

CITY OF SHEBOYGAN

SHEBOYGAN TRANSIT AND PARKING MEETING MINUTES

NOVEMBER 22, 2016

Chair Todd Wolf called the meeting to order at 5: 00 p.m. The Pledge of Allegiance followed.

Commission members present:

Aldersperson Todd Wolf, Aldersperson Bill Thiel, Mayor Michael Vandersteen, Police Captain James Veaser (Proxy for Police Chief Christopher Domagalski), Director of Planning and Development Chad Pelishek, Ryan Zinkel, Michael Helmke, Charles Windsor, Director of Transit and Parking Derek Muench (ex-officio member)

Commission members excused:

Aldersperson John Belanger

Others present:

Jeff Agee-Aguayo, Bay-Lakes Regional Planning

Staff present:

Ann Koeller, Administrative Coordinator

MINUTES Mayor Michael Vandersteen made a motion to approve the minutes from the October 22, 2016 meeting.

Michael Helmke seconded the motion.

Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION  
2.1 Transit and Parking Monthly Reports

September Transit Ridership: 47,780

October Transit Ridership: 46,038

September Transit Revenue: \$34,872

October Transit Revenue: \$41,161

September Metro Connection Ridership: 3,020

October Metro Connection Ridership: 3,045

September Metro Connection Revenue: \$23,058

October Metro Connection Revenue: \$23,810

September Parking Revenue: \$26,703

October Parking Revenue: \$12,893 Mayor Michael Vandersteen motion to approve the reports as presented.

Ryan Zinkel seconded the motion.

Motion carried.

## 2.2 Approval of Shoreline Metro Plans and Program Documents:

a. Equal Employer Opportunity (EE 0) Program for 2017 - 2020

b. Grants and Procedure Manual

c. Cost Allocation Plan

d. Drug, Alcohol and Substance Abuse Policy

3. Procurement Policy Mayor Michael Vandersteen motioned to approve the Shoreline Metro Plans and Programs as presented. Charles Windsor seconded the motion.

Motion carried.

2.3 Cooperative Agreement between WisDOT, Bay-Lake Regional Planning Commission and Shoreline Metro (City of Sheboygan) The Director of Planning and Development Chad Pelishek made a motion to approve the Cooperative Agreement as presented. Ryan Zinkel seconded the motion.

Motion carried.

## 2.4 Director's Report

### a. GPS/"Find my Bus" Service

A company called Fleetmatics has presented a cost-effective and highly functional solution to GPS locating and tracking of our buses. Shoreline Metro hopes to have the system up and running by the first of the year with implementation and marketing soon after January 2017.

### b. Triennial Review Update

Shoreline Metro will have a federal FTA Triennial Review in 2017. All requested documents and questionnaire will be ready to submit to the FTA shortly after Thanksgiving.

### c. Employee Surveys

Shoreline Metro Employees were asked to participate in employee surveys over the summer of 2016. 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. However, several areas including communication were brought up. Shoreline Metro is holding employee meetings on November 30, 2016 to dissect the surveys a little deeper, address the issues and brainstorm solutions. It is the goal of the department to find solutions that work for employees and find new processes that might be more efficient and more effective especially relating to communication.

d. Jingle Bus

Shoreline Metro will once again be running the Jingle Bus through Making Spirits Bright and the Mead Library fountain display this holiday season.

Dec 1, 6, 8, 13, 15 and 22 at 6: 00 p.m. and 7: 00 p.m. The cost is one non-perishable food donation.

e. Alley Improvements

The Parking Utility was instrumental in the repurposing and cleanup of the alleys by the Black Pig and US Bank.

Improvements were in conjunction with Sheboygan Squared (BID) and the City of Sheboygan.

f. Dispatch Office Remodel

The Shoreline Metro Dispatch office has been remodeled with new carpeting, network hookups and new desks for employees. The new layout allows for better communication, team interaction and monitoring of operations. The new dispatch office includes a monitor of the camera system at the Transfer Point and with the new GPS mapping technology. A monitor will be installed to view the vehicle locations for added customer service. The improvements have been very well received by the staff of Shoreline Metro and have made a tremendous difference in both operations and attitudes.

g. Holiday Hours/Merry Christmas

Shoreline Metro will not operate Thanksgiving Day but will operate normal service hours on Black Friday. For the Christmas season, Christmas Eve and New Year's Eve (Saturday) will have no service as well as Christmas Day and New Year's Day (Sunday). There will be no service on Monday, December 26<sup>th</sup> (observed Christmas Day) but there will be normal service on Monday, January 2 (observed New Year's Day) due to school being back in session. Alderperson Bill Thiel motioned to file the Director's Report. Ryan Zinkel seconded the motion. Motion carried.

2.5 Service Agreement for Advertising Services with Houck Ads, Inc. Mayor Michael Vandersteen motioned to approve a 5 year agreement for Advertising services with Houck Ads, Inc. Ryan Zinkel seconded the motion.

Motion carried.

ADJOURN Mayor Michael Vandersteen motioned to adjourn the meeting. Ryan Zinkel seconded the motion.

Motion carried. Next meeting date will be January 17, 2017 - 5: 00 p.m. at City Hall.

