

CITY OF SHEBOYGAN

TRANSIT AND PARKING COMMISSION

DECEMBER 17, 2019

Aldersperson Ryan Sorenson called the meeting to order at 5: 00 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Mayor Michael Vandersteen, Aldersperson Ryan Sorenson, Director of Planning and Development Chad Pelishek, Sargent of Administration Andy Kunding (PROXY for Police Chief Christopher Domagalski), Ryan Zinkel

COMMITTEE MEMBERS EXCUSED: Aldersperson Todd Wolf, Aldersperson Mary Lynne Donohue, Roy Kluss, Charles Windsor

STAFF / OFFICIALS PRESENT: Director of Transit and Parking Derek Muench, Administrative Coordinator Ann Koeller

MINUTESMotion by Director of Planning and Development Chad Pelishek, seconded by Ryan Zinkel to approve the minutes from the November 17, 2019 meeting. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Transit and Parking Utility Table of Organization (TOC)

Director of Transit and Parking Derek Muench explained the Table of Organization has been revised to include all the required position titles associated with key personnel including the director position in conjunction with requirements and mandates by the Federal Transit Administration (FTA).

Motion by Mayor Michael Vandersteen, seconded by Director Pelishek to approve the revised Table of Organization as presented by the Director of Transit and Parking. Motion carried.

3.2 Plans and Programs for Shoreline Metro. a) Drug and Alcohol Policy for Shoreline Metro. b) Title VI Program for Shoreline Metro. c) Procurement Policy for Shoreline Metro.

Director Muench explained all policies, procedures and best practices are in accordance with federal regulations and any other statutes. The Director of Transit and Parking serves as the oversight for these plans and programs and assures compliancy of policies on behalf of the Transit Commission.

Motion by Ryan Zinkel, seconded by Director Pelishek to approve the Plans and Programs for Shoreline Metro as presented and authorize implementation of Plans and programs in accordance with FTA requirements by the Director of Transit and Parking. Motion carried.

3.3 Position Description for the Director of Transit and Parking

Director Muench explained FTA requires an individual to be identified as the Transit Asset Management Plan Officer. The director position is the identified individual responsible for this duty for Shoreline Metro. The position purpose has been updated to reflect this duty.

Motion by Mayor Vandersteen, seconded by Ryan Zinkel to approve the revised position purpose for the Director of Transit and Parking as presented. Motion carried.

3.4 R.O. 138 - 19 - 20 A RESOLUTION authorizing the Mayor to execute the 2020 General Contract between Sheboygan County Health and Human services Department and Shoreline Metro regarding transportation for elderly and disabled individuals.

Director Muench explained this agreement is an annual formality authorizing Shoreline Metro and the City of Sheboygan to provide transportation service as outlined in the agreement on behalf of Sheboygan County. This agreement allows for efficient and cost-effective delivery of services.

Motion by Ryan Zinkel, seconded by Director Pelishek to recommend Common Council receive the R.O. and adopt the resolution. Motion carried.

ADJOURN

4.1 Next meeting date: To be determined.

4.2 Motion to Adjourn.

Motion by Mayor Vandersteen, seconded by Ryan Zinkel to adjourn the meeting at 4: 17 p.m. Motion carried.