

*****ATTACHMENTS*****

SHEBOYGAN TRANSIT COMMISSION MINUTES- 5:00 PM (Tuesday, August 18, 2015)

Generated by Ann Koeller on Wednesday, August 19, 2015

1. OPENING OF MEETING

1.1 Call to Order

5:00 PM

1.2 Pledge of Allegiance

1.3 Approval of the minutes from the July 21, 2015 meeting.

Ald. John Belanger motioned to approve the minutes. Mayor Michael Vandersteen seconded the motion. All ayes, motion approved unanimously.

1.4 Public Input (time limits are at the discretion of the Transit Commission)

Bennet Kunert spoke.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Presentation of 2016 Transit Budget

Mayor Michael Vandersteen motioned to approve the 2016 Transit Budget as presented. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

2.2 Presentation of 2016 Parking Utility Budget

Chad Pelishek motioned to approve the 2016 Parking Budget as presented. Chief Domagalski seconded the motion. All ayes, motion approved unanimously.

2.3 2016 Operating Assistance Grant & Resolution

Mayor Michael Vandersteen motioned to forward this Resolution to the Common Council with a favorable recommendation from the Transit Commission. Ald. John Belanger seconded the motion. All ayes,

motion approved unanimously.

2.4 Updated Job Description for Demand Response and Fixed Route Bus Operators

Ald. John Belanger motioned to approve the updates to the Job Descriptions for the fixed route bus drivers and the demand response bus drivers. Chad Pelishek seconded the motion. All ayes, motion approved unanimously.

2.5 Transit and Parking Monthly Reports

Transit: July Ridership: 37,406 July Revenue: \$28,897

Metro Connection: July Ridership: 2,782 July Revenue: \$20,970

Parking Utility: July Meter Revenue: \$9,339 July Stall Rental Revenue: \$4,931

Chief Domagalski motioned to approve the reports. Ald John Belanger seconded the motion. All ayes, motion approved unanimously.

2.6 Request for two (2) :15 minute meters by Ehrmann's Fine Jewelry

Mayor Michael Vandersteen motioned to approve up to two (2) :15 minute meters by Ehrmann's Fine Jewelry. Install one (1) :15 minute meter and if there are no complaints install the second :15 minute meter. Chad Pelishek seconded the motion. All ayes, motion approved unanimously.

2.7 Proposal of Transit Commission to meet Bi-monthly and as needed

Chad Pelishek motioned to approve this request after consulting with City Attorney Charles Adams. Michael Helmke seconded the motion. All ayes, motion approved unanimously.

2.8 Director's Report

3. MOTION TO CONVENE IN CLOSED SESSION

3.1 Motion to convene in closed session for the item(s) below under the exemption provided in Sec. 19.85 (1)(e) WI Statutes for the purpose of conducting specified public business whenever competitive or bargaining reasons require a closed session and Sec. 19.85(1)(c) for

the purpose of discussing bargaining strategy for transit negotiations. Motion to closed session was made by Ald. John Belanger. The motion was seconded by Chad Pelishek. All ayes, motion approved unanimously.

4. RECONVENE IN OPEN SESSION

5. ADJOURN

5.1 Motion to Adjourn

Charles Windsor motioned to adjourn the meeting. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

5.2 Next Meeting Date: October 6, 2015 - 5:00 P.M. at City Hall.

Refer to Transit Commission

Res. No. - 15-16. By Alderperson Carlson September 30, 2015

A RESOLUTION authorizing the Purchasing Agent to enter into contract for the replacement of three commercial unit heaters and one waste oil furnace in the shop and storage area(s) of the Shoreline Metro Building.

WHEREAS: The City of Sheboygan Shoreline Metro Facility needs to upgrade three ceiling mounted unit heaters and one waste oil furnace in the shop and garage storage area of the building and;

WHEREAS: The City of Sheboygan issued a Request for Bids # 1897 for this work. Three bids were received with the low bid by Kleeman Mechanical of Sheboygan meeting all stated specifications.

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Kleeman Mechanical Inc. of Sheboygan for the replacement of the specified heating equipment in the amount of \$ 20,465.00

BE IT FURTHER RESOLVED: That the funding for this expenditure is to be taken from Account # 65193110-522110

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

Refer to Transit Commission

R. O. No. - 15 - 16. By PURCHASING AGENT. September 28, 2015

Submitting a tabulation of bids related to the replacement of commercial heating equipment at the Shoreline Metro Building in accordance with Request For Bids #1897.

Company/City	Bid bond	Unit Heaters Proposed Total of Three	Waste oil Burner Proposed One Unit	Total Base Bid
Mannenbach Mechanical- Kiel	Yes	Reznor UDASCC6150- 400 (3) Units	Clean Burn CB-2500	\$21,300.00
Kleeman Mechanical- Sheboygan	Yes	Lennox TUA150NSAF	Clean Burn CB-2500CF	\$20,465.00
Schaus Mechanical- Manitowoc	Yes	Reznor UDAS150	Lanair MX 150	\$ 25,369.00


The Low bid by Kleeman Mechanical of Sheboygan meets all specifications and is herewith recommended for award of the contract.

Respectfully submitted,
Bernard R. Rammer

30-Sep-15	TOTAL PARKING REVENUE				
2015	METERS	ATTENDED LOTS	STALL RENTALS	2015 TOTAL	Quarterly Revenue
JAN	\$7,681	\$0	\$47,112	\$54,793	1st qtr.= \$96,989
FEB	\$7,422	\$0	\$7,176	\$14,598	
MAR	\$8,509	\$0	\$19,089	\$27,598	
APR	\$8,820	\$0	\$5,289	\$14,109	2nd qtr.= \$46,587
MAY	\$8,350	\$0	\$446	\$8,796	
JUN	\$12,267	\$0	\$11,415	\$23,682	
JLY	\$9,339	\$0	\$4,931	\$14,270	3rd qtr.= \$24,819
AUG	\$10,084	\$0	\$465	\$10,549	
SEP				\$0	
OCT				\$0	4th qtr.= \$0
NOV				\$0	
DEC				\$0	
Total Parking Revenue	\$72,472	\$0	\$95,923	\$168,395	\$168,395

COMMENTS:

30-Sep-15	TOTAL PARKING REVENUE				
2014	METERS	ATTENDED LOTS	STALL RENTALS	2014 TOTAL	Quarterly Revenue
JAN	\$8,800	\$3,274	\$0	\$12,074	1ST QTR = \$75,289
FEB	\$7,851	\$3,648	\$0	\$11,499	
MAR	\$9,542	\$3,699	\$38,475	\$51,716	
APR	\$9,376	\$3,482	\$9,488	\$22,346	2ND QTR = \$64,579
MAY	\$8,775	\$3,177	\$306	\$12,258	
JUN	\$10,197	\$2,952	\$16,826	\$29,975	
JULY	\$10,721	\$2,785	\$3,121	\$16,627	3RD QTR = \$56,830
AUG	\$9,638	\$2,653	\$503	\$12,794	
SEPT	\$7,052	\$2,710	\$17,647	\$27,409	
OCT	\$14,684	\$3,397	\$3,170	\$21,251	4TH QTR = \$46,745
NOV	\$4,900	\$2,334	\$729	\$7,963	
DEC	\$12,209	\$3,300	\$2,022	\$17,531	
Total Parking Revenue	\$113,745	\$37,411	\$92,287	\$243,443	\$243,443

REVENUES	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE			
	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change
Cash	\$4,943	\$4,613	\$330	7.2%	\$5,184	\$4,667	\$517	11.1%	\$5,585	\$4,637	\$948	20.4%	\$5,383	\$4,977	\$406	8.2%	\$5,290	\$5,625	(\$335)	-6.0%	\$5,436	\$4,515	\$921	20.4%
Monthly Pass	\$13,056	\$12,720	\$336	2.6%	\$12,816	\$12,864	(\$48)	-0.4%	\$13,200	\$12,864	\$336	2.6%	\$10,944	\$13,728	(\$2,784)	-20.3%	\$10,080	\$12,624	(\$2,544)	-20.2%	\$12,336	\$11,376	\$960	8.4%
Student Tokens	\$6,677	\$8,679	(\$2,002)	-23.1%	\$9,713	\$13,675	(\$3,962)	-29.0%	\$6,006	\$7,678	(\$1,672)	-21.8%	\$11,080	\$11,803	(\$723)	-6.1%	\$7,392	\$12,661	(\$5,269)	-41.6%	\$2,838	\$1,441	\$1,397	96.9%
Adult Tokens	\$4,052	\$4,441	(\$389)	-8.8%	\$5,485	\$5,998	(\$513)	-8.6%	\$4,911	\$3,965	\$946	23.9%	\$5,036	\$4,974	\$62	1.2%	\$3,295	\$6,587	(\$3,292)	-50.0%	\$3,618	\$3,085	\$533	17.3%
Student Punch Pass	\$693	\$506	\$187	37.0%	\$374	\$660	(\$286)	-43.3%	\$308	\$451	(\$143)	-31.7%	\$572	\$275	\$297	108.0%	\$3,850	\$286	\$3,564	1246.2%	\$77	\$77	\$0	0.0%
E & D Punch Pass	\$281	\$170	\$111	65.3%	\$442	\$484	(\$42)	-8.7%	\$382	\$238	\$144	60.5%	\$391	\$247	\$144	58.3%	\$468	\$281	\$187	66.4%	\$604	\$204	\$400	196.1%
Day Passes	\$6,300	\$5,631	\$669	11.9%	\$8,418	\$6,060	\$2,358	38.9%	\$8,316	\$5,805	\$2,511	43.3%	\$7,741	\$5,671	\$2,070	36.5%	\$6,626	\$6,999	(\$373)	-5.3%	\$6,981	\$5,517	\$1,464	26.5%
Summer Freedom	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	\$650	\$425	\$225	52.9%	\$600	\$550	\$50	9.1%
MONTH TOTALS	\$36,002	\$36,760	-\$758	-2.1%	\$42,432	\$44,408	(\$1,976)	-4.4%	\$38,708	\$35,638	\$3,070	8.6%	\$41,147	\$41,675	(\$528)	-1.3%	\$37,651	\$45,488	(\$7,838)	-17.2%	\$32,490	\$26,765	\$5,725	21.4%
RIDERSHIP	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change
Weekday Trips	44,614	38,735	5,879	15.2%	43,731	41,333	2,398	5.8%	47,609	42,373	5,236	12.4%	47,199	47,858	(659)	-1.4%	42,536	45,791	(3,255)	-7.1%	38,037	36,325	1,712	4.7%
Weekdays Operated	21	22	(1)	-4.5%	20	20	0	0.0%	22	21	1	4.8%	22	22	0	0.0%	20	21	(1)	-4.8%	22	21	1	4.8%
Weekday Average	2,124	1,761	363	20.6%	2,187	2,067	120	5.8%	2,164	2,018	146	7.2%	2,145	2,175	(30)	-1.4%	2,127	2,181	(54)	-2.5%	1,729	1,730	(1)	0.0%
Saturday Trips	3,549	2,340	1,209	51.7%	2,672	2,585	87	3.4%	2,701	3,180	(479)	-15.1%	2,959	2,730	229	8.4%	2,583	3,128	(545)	-17.4%	2,544	2,465	79	3.2%
Saturdays Operated	5	4	1	25.0%	4	4	0	0.0%	4	5	(1)	-20.0%	4	4	0	0.0%	5	5	0	0.0%	4	4	0	0.0%
Saturday Average	710	585	125	21.3%	668	646	22	3.4%	675	636	39	6.2%	740	683	57	8.4%	517	626	(109)	-17.4%	636	616	20	3.2%
MONTH TOTALS	48,163	41,075	7,088	17.3%	46,403	43,918	2,485	5.7%	50,310	45,553	4,757	10.4%	50,158	50,588	(430)	-0.9%	45,119	48,919	(3,800)	-7.8%	40,581	38,790	1,791	4.6%
REVENUES	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
Cash	\$4,755	\$4,715	\$40	0.8%	\$4,860	\$4,950	(\$90)	-1.8%		\$4,163	(\$4,163)	-100.0%		\$5,417	(\$5,417)	-100.0%		\$4,702	(\$4,702)	-100.0%		\$4,869	(\$4,869)	-100.0%
Monthly Pass	\$12,336	\$10,128	\$2,208	21.8%	\$10,944	\$11,904	(\$960)	-8.1%		\$12,720	(\$12,720)	-100.0%		\$13,776	(\$13,776)	-100.0%		\$12,480	(\$12,480)	-100.0%		\$12,624	(\$12,624)	-100.0%
Student Tokens	\$627	\$2,827	(\$2,200)	-77.8%	\$1,265	\$1,034	\$231	22.3%		\$4,840	(\$4,840)	-100.0%		\$4,039	(\$4,039)	-100.0%		\$8,728	(\$8,728)	-100.0%		\$10,747	(\$10,747)	-100.0%
Adult Tokens	\$3,420	\$5,576	(\$2,156)	-38.7%	\$4,085	\$3,887	\$198	5.1%		\$4,072	(\$4,072)	-100.0%		\$5,590	(\$5,590)	-100.0%		\$4,199	(\$4,199)	-100.0%		\$5,473	(\$5,473)	-100.0%
Student Punch Pass	\$0	\$0	\$0	0.0%	\$143	\$198	(\$55)	-27.8%		\$418	(\$418)	-100.0%		\$803	(\$803)	-100.0%		\$517	(\$517)	-100.0%		\$616	(\$616)	-100.0%
E & D Punch Pass	\$519	\$298	\$221	74.2%	\$315	\$400	(\$85)	-21.3%		\$366	(\$366)	-100.0%		\$391	(\$391)	-100.0%		\$391	(\$391)	-100.0%		\$408	(\$408)	-100.0%
Day Passes	\$7,065	\$6,306	\$759	12.0%	\$7,512	\$7,002	\$510	7.3%		\$6,289	(\$6,289)	-100.0%		\$7,448	(\$7,448)	-100.0%		\$6,660	(\$6,660)	-100.0%		\$6,993	(\$6,993)	-100.0%
Summer Freedom	\$175	\$375	(\$200)	-53.3%	\$0	\$125	(\$125)	-100.0%		\$0	\$0	0.0%		\$0	\$0	0.0%		\$0	\$0	0.0%		\$0	\$0	0.0%
MONTH TOTALS	\$28,897	\$30,225	(\$1,328)	-4.4%	\$29,124	\$29,500	(\$376)	-1.3%	\$0	\$32,868	(\$32,868)	-100.0%	\$0	\$37,464	(\$37,464)	-100.0%	\$0	\$37,677	(\$37,677)	-100.0%	\$0	\$41,730	(\$41,730)	-100.0%
RIDERSHIP	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change	2015	2014	Difference	% Change
Weekday Trips	35,643	34,887	756	2.2%	31,944	31,826	118	0.4%		45,164	(45,164)	-100.0%		51,363	(51,363)	-100.0%		43,246	(43,246)	-100.0%		45,459	(45,459)	-100.0%
Weekdays Operated	23	22	1	4.5%	21	21	0	0.0%		23	(23)	-100.0%		23	(23)	-100.0%		19	(19)	-100.0%		22	(22)	-100.0%
Weekday Average	1,550	1,586	(36)	-2.3%	1,521	1,516	6	0.4%	#DIV/0!	1,964	#DIV/0!	#DIV/0!	#DIV/0!	2,233	#DIV/0!	#DIV/0!	#DIV/0!	2,276	#DIV/0!	#DIV/0!	#DIV/0!	2,066	#DIV/0!	#DIV/0!
Saturday Trips	1,763	2,491	(728)	-29.2%	2,947	3,362	(415)	-12.3%		3,000	(3,000)	-100.0%		2,719	(2,719)	-100.0%		3,538	(3,538)	-100.0%		2,904	(2,904)	-100.0%
Saturdays Operated	3	4	(1)	-25.0%	5	5	0	0.0%		4	(4)	-100.0%		4	(4)	-100.0%		5	(5)	-100.0%		4	(4)	-100.0%
Saturday Average	588	623	(35)	-5.6%	589	672	(83)	-12.3%	#DIV/0!	750	#DIV/0!	#DIV/0!	#DIV/0!	680	#DIV/0!	#DIV/0!	#DIV/0!	708	#DIV/0!	#DIV/0!	#DIV/0!	726	#DIV/0!	#DIV/0!
MONTH TOTALS	37,406	37,378	28	0.1%	34,891	35,188	(297)	-0.8%	0	48,164	(48,164)	-100.0%	0	54,082	(54,082)	-100.0%	0	46,784	(46,784)	-100.0%	0	48,363	(48,363)	-100.0%
ANNUAL TOTALS	REVENUE									RIDERSHIP						PERCENTAGES - 2014 to 2015				 Prepared by Shoreline Metro for the Transit Commission				
	Cash	Monthly Pass	Student Tokens	Adult Tokens	Student Punch Pass	E & D Punch Pas	Day Passes	Summer Freedom	TOTAL REVENUE	Weekday Trips	Weekdays Operated	Weekday Average	Saturday Trips	Saturdays Operated	Saturday Average	TOTAL RIDERSHIP	Change in Revenue	Percent Change	Change in Ridership		Percent Change			
	2015	\$41,436	\$95,712	\$45,598	\$33,902	\$6,017	\$3,402	\$58,959	\$1,425	\$286,451	331,313	171	1,938	21,718	34	639	353,031	\$153,748	-28.5%		185,771	-34.5%		
2014	\$57,850	\$149,808	\$88,152	\$57,847	\$4,807	\$3,878	\$76,381	\$1,475	\$440,198	504,360	257	1,962	34,442	52	662	538,802	N/A	N/A	N/A	N/A				

Agency Billing Summary Report



Date range: 08/01/2015 - 08/31/2015. Counted passenger types: clients, assistants, children, family members, companions, other passengers.
Cancel Types: All cancels.

Totals for All Funding Sources

Totals

Client Trips Completed	Riders	Cancels	Noshows	Passenger Miles		Passenger Hours	
				Estimated	Actual	Estimated	Actual
2,535	2,596	0	28	15,581.95	16,895.00	1,119.53	1,128.42

Subscriptions and Their Share of All

Client Trips Completed	Riders	Cancels	Noshows	Passenger Miles		Passenger Hours	
				Estimated	Actual	Estimated	Actual
1,726 68 %	1,730 67 %	0 0 %	17 61 %	11,654 75 %	12,734 75 %	808 72 %	832 74 %

\$ Amount Based On

Cash	No Pay	Punch Pass	Token	Total	Total Cash
47	583	274	2063	2967	20465.80

Agency Trips And Clients Count

Only completed trips are counted.

	Agency Clients Count					Agency Trips Count					Additional Riders	
	-14 yrs	14-65 yrs	65+ yrs	Unknown	Totals	-14 yrs	14-65 yrs	65+ yrs	Unknown	Totals		
AM	1	59	107	10	177	6	1,207	1,011	38	2,262	Assistants	60
ST	0	0	0	0	0	0	0	0	0	0	Children	0
WC	0	11	10	2	23	0	197	70	6	273	Family Members	0
Total	1	70	117	12	200	6	1,404	1,081	44	2,535	Companions	1
Disabled	0	5	3	0	8	0	45	27	0	72	Others	0
Non disabled	1	65	114	12	192	6	1,359	1,054	44	2,463		
											Total	61

System Productivity



Estimated times and distances are based on scheduled values, actuals are based on drivers reports. The total number of trips excludes canceled trips. It includes no-shows, but rides per hour excludes no-shows.

Date range: 08/01/2015 - 08/31/2015. Counted passenger types: clients, assistants, children, family members, companions, other passengers. Information is grouped by month.

Period	VOMS	Distinct Runs	Trips		Source	Deadhead		Service		Revenue		Rides per hour
			Total	Nosho		time, h	distance,	time, h	distance,	time, h	distance,	
2015.8	11	10	2624	28	Est	111.81	1651.13	1065.44	11168.58	953.63	9517.45	2.72
					Act	181.72	2286.20	1078.74	13438.30	897.01	11152.10	2.89
Summary	11		2624	28	Est	111.81	1651.13	1065.44	11168.58	953.63	9517.45	2.72
					Act	181.72	2286.20	1078.74	13438.30	897.01	11152.10	2.89
Average	All days	5	5									
	Mon-Fri	6	6									
	Sat	1	1									
	Sun	null	null									