

MINUTES  
SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) REVIEW  
COMMITTEE

December 19, 2019

Sheboygan City Hall (Room 106)  
828 Center Avenue, Sheboygan

MEMBERS PRESENT:       Angie Buechel (RCS Empowers)  
                                  Brett Edgerle (Village of Kohler)  
                                  Mark Hermann (Shoreline Metro Customer)  
                                  Derek Muench (Shoreline Metro Director)  
                                  Edward Procek (Shoreline Metro Driver)  
                                  James Schwinn for Bill Blashka (Town of Sheboygan)  
                                  Mayor Mike Vandersteen (City of Sheboygan/Sheboygan Transit  
                                          Commission)

MEMBERS EXCUSED:       Chief Christopher Domagalski (City of Sheboygan Police  
                                          Department/Sheboygan Transit Commission)  
                                  Chad Pelishek (City of Sheboygan Department of Planning and  
                                          Development/Sheboygan Transit Commission)

BLRPC STAFF PRESENT:   Harry Graham and Jeffrey Agee-Aguayo

1. Chairperson Derek Muench called the meeting to order at 3:06 p.m.

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

2. Jeffrey Agee-Aguayo distributed the agenda to committee members who needed it (the agenda was also sent out ahead of the meeting).

**Moved** by Brett Edgerle and seconded by James Schwinn that the committee approve the agenda for the December 19, 2019, 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 November 21, 2019, meeting to those who needed them (the minutes were also sent out ahead of the meeting).

**Moved** by Brett Edgerle and seconded by Mayor Mike Vandersteen that the committee approve the minutes of the November 21, 2019, 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. Committee members started their review of draft Chapter 8 of the TDP (Goals, Objectives, Standards and Their Use in Evaluating the Current Transit Operation).

Commission staff distributed draft Chapter 8 to those who needed it. Commission staff also distributed a “cheat sheet” tying items raised in the nominal group exercise conducted at the November 21, 2019, meeting to supporting objectives in draft Chapter 8 to those who needed it. These items were sent out about a day prior to the meeting. These items were also projected in the meeting room in order to facilitate discussion.

Jeffrey Agee-Aguayo briefly reviewed the introduction paragraph in draft Chapter 8. Jeffrey Agee-Aguayo also reviewed the draft mission statement for the TDP, noting that he consulted with Derek Muench on developing it about a week prior to this meeting. Jeffrey Agee-Aguayo did not review the narrative leading up to the mission statement, but did note that it supported the mission statement.

As far as comments on the mission statement were concerned, Derek Muench stated that he was trying to link the TDP mission statement to Shoreline Metro’s mission statement. Derek Muench and Edward Procek commented on the proposed mission statement, indicating that they liked the fact that it was succinct. Edward Procek added that he like the words “professional” and “courteous” within the mission statement.

Harry Graham reviewed Goal 1 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered the following comments regarding Goal 1 and its supporting objectives and standards:

- Edward Procek thought that non-governmental revenues should be added to Goal 1.
- Derek Muench suggested that state legislators also be consulted under transit capital under Objective 1.1.
- Derek Muench had a question regarding the transit location map referred to in Standard 1.4.2 that Jeffrey Agee-Aguayo and Harry Graham answered.
- Derek Muench stated that there could be a multitude of standards under Objective 1.5, including standards related to mass transit operating assistance, motor fuel tax alternatives, and pushing for more dedicated funding sources. However, Derek Muench thought that the current Standards 1.5.1 and 1.5.2 could be deleted in favor of other standards in this area.
- Derek Muench thought that Objectives 1.5 and 1.6 could be combined, since they had similar themes.
- Derek Muench commented that he liked Standard 1.6.2.

Jeffrey Agee-Aguayo reviewed Goal 2 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered no comments regarding Goal 2 or its supporting objectives and standards.

Harry Graham reviewed Goal 3 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered the following comments regarding Goal 3 and its supporting objectives and standards:

- Committee members suggested changes to Standards 3.3.2 and 3.3.3 so that references are only made to “shift workers,” without respect to which shift they work, since workers from all shifts can be impacted by limited transit service.
- Derek Muench discussed some ideas for improving hours for shift workers. For example, having buses leave at the top (:00) and bottom (:30) of the hour might be an improvement. In addition, having an earlier starting time (5:00 a.m.) and an earlier ending time (8:00 p.m.) could be possible recommendations in the TDP. Edward Procek discussed the timing at the beginning of the day for such service.
- Under Standard 3.4.3, Derek Muench commented that Route 3 North was changed to accommodate the Lakeshore Technical College (LTC) Sheboygan campus that moved this year, and added that the LTC culinary arts program was moving from 712 Riverfront Drive to the main campus in Cleveland. Brett Edgerle discussed the types of classes offered by Lakeland University at the Kohler Company.
- Committee members suggested that Objective 3.5 be modified to read “By implementing a public education campaign to promote transit being an accessible option for the elderly, the poor and the young.”
- Derek Muench and Edward Procek discussed Standard 3.7.6. Brett Edgerle had a question regarding the definition of headways that Derek Muench answered. Derek Muench explained the “drop and go” service that Shoreline Metro utilizes during afternoon peak periods on weekdays when school is in session; there was considerable discussion regarding this service.
- Edward Procek offered a small change to Standard 3.9.2 (that having employers subsidize monthly passes may (as opposed to can) be tax deductible).

Due to a lack of time, it was agreed to review Goals 4 through 7 and their supporting objectives and standards at the next meeting.

6. Jeffrey Agee-Aguayo discussed upcoming surveys with committee members in attendance. This discussion primarily focused on the passenger opinion survey.

Jeffrey Agee-Aguayo distributed the passenger opinion survey form to everyone in attendance for informational purposes.

Jeffrey Agee-Aguayo discussed attempts to reach entities that could provide him with surveyors since the last meeting. Other options to get personnel to assist with the passenger opinion survey could include approaching service clubs, as well as having drivers hand out a card with information on how to access the online survey when boarding buses. Posting the QR code or a link to the survey on a poster inside the buses was also discussed as an option.

Derek Muench thought that transit drivers could be hired to assist with the survey at times when they are not driving. Harry Graham discussed the online survey form.

7. The next meeting of the Shoreline Metro TDP Review Committee is scheduled for **Thursday, January 30, 2020, at 2:30 p.m.** This meeting is likely to run until 4:00 p.m. It is likely that this meeting will take place at Sheboygan City Hall.

8. **Moved** by Brett Edgerle 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 4:30 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo