



CITY OF MERRILL

Merrill Transit System

Richard J. Grenfell, Transit Administrator

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NOTICE

THE TRANSIT COMMISSION WILL MEET ON MONDAY NOVEMBER 16, 2015 AT 4:00 P.M. AT THE MEETING ROOM OUTSIDE THE TRANSIT OFFICE, CITY HALL. *Transit Commission; Chairman- Rick Blake, Gordon Geiger, Steve Willis, Sue Kunkel and Tony Kusserow.*

THE FOLLOWING ITEMS WILL BE ON THE AGENDA

- 1). Public Comment.
- 2). Approve the minutes of the October 19, 2015 meeting.
- 3). Commission discussion/ review of the WisDOT / RLS Group Site Review and audit. (10/7/15)

SECTION 1 – Recommendation 1:

Commission ratification of City of Merrill, WI Code of Ordinance Sec. 2-148 as related to the Merrill Transit Commission and the Merrill Transit System pursuant to Wis.Stat.66.1021.

SECTION 2 – Recommendation 2:

In development -11/10/15; Submitted to City Attorney for review & preparation; to include Finance Director and Personnel & Finance Committee.

-Recommendation(s) 3, 4, 5 & 6:

Commission review /adoption of Transit Office Fare Handling and Accountability Policy & Procedures.

SECTION 3 – Recommendation 7:

Commission adoption of the WisDOT Procurement Manual for the acquisition of goods and services under Federal Transit Administration Grant Programs.

SECTION 4 - Recommendation 8:

Commission review / adoption of the Bus Storage Facility Maintenance Plan and record keeping activities.



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Recommendation 9:

[In development 11/10/15](#); Bus Fleet Inspection issues – T.B.D –WisDOT / City Garage Maintenance Department.

SECTION 7 - Recommendation 10:

[In development 11/10/15](#); Referred to City Attorney; Existing Title VI Plan updates consistent with the FTA Circular 4702.

SECTION 8 - Recommendation 11:

Commission review/adoption of the preliminary Safety Management Policy declaration and signature form.

Recommendation 12:

Affirmation of Special (Section 5333(b)) Labor Warranty posted in employee work area.

Recommendation 13:

[In development 11/10/15](#); WisDOT will review and provide necessary updates in compliance with new FTA Drug & Alcohol Regulations.

4.) Next meeting date. Monday December 21, 2015

5). Adjournment.

Submitted by

Richard Grenfell

THE MERRILL CITY HALL IS ACCESSIBLE TO THE PHYSICALLY DISADVANTAGED. IF SPECIAL ACCOMODATIONS ARE NEEDED, PLEASE CONTACT THE MERRILL CITY HALL AT 536-5594.



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