

City of Sheboygan
2020-09-22

BTJR876765AE

CITY OF SHEBOYGAN TRANSIT AND PARKING COMMISSION SEPTEMBER 22, 2020

Vice-Chair Ryan Sorenson called the meeting to order at 5: 00 p.m. The Pledge of Allegiance followed.

COMMITTEE MEMBERS PRESENT: Alderperson Trey Mitchell, Alderperson Ryan Sorenson, Alderperson Dean Dekker, Mayor Michael Vandersteen, Police Chief Christopher Domagalski, City Planning and Development Director Chad Pelishek, Roy Kluss, Ryan Zinkel

COMMITTEE MEMBERS EXCUSED: Charles Windsor

STAFF/OFFICIALS PRESENT: Director of Parking and Transit Derek Muench, Administrative Coordinator Ann Koeller, Safety and Education Supervisor Jack Sowinski, Jeff Agee-Aguayo Bay-Lakes Regional Planning Commission, City Administrator Todd Wolf.

ELECTION OF OFFICERS: City Planning and Development Director Chad Pelishek nominates Alderperson Ryan Sorenson for Chair. Commissioner Roy Kluss seconded the nomination. A motion was made by Mayor Michael Vandersteen, seconded by Director Pelishek to cast a unanimous ballot. Motion Passes.

Director Pelishek nominates Alderperson Dean Dekker for Vice-Chair. Mayor Vandersteen seconded the nomination. A motion was made by Mayor Michael Vandersteen, seconded by Director Pelishek to cast a unanimous ballot. Motion Passes.

MINUTES A motion was made by Director Pelishek, seconded by Mayor Vandersteen to approve the minutes. Motion passes.

PUBLIC HEARING FOR FARE CHANGES FOR SHORELINE METRO SPECIALIZED TRANSIT SERVICES: A public hearing is being held for proposed fare changes to specialized transit services provided by Metro Connection. A standard fare is being proposed which would decrease the current ADA Paratransit fare from \$3.50 per trip to \$3.00 per trip and increase the current County Elderly and Disabled program fare from \$2.50 per trip to \$3.00 per trip.

3.1 Verification of Compliance for Public Hearing. Shoreline Metro published the notice for the public hearing in the following locations in compliance with FTA requirements and Shoreline Metro policy: Shoreline Metro website on 8 / 19 / 2020 (www.shorelinemetro.com); Shoreline Metro and Metro Connection buses on 8 / 19 / 2020 and 8 / 20 / 2020 ; Shoreline Metro Facebook page on 8 / 20 / 2020 (www.facebook.com/shorelinemetro); Shoreline Metro Customer Service Office on 8 / 19 / 2020 ; Sheboygan Press classified section on 8 / 22 / 2020 ;

3.2 Presentation of Proposed Fare Changes. The goal for the proposed Fare changes is to create one uniform fare for both ADA Paratransit service and the County Elderly and Disabled program. This change will offer customers a more customer-friendly option as well as streamline the token-less media account balances for customers. A flat \$3.00 per trip option for regular service and \$6.00 per trip option for premium service is clean and easy and can be applied evenly and conveniently for all customers.

3.3 Public Comments and Input (individuals will be limited to a maximum of 5 minutes)

No public comments were given.

3.4 Review of Comments received prior to the hearing.

Written comments were reviewed.

3.5 Motion to Close Public Hearing A motion was made by Alderperson Dekker, seconded by Mayor Vandersteen to close the public hearing. Motion passes.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4.1 Action on Public Hearing item Proposed Fare Changes for Metro Connection. A motion was made by Alderperson Dekker, seconded by Director Pelishek to approve the proposed Fare changes. Motion passes.

4.2 Approval of Transit and Parking 2 nd Quarter Operating Statistics Report. A motion was made by Director Pelishek, seconded by Mayor Vandersteen to approve the report as presented by Director Derek Muench. Motion passes.

4.3 2020 Community Development Block Grant Agreement. A motion was made by Alderperson Dekker, seconded by Roy Kluss to approve the agreement and authorize the Transit Commission Chair to sign the agreement and allow the Director of Transit and Parking to act as the witness. Motion passes.

4.4 Public Transit Agency Safety Program (PTASP) for Shoreline Metro. The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients or subrecipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). As a recipient of Section 5307 funds, Shoreline Metro is required to meet the requirements of the final rule on The Public Transportation Agency Safety Plan. A motion was made by Director Pelishek, seconded by Alderperson Dekker to approve the PTASP as presented. Motion passes.

4.5 2020 Transit Asset Management Plan. 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. The Transit Asset Management Plan as assembled by Bay-Lake Regional Planning Commission with the assistance of Shoreline Metro staff as required by FTA under MAP- 21 and the FAST Act is the first of many performance targets that Bay-Lake and the Metropolitan Planning Organization (MPO) will be involved in over the next several months. A motion was made by Director Pelishek, seconded by Commissioner Kluss to approve and place on file the 2020 Transit Asset Management Plan. Motion passes.

4.6 Revised 2021 Parking Utility Budget. Director Muench has assembled the parking utility budget for 2021. The budget was revised at the direction of the City Administrator and Finance Director to better account for revenues in 2021 due to COVID- 19. The budget that was approved in June 2020 did not include accurate revenue forecasts due to the pandemic only being a couple months old at that point. The budget revision more accurately estimates 2020 expected revenues and better forecasts revenues for 2021. A motion was made by Alderperson Dekker, seconded by Director Pelishek to approve the revised 2021 parking utility budget as presented and recommends inclusion into the City of Sheboygan 2021 Executive Budget. Motion passes.

4.7 Director's Report. A motion was made by Alderperson Dekker, seconded by Mayor Vandersteen to accept and file the Director's Report. Motion passes. DATE OF NEXT REGULAR MEETING: November 17, 2020.

ADJOURNA motion was made by Alderperson Dekker, seconded by Director Pelishek to adjourn the meeting. Motion Passes.