

MINUTES
SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) REVIEW
COMMITTEE

September 16, 2020

Sheboygan City Hall (Room 305)
828 Center Avenue, Sheboygan

(Also Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Chief Christopher Domagalski (City of Sheboygan Police Department/Sheboygan Transit Commission, via teleconference)
Matt Halada (WisDOT Northeast Region, Green Bay, via teleconference)
Derek Muench (Shoreline Metro Director, in person)
Chad Pelishek (City of Sheboygan Department of Planning and Development/Sheboygan Transit Commission, via teleconference)
Edward Procek (Shoreline Metro Driver, in person)
Traci Robinson (Sheboygan County Aging and Disability Resource Center, in person)

MEMBERS EXCUSED: Angie Buechel (RCS Empowers)
Brett Edgerle (Village of Kohler)
Mayor Mike Vandersteen (City of Sheboygan/Sheboygan Transit Commission)

BLRPC STAFF PRESENT: Jeffrey Agee-Aguayo

1. Chairperson Derek Muench called the meeting to order at 2:41 p.m.

Committee members and staff introduced themselves for the benefit of everyone participating in the meeting.

Jeffrey Agee-Aguayo noted committee members who had asked to be excused from the meeting.

Jeffrey Agee-Aguayo requested that committee members participating via teleconference identify themselves when speaking in order to facilitate the taking of minutes. Jeffrey Agee-Aguayo also noted that committee members may be asked to do roll call votes during the meeting in cases where there is not a unanimous vote.

2. Jeffrey Agee-Aguayo distributed the agenda to committee members attending in person. The agenda was also e-mailed (and in some cases mailed) to committee members a week ahead of the meeting.

Moved by Edward Procek and seconded by Traci Robinson that the committee approve the agenda for the September 16, 2020, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo distributed the minutes of the August 12, 2020, meeting to committee members attending in person. The minutes were also e-mailed (and in some cases mailed) to committee members a week ahead of the meeting.

Moved by Matt Halada and seconded by Edward Procek that the committee approve the minutes of the August 12, 2020, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

4. Chairperson Derek Muench asked if there was any public input; none was received.

5. Participating committee members gave final review to draft Chapter 10 (Recommended Plan).

Jeffrey Agee-Aguayo distributed draft Chapter 10 to committee members attending in person. Draft Chapter 10 was also e-mailed to committee members in advance of the meeting.

The focus of this review was on items changed since the August 12 meeting (as suggested by committee members at that meeting). The following changes to draft Chapter 10 were reviewed:

- Fare Policy, last paragraph on page 10-4: A sentence was added to this paragraph explaining the agreement between the Sheboygan Area School District (SASD) and Shoreline Metro that provides free rides to students in exchange for an annual payment from the school district. In addition, it was noted that student punch cards allow for 20 trips.
- Fare Policy, third paragraph on page 10-5: It was clarified that half fares for senior citizens, individuals with disabilities and veterans are available at all times of operation.
- Fare Policy, fifth paragraph on page 10-5: The proposed decrease in the ADA paratransit cash fare was discussed.
- Fare Policy, Table 10.2 on page 10-6: It was noted that student punch cards are good for 20 rides. The decrease in the ADA paratransit cash fare from 2020 to 2021 was noted. The agreement between the SASD and Shoreline Metro that provides free rides to students in exchange for an annual payment from the school district was better explained in a footnote. One editorial change was mentioned.
- Land Use Planning Recommendations, paragraph on pages 10-11 and 10-12, last sentence: This sentence was rewritten to read "...the Director of the Sheboygan Parking

and Transit Utility should work with representatives of all communities in the transit service area on planning and development issues that impact transit.”

- Implementation Strategy, 2020, page 10-14: Implementation of ADA premium services for double the cash fare was moved up from 2021 to 2020.
- Implementation Strategy, 2021, page 10-14: In the fourth bullet (involving fare increases), it was clarified that student punch cards are good for 20 rides. In the fifth bullet, it was noted that the ADA paratransit cash fare would decrease to match the county elderly and disabled transportation fare.

Committee members had the following comments regarding draft Chapter 10:

- Derek Muench asked if there would be an opportunity to amend the TDP once it is approved. Jeffrey Agee-Aguayo responded that the TDP can be amended at any time, and added that a formal “mid-course review” of the TDP is recommended for 2023, which would be a good opportunity to bring forward amendments.
- Derek Muench suggested impacts from the Volkswagen settlement funding, indicating that the Wisconsin Department of Administration (DOA) sent a letter out in early September indicating that that agency intends to issue a grant award to Shoreline Metro for the purchase of six (6) replacement transit buses, and that Chapter 10 should be modified to reflect this recent development. This would impact Table 10.3 on page 10-6, the “2022 Capital Improvements” narrative on page 10-8, and the third bullet in the “Implementation Strategy” for 2022 on pages 10-14 and 10-15.
- Derek Muench indicated that there could be possible fare increases down the road, but added that this did not need to be added to Chapter 10 at this time.
- Matt Halada commented that he liked Maps 10.1 and 10.2.

Committee members then approved Chapter 10 with the changes suggested at this meeting.

Moved by Traci Robinson and seconded by Edward Procek to approve Chapter 10 (as amended). Motion carried, with all voting aye on a voice vote.

6. Participating committee members reviewed draft Chapter 6 (Route Ridership Patterns).

Jeffrey Agee-Aguayo distributed draft Chapter 6 to committee members attending in person. Draft Chapter 6 was also e-mailed to committee members the morning of the meeting. Jeffrey Agee-Aguayo then reviewed draft Chapter 6 with all participating committee members.

Jeffrey Agee-Aguayo reviewed the boarding and alighting data collection methodology (p. 6-1) with participating committee members.

Jeffrey Agee-Aguayo reviewed total weekly boardings and alightings (p. 6-1, including Table 6.1) with participating committee members. Derek Muench noted that boardings did not match

alightings overall for the week in which data were collected, but also discussed some of the glitches in the data collection process. Derek Muench initially asked that Table 6.1 be modified to have boardings and alightings match. However, after hearing the overall discussion regarding draft Chapter 6, Derek Muench reconsidered on changing these numbers, but did ask that a footnote be added to Table 6.1 that new software was used to collect the data, and that it had glitches.

Jeffrey Agee-Aguayo reviewed the peak and off-peak boarding and alighting comparison (pp. 6-1 through 6-5, including Table 6.2 and Figures 6.1 through 6.4) with participating committee members. The more detailed review was for weekdays, with a more general review for the Saturday in which data were collected.

Jeffrey Agee-Aguayo reviewed the detailed route boarding and alighting information (pp. 6-5 through 6-11, including Tables 6.3 through 6.10) with participating committee members.

Jeffrey Agee-Aguayo reviewed the number of boardings and alightings by location (pp. 6-11 and 6-12, as well as Map 6.1 on page 6-15) with participating committee members. As far as discussion from committee members was concerned, Chad Pelishek asked about the red and orange dots indicating boardings and alightings on the south side of the City of Sheboygan distant from all transit routes. There was discussion regarding whether to remove these dots; Edward Procek commented that the data should be analyzed before removing the dots from the map. Derek Muench commented that detours affected the travel on routes during the data collection period in some cases.

Jeffrey Agee-Aguayo reviewed the high demand loading points for individual routes (pp. 6-12 through 6-14, as well as Map 6.2 on page 6-17). Bus stops that had 20 or more boardings over the data collection period and had existing public passenger shelters were reviewed first. Bus stops that had fewer than 20 boardings over the data collection period yet had a public passenger shelter were reviewed next. Finally, bus stops that had 20 or more boardings over the data collection period but do not currently have a passenger shelter in place were reviewed last. As far as discussion from committee members was concerned, Derek Muench stated that some passenger shelters might be moved. Chad Pelishek noted that Vista Care had built a Community Based Residential Facility (CBRF) for those working to overcome substance abuse at the intersection of North 17th Street and Superior Avenue, indicated that 150 or more clients could be housed there, and that apartments could soon follow in the area; Derek Muench also discussed these developments in terms of potential transit demand. Edward Procek commented that COVID-19 is affecting demand, and added that the data should not be taken as gospel before moving passenger shelters. Derek Muench discussed potential passenger shelter movements that he was pondering.

Moved by Edward Procek and seconded by Traci Robinson that Chapter 6 be approved, subject to the changes recommended by committee members at this meeting. Motion carried, with all voting aye on a voice vote.

Following approval of Chapter 6, there was some continued discussion of passenger shelters at high boarding locations. Edward Procek discussed waiting outside supermarkets, noting that there might need to be passenger shelters down the road if Shoreline Metro buses do not serve these stores directly; Derek Muench also discussed this potential scenario. Chad Pelishek commented that there might be additional development between Meijer and Bed, Bath and Beyond in the future.

7. Jeffrey Agee-Aguayo discussed final steps in the TDP planning process with participating committee members.

Jeffrey Agee-Aguayo stated that chapters that remain to be completed include Chapter 1 (Executive Summary, which essentially involves cutting and pasting key items from all other chapters, with an emphasis on the Recommended Plan chapter), and Chapter 2 (Introduction, which will be brief). Jeffrey Agee-Aguayo also noted that appendices will be added to the TDP, including a three-page summary of responses to the ridership opinion survey, the TDP review committee membership, and possibly documentation of public input as the TDP was prepared.

As far as discussion from committee members was concerned, Edward Procek suggested publicizing the availability of the TDP (such as promoting the TDP more on Shoreline Metro's website). Derek Muench and other committee members suggested improved linking of the Shoreline Metro website and Facebook page to the Bay-Lake Regional Planning Commission website regarding the TDP.

8. The next meeting of the Shoreline Metro TDP Review Committee will be held in October. Jeffrey Agee-Aguayo will send out a Doodle poll to determine the best date in which to hold this meeting.

9. **Moved** by Edward Procek and seconded by Derek Muench that the meeting of the Shoreline Metro TDP Review Committee be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 3:41 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

