

SHEBOYGAN TRANSIT COMMISSION

MINUTES - 5: 00 PM (Tuesday, January 16, 2018)Generated by Ann Koeller on
Thursday, January 18, 2018

OPENING OF MEETING

MEMBERS PRESENT: Alderperson Todd Wolf, Alderperson Mary Lynne Donohue,
Director of Planning and Development Chad Pelishek, Sgt. Cobb, Ryan Zinkel,
Charles Windsor

MEMBERS EXCUSED: Alderperson Roman Draughon, Mike Helmke

STAFF/OFFICIALS: Director of Transit and Parking Derek Muench, Administrative
Coordinator Ann Koeller

1.1 Chair Todd Wolf called the meeting

to order.

1.2 Pledge of Allegiance

1.3 Public Input (Time limits are at the discretion of the Transit Commission)

2. MINUTES

2.1 Approval of the minutes from the October 23, 2017 meeting.

Motion by Alderperson Mary Lynne Donohue, seconded by Charles Windsor to approve. Motion passes.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Parking and Transit Monthly Reports (2017 4 th Quarter and Final Report)

Shoreline Metro: 4 th Qtr Revenue - \$104,851 ; Ridership - 145,355 ;
Trip/Revenue Hour - 15.75

Metro Connection: 4 th Qtr Revenue - \$69,879 ; Ridership - 8,503 ;
Trip/Revenue Hour - 2.70

Parking: 4 th Qtr Meter Revenue - \$27,841 ; Stall Rental Revenue - \$54,066

Motion by Alderperson

Mary Lynne Donohue, seconded by Ryan Zinkel to approve.

Motion passes.

3.2 Update job description for the Director of Transit and Parking position.

Motion by Chad Pelishek, seconded summit.

WIPTA Fall Conference The Director attended the Wisconsin Public Transportation Association's Fall Conference in Oshkosh in early October. This was an invaluable experience which included networking, finalizing details on Shoreline Metro's bus purchase, and training. The Director remains the Treasurer of the association for 2018 / 2019 as appointed.

Transportation Development Program Shoreline Metro continues to work with Bay-Lake Regional Planning Commission on the program. Currently, the contract is waiting signatures at WisDOT (via FTA). The next step in this process is to identify the members of the TDP Advisory Committee. A list of appointees will be presented at the next Transit Commission meeting for your consideration and approval.

City Strategic Plan Update Here's an update on the transit and parking elements of the City's Strategic Plan for 2017 - 2021:

Quality of Life
Improve Mass Transit Options throughout Sheboygan and Sheboygan County
Shoreline Metro continues to explore options beyond the current service area including the Town of Sheboygan and Plymouth. Through cooperation with the Sheboygan County EDC, Shoreline Metro continues to have discussions about expansion to the Town of Sheboygan, west to Plymouth or garner support for other partnerships including SASD.

Critical Measures
Ridership has increased slightly on the fixed route recently despite good economic times, inexpensive fuel, and the reduction effects of Route 30 last July. Shoreline Metro continues to advertise to drive ridership and continue building positive relationships which is essential to driving ridership. Passenger opinion surveys are currently being fabricated by Bay-Lake Regional Planning Commission with surveys set to be conducted either later this month or early September. Ridership for students has increased noticeably during the early fall season and has contributed to the surge in ridership in the fourth quarter.

Infrastructure and Public Facilities
Action Items Shoreline Metro has five (5) fixed route buses fully funded (local and federal matches secured) for purchase. Shoreline Metro has issued a purchase order for these vehicles and awaiting delivery sometime in late 2018 or early 2019. We are also scheduled to receive two (2) paratransit buses later this month purchased in 2017 for Metro Connection operations through the 5310 program.

Action Items The Parking Utility in collaboration with Sheboygan Squared have completed the redevelopment of two alleys on N 8th Street by Subway and the Black Pig. The Parking Utility will be working on redevelopment of the alley between N 8th Street and Lot 7 by TJ's Closet in 2018.

Economic Development
Action Items The Parking Utility maintains a cost per stall on an annual basis. This information will be presented during the first quarter of 2018.

Action Items The Square (Route 40) route will commence on May 30th for the season. Total ridership has increased each of the past two years. Shoreline Metro used the trolleys purchased in 2016 exclusively for this route this year which saw ridership at its highest level with a 47% increase in 2017. Service was again provided on the 4th of July, 11:00 a.m. to 8:00 p.m.

Governing and Fiscal Management
Action Items Shoreline Metro has commenced on its next Transit Development Program (TDP) through Bay-Lake Regional Planning Commission. We are currently in the preliminary stages with work largely being done by Bay-Lake. The process will continue through 2017 and early 2018.

Communication

i Shoreline Metro has grown its Facebook to 857 likes . This number has grown substantially since last year. I believe at the time of the City s Strategic Plan publication, Shoreline Metro had 600 page likes .

Motion by Alderpsrson Mary Lynne Donohue, seconded by Chad Pelished to approve.

Motion passes.

4. MOTION TO ADJOURN INTO CLOSED SESSION

4.1 Under Sec.

19.85 (1)(c) for the purpose of discussing bargaining strategy for transit negotiations between the City of Sheboygan and ATU 998.

Motion by Chad Pelishek, seconded by Ryan Zinkel to adjourn into Closed Session. Roll Call - All Ayes. Motion passes

5. MOTION TO RETURN TO OPEN SESSION

Motion to return to Open Session

Motion by Ryan Zinkel, seconded by Chad Pelishek to return to Open Session. Roll Call - All ayes. Motion passes.

6. CLOSED SESSION ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6.1 Motion on Closed Session item.

Motion by Alderperson Mary Lynne Donohue, seconded by Chad Pelishek to approve the agreement between the City of Sheboygan and Amalgamated Transit Union Local 998 as presented in Closed Session. Roll Call - All Ayes. Motion passes.

7. ADJOURN

7.1 Motion to Adjourn

Motion by Charles Windsor, seconded by Ryan Zinkel to adjourn meeting.

Motion passes.

7.2 Next Meeting Date: March 21, 2018 - 5: 00 PM at City Hall