

MINUTES
SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) REVIEW
COMMITTEE

August 16, 2018

Mead Public Library (Rocca Meeting Room)
710 North 8th Street, Sheboygan

MEMBERS PRESENT: Brett Edgerle (Village of Kohler)
 Roy Kluss (Sheboygan Transit Commission)
 Derek Muench (Shoreline Metro Director)
 Chad Pelishek (City of Sheboygan Dept. of Planning and
 Development/Sheboygan Transit Commission)
 Edward Procek (Shoreline Metro Driver)
 James Schwinn for Bill Blashka (Town of Sheboygan)
 Patience Weinberger for Angie Buechel (RCS Empowers)

MEMBERS EXCUSED: Matt Halada (WisDOT Northeast Region, Green Bay)
 Ald. Ron Rindfleisch (City of Sheboygan/Sheboygan Transit
 Commission)
 Mayor Mike Vandersteen (City of Sheboygan/Sheboygan Transit
 Commission)

BLRPC STAFF PRESENT: Cal Salmon and Jeffrey Agee-Aguayo

1. Jeffrey Agee-Aguayo called the meeting to order at 4:00 p.m.

Committee members and staff present introduced themselves for the benefit of everyone in attendance.

Committee members and staff present noted committee members who had asked to be excused from the meeting.

Jeffrey Agee-Aguayo welcomed everyone to this initial meeting of the Shoreline Metro TDP Review Committee for the TDP update to be completed in 2018 and 2019.

2. **Moved** by Edward Procek and seconded by Chad Pelishek that the committee approve the agenda for the August 16, 2018, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo asked if there was any public input; none was received.

4. Jeffrey Agee-Aguayo provided an orientation to the TDP study process to committee members in attendance.

A. Expectations of committee members were discussed first.

Jeffrey Agee-Aguayo stated that this TDP would be an update to the *Shoreline Metro TDP: 2012 – 2016* that was prepared by the Bay-Lake Regional Planning Commission and was adopted in 2012. Jeffrey Agee-Aguayo anticipated that there would be at least ten meetings of the TDP Review Committee between August 2018 and the summer of 2019. Jeffrey Agee-Aguayo noted that different elements of the TDP would be formulated or presented at each meeting.

The roles or expectations of committee members are to: (1) offer suggestions on presented items at each meeting; (2) help formulate goals, objectives and standards for the TDP; and (3) help formulate alternatives for the future configuration of the transit operation.

Jeffrey Agee-Aguayo commented that the committee would be electing a chairperson and a vice chairperson at the next meeting.

B. The meeting schedule and location(s) were then discussed.

Jeffrey Agee-Aguayo stated that the committee would be looking at mostly having monthly meetings. One or more chapters of the TDP would be presented at most of the meetings. There might be gaps in the monthly meeting pattern in order to accommodate the processing of information from the boarding and alighting survey, as well as toward the end of the process to move the draft TDP to a final document.

As far as meeting location was concerned, Jeffrey Agee-Aguayo indicated that most meetings were likely to occur at the Mead Public Library (due to the Sheboygan City Hall renovation project), but added that there might be exceptions in cases where the library may not have meeting space.

5. Committee members then reviewed the scope of services for the Shoreline Metro TDP Update.

Jeffrey Agee-Aguayo distributed copies of the scope of services to those who needed it, and then reviewed the scope of services with committee members.

Jeffrey Agee-Aguayo briefly reviewed the introduction (p. 1) with committee members in attendance. Jeffrey Agee-Aguayo also briefly reviewed the objectives of the TDP Update (pp. 2 – 3) with committee members in attendance. Jeffrey Agee-Aguayo briefly reviewed the Bay-Lake Regional Planning Commission’s approach to the project (pp. 4 – 7) with committee

members in attendance. Jeffrey Agee-Aguayo briefly reviewed the deliverable products for the TDP Update (p. 8) with committee members in attendance. Jeffrey Agee-Aguayo spent considerable time reviewing the project time frame for the TDP Update (p. 9) with committee members in attendance; Jeffrey Agee-Aguayo noted that most of the project was to be completed in 2018 and finished in early 2019, but delays in contract approval and in committee formation meant that the committee did not meet until now and that the project would need to be extended to the summer of 2019. Jeffrey Agee-Aguayo briefly reviewed the project cost estimate for the TDP Update (p. 10) with committee members in attendance. Finally, Jeffrey Agee-Aguayo spent considerable time reviewing the outline for the TDP Update (pp. 11 – 13) with committee members in attendance.

As far as questions and comments from committee members were concerned, Chad Pelishek asked if route extensions to accommodate the southward expansion of the Sheboygan Business Center would be considered in the TDP Update; Jeffrey Agee-Aguayo responded that such extensions could be considered in various chapters of the TDP Update (goals, objectives and standards; alternatives analysis; recommended plan; etc.) as long as they continue to be suggested by committee members throughout the planning process. Derek Muench highlighted route changes from the last TDP Update, including the revised Route 10 North and the new Route 10 South, and also gave his perspective on what a TDP can accomplish for the transit operation. Derek Muench also discussed “mid-course” improvements to Route 20 that occurred after the last TDP was approved, working closely with officials in the Village of Kohler and the City of Sheboygan Falls.

6. Committee members also reviewed draft Chapter 3 (Transit System Overview) of the Shoreline Metro TDP Update.

Jeffrey Agee-Aguayo distributed copies of draft Chapter 3 to those who needed it, and he and Cal Salmon then reviewed draft Chapter 3 with committee members.

Jeffrey Agee-Aguayo reviewed the following sections of draft Chapter 3 with committee members in attendance:

- History of Transit Service in the Area (p. 3-1);
- Organization and Management (p. 3-1);
- Service Characteristics (including Weekday Service, Saturday Service, and Route Descriptions, pp. 3-1 to 3-5);
- Vehicle Fleet (p. 3-5);
- Other Facilities (p. 3-6); and
- Fare Structure (pp. 3-6 to 3-8).

Cal Salmon reviewed the following sections of draft Chapter 3 with committee members in attendance:

- System Ridership and Revenue Mile Trends (Including Annual Revenue Passengers, Annual Revenue Miles, Monthly Fixed-Route Ridership in 2016 and 2017, Fixed-Route Ridership by Route in 2017, and Fixed-Route Ridership by Fare Category in 2017, pp. 3-8 to 3-14).

Jeffrey Agee-Aguayo then reviewed the following sections of draft Chapter 3 with committee members in attendance:

- Funding Sources: 2014 – 2017 (pp. 3-14 to 3-16);
- Expense Breakdown: 2014 – 2017 (p. 3-17); and
- Other Area Transit/Paratransit Providers (pp. 3-17 to 3-20).

Finally, Jeffrey Agee-Aguayo reviewed Map 3.1 (Shoreline Metro 2018 Route Structure, p. 3-21) with committee members.

Committee members had the following comments on draft Chapter 3:

Organization and Management (p. 3-1):

- Derek Muench noted that the “Sheboygan Parking and Transit Utility” is actually the “Sheboygan Transit Utility.”
- Derek Muench commented that the Sheboygan Transit Commission has nine (9) members, with the Director of Parking & Transit being a non-voting or ex-officio member that should be noted in a separate sentence.
- Chad Pelishek noted that he is Director of Planning and Development (not Economic Development) for the City of Sheboygan.
- Chad Pelishek recommended deleting the final sentence from this section, since it rarely occurs in practice (“Recommendations of the Sheboygan Transit Commission are forwarded to the Common Council for final approval.”).

Service Characteristics (pp. 3-1 to 3-5):

- Under “Route Descriptions” (pp. 3-3 to 3-5), committee members suggested removing Labor Ready as a trip generator for Route 3 South, and Derek Muench suggested adding Meijer as a trip generator for Route 10 North (since the store will be open when the TDP is completed). In addition, Derek Muench stated that the school tripper route information should essentially be the same for the 2018 – 2019 school year as it was for the 2017 – 2018 school year.

Vehicle Fleet (p. 3-5):

- Derek Muench commented that in Table 3.1, two 2002 Gillig coaches were acquired to replace two of the 2002 New Flyer buses; these buses would be numbered 201 and 202, and have a seating capacity of 32 passengers each. Derek Muench added that the remainder of the 2002 New Flyer buses should be replaced by the time the TDP is completed.

Other Facilities (p. 3-6):

- Derek Muench suggested that the narrative regarding the information boards be removed from the text.
- Roy Kluss commented that he would like to see a passenger shelter installed along Route 10 South near the Sheboygan County Detention Center, and wondered what it would take to get one installed; Derek Muench discussed this issue.

Systemwide Ridership and Revenue Mile Trends – Annual Revenue Passengers and Annual Revenue Miles (pp. 3-8 to 3-11):

- Derek Muench discussed changes to routing and other factors that occurred from 2010 to 2012 that led to increases in fixed-route trips, decreases in paratransit trips, and increases in fixed-route revenue miles during those years.
- Roy Kluss asked if Shoreline Metro and/or Maritime Metro could bid to run transit service between Sheboygan and Manitowoc, including service to the Lakeshore Technical College (LTC) main campus in Cleveland. Derek Muench responded that he liked the idea, but did not see the City of Manitowoc supporting the idea, and also noted that the current private company running this service recently dropped the segment between LTC and Manitowoc due to lack of demand. Derek Muench also discussed possible transit connections to Port Washington and Milwaukee that would be good for work commuting. This topic generated some discussion among several committee members in attendance.

Jeffrey Agee-Aguayo concluded this agenda item by indicating that a few minutes will be allotted at the beginning of the next meeting for any remaining comments that committee members might have regarding draft Chapter 3.

7. The next meeting of the Shoreline Metro TDP Review Committee was set for **Thursday, September 13, 2018, at 3:00 p.m.** (note the earlier starting time).

8. **Moved** by Derek Muench and seconded by James Schwinn 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 5:33 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo