

SHEBOYGAN TRANSIT COMMISSION MINUTES - 5: 00 PM (Wednesday, August 2, 2017)Generated by Ann Koeller on Thursday, August 3, 2017

OPENING OF MEETING

MEMBERS PRESENT:

Aldersperson Todd Wolf, Aldersperson Mary Lynne Donohue, Mayor Michael Vandersteen, Director of Planning and Development Chad Pelishek, Chief Christopher Domagalski, Ryan Zinkel, Charles Windsor.

MEMBERS EXCUSED: Aldersperson 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.

2. MINUTES

2.1 Approval of the minutes from the May 16, 2017 meeting.

Motion by Mayor Vandersteen, seconded by Chad Pelishek to approve. Motion carried.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Parking and Transit Monthly Reports (2 nd Quarter 2017)

Shoreline Metro: Revenue \$105,780: Ridership: 132,540: Trip/Revenue hour
13.62 Metro Connection: Revenue \$73,939: Ridership 9,155: Trip/Revenue hour
2.96 Parking: Meter Revenue \$27,910: Stall Rental Revenue \$11,580

Motion by Chad Pelishek, seconded by Mary Lynne Donohue to approve. Motion carried.

3.2 Presentation of the 2018 Shoreline Metro budget.

The Director of Transit and Parking has assembled the transit budget for 2018 and submitted for the review of the Transit Commission.

Budget highlights include health insurance contributions being funded by transit, an estimated 5 % increase in health insurance costs, the removal of HUD/CDBG grant funds (this item is uncertain at the federal level but if funds are available, Shoreline Metro will apply via grant), and anticipated increases as a result of collective bargaining (bargaining is set to begin in August). Overall, the budget decreases by \$91,048 from 2017.

Expected funding through state and federal mass transit aids are expected to drop again.

In 2017, the combined funding is 54.78 %.

A conservative 54.5 % was used to construct the 2018 budget.

Further adjustments to revenues were made as well. There are no expected changes to personnel, staffing, routes or service in 2018.

The budget maintains service levels created through the changes that went into effect on July 5, 2016.

Motion by Alderperson Mary Lynne Donohue, seconded by Chief Christopher Domagalski to approve.

Motion carried.

3.3 Presentation of the 2018 Parking Utility budget.

The Director of Transit and Parking has assembled the parking utility budget for 2018. The budget does not feature any significant changes.

Motion by Chad Pelishek, seconded by Alderperson Mary Lynne Donohue to approve.

Motion carried.

3.4 Request to apply for Section 5339 Funding for Transit Projects.

Shoreline Metro has submitted its capital improvement program for the next five years. Included in this program were new buses for Shoreline Metro and the replacement of the roof at the Commerce Street Office and Maintenance Garage. Shoreline Metro is looking to replace 3 vehicles in 2018 (already funded). in 2019 through 2021, Shoreline Metro is looking to replace 8 vehicles. Grants have not yet been rewarded for these vehicles although a CMAQ grant has been submitted for funding for these vehicles. The roof on the Commerce Street Office and Maintenance Garage is well past its useful life. In fact, according to a study and evaluation conducted earlier this year gives this roof 1 - 2 years until possible complete failure. The cost of the project is estimated at \$500,000 to \$750,000. Replacement would ideally be in 2019 assuming funding is available for this project. Projects would be funded 80 % through the grant with the remaining 20 % funded by the City of Sheboygan.

Motion by Mayor Vandersteen, seconded by Alderperson Mary Lynne Donohue to approve. Motion carried.

3.5 Request to add the former Social Security office parking lot to the Parking Utility.

The Parking Utility could utilize this parking. The same monthly rates would apply (\$29 per month). The Parking Utility would work out the details with Mayor Vandersteen and City Administrator Darrell Hofland. This lot would be added to the General Parking Utility since it falls outside of the assessment district boundaries for PAD

1. It is expected the lot could be used for 6 - 10 months for leased parking.

Motion by Mayor Vandersteen, seconded by Ryan Zinkel to approve.

Motion carried.

3.6 Prescription and Over-the-Counter Medications Policy.

Shoreline Metro has developed a prescription (Rx) and Over-the-Counter (OTC) Supplemental Policy, procedures and forms to ensure the uniform implementation of the Program.

Prescription medications here on in will be referred to as Rx and Over-the-Counter medications here on in will be referred to as OTC. The purpose of this supplemental policy is to provide guidelines for safety-sensitive employees in balancing the treatment of illness and the requirements of performing a safety-sensitive function. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are medically qualified. In the interest of protecting transit employees, passengers, and the general public, Shoreline Metro must ensure that safety-sensitive employee use of any prescription or over-the-counter (Rx/OTC) medications, or any combination of drugs being taken, will not adversely impact the employee's job performance. The employee must, therefore, inform the prescribing medical practitioner of the employee's job duties performed, and then request the medical practitioner to evaluate the employee's health condition, currently used Rx/OTC medications, and dietary supplements along with any new Rx or recommended OTC medications to determine if the employee can safely perform his/her safety-sensitive job functions. By approving the use of the prescribed or recommended medication, the medical practitioner is ensuring to the greatest extent possible that the employee's job duties can be performed safely. If the medical practitioner cannot provide such assurance, the employee will be removed from safety-sensitive functions, and the medical practitioner will be asked to determine the duration of the employee's medical disqualification. This is a recommended policy by FTA and is not required at this time for transit properties.

However, we have learned that recommended policies have eventually become a mandatory policy.

We believe this policy will become a required element to Shoreline Metro's Drug and Alcohol policy down the road and therefore we are taking a proactive approach to implement such policy sooner than later.

Being a department that employs many safety-sensitive employees, this policy is critical to the safety of our employees and will create employee awareness relating to these medications. The Director of Human Resources has reviewed this policy and is in full support.

It was suggested that this policy may be implemented city-wide at a future date in time due to ongoing issues with prescription and OTC drug use. The Amalgamated Transit Union Steward has also reviewed the policy and is accepting

of it.

Implementation would take place as soon as possible after training for employees has occurred.

Motion by Mary Lynne Doniohue, seconded by Charles Windsor to approve.

Motion carried.

3.7 Event Requests from The Wharf.

Annually the Wharf holds three events: Jr Coho Derby, Powder Puff Derby, and the Coho Derby. All three events are held over summer for the duration of 2 - 3 days for each event. The Wharf requests to use a portion of the parking lots adjacent to their business to hold the events and stage a tent with entertainment. The Wharf has always been a great business to work with and has always followed any and all policies and procedures with hosting these events and have not caused any damage to the parking lot as a result of the events. The \$50 fee and hold harmless agreement and all other permits required by the City of Sheboygan will apply.

Motion by Chief Christopher Domagalski, seconded by Charles Windsor to approve. Motion carried.

3.8 Director's Report - Second Quarter Update.

The Director of Transit & Parking as part of the Director s Report would like to share the following items with the Transit Commission as information only:
1. Triennial Review Shoreline Metro had its FTA Triennial Review in late May 2017.

It is with great honor that I announce we completed a perfect review with FTA.

Shoreline Metro had zero (0) findings.

The two-day review concluded with many positive comments received on several

areas including customer service, ADA and maintenance.

A big thank you to the staff of Shoreline Metro as well as other city departments for their assistance with the review!

2. Employee Surveys Shoreline Metro employees were asked to participate in employee surveys over the summer of 2017.

As a result of the surveys, Shoreline Metro has some areas that scored very favorably.

Shoreline Metro did not have any areas that scored very unfavorably.

Unlike last year s surveys, Shoreline Metro employees did not demonstrate a trend in areas needing improvement or attention.

The surveys drastically improved in several areas over the previous survey period.

Shoreline Metro management has worked to address many of the areas of concern including communication, employee satisfaction, and employee morale through invest in things like the lunchroom and restrooms, mailboxes for all employees, a digital message board for employees (and customers at the Transfer Point), and taking employee suggestions seriously.

While we feel positive progress has been made, we will continue to monitor satisfaction and make investment where its needed.

3. New Flower Planters The Parking Utility has been hard at work this spring to replace the old flower planters with new ones!

If you haven t seen them, please take a look and let us know your thoughts!

They turned out great and really brighten up the downtown.

The Parking Utility also worked on replacing the old trash receptacles purchased by the BID to match the planters.

These two items really helped clean up the corners and bring some much needed improvements to the downtown!

4. Collective Bargaining The City will meet with the Amalgamated Transit Union Local 998 in mid August to begin bargaining for a new contract.

We are optimistic this process will be professional and wrapped up in a couple of meetings.

Transit Commission must approve any agreement prior to acceptance.

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

a. Quality of Life

Critical Measures Unfortunately ridership has dropped on the fixed route recently likely due to 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.

ii.. 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.

b. Infrastructure and Public Facilities

i. Action Items Shoreline Metro has five (5) fixed route buses fully funded (local and federal matches secured) for purchase.

We will be issuing a purchase order in the near future to begin the purchase process for these vehicles. We also received two (2) paratransit buses in June purchased in 2016 for Metro Connection operations through the 5310 program.

Shoreline Metro will also take receipt of two (2) more paratransit buses later this year through the 5310 program for 2017.

ii. Action Items The Parking Utility in collaboration with Sheboygan Squared

have completed the redevelopment of two alleys on N 8 th Street by Subway and the Black Pig.

The Parking Utility will be working on several other developments this year.

c. Economic Development

i. 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.

ii. Action Items The Square (Route 40) route commenced on May 30 th for the season.

Total ridership has increased each of the past two years.

Shoreline Metro has been using the trolleys purchased in 2016 exclusively for this route this year which should help drive ridership.

Service was provided on the 4 th of July, 11: 00 a.m. to 8: 00 p.m.

Thus far, we have received many great and positive comments from customers

(most of which are not from the area) on the cleanliness of the downtown, the fantastic trolley route option, and the friendliness of the community!

There have been several days (based on driver comments) where ridership has been 60 + customers on board!

d. Governing and Fiscal Management

i. 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.

e. Communication

i. Action Items Shoreline Metro has grown its Facebook to 704 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 .

4. ADJOURN

4.1 Motion to Adjourn

motion by Charles Windsor, seconded by Mary Lynne Donohue to approve.

Motion carried.

4.2 Next Meeting Date: September 19, 2017. 5: 00 PM at City Hall

Being no further business the meeting was adjourned at 5: 45 p.m.

Generated by Ann Koeller on Thursday, August 3, 2017.