



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved ADA TRANSIT SUBCOMMITTEE TO THE TRANSIT AND PARKING COMM

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Monday, September 16, 2013

5:15 PM 215 Martin Luther King, Jr. Blvd, (MMB), Room LL-130

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### CALL TO ORDER / ROLL CALL

**Staff:** Crystal Martin, Ann Schroeder, Ann Gullickson

**Chair Jacobs** called the meeting to order at 5:18 PM.

**Present:** 6 -

Lisa Subeck; William J. Tangney; Jeanne M. Tregoning; Susan M. De Vos; Mary E. Jacobs and Carl D. DuRocher

#### 1. PROPER MEETING NOTIFICATION

The meeting was properly noticed.

#### 2. INTRODUCTIONS

Introductions were made as this is Alder Subeck's first meeting. She is also on the Board of Estimates (BOE) and some committees with funding cycles, so it was necessary for her to attend those to make budget decisions. She is no longer on the Transit and Parking Commission (TPC). Mr. DuRocher mentioned that we have a quorum issue, if she knows of anyone from the TPC she can encourage or recommend them to serve on this subcommittee.

#### 3. APPROVAL OF MINUTES

Mr. DuRocher moved approval of the minutes. Mr. Tangney seconded. The motion passed by voice vote/other.

#### 4. PUBLIC APPEARANCES

Cheryl Elkington, 205 Corporate Drive, left a written comment. She would like the city to explore the possibility of a multi-modal transit hub at 939 E. Washington Avenue to include the availability of inter-city buses and also more bus service in general. She also was concerned about the quality of Metro drivers and suggested a potential audit of this situation. She also wanted to check on the possibility of mainline service, based on a Metro Plus-type service model, for wheelchair users and other heavy loads.

5. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

6. [31620](#)

Locally Developed Coordinated Plan

- a) Metropolitan Planning Organizational, Mike Cechvala

Attachments: [Draft 2013 Coordinated Plan Needs.pdf](#)

Mr. Cechvala from the Madison Area Transportation Planning Board (MPO) said he was sorry he couldn't bring the coordinated plan to this group sooner. He would have liked to get this committee involved at the start, but we can still make changes to it and have a discussion. This is a five year plan required for certain federal and state funding. We used to have three sources of funding – Job Access Reverse Commute (JARC), New Freedom, and transportation for the elderly and those with disabilities (5310). JARC and New Freedom were consolidated, so we don't need the plan for that any more, but we still need it for the 5310 federal funding and for the state.

If you look at your handout, there are three parts. 1) Public transit needs assessment; 2) specialized transportation needs assessment and 3) coordination needs.

The plan is an adjunct to the Transit Development Plan (TDP) which is also a five year plan. That is more geared to fixed route service. This locally coordinated plan is more the component of transit that includes paratransit and specialized transportation like those of Dane County, the Sun Prairie shuttle, Monona Lift, Monona Express, seniors, people with disabilities and people with low income are also included. It focuses on expansion of the system and new regional fixed route bus service. That is one thing that was identified by the coordination team – people come in from outside Dane County and there is very limited or no fixed route service to outlying areas.

Ms. Tregoning said this is true even within Dane County, such as Monona. She has an appointment in Monona, but she couldn't go because her husband was out of town. That meant she didn't have a way there because there was no direct public transportation. Alder Subeck said she noticed there was an expansion in south and southeast Madison, but there is still quite a bit of un-served area. Mr. Cechvala said new Route 31 started recently, and new Route 33, but there are limited times and areas. It might be worth noting that despite the expansion, there is still a lot of need on the east side. Ms. Gullickson asked if there was any significance to the listing order, if it indicates priorities. The 1, 2 and 3 listed at the end of each item shows which of the three main priorities these items refer to. Priority 1 is maintaining existing service; priority 2 is responding to growth; and priority 3 is responding to emerging community needs. The listed items are in rough order of priority, but it's not official; they just put the most glaring needs at the top of each section. Mr. Tangney asked how the new Route 31 is going. Ms.

Gullickson said we don't have ridership numbers yet, just anecdotal information from staff who are riding. It just started August 25th. Mr. Cechvala said it can take 6 months to a year to really establish a route.

Some of the items that overlap with things in the TDP and pertain to public transit include transit fare assistance for low income families, mobility training and fixed route orientation, safety, additional on-demand taxi service, new shared ride taxi service, and a new intermodal bus terminal in central Madison.

The specialized transportation needs assessment section includes items with eligibility requirements such as in-person eligibility assessments, and continued and additional personalized transportation to work for low income ambulatory people. The YWCA used to provide this program, but their federal funding has been cut and other funding is in jeopardy. This is for people who can't afford a car, work 2nd or 3rd shift or people who work where there is no transit service. The YWCA program operates 23 hours a day. Additional items in this section include funding for people to purchase or fix a car in rural areas with no public transportation, additional scheduled group transportation service, additional funding for trips that are currently underserved, short notice medical rides, new vehicles for specialized transportation, technology improvements for paratransit service, planning for new service and changes to existing service.

Ms. Martin asked Ms. Brunette-Tregoning if she had ever considered using Union Cab's accessible taxi for her Monona appointment. She said she had never thought of it, but would like more information. Ms. De Vos said appointments outside of the service area are happening more and more such as her appointment that got scheduled out in Middleton. Mr. Cechvala said the report tries to cite those issues; it's a problem that keeps popping up and is not going away. These things are built on the periphery and then it becomes a problem when we try to get people there. Alder Subeck said it is probably about cost of land. It also causes issues for people who need to get to those facilities to work.

In the Coordination Needs section there are items such as continued improvement between Metro, Dane County and others, improved coordination of medical trips, and increased data collection and surveying. Services can be sparse and people might not know what's available. It's an ongoing need to try to figure that out. Mr. Tangney said sometimes it makes more sense to get the ride first and then make the appointment. Mr. Cechvala said sometimes you have the luxury to do that and sometimes you don't. Mr. Tangney said a person who uses a wheelchair and needs to go to urgent care, can't get there using Metro because there is no same day service. Ms. Martin said there is a huge need for travel to dialysis. So there has been coordination of dialysis appointments for people coming from a certain area, like Sauk Prairie, and they have each family take all the folks once a week. That has been helpful where it has been possible. It is good, creative thinking.

Mr. Cechvala said if you have feedback or think of something later let me know. The plan was approved by the coordination team which included representatives from service providers and the TPC. They will also be sending it for approval from the MPO Board and the Dane County Specialized Transportation Commission.

Mr. Tangney asked if same day service needs would allow someone to call Metro and have Metro call around to find same day service. Ms. Martin said Jane Betzig with Dane County has that ability. She can make direct calls if the person is qualified for one of the county programs. The one call program number was hard to find, but Mr. Cechvala said he put it in the plan.

Mr. Cechvala said the plan will go for its last approval in October. The deadline is December 20; it needs to get done this year for the grant programs. Then we'll have a fresh plan for the next five years. When anyone – Metro or Dane County – wants to apply for federal 5310 grants, they can use this plan to meet the requirement. Ms. Martin said you need to have the service listed in the plan in order to apply for funding. Dane County mobility management was formerly funded under New Freedom but now it is under this.

Ms. De Vos asked if this plan is only in reference to paratransit service because there is a lot of talk about making bus stops more accessible. Mr. Cechvala said that is in the plan. You need to tie the improvement to seniors and people with disabilities. Ms. De Vos said on Science Drive there is only a sidewalk on one side and no curb cuts. So how can someone even get up to the building? Mr. Tangney said also all the disabled signage is wrong. But maybe they are working under some federal rules we know nothing about.

Alder Subeck moved adoption of the plan. Mr. Tangney seconded. Mr. DuRocher asked where it goes next. Mr. Cechvala said the MPO and the Dane County Specialized Transportation Commission. When we report this to the federal government and they ask who we included in the plan, we can cite this motion.

Mr. Tangney asked if there was any way to include language that would mean Metro would try to provide same day rides. Alder Subeck said it is on page 35 under "flexible, short-notice medical transportation." Ms. Martin said the plan doesn't assign responsibility but lays out the needs and then tries to get funding to meet it.

The motion passed by voice vote/other.

Mr. Tangney asked if that shouldn't be a 1 priority instead of a 3. Ms. Martin explained that 1 relates to current service and 3 relates to service that doesn't exist. Mr. Cechvala said he could try to see if it might be a 2 priority relating to growth.

7. [31621](#)

Organizational Meeting

- a) Review Subcommittee Purpose and Duties
- b) Election of Officers
  - i. Chairperson
  - ii. Vice Chairperson
- c) Meeting Times and Dates

Attachments: [Subcommittee Roster Description 2013.pdf](#)  
[ADA TS Meeting Schedule 2013.pdf](#)  
[Proposed Quarterly Meeting Agendas.pdf](#)

Ms. Martin read the description of the commission from the handout into the record. "Advisory to the Transit and Parking Commission. It is the duty of the Subcommittee to monitor compliance by Metro Transit, the City's transit utility, in providing complementary paratransit and transit service in the Metro Transit service area in accordance with the Americans with Disabilities Act and its implementing regulations. In addition to any task assigned by the TPC, the Subcommittee shall regularly assess the provision of ADA complementary paratransit and fixed route services to persons with disabilities in the Metro Transit service area, maximizing transportation options for everyone. The Subcommittee shall [identify] issues and recommend policies to the TPC to address them, taking into account budget and service capacity limits, and complaints. The body has an affirmative duty to seek public input and consultation with persons with disabilities and their representatives in the Metro Transit service area. This may include but is not limited to people with vision impairments or blindness; people who do not speak; people who do not understand spoken language, social service agencies that serve people with disabilities, including residential and vocational support providers, organizations and other coalitions of self-advocates; transit travel trainers, paratransit drivers, Dane County specialized transportation oversight staff and committees."

Mr. Tangney asked when the TPC has ever asked this committee to do things. Mr. DuRocher said over the years the TPC will refer a matter here and wait for our recommendation before acting on it. Ms. Brunette-Tregoning said it has happened more in the past. Ms. Martin said she knows TPC committee members read the minutes because they call and ask her questions. Mr. DuRocher said if we had a member from the TPC, that person could be keeping an eye on the TPC agenda to see what should be referred here.

Ms. Martin said Ms. De Vos had sent an email regarding her questions about the committee. Ms. De Vos said she felt the committee is not doing much and hasn't recommended anything to the TPC for years, except to not raise the senior/disabled fares more than the low income fare. That recommendation got garbled when printed in a memo to the TPC. She is not sure how it got garbled. That is the only "input" we've had to the TPC in years. So until now we've not reviewed what our mission was for the last few years. It seemed like the committee was drifting and not doing anything. Mr. Tangney said that is completely in line with the City of Madison having committees.

Ms. De Vos said it behooves everyone to have a serious discussion about what we are about and whether we should exist. If we do exist, we should take a more active role. Alder Subeck said one issue is that we don't have a TPC member. One of the ways items end up here is when the TPC refers them here. In hindsight I'm sure there were things that should have been referred to ADATS and other subcommittees too. Part of the issue is not having that representative who would catch those things. Also maybe we could have a conversation with Gary Poulson, TPC chair, about making sure we are addressing issues that are relevant in the context of this committee and

making sure we keep an eye on that.

Although the TPC has a narrower purview now than it used to as the Transportation Commission, it is a good idea to have subcommittees they can refer things to. Ms. De Vos said, if they see it that way. Mr. DuRocher said he'd be happy to call and have a discussion with Mr. Poulson. He could also make a point to keep an eye on the TPC agenda. He would hate to see this group disbanded. Ms. De Vos said another idea is to meet less frequently. Mr. DuRocher said sometimes people think that will make the agenda more full, but it sometimes just causes people to lose continuity. Ms. De Vos said some people cannot commit to come every month. Mr. DuRocher said that could just be a function of vacancies. It was agreed Mr. DuRocher would contact Gary Poulson.

Ms. Martin said this is only our second meeting this year. She presented a suggested quarterly meeting agenda that might help keep that continuity while meeting less frequently. If we needed an extra meeting to deal with a specific issue, we could call one. People might be spurred to attend to deal with a specific issue, and quarterly might be a lesser time commitment and make people more likely to attend because they know it's important since it's only quarterly.

Ms. De Vos said also some ways committees deal with things is to have the chair and a couple of members have the authority to make decisions and report at the next meeting or have electronic voting. Alder Subeck said that would violate open meetings law. Mr. Tangney asked when do we not use our allotted time. I like fewer meetings, but it seems to me that we use the time allotted. Ms. Martin said we know people have scheduled rides, so that allows us to manage our time.

Alder Subeck said I do think that before changing our structure it would probably be worth getting to a full committee, and have some communication with the TPC about referring things here. There are things I think TPC should be referring here that have disproportionate impact on people with disabilities. I would like to see us try getting to a full committee which will help with quorum. Also see what our agendas look like if we can get more content and at that point reevaluate and make a change if necessary.

Mr. Tangney said maybe we could deal with things of importance to Alder Subeck and let her leave. Alder Subeck said that would still create a quorum problem. Some of my reasons for missing meetings were unusual this year because of a biennial budget cycle. Ms. De Vos said we are missing a number of members, and I recall mentioning this and being ignored. Alder Subeck asked if we have talked to the Mayor. Ms. Martin said we talked with the Mayor's staff and did advertized in the newsletter, Rider Alerts, and Facebook/Twitter. Ms. De Vos said what about alternates on the committee; I brought that up before. Ms. Martin said we can't fill the slots we have. Ms. De Vos said but there were multiple people vying for the same spots. Mr. Tangney said in his other commission they are doing a public service announcement to recruit. Ms. Martin said she has talked to Jason Glozier about recruiting, too.

Alder Subeck said council members don't know when there are vacancies. She will email fellow alders to see if they know of someone in their district.

These are very specific slots, so that might be harder, but it's worth a try. Ms. De Vos said this would be good. Maybe the places Ms. Martin is getting the word out are not the right spots. Ms. Martin said she has been focusing on our ridership, but this is another tack. We can revisit this issue in a couple months and see where we are at.

#### Election of Officers

Mr. Tangney asked if Ms. Jacobs would continue to serve as Chair. She said yes. Mr. Tangney nominated her. Alder Subeck seconded. Mr. DuRocher moved re-election by acclamation. Ms. Jacobs will continue as Chair.

Alder Subeck asked if Mr. DuRocher would continue to serve as Vice Chair. He said yes. Mr. Tangney nominated him, and Alder Subeck seconded. There were no other nominations. Alder Subeck moved that Mr. DuRocher be elected by unanimous acclamation. Mr. DuRocher will continue as Vice Chair.

#### Meeting Times and Dates

October 21st is a problem because of a budget meeting. We can reschedule or wait until November. Mr. DuRocher suggested that we skip October, move on to November and hope we have quorum. We might go through a lot of trouble to pick an alternative date and not have quorum. Mr. DuRocher made it a motion, and Mr. Tangney seconded. The motion passed by voice vote/other.

Ms. De Vos asked if anyone knows whether it is legal for the chair to take action between meetings. Alder Subeck said it is not. That would go around the legislative process and open meetings rules.

8. [31622](#)

Pending List - Discussion, Update & Revisions

Attachments: [Pending List 06 17 13.pdf](#)

Ms. Jacobs said we had a couple of things at our last meeting about items for future agendas. One was how to identify bus stops with shelters and benches online. We will put that on agenda. Ms. Gullickson said those items have been assigned to the Service Development Committee (SDC) at Metro. It's on their pending list because they were working on the service changes. I don't think it's helpful to put it on our agenda yet because there is no more to report than there was in May. But I can put in a request to the SDC to check in and report back and get a commitment from them about when they will be ready to report back.

Ms. Martin said she has talked to Kathy Cryan about coming to speak about snow removal. She has agreed to come speak to us about the plan and project of snow removal for the winter. If we add pending items a few per month that would be good. There are some items on the completed list that we want to revisit.

Mr. Tangney is interested in migration. Ms. Martin said I'm hoping we will make progress on in-person assessments so we can track that. If we get to a

position where we're able to implement that then we'll be able to move on migration. Mr. Tangney asked if there was any way to look at one person who uses paratransit and see if their ride history changes. Ms. Martin said we gave five people temporary eligibility for a time to get mobility training with Dane County. That is up at the end of this month. Then we can see what happens. The last one expires at the end of March next year. We are hoping to see how that progresses. Mr. Tangney asked if everyone gets mobility training. Ms. Martin said they are referred to Jane Betzig, and there are a number of programs. It takes a long time to set these up, get training, and then wait for them to reapply. If they don't, that data is gone. I'm hoping next spring to have results on five people. Ms. De Vos said if people don't reapply, that in itself is an important piece of information.

Mr. Tangney said I didn't realize it was that limited. A person in my building who uses a wheelchair with a caregiver uses paratransit. I think they can use the regular bus, but I don't think they know this. Ms. De Vos said I've had many comparable experiences. I know someone who is eligible for paratransit and also able to use the mainline bus, and she never thought of it. She thought that it would jeopardize her eligibility for paratransit if she sometimes took the mainline bus.

We'll put that on a future agenda. Alder Subeck talked about providing caregiver training so they think of fixed route service. Ms. Jacobs does provide that training at Goodwill for their staff.

Ms. Martin said I go through the pending issues and look at things for any plan and sketch an outline for 6 or 9 months of agenda items that might get juggled. This is where I get my ideas from. I try to work off the pending items, but I don't usually go back to completed items. So if you think it's time to go back and revisit some things, let us know. If we have a speaker, then I move it to the completed list unless there is a motion. Ms. De Vos said after five years some things need to be revisited. Ms. Martin said that's why I'm mentioning it. If you think of things after this meeting, email me.

Mr. DuRocher said it's fine to bring items to the committee for agenda items, and sometimes it's easier to do things at a staff level. Keep in mind you can use us. Remember that you can bring things here. Ms. Martin said some things come up. For example, Ms. De Vos asked about where to donate a power wheelchair. We got a good response from our network. But it might have been good to bring to this committee to talk about resources in the community.

9. [31623](#)

Reports

- a. Transit and Parking Commission
- b. Commission on People with Disabilities
- c. Dane County Specialized Transportation Commission
- d. Other Community Meetings - Wisconsin Transit Riders Alliance
- e. Performance Indicators, Quarterly Feedback by Unit
- f. Report from the Chair
- g. Staff Report



Attachments: [Para Indicators Jul2013.pdf](#)  
[Multi-Yr Counts by Primary Unit and Category 2013-01-01 to 2013-06-30.pdf](#)

a) Transit and Parking Commission – There was no representative from the TPC present.

b) Commission on People with Disabilities – There was nothing to report.

c) Dane County Specialized Transportation Commission – They talked about the 5 year levy spending on specialized transportation for Dane County. They are great at using grant money. There has been implementation of the new broker - MTM - for non emergency medical transportation. It seems to be going better than LogistiCare. They also reported on Dane County staff presenting a report about using the time bank for travel training and the dialysis program for family coordination.

d) Other Community Meetings – Mr. DuRocher said this past weekend WORT facilitated a meeting at Union Corners – Boomboxes from the Wasteland. Everyone took boom boxes and listened to WORT and had a picnic. In preparation for this get together, someone had gotten donated lumber and cut pieces into kits – 6 pieces per kit – and got donated hardware and power tools. Any volunteer or family could make a bench. Their idea was that anybody who had private property adjacent to a bus stop could put a bench there. There were 25 benches at the end put together by volunteers. An incredible amount of thinking went into it. H&H Electric had a van with solar panels that they used instead of a generator on site.

e) Performance Indicators, Quarterly Feedback by Unit – Mr. DuRocher said the trend in terms of total trips is down. Ms. Martin said it is down 3%. He asked how long this has been going on. Ms. Martin said it is a year and a half downward trend. It doesn't match any demographics or anything else. Now that the new broker has taken over for Medicaid, we'll be watching our ride numbers. The downward trend is for cash passengers, not ticket users, but for people who use some funded program except MA Waiver. So it is for Medicaid Common Carrier or other programs. We did have a fare adjustment – from \$3 or \$4 to \$3.25 for everything. We are waiting to see if something emerges.

A new document in the packets is complaints by unit including paratransit, and we would like to discuss this more with the subcommittee in future.

f) Report from the Chair – There was no Chair report.

g) Staff Report – There was no staff report.

10. [31624](#) Other Transit Related Announcements

There were no other transit related announcements.

11. ADJOURNMENT

**Mr. Tangney moved adjournment; Alder Subeck seconded. The meeting adjourned at 6:55 PM.**