

Minutes
SHEBOYGAN TRANSIT COMMISSION
Tuesday, November 22nd, 2011 at **5:00 p.m.**
City Hall – 3rd Floor Conference Room

Members: Lee Montemayor, Chair; Ald. Jean Kittelson, Vice-Chair; Mayor Bob Ryan; Ald. James Bohren; Todd Wolf, Chief Domagalski; Steve Sokolowski (Proxy for Chad Pelishek); Ron McDonald, (ex-officio member)

Others in Attendance: Traci Robinson; Operations Supervisor, Scott Navis, ATU # 998; Ann Koeller, Administrative Assistant

Absent/Excused: Ald. Don Hammond; James Gilligan

1. Call to order

5:00 PM

2. Pledge of Allegiance

3. Approval of the minutes from the October 18, 2011 meeting.

A motion to approve the minutes was made by Ald. Jean Kittelson. Seconded by Chief Domagalski. 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 7.2% for the month of October. Revenue increased 7%.

Parking is tracking as expected.

6. Authorization to execute 2012 Motor Vehicle Lease with Sheboygan County.

The attorney for Transit Mutual Insurance drafted a lease agreement with Sheboygan County regarding Metro Connection vehicles. The agreement was reviewed and approved by Steve McLean. Chief Domagalski motioned to authorize the execution of this agreement. Ald. Jim Bohren seconded the motion. Motion approved unanimously.

7. Previously Held: Concealed Carry Law

Mayor Bob Ryan motioned to file this item. Ald. Jean Kittelson seconded the motion. Motion approved unanimously.

8. November 7, 2011 Communication from U.S.D.O.T.-Federal Transit Administration acknowledging Achievement of Excellence by the City of Sheboygan/Shoreline Metro with certificate

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Shoreline Metro, 608 S. Commerce Street, 920.459.3285

Mr. McDonald presented the Commission with an achievement of Excellence award given to Shoreline Metro by the U.S.D.O.T.-Federal Transit Administration.

9. Authorization to purchase one (1) diesel ADA Paratransit bus not to exceed a total of \$80,000 (80% federal/20% local)

Ald. Jim Bohren motioned to approve this item. Commissioner Todd Wolf seconded the motion.

Roll Call

Wolf – Aye

Domagalski – Aye

Sokolowski – Aye

Bohren – Aye

Mayor Ryan – Aye

Kittelson – Aye

Montemayor – Aye

Motion approved unanimously

10. Letter of Resignation from Kevin Kellner, Deputy Director

Mr. McDonald presented the Commission with Kevin Kellner's letter of resignation. Kevin Kellner is retiring after 30 years of service. Kevin has been an asset. Good Luck!!!

11. A motion was made by Ald. Jim Bohren to convene in closed session for item No. 12 below under the exemption Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion was seconded by Ald. Jean Kittelson. Motion approved unanimously.

Return to open session

12. Reorganization plan for the Parking & Transit Department

Mayor Bob Ryan motioned to accept the reorganization plan and named Traci Robinson as Interim Director of Parking and Transit. Ald. Jean Kittelson seconded the motion. Motion approved unanimously.

13. Adoption of City of Sheboygan Benefit Plan and Employee Handbook Excerpt 11/2011

Mayor Bob Ryan motioned to adopt the City of Sheboygan Benefit Plan and Employee Handbook Excerpt with the understanding the employee handbook will be updated as needed to include departmental policies. Leave time and pay for exempt transit employees shall be based on their current salary and recognized as an 8 hour work day (2080 annual hours). Ald. Jim Bohren seconded the motion. Motion approved unanimously.

14. Other business: Transit Commission 2nd Annual Ride-Along set for December 10, 2011 at 10:15 am - 11:45 am

15. The next meeting date is scheduled for December 20, 2011.

16. A motion to adjourn this meeting was made by Ald. Jean Kittelson. Seconded by Commissioner Todd Wolf. Motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller

Administrative Assistant