

CITY OF SHEBOYGAN

TRANSIT AND PARKING COMMISSION

FEBRUARY 18, 2020

Chair Todd Wolf called the meeting to order at 4: 05 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Chair Todd Wolf, Vice-Chair Mary Lynne Donohue, Director of Planning and Development Chad Pelishek, Captain James Veaser, Ryan Zinkel

COMMITTEE MEMBERS EXCUSED: Alderperson Ryan Sorenson, Mayor Michael Vandersteen, Charles Windsor, Roy Kluss

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

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Res. NO. 173 - 19 - 20 by Alderpersons Wolf, Donohue, and Sorenson. A RESOLUTION authorizing the Mayor to execute the amended 2020 General Contract between Sheboygan County Health & Human Services Department and Shoreline Metro regarding transportation for elderly and disabled individuals.

Motion by Alderperson Donohue, seconded by Ryan Zinkel to support Res. NO. 173 - 19 - 20 and presenting to the Common Council for consideration and approval authorizing the Mayor to execute the 2020 General Contract between Sheboygan County Health & Human Services Department and Shoreline Metro regarding transportation for elderly and disabled individuals. Motion carried.

3.2 Fourth Quarter and Final 2019 Reports for Shoreline Metro and the Parking Utility.

Motion by Ryan Zinkel, seconded by Alderperson Donohue to approve and file reports as presented. Motion carried.

3.3 Presentation of the Transit Annual Report.

Motion by Director Pelishek, seconded by Alderperson Donohue to approve and file the 2019 Annual report for Shoreline Metro. Motion carried.

3.4 Table of Organization for Transit and Parking Utilities

Director Muench explained the Table of Organization has been revised to include a change in organizational structure related to three current positions. The changes to the table of organization and position descriptions allows Shoreline Metro to move forward in a more efficient and productive manner with added flexibility and resources.

Motion by Captain Veaser, seconded by Ryan Zinkel to approve the new Table of Organization and place on file. Motion carried.

3.5 Res NO. 172 - 19 - 20 by Alderpersons Wolf, Donohue, and Sorenson. A RESOLUTION supporting Shoreline Metro s application for a State of Wisconsin Volkswagen Mitigation Program Grant to purchase transit vehicles during the second wave of funding.

Motion by Director Pelishek, seconded by Alderperson Donohue to support Res. NO. 172 - 19 - 20 and presenting to the Common council for consideration and approval authorizing the City of Sheboygan and the Director of Transit and Parking to apply for funding by March 18, 2020 through the VW Mitigation Program for the purchase of three (3) buses to be used in revenue service for Shoreline Metro. Motion carried.

3.6 Transit Week May 10 - 16 th, 2020.

Director Muench recommends supporting transit week by offering free fares during the week as well as promoting the benefits of public transit through advertising, promotion on social media and interaction with customers.

Motion by Director Pelishek, seconded by Alderperson Donohue to approve the staff recommendations of supporting Transit Week in the State of Wisconsin during the week of May 10 th through 16 th, 2020 and implementing free fares for the week and promoting the event in support of creating additional awareness for public transit and Shoreline Metro to the citizens of Sheboygan and neighboring communities receiving public transit services. Motion carried.

3.7 Trolley Service (Route 40) for 2020 season.

Director Muench recommends service be the same as 2019 with an official start date on Monday, June 15, 2020. The special \$1 Day Pass would still be offered.

Motion by Alderperson Donohue, seconded by Director Pelishek to support the 2020 Harbor Centre Express services schedule as presented. Motion carried.

3.8 Communication from Mr. Jordan Saunders of Parker John s BBQ & Pizza requesting parking lot use during the week of the Ryder Cup, September 21 - 27, 2020.

Motion by Alderperson Donohue, seconded by Director Pelishek to file this request. Motion carried.

3.9 2021 - 2025 Capital Improvement Program (CIP) for Shoreline Metro and the Parking Utility.

Director Muench explained Shoreline Metros capital needs for the next five years focus on fixed route and paratransit vehicle purchases. Other non-revenue vehicle purchases include new improvements to the existing facility in 2023. The Parking Utility s capital needs for the next five years focus on vehicle purchases and rehabilitation and construction in Riverfront. An upgrade to meters is also proposed in 2022.

Motion by Ryan Zinkel, seconded by Alderperson Donohue to support the 5 -year Capital improvement Program covering the years of 2021 - 2025 and refer to the Capital Improvements Committee for consideration and acceptance. Motion carried.

DATE OF NEXT REGULAR MEETING: To be determined.

ADJOURN Motion by Director Pelishek, seconded by Alderperson Donohue to adjourn meeting at 4: 50 p.m. Motion carried.