

# Amended Minutes

**SHEBOYGAN TRANSIT COMMISSION**  
Tuesday, November 18, 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:* Jeff Agee-Aguayo, Bay-Lakes Regional planning; Jason Smathers, Sheboygan Press; Ann Koeller, Administrative Coordinator

1. Call to order

5:00 pm

2. Pledge of Allegiance

3. Approval of the minutes from the October 21<sup>st</sup>, 2014 meeting.

Ald. John Belanger motioned to approve the minutes. Chad Pelishek 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 was 49,984. 8.2 % increase for the Month of October. 3.3% increase year to date. Revenue was \$37,464.

Parking: Revenue was \$21,251.

Metro Connection: Ridership was 3,517. Revenue was \$25,311.

6. Request to purchase two (2) engines (503 and a spare; each >\$15,000)

Commissioner Michael Helmke made a motion to wave the competitive bidding process and conduct a sole source purchase of two (2) engines. Ald. John Belanger seconded the motion. All ayes. Motion approved unanimously.

7. Organizational Restructure of Transit

No Discussion or Action taken.

8. Updated Transit Budget

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

The Transit Budget has been updated to reflect a decrease in funding from the County 85.21 program. Chad Pelishek motioned to approve the updated budget. Chief Christopher Domagalski seconded the motion. All ayes. Motion approved unanimously.

9. Transit Job Descriptions (if necessary)  
(Operations Supervisor, Route Supervisors, Lead Mechanic and Mechanic)

The Lead Mechanic and Mechanic job descriptions have been updated to reflect the current needs of Shoreline Metro. Ald. John Belanger motioned to approve the updates. Mayor Michael Vandersteen seconded the motion. All ayes. Motion approved unanimously.

10. PRESENTATION: Passport Parking (5:30)

A presentation was given by Passport Parking via the internet and phone. Passport Parking is a Mobile Pay service that allows customers to pay for parking at a meter in under 2 minutes using a Smart Phone. A motion was made by Mayor Michael Vandersteen to conduct more research on area communities currently using this service and bring back to the Commission for further discussion. Chad Pelishek seconded the motion. All ayes. Motion approved unanimously.

11. Parking Utility Maintenance Worker

A motion was made by Commissioner Charles Windsor to approve the request to hire a Parking Utility Maintenance Worker. This position would be a Full-Time, Non-Represented, Exempt employee with a wage of \$11.46 per hour, Grade 1. Ald. John Belanger seconded the motion. All ayes. Motion approved unanimously.

12. Updated Parking Budget

Chad Pelishek motioned to approve the updated Parking Budget to reflect the changes made with the hiring of a Parking Utility Maintenance Worker. Ald. John Belanger seconded the motion. All ayes. Motion approved unanimously.

13. Parking Job Description (if necessary)  
(Utility Maintenance Worker)

Ald. John Belanger motioned to approve the Job Description for the Parking Utility Maintenance Worker. Commissioner Michael Helmke seconded the motion. All ayes. Motion approved unanimously.

14. Survey Discussion

No Discussion or Action taken.

15. Follow up on Items from Director's Report

No Discussion or Action taken.

16. No meeting date has been set for December.

17. A motion to adjourn the meeting was made by Chad Pelishek. Seconded by Commissioner Michael Helmke. All ayes. Motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller, Administrative Coordinator