Jaycees is requesting permission to use the North East Corner of the Boston Store Parking Lot (Lot #14) for a State Jaycee Convention on September 14, 2012. Director Robinson contacted Boston Store regarding this request and they would not agree due to a big event they are planning for that same time. Director Robinson contacted the Grand Stay Hotel which is located directly North of Boston store and they have no problems with the Jaycees having their event in the parking lot (Lot #17) adjacent to their building. Ald. David Van Akkeren motioned to approve the request using Parking Lot #17. Chief Domagalski 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*

9. Advertising- Houck/Transit: Strong Communities Project

Shoreline Metro is going to partner with Houck Advertising in the "Strong Communities Project". This project will offer low cost advertising to Not for profit organizations on Shoreline Metro buses.

Houck advertising has agreed to allow Shoreline Metro the opportunity to advertise on the sides of the buses when they are not being utilized by other clients. Shoreline Metro has to pay for the initial set up of the bus ads.

10. Marketing - Commercials

Shoreline Metro will be starting bus advertisements on area radio stations. B93 – Back to school ads and "Don't text and Drive" ads. WHBL – Back to school ads and "Tuesday Transit Trivia".

11. New Freedom Grant Application

Ald. David Van Akkeren motioned to authorize the Director to apply for the "New Freedom" Grant. This grant would be used to update software for the Metro Connection service. This software would generate on time performance reports, cut down on paper usage, save money on fuel and cut down on staff personal. Mayor Terry Van Akkeren seconded the motion. All ayes, motion approved unanimously

12. Transfer Point Project – Funds Transfer

Mayor Terry Van Akkeren motioned to approve the transfer of funds for the Transfer Point Project. The current Transfer Point office is being remodeled and will be used as an information center and a token outlet. This project is not to exceed \$10,000. The Department of Public Works is doing the remodeling project. Chief Domagalski seconded the motion. All ayes, motion approved unanimously.

13. Buses and Tires Purchase – Funds Transfer

Steve Sokolowski motioned to approve the transfer of funds to purchase 3 Milwaukee buses. The agreement also allows us to trade in 1 old Shoreline Metro bus. The total cost for this purchase is not to exceed \$11,000. These will be revenue buses. In addition, Shoreline Metro will purchase 40 tires at \$50 each for these buses. This purchase will not exceed \$2,000. Ald. David Van Akkeren seconded the motion. All ayes, motion approved unanimously.

14. Other business

The new "Transit Tripper" newsletter was distributed to the Transit Commission members. This will be a monthly newsletter to be distributed to all transit employees.

15. Next meeting date: September 18, 2012

16. Mayor Terry Van Akkeren motioned to adjourn the meeting. Ald. David Van Akkeren seconded the motion. All ayes, motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller, Confidential Secretary