



Office of the Mayor

Jim Paine, Mayor

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AGENDA

MAYOR'S COMMISSION ON DISABILITIES **MONDAY, JANUARY 18, 2021** **12:00 Noon – Virtual**

Members: Chair Hattie Crass, Treasurer Katey Perkkio, Councilor Craig Sutherland, Reggie Leckel, Rebecca Wilberg, Jill Nyberg

AGENDA:

1. Roll Call
2. Approve 11/16/2020 Meeting Minutes
3. Treasurer's Report
4. Review of Commission By-Laws
5. Any other business
6. Next meeting: **February 15, 2021**

The City of Superior complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact Nick Raverty at (715) 395-7212 by 4:30 pm on Friday **prior** to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice we receive.

Notice is hereby given that a majority of the members of the Common Council may be present at the meeting, and although this may constitute a quorum of the Common Council, the Council will not take any action at this meeting.

c: City Clerk's Office
Public Access – via e-mail



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AGENDA

MAYOR'S COMMISSION ON DISABILITIES MONDAY, NOVEMBER 16, 2020 12:00 Noon – Virtual

Members Present: Chair Hattie Crass, Treasurer Katey Perkkio, Councilor Craig Sutherland, Reggie Leckel, Jill Nyberg
Also Present: Todd Janigo, Thor Trone, Chris Carlson, Christopher Belden, Nick Raverty

The November meeting of the Commission on Disabilities was called to order at 12:05 pm.

AGENDA:

- 1. Roll Call**
- 2. Approve 10/19/2020 Meeting Minutes**
Motion to approve by Councilor Sutherland, second by Commissioner Leckel, and passed unanimously.
- 3. Treasurer's Report**
Commissioner Perkkio shared the standing balances: \$1640.64 in the checking and \$15.54 in the savings for a total of \$1656.18.
Motion to receive and file from Councilor Sutherland, second by Commissioner Leckel, and approved unanimously.
- 4. DTA Audit Presentation**
Christopher Belden from the DTA shared a presentation of an audit conducted by the DTA in 2017. This highlighted improvements needed for all routes monitored by the Duluth Transit Authority, and pointed out no bus shelters were ADA compliant. Director Janigo and Assistant Director Carlson shared the news of a grant that was received by the city to improve all bus shelters in the city, and will solicit input from this commission in the design and implementation process.
- 5. Any other business**
- 6. Next meeting: February 15, 2021**
Motion to adjourn by Commissioner Leckel, second by Councilor Sutherland, and passed unanimously. The meeting was adjourned at 1:00 pm.

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BYLAWS
CITY OF SUPERIOR
MAYOR'S COMMISSION ON DISABILITIES

ARTICLE I. Establishment of Commission

1. This organization shall be known as the Mayor's Commission on Disabilities.

ARTICLE II. Membership

1. The Commission shall be made up of 50 percent disabled persons; one-third shall be consumers of services provided for disabled persons; one-third shall be providers of services for disabled persons; and there should be at least one representative from the City Council.
2. Members are appointed by the Mayor and approved by the City Council.
3. Terms run for a period of three (3) years and may be renewed for additional three (3) year terms.
4. Any member unable to finish the appointed term should submit a letter of resignation to the Commission. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.
5. The term of any member of the Commission shall be deemed vacant upon failure to attend three (3) meetings during a given year without an excused absence. Absences will only be excused if contact is made with the Commission Chair, Vice Chair or the Mayor=s Office.

ARTICLE III. Officers and Administrative Personnel

1. The officers of the Commission shall include a chairperson, a vice-chairperson and a Treasurer. Administrative personnel shall include a Secretary of Record and City=s ADA Coordinator.
2. The Chairperson shall preside at all meetings of the Commission and shall be an ex officio member of all committees. The chairperson's term of office shall not exceed two (2) consecutive years.
3. The vice-chairperson shall act in the absence of the chairperson. The vice-chairperson's term shall not exceed two (2) consecutive years.
4. Election of officers shall take place in September every two (2) years.
5. The ADA Coordinator is appointed by the Mayor to serve as a liaison between the Commission and City administration.

- o. A sign language interpreter shall be provided at all Commission meetings, as provided by the interpreter's code of ethics in the provision of services to the Commission.

ARTICLE IV. Committees

1. Committees may be formed at the discretion of the Mayor=s Commission, as the need arises.

ARTICLE V. Meetings

1. The Commission shall meet a minimum of six (6) times per year with an annual meeting in September.
2. All meetings shall be conducted according to Roberts Rules of Order. Exceptions from standard format are allowed for speakers or special programs.
3. Non-Commission members may attend but are not allowed to vote in meetings. If a non-member desires an item be presented or addressed, arrangements must be made through the chairperson or Mayor=s Office in advance of the meeting.
4. A quorum shall consist of a majority of the members entitled to vote.

ARTICLE VI. Accountabilities

1. The Commission shall be accountable to the Mayor and City Council. The Commission shall keep the Mayor and City Council informed of its meetings, actions and recommendations. Copies of minutes and all correspondence will be filed at City Hall, the Office of Record.
2. If a member of the Commission represent an agency, he or she shall be responsible for being a liaison between that agency and the Commission.
3. No member or officer can speak on behalf of the Commission independently. A member or officer can speak on behalf of the Commission only when a majority of the membership is in agreement and gives that person the responsibility of being a spokesperson. This pertains to both verbal and written communication.

ARTICLE VII. Amendments to the Bylaws

1. These bylaws can be amended at any regular or special meeting of the Commission members by a two-thirds vote of those present and voting provided that the amendment has been transmitted in writing to each member at least ten (10) days prior to said meeting.

Passed: Meeting date 11/20/01