

CITY OF SHEBOYGAN SHEBOYGAN TRANSIT AND PARKING COMMISSION MEETING MINUTES MAY
16, 2017

OPENING OF MEETING

MEMBERS PRESENT: : Alderperson Todd Wolf, Alderperson Roman Draughon, Director of Planning and Development Chad Pelishek, Captain James Veaser (Proxy for Chief Domagalski), Ryan Zinkel.

MEMBERS EXCUSED:

Mayor Michael Vandersteen, Alderperson Mary Lynne Donohue, Charles Windsor, Michael Helmke

STAFF/OFFICIALS: Darrell Hofland, City Administrator, Jeff Agee-Aguayo, Bay-Lakes Regional Planning Commission, Ann Koeller, Administrative Coordinator Shoreline Metro

1.1 Chair Todd Wolf called the meeting to order.

1.2 Pledge of Allegiance

1.3 Election of Transit Commission Chairperson and Vice Chairperson

Motion by Chad Pelishek, seconded by Ryan Zinkel to nominate Alderperson Todd Wolf for Chairperson.

Alderperson Todd Wolf accepted.

Motion carried.

Motion by Chad Pelishek, seconded by Ryan Zinkel to nominate Alderperson Roman Draughon for Vice Chairperson. Alderperson Roman Draughon accepted.

Motion carried.

1.4 Approval of minutes from the February 22, 2017 meeting.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Parking and Transit Monthly Reports (1 st Quarter 2017)

Shoreline Metro:

Revenue: \$119,142 ; Ridership: 128,780 ; Trip/Revenue Hour:

13.92 Metro Connection:

Revenue: \$73,939 ; Ridership: 9,396 ; Trip/Revenue Hour:

2.91 Parking: Meter Revenue: \$22,694 ; Stall Rental Revenue: \$46,148

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.2 2018 - 2022 Capital Improvement Program for Transit and Parking.

Shoreline Metro is presenting its annual 5 -year Capital Improvement Program for discussion. Shoreline Metro's capital needs for the next five years focus on fixed route vehicle purchases.

Several other non-revenue vehicle purchases including fareboxes are also recommended for purchase. Most of the projects are contingent on funding.

Items are projected or forecasted based on current needs and may move from year to year depending on importance or need. The Parking Utility's capital needs for the next five years focus on vehicle purchases and lot rehabilitation and construction in the Riverfront and Lot 2.

This item was discussion only.

No Action taken.

2.3 Approval of the 2017 - 2021 Paratransit Plan for Shoreline Metro.

Shoreline Metro has maintained a Paratransit Plan annually serving as the official document of ADA Paratransit Service for Shoreline Metro and Metro Connection. This all-inclusive plan documents policies and procedures related to ADA for both fixed route and paratransit services. All policies, procedures and best practices outlined in this plan are in accordance with ADA law,

federal regulations and any other statutes.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.4 Public Comment Policy for Shoreline Metro.

This policy documents the departments policy on public comments and public hearings related to service changes and fare increases.

This document replaces the previous edition of the Public Comment Policy from 2014.

Motion by Chad Pelishek, seconded by Ryan Zinkel to approve. Motion carried.

2.5 Res No. 6 - 17 - 18 authorizing the Purchasing Agent to enter into contract for the purchase of a Full Size Pickup truck equipped with rear lift gate for the Sheboygan Parking Utility

The Parking Utility currently operates a 2001 model small to medium size pickup truck for maintenance operations and has included the purchase of a replacement full-size pickup with a crew cab suitable for transporting more people and heavier cargo to and from work areas than the current truck and includes a rear lift gate.

Motion by Chad Pelishek, seconded by Ryan Zinkel to forward

to the Common Council with a favorable recommendation from the Transit Commission. Motion carried.

2.6 Communication from Dr. Toby Watson regarding parking in Lot 7. Motion by Ald. Roman Draughon, seconded by Ryan Zinkel to file this communication and forward all concerns to the parking consultant hired to conduct a parking study in the downtown Sheboygan area. The results of the parking study will be communicated with Dr. Toby Watson when completed. Motion carried.

2.7 Transit Asset Management Report for Shoreline Metro.

The Moving Ahead for Progress in the 21 st Century Act of 2012 (MAP- 21) required the FTA and the Federal Highway Administration (FHWA) to develop a performance-driven and outcome-based program that provides a greater level of transparency and accountability, improved project decision making and more efficient investment of Federal transportation funds.

The Fixing America s Surface Transportation Act of 2015 (FAST Act) further

affirmed the transition to performance management.

Bay-Lake Regional Planning Commission with the assistance of Shoreline Metro staff, have developed a Transit Asset Management Plan as required by FTA under MAP- 21 and the FAST Act.

Motion by Chad Pelishek, seconded by Ald. Roman Draughon to approve. Motion carried.

2.8 Director's Report - First Quarter Update.

The Director of Transit & Parking presents the following items as advisory and information only:

1. GPS Integration Shoreline Metro is currently working with Lanex to develop and integrate GPS locating of buses on the Shoreline Metro website.

Timeline of implementation is midsummer (some initial problems with hosting of the website in recent weeks).

2. Triennial Review FTA will be onsite May 24 - 25 to conduct Shoreline Metro s triennial review.

Preparations for the review have been going on since December.

The last review (2014) documented several findings, most of which were resolved onsite.

This review comes with much more optimism and improvements!

3. Grants and Applications Shoreline Metro will be applying for capital funding for buses in 2019 and 2020 through several grants including CMAQ, EPA, DOT, and 5339.

Shoreline Metro is seeking 6 - 8 buses for these two years to replace the current fleet of 2003 and 2005 buses.

Final approval of such grants will be made by the Transit Commission upon award of the grants should Shoreline Metro be fortunate to receive funding.

4. Department (Cultural) Developments Shoreline Metro invested in its employees through several improvements during the first quarter including remodeled restrooms (Transfer Point), lunchroom kitchenette, a digital message

board (TV Monitor) for notifications, employee mailboxes, a fantastic first quarter employee meeting featuring training from the Sheboygan Fire Department and a new banner for the bus garage.

5. 2016 Transit Mutual Insurance Safety Award Shoreline Metro was recognized as the safest system in its division for 2016 with one payable accident (a claim that was minor as far as expense).

6. New Downtown Planters The Parking Utility has purchased new flower planters for the corners on 8 th Street.

Old planters have been removed and the new ones will be installed shortly after delivery this week.

They will be once again planted by the Town & Country Garden Club with flowers purchased from Otter Creek.

7. New Employees Shoreline Metro has hired a new mechanic and several drivers in recent weeks and continues to look for good applicants for driver positions.

8. Collective Bargaining This is the last year of the current collective bargaining agreement.

Shoreline Metro will likely begin the process of good faith bargaining with ATU Local 998 in the coming months.

Transit Commission must approve any agreement prior to acceptance.

9. 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

i. 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

ii 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.

b. Infrastructure and Public Facilities

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

We are awaiting a contract for purchase through the Wisconsin Department of Transportation.

We are also scheduled to receive two paratransit buses later this month purchased in 2016 for Metro Connection operations through the 5310 program.

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 teh Black Pig. The Parking Utility will be working on redevelopment of the alley between N. 8 th Street and Lot Seven by TJ's Closed this summer.

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 will commence on May 30 th for the season. Total ridership has increased each of the past two years. Shoreline Metro will be using the trolleys purchased in 2016 exclusively for this route this year which should help drive ridership. Service will again be provided on the 4 th of Jly, 11: 00 a.m. to 8: 00 p.m.

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 withwork 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".

This item was discussion only.

No Action Taken.

3. ADJOURN

3.1 Motion to adjourn

Motion by Chad Pelishek, seconded by Ryan Zinkel. Motion carried.

Next Meeting Date: July 18, 2017. 5: 00 PM at City Hall

Being no further business the meeting was adjourned at 6: 00 p.m.

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