

Appendix A: Interview Guide and Agenda

Transit Plan Update
Key Person Interview Guide

This guide is to help facilitate interviews with key Manhattan area stakeholders about community issues as well as opinions about transit. This is a guide and not, necessarily, a questionnaire. The guide is intended to create a dialog or conversation. The interview period is last no more than one hour and can involve a small group of people.

Guiding Questions

1. Tell us about yourself and your role here at the organization. *[This is intended to be an ice breaker and opportunity to establish rapport with the interviewee. It also provides an opportunity to understand the interviewee's point of view. For group interviews this will be changed to ask for introductions].*

2. What are the top challenges or problems facing your organization in the next year or so? The next three to five years? Over the long term? *[probe as to underlying issues associated with the issue]*

3. What are the top opportunities facing your organization in the next year or so? The next three to five years? Over the long term? *[probe as to underlying issues associated with the issue]*

4. How would a public transit system benefit your organization? *[ask the degree to which the organization would support transit; from providing information to the organizations beneficiaries, to subsidizing fare media, to supporting dedicated taxing or fees]*

5. What features would a system have to have to be most beneficial to your organization? *[prompting if necessary— primary connection points, days and hours of operation, special accommodations]*

6. Review of 2001 Transit Plan.
 - a. For the purposes of your group (or its constituency or clients and customers) how well does the plan address or not address their transportation needs.
 - b. What group(s) could be served or better served by the 2001 plan?

Stakeholder Meeting Agenda

January 25, 2010

- I. Welcome and Introductions *5 minutes*
- II. General Challenges & Opportunities Facing your Group in the next 3 to 5 years *25 minutes*
*(These **do not** have to be related directly or indirectly to transportation)*
- a. What are the top overall three challenges facing your group?
- b. What are the top overall three opportunities facing your group?
- III. Is Manhattan Ready for Transit? If so, who should it serve? *10 minutes*
- IV. Review and comment on the 2001 Plan *15 minutes*
(See attached "Summary of 2001 Transit Implementation Plan")
- a. What does the system do right?
- b. What areas can be better served? Why?
- V. Closing Remarks/Next Steps *5 minutes*

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Please review the following attachments before the meeting:

- Overview of Transit Plan Update
- Summary of 2001 Transit Implementation Plan

Appendix B: Summaries of Interviews

Stakeholder Meeting Summary

Fort Riley Garrison Staff
 US Army at Ft. Riley
 Building 500
 500 Huebner Road, Ft. Riley, Kansas

January 25, 2010

Attendees:*

Linda Hoeffner, Deputy Garrison Commander	Craig Phillips, Plans Office	Kristina Hyland, Flint Hills Regional Council	Karen Davis, City of Manhattan
Carin Shoemaker, Environmental Division	Alan Moberly, RMO	Laura Morris, Ft. Riley Transportation	Savanah Benedick, City of Manhattan
Dawn Barclay, Plans Office	Jerome Howe, PAIO	Mike Goreham, Public Works Master Planning	Ted Rieck, HDR
Christina Hill, Public Works Master Planning	Ben Van Becelaere, Plans Office		

**Note sign-in sheet with contact information is attached.*

Given that the Ft. Riley representatives were expected to be staff level, this meeting did not follow the established agenda.

Karen Davis introduced the purpose of the transit plan update and the role of the stakeholder interviews. She then turned the interview over to Ted Rieck of HDR representing the TranSystems/HDR team.

Transportation needs and issues facing the post:

- In recent years, post population has doubled (including soldiers and dependents)
- Parking issues on post have been increasing. That is parking is becoming more limited.
- Roads at key gates are two lanes and can be congested during peak periods which are generally from 5:30am to 9:00 am and from 4:00 pm to 6:00 pm.
- An on-post shuttle was in operation until recently. The former on post shuttle had a low level of service and circuitous route. It cost \$275,000 annually to operate.
- Transportation needs include travel to medical appointments as well as general day-to-day needs.
- There is currently an SDC survey underway which has a few transportation questions.
- Most post personnel have their own vehicles; even married personnel frequently have two cars in their households.
- In 2008 when the price of gas hit \$4 a gallon there was greater interest in using transit to get to the post.

- Vanpools have been offered by the post to ease commuter travel needs. There are 12 vans with most travelers coming from Bennington, Abilene and some from Manhattan. Typically each van has 6 to 8 participants. VPSI manages the program for the Fort.
- There is limited funding to make road improvements on post.
- Other than the effects of increasing fuel prices, convenience is the key to getting people to use transit. One challenge is that many people need transportation during the work day. While there is an on-call transportation service, most people use their personal cars to run Army related errands such as getting documents signed, etc.). People also have the option of obtaining a car out of the motor pool.
- The Morale Welfare Recreation office runs a "Riley Ride" bus service which takes Fort residents to Aggieville for a \$5 round trip.
- Transit could benefit the Fort in these ways:
 - Assists family members in the housing area to get to locations on the post as well as off post. Junction City is a frequent destination though people do go to Manhattan.
 - Ties in with the Fort's sustainability efforts which re intended to reduce parking needs and the need to make road improvements. There is no real funding for including sustainability features in on post infrastructure improvements (can use 2 to 3 percent of a project's cost for sustainability features which typically is not enough even for basic sustainability elements).
- Security - people entering the post need proper identification. Getting properly identified bus riders on base should not be a problem. Any operation of transit on post will need some kind of "memorandum of understanding" between the Fort and City.
- In the next two to three years as deployments lessen, the population on post will swell further. Currently, there are three brigades stationed at the Fort. At least one or two are deployed at any one time. All three brigades should be back on post by 2012.

Stakeholder Meeting Summary

Kansas State University—Student Representatives

KSU Union, Manhattan, Kansas

January 25, 2010

Attendees:*

Jonathan Knight, Students for Environmental Action	Caitlin Kelly, International Students and Scholars	Karen Davis, City of Manhattan
Laura Rachelle White, SGA	Ashley Joerger, SGA and Panhellenic Council	Savanah Benedick, City of Manhattan
Megan Miller, Graduate Student Council	Amy Shultz, SGA	Ted Rieck, HDR
		Anne Smith, ATA Bus

**Note sign-in sheet with contact information is attached.*

I. Welcome and Introductions

Karen Davis introduced the purpose of the transit plan update and the role of the stakeholder interviews. She then turned the interview over to Ted Rieck of HDR representing the TranSystems/HDR team.

II. General Challenges & Opportunities Facing your Group in the next 3 to 5 years

Tuition/attendance costs—students are having increasingly hard time to afford college.

- School reputation and recruiting—making University as easy to get around as possible could be helpful. For international students, school rank and campus amenities are important. (Note, the University operates a two day a week –Wednesday and Saturday—shuttle to shopping areas in Manhattan. However, only students can ride and not their dependents due to insurance issues).
- Work—there is limited access to off-campus employment. This is important as on-campus jobs are dwindling.
- Off-campus housing is challenging because it is difficult to drive to campus. Housing costs nearer and farther away from campus are approximately similar.

III. Is Manhattan Ready for Transit? If so, who should it serve?

- The group thinks the community is ready; faculty and staff would likely use (they must pay for their parking passes too).

- "Safe Ride" is an after-hours service. The taxi company now providing the service is going out of business. There are discussions with ATA Bus to take over this service.

IV. Review and comment on the 2001 Plan

- Route 1(travels from northwest to southeast through campus) is good though it might do better if it operated on Manhattan Road (passed the dorms).
- Route 2 might be used more by faculty. Suggest that service be extended to Anderson and Scenic Drive area as opposed to serving Stagg Hill. The group also saw benefits to serving the south Seth Child road area with its commercial development.
- Hours of operation—seven days a week, 7am to 10pm at least.
- Aggieville service should be bi-directional loop, operate every 30 minutes, with service starting around 9pm and last trip around 3am (be prepared for mass exodus near closing time). Consider a Thursday operation in addition to Friday and Saturdays.

V. Closing Remarks/Next Steps

- Regarding funding:
 - Look into the City/University Fund which is from revenue generated from sales taxes collected on campus; usually projects are funded that are short term in nature. The fund generates about \$300,000 to \$350,000 annually. Typical projects include street lights, recycling, funding for the visitor centers.
 - A seasonal or voluntary semester pass could be an option instead of a mandatory pass to support transit.
- Consider environmentally friendly vehicles (e.g., vehicles fueled by biomass products).
- Note that there are 1,700 international students. Chinese is the predominate group followed by Japanese, Korean, and Spanish.

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Stakeholder Meeting Summary

Social Service Agencies
 Manhattan, Kansas

January 25, 2010

Attendees:*

Jan Connings, Sheperd's Crossing	Michael Shields, Pawnee Mental Health Services	Karen Davis, City of Manhattan
April Askins, Pawnee Development	Phillip Korenrek, Big Lakes Developmental Center	Ted Rieck, HDR
Dorethea McQuilliann, SRS APS SW	Mandy Chapman Semple, MESI	Anne Smith, ATA Bus
	Savanah Benedick, City of Manhattan	

**Note sign-in sheet with contact information is attached.*

I. Welcome and Introductions

Karen Davis introduced the purpose of the transit plan update and the role of the stakeholder interviews. She then turned the interview over to Ted Rieck of HDR representing the TranSystems/HDR team.

II. General Challenges & Opportunities Facing your Group in the next 3 to 5 years

- Big Lakes Developmental Center
 - Decreasing funding to provide services
 - Increasing costs
 - Limited labor pool—quality of applicants for agency staff to work with the clients
- Shepherds Crossing
 - Lack of transit services which is important to the agency's clients
- Pawnee Mental Health Services
 - Lack of dependable transportation
 - Cuts in state funding, forcing staff reductions
 - Making sure that Pawnee's vehicles are well utilized.
- SRS
 - Reliable transportation
 - Funding
 - Cases are getting more serious (encompassing all parts of Riley County)

III. **Is Manhattan Ready for Transit? If so, who should it serve?**

- Group generally said yes for these reasons:
 - With increasing gasoline prices, need for transit more acute than ever.
 - They have seen increase in case loads which leads to more transportation needs.
 - Increasing number of cases from households with single vehicle available.
 - Some think that Ft. Riley and Junction City have significant number of households with only one vehicle available.

IV. **Review and comment on the 2001 Plan**

- Group thinks the routes hit SRS and low income housing fairly well.
 - Could use service north of Marlatt Avenue / Tuttle Creek Boulevard to serve Colonial Gardens.
 - Could use connection to Ogden which has numerous low income housing. Even if service could be provided twice a day (inbound for the AM and outbound for the PM) that would be beneficial
- Other areas which might be considered for service include:
 - North of Manhattan in the towns of Leonardville and Riley.
 - Ft. Riley
 - Social Security office at Hudson and Anderson (west of Seth Child).
 - Scenic Drive and Anderson
 - Major employment areas by airport (Alorica and Tech Employment)
- The group thought fixed route was a good way to provide service (as opposed to some kind of demand response service)
- Not much support from the group for the 2001 Aggieville Special service (use the resource for daytime needs).

V. **Closing Remarks/Next Steps**

- Service is needed especially for people going to work.
- Family friendly transportation which allows for children
- Service should have a wide range of hours of operation (beyond 5pm).

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Stakeholder Meeting Summary

Human Resource Management Network (HRMN)

Manhattan, Kansas

January 25, 2010

Attendees*:

Gina Nixon, HRMN	Summer Dierks, Manhattan Convention and Visitors' Bureau (VCB)	Karen Davis, City of Manhattan
Connie Pfaff Eickhoff, HRMN	Myranda Kimble, Manhattan Chamber of Commerce	Savanah Benedick, City of Manhattan
Shirley Hemme, AIB	Sally Vonada, MATC	Ted Rieck, HDR
Christie Horton, KSU Foundation	Gregg Mayfield, Abbott Workholding	Anne Smith, ATA Bus

**Note sign-in sheet with contact information is attached.*

I. Welcome and Introductions

Karen Davis introduced the purpose of the transit plan update and the role of the stakeholder interviews. She then turned the interview over to Ted Rieck of HDR representing the TranSystems/HDR team.

II. General Challenges & Opportunities Facing your Group in the next 3 to 5 years

- KSU
 - Increasing need for fundraising.
- Abbott
 - Challenging manufacturing environment due to poor economy.
 - Transportation (shipping perspective) to be easy to get in and out of Manhattan
 - Personal transportation is a barrier in hiring people.
- AIB
 - Institutions are cutting back need for their products (school spirit products).
 - Air travel and connection to the airport. Once people are in town, limited opportunity to get around.
 - Uses company vans to fill some transportation needs.
- GTM
 - Parking at their current facility is tight with their firm's growth (a total of 600 to 700 people work at GTM).
- VCB
 - Hotel to airport transportation is an issue as it is to connect people in hotels to points of interest in the community.
 - Retention of employees

- International students' dependents can't ride university service.
- Technical college has two issues regarding student access
 - Reliable transportation.
 - Availability of child care.

III. **Is Manhattan Ready for Transit? If so, who should it serve?**

- Group said yes.
- Service should include Ft. Riley and Ogden.
- Wamego another important destination.
- K-State needs to be part of a system.
- Big need for transportation services for visitors
- Youth without driver's licenses is another important group to be served.
- Older citizens is another group needing service.

IV. **Review and comment on the 2001 Plan**

- Make sure new growth areas are served
- Anderson and Scenic Drive area
- Area north of Marlatt Avenue.
- Airport
- St. Joseph & Stonebrook at Marlatt.
- Tuttle Creek State Park
- Hotels on US 24 not served by the 2001 plan.
- GTM call center at 520 McCall
- Provide an east/west location for connection to City system
- The group liked the Aggieville Special; thinks service should be more frequent and operate until 2am to 3am.
- Funding
 - Would consider an increased city tax but not an a hotel tax
 - Could approach employers about funding but the group was not sure how they would respond.

V. **Closing Remarks/Next Steps**

- No further comments.

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Stakeholder Meeting Summary

KSU Planning and Administration
Manhattan, Kansas

January 25, 2010

Attendees*:

Darwin Abbott, Parking	Ben Champion, Sustainability Office	Bonnie Lynn-Sherow, Faculty Senate
Kelli Cox, Campus Planning	Jaclyn Anderson, Disability Office & ATA Board	Karen Davis, City of Manhattan
Jonathan Knight, Advisory Board	Skyler Harper, Housing & Dining Services	Ted Rieck, HDR
Mark Taussig, Facilities Planning	Savanah Benedick, City of Manhattan	Anne Smith, ATA Bus

*Note sign-in sheet with contact information is attached.

I. Welcome and Introductions

Karen Davis introduced the purpose of the transit plan update and the role of the stakeholder interviews. She then turned the interview over to Ted Rieck of HDR representing the TranSystems/HDR team.

II. General Challenges & Opportunities Facing your Group in the next 3 to 5 years

- Budget cuts
 - Less money and people for maintenance
- Housing and Parking are self funded (therefore self-sustaining financially)
- Desire for greater multimodalism, become a pedestrian campus
- Reconcile roles of auto/bikes/pedestrians
- Pressure for parking

III. Is Manhattan Ready for Transit? If so, who should it serve?

- Would transit help with parking and housing?
 - Housing—indication that there are more students wanting housing than space available
 - Housing sees itself as more than a place to reside; part of the academic environment (people in dorms do better academically than living in off campus housing)
 - Parking could be reduced in campus core causing need for more parking garages.

- International students have transportation challenges.
- Role of transit for KSU—could include an on campus shuttle. However, people's attitudes about riding transit would need to change (many people are from communities where transit is rare and driving personal vehicles the typical mode of travel).

IV. **Review and comment on the 2001 Plan**

- Need better access to east side of campus (Manhattan Avenue area)
 - Not clear if Claflin Road and/or Mid-Campus Drive would be good roads for buses.
- Route 1 shown on Colorado Street should be located along Yuma Street.
- On campus shuttle would need a high level of schedule adherence.

V. **Closing Remarks/Next Steps**

- The new KSU Parking garage has become a kind of remote parking facility to support Aggieville since parking at Aggieville is limited.

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Manhattan Transit Plan Update: Meeting Sign in Sheet

HRMN

Date: 1/28/10

Name	Affiliation	Email address	Phone Number
Gina Nixon	HRMN	gnixon@ksu.edu	532-1141
Anne Smith	ATA BUS		
Connie Pfaff Eickhoff	HRMN	connie.pfaff-eickhoff@igtm.com	537-8822 ext. #1198
Savanah Benedick	City		
Cristy Mayfield	Abbott workholding	cmayfield@abbottworkholding.com	776-8555
Myranda Kimble	Manhattan Chamber of Commerce	myranda@manhattanom.com	776-8829
Summer Dierks	Manhattan Convention + Visitors Bureau	Summer@manhattanom.org	776-8829
Christie Horton	KSU Foundation/ HRMN	christie@found.ksu.edu	532-7575
Karen Davis	City		
Shirley Hemme	AIB	shemme@airbonline.org	537-4750 #113

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Manhattan Transit Plan Update: Meeting Sign in Sheet

Social Service Agencies

Date: 1/25/10

Name	Affiliation	Email address	Phone Number
Michael Shields	Pawnee mental Health Services. Community Support Services	mike.shields@pawnee.org	587-4333
April Askins	Pawnee Development	april.askins@pawnee.org	587-4300
Karen Davis	City		
Jane Connors	Shepherds Crossing	Shepherd@interkem.net	776-1470
Phillip Korenek	Brig Lakes Developmental Center	pkorenec@briglakes.org	776-9201
Anne Smith	ATA Bus		
Doretha McQuilliam	SRS APS SW	Doretha.McQuilliam@sis.ks.gov	785-776-4011 ext 251
Mandy Chapman Semple	MESL	manhattan.emergencyshelter@hotmail.com	537-3113
Sarahah Benedict	City		

Manhattan Transit Plan Update: Meeting Sign in Sheet

KSU Students

Date: 1/25/10

Name	Affiliation	Email address	Phone Number
Jonathan Knight	Students for Environmental Action	JKnight@ksu.edu	316. 200 1473
LAURA RACHELLE WHITE	STUDENT GOVERNING ASSOCIATION	LWHITE@KSU.EDU	913 787 3197
Megan Miller	Graduate Student Council	mmmiller@ksu.edu	532-3635
Savannah Savannah Benedick	City		
Karen Davis	City		
Anne Smith	ATA BUS		
Amy Schute	SGA	amyj0579@ksu.	785-3132129
Carlin Kelly	Int'l Students and Scholars	ckelly@ksu.edu	785-532-5335
Ashley Jorger	SGA and Panhellenic Council	AJorger@ksu.edu	913-219-3745

Manhattan Transit Plan Update: Meeting Sign in Sheet

KSU

Date: 1/25/10

Name	Affiliation	Email address	Phone Number
Darwin Abbott	KSU Parking	darwin@ksu.edu	785-532-7275
Kelli Cox	Campus Planning	kellcox@ksu.edu	785-257-3486
Anne Smith	ATA BUS		
Jonathan Knight	Campus Planning and Development Advisors Board	JKnight@ksu.edu	316 260 1473
Mark Taussig	K-State Facilities Prog	mtaus@ksu.edu	532-1732
Den Changin	K-State sustainability	changin@ksu.edu	785 313 3085
Jaclyn Anderson	K-State Disability Office & ATA Board	jaclyna@ksu.edu	785-532-644
Karen Dawe	City		
Savanah Benedict	City		
SEYLOR HARPER	ESU H&DS	harper@ksu.edu	532-6466

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Bonnie Lynn-Sherow FScoup blynn@ksu.edu - 341-9344
 (faculty senate committee for univ. planning)

Manhattan Transit Plan Update: Meeting Sign in Sheet

Ft. Riley

Date: 1/25/10

Name	Affiliation	Email address	Phone Number
Ted Rieck	HDR	ted.riedce@hdrinc.com	(816) 412-1276
Craig Phillips	Plans Office US Army Garrison	craig.phillips@us.army.mil	785-239-0948
Carin Shoemaker	Environmental Division, Publics Works	carin.shoemaker@us.army.mil	785-239-8663
Dawn Barclay	Plans Office US Army Garr.	dawn.m.barclay@us.army.mil	785-239-3180
CHRISTINA HILL	Fort RILEY PUBLIC WORKS MASTER PLANNING	christina.r.hill@us.army.mil	785 239 6653
MIKE GOREHAM	FT RILEY PUBLIC WORKS MASTER PLANNING	MICHAEL.GOREHAM@US.ARMY.MIL	785 239-8480
Alan Moberly	Fort Riley RMO	alan.moberly@us.army.mil	785 239-3955
Jehome Howe	Ft Riley PAIO	jehome.howe@us.army.mil	239-6696
Ben Van Beekelere	Fort Riley Plans Office	benjamin.f.vanbeekelere@us.army.mil	239-3823
Kristina Hurland	Flint Hills Regional Council	growthcoordinator@smail.com	785.410. 5550

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Appendix C: Tabulation of First Public Meeting Questionnaire

PUBLIC TRANSIT QUESTIONNAIRE

Public Meeting

December 2, 2009

City of Manhattan

City Hall

As part of a public meeting on December 2, 2009, attendees were asked to fill out a questionnaire regarding transit in the Manhattan area. Out of twenty people who signed in as attending the meeting, 15 questionnaires were completed.

Key results indicate:

- Strong support for transit
- Service to K-State, Manhattan Town Center and the Tuttle Creek Boulevard area were top destinations to be served by transit.
- A transit system should be jointly operated by the University and the City.
- K-State students, faculty and staff as well as to people without cars are key markets.
- A fare of \$0.50 to \$1.00 per ride was a common choice.

The following show responses to questionnaires distributed at the first public meeting

1. Should the Manhattan area have a public transit system (<i>circle one</i>)?	
Yes	14
▪ No	0
▪ Not Sure/No Opinion	1

2. Which top three areas should it serve (*circle or write in your top three choices only*)?

Tuttle Creek Boulevard (including Wal-Mart, Dillon's, etc.)	11
Downtown Manhattan/Manhattan Mall	11
Kansas State University	12
North Seth Child Road between Anderson and Kimball Road	5
South Seth Child Road between Anderson and Ft. Riley Boulevard	
Stagg Hill Area	
Manhattan Regional Airport	3
Fort Riley	3
Junction City	2
Wamego	1
Other: East-West Route (Ft. Riley Boulevard, Anderson, Claflin	1
Other: Anderson from Seth Child to Tuttle Creek	1
Other: _____	

3. Should a public transit system be jointly operated by the City and Kansas State University (*circle one*)?

Yes	10
No	0
Not Sure/No Opinion	5

4. Which groups of people should the system **primarily** be designed to serve (*circle only two*)?

K-State Students, Faculty and Staff	9
People who do not own their own transportation	9
Elderly people	5
School aged children	2
Persons with disabilities	4
Commuters	4
Fort Riley personnel and on post residents	1

5. Approximately how much should be charged for fares (*circle one*)?

Free	1
\$0 to \$0.50 a ride	2
\$0.50 to \$1.00 a ride	6
\$1.00 to \$1.50 a ride	4
\$1.50 to \$2.00 a ride	0
At least \$2.00 or more per ride	0
Other—semester pass	2

6. Other comments about transit or the transit plan update you care to make:

- International students and families need service.
- Sidewalks lacking
- Question about a road that has been closed for 2 years (road not identified)
- Make transit accessible.
- Provide a student transit pass (charge \$40)
- Expression of support for transit.
- Bike racks on buses.
- Sell monthly or annual passes at reduced prices.
- Traffic light and pedestrian crossing issue on the south side of KSU campus.