

Maritime Metro Transit  
Transit Commission  
Minutes  
Wednesday, October 8, 2014

**Members and Advisory Staff Present** – Jim Muenzenmeyer/Transit/ Facilities Manager  
Christopher Able/Alderman Representative, Linda Grider/ Mobility Manager, David Koenig, Janet  
Paszkwicz, Marlo Kohlmann/Transportation Coordinator, Pat Naumann  
Claudia Halonen,

**Members not present** – Linda Schultz, Tom Keil

**Others Present**-Ruben Reveles, Ben Nolen

**-Meeting called to order** – Alderman Able-Chairperson called the meeting to order at 4:15 PM.

**Approval of the minutes** – Janet Paszkiewicz made a motion to approve the minutes, Claudia  
Halonen seconded it, all approved.

**-Public Input** – None

**Proposed revised cell phone use policy-**

**PROPOSED LANGUAGE – MMT Policies and Procedure Manual**

**2.02 PERSONAL COMMUNICATION DEVICES**

The use of cell phones and other personal communication devices are strictly prohibited during working hours while performing job tasks. The use of a cell phone while driving a bus will result in discipline up to and including termination. This includes making or receiving calls, texting, or surfing the web. Employees are permitted to use cell phones during their lunch break. ~~or between routes (time permitting).~~ All other personal business must be conducted before or after work. Employees are permitted to carry cell phones on them but **they must be turned off and stowed.** ~~place them in vibrate or silent mode as to not distract others during working hours.~~

In the event of an emergency **urgent and/or unusual circumstance**, a supervisor may authorize an employee to use a cell phone during working hours. Please notify a supervisor of any ~~emergencies~~ **such circumstances** prior to the start of the work day. Employees are permitted to use their personal communication device for emergency purposes. An emergency may include contacting the police, 911, medical emergency, or for contacting the Transit Manager. During regular office hours, employees should communicate using the two-way radios, unless the employee has confidential or personal information to share with the main office or department supervisors.

Driver's cell phones will be off and stowed during working hours. Alderman Able would like to see some word changes "in the event of an urgent or unusual circumstance the Supervisors may authorize." In the second line "please notify Supervisor of any such circumstances prior to the start of the work day." Claudia made a motion to adopt as amended, Janet seconded it, all approved.

**Possible Behavior Policy changes-** Two riders were reinstated to ride the bus. Jim would like to add no loitering, and restrict the wearing of hoods or masks to the policy due to safety issues.

**Discuss expanding eligibility for the Freedom Pass**-Jim would like to discuss the verbiage and just better understand of who and how many students this is going to serve. David Koenig talked about the student in his program and other programs similar to his. The students attend school until they are 21 years old and all would have student ID's.

**Update on Transit Development Plan 2015-2020 –**

Jim showed the committee a map from the Transit Development Committee that shows how many and where people in the city live with no car, one car, and/or are below a certain income level.

**Other Business-**

- Jim wants to provide the commission with a safety and security plan for the Transit system. The FTA would like all Transit System to have this kind of plan in place.
- Next Step Connections moved to a new location to better serve them on N. 10th Street and Chicago. It was brought to Jim's attention that with cars parked on Chicago Street it is very hard to drop the ramp for this group and they have a lease at this location for 2 years. David made a motion to approach the Public Safety Committee with a recommendation to restrict some parking on Chicago Street, Pat seconded it; all approved.

**-Member Input**-Alderman Able recommends that the Transit Commission members attend the Transit Development Review Committee Meetings.

**-Next meeting** is scheduled at 4:15 PM on Wednesday, January 7, 2015.

**-Adjourned**- Claudia made a motion to adjourn at 4:48 PM, Alderman Able seconded it, all approved.