

Maritime Metro Transit
Transit Commission
Minutes
Wednesday , April 24, 2013

Members and Advisory Staff Present –

Linda Grider/ Mobility Manager,
Jim Muenzenmeyer/Transit/ Facilities Manager, David Koenig, Janet Paszkewicz, Tom Keil,
Marlo Kohlmann/Transit Clerk, Christopher Able/Alderman Representative.

Members not present – Linda Schultz, Neil Halonen, Claudia Halonen.

Meeting called to order - Christopher called the meeting to order at 4:15 PM

Approval of the Minutes– David moved to approve the agenda, Janet seconded. All approved

Public Input – No Public present

Update on Personnel Changes-

- A. New Employee-Tracy Wehner, a new driver that was hired.
February 14, 2013 replacing Gary Geiger.

American Disability Act Title VI –In order to be compliant with the State DOT we needed to implement American Disability Act Title VI;

Policy

MARITIME METRO TRANSIT SYSTEM

The City of Manitowoc operates its Transit programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Manitowoc.

For more information on the City of Manitowoc's civil rights program, and the procedures to file a complaint, contact 920-683-4560, (TTY 800-947-3529), email jmuenzenmeyer@manitowoc.org or visit our administrative office at 915 South 11th Street, Manitowoc WI 54220.

For more information, visit www.maritimemetro.com

If information is needed in another language, contact us at 920-683-4560.

COMPLAINT PROCEDURE

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Manitowoc Maritime Metro Transit System may file a Title VI complaint by completing and submitting the agency's Title VI complaint form.

The City of Manitowoc Maritime Metro Transit System investigates complaints received no more than 180 days after the alleged incident. The City of Manitowoc Maritime Metro Transit System will process complaints that are complete.

Once the complaint is received, the City of Manitowoc Maritime Metro Transit System will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Manitowoc Maritime Metro Transit System has 30 days to investigate the complaint. If more information is needed to resolve the case, the City of Manitowoc Maritime Metro Transit System may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the City of Manitowoc Maritime Metro Transit System can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Ave., SE, Washington, DC 20590.

Public Notification-to obtain all this information it can be obtained on-line, in all the buses, and by calling the office.

Student Discounts – UW Manitowoc called requesting a discount for their students. Jim would like the approval of the Commission to give all students the cash fare discount for students with a valid student picture I.D. Janet moved to approve, Tom seconded, ALL approved.

Disabled Veteran Cards –The Mayor implemented

Free Bus Rides to Disabled Veterans on Maritime Metro Transit

The City of Manitowoc is honored to provide free rides to Disabled Veterans aboard the Maritime Metro Transit buses. Veterans who have a service connected disability, rated 20% or greater by the Department of Veterans Affairs (VA), and who were discharged or released from military service under other than dishonorable conditions are now eligible. To get your pass please bring your DD214 or Report of Separation form and a rating decision or annual VA rating letter, dated within the past 12 months, indicating your disability rating, to the Maritime Metro Transfer building at 915 South 15th Street between 8:00 a.m. and 4:00 p.m. Monday – Friday. We will issue you an identification card for unlimited use of our bus system. **Thank you for your service!**

We currently have 5 Veterans using this service.

Other Business – Jim stated he received a complaint from a home owner on 10th and Division Street that students are vandalizing her yard while that are waiting for the bus.

Possible solutions

1. Eliminating the stop- too much concentration on the stop before and after this stop
2. Relocating the stop to the south side the intersection- Insurance company said it would be to unsafe.
3. Changing the direction of the route- would have to relocate 29 stops and would put important stops on the wrong side of the road.

4. Educating the students.-this was the best solution for this complaint. The Liaison officer of the school educated the students that get on at that stop.

Election of a new secretary- David Koenig accepted the position of the secretary.

-Member Input- none

-Next meeting is scheduled for Wednesday, July 10, 2013.

-Adjourned- Meeting was adjourned at 4:45

PM