

MINUTES  
SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) REVIEW  
COMMITTEE

December 15, 2020

(Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Angie Buechel (RCS Empowers)  
Chief Christopher Domagalski (City of Sheboygan Police  
Department/Sheboygan Transit Commission)  
Derek Muench (Shoreline Metro Director)  
Edward Procek (Shoreline Metro Driver)  
Linda Spitzer (Sheboygan County Aging and Disability Resource  
Center)

MEMBERS EXCUSED: Brian Doudna (Sheboygan County Economic Development  
Corporation)  
Matt Halada (WisDOT Northeast Region, Green Bay)  
Chad Pelishek (City of Sheboygan Department of Planning and  
Development/Sheboygan Transit Commission)  
Mayor Mike Vandersteen (City of Sheboygan/Sheboygan Transit  
Commission)

BLRPC STAFF PRESENT: Chris Garcia and Jeffrey Agee-Aguayo

1. Chairperson Derek Muench called the meeting to order at 2:32 p.m.

Since everyone participating in the meeting knew each other, there were no introductions.

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

Jeffrey Agee-Aguayo requested that committee members identify themselves when speaking and making motions or seconding motions 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 projected the meeting agenda on the shared screen feature in Go to Meeting, and briefly reviewed the agenda. The agenda was also e-mailed (and in some cases mailed) to committee members in advance of the meeting.

**Moved** by Edward Procek and seconded by Chief Christopher Domagalski that the committee approve the agenda for the December 15, 2020, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo projected the draft minutes of the September 16, 2020, meeting on the shared screen feature in Go to Meeting, and briefly reviewed those minutes. The minutes were also e-mailed (and in some cases mailed) to committee members in advance of the meeting.

**Moved** by Chief Christopher Domagalski and seconded by Edward Procek that the committee approve the minutes of the September 16, 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 reviewed the full *2021 – 2025 TDP*.

Jeffrey Agee-Aguayo projected the full draft of the *2021 – 2025 TDP* on the shared screen feature in Go to Meeting. The document was also e-mailed (and in some cases mailed) to committee members in advance of the meeting, with a link provided in cases where committee members could not open the 23 MB document.

Jeffrey Agee-Aguayo then reviewed the *2021 – 2025 TDP* with participating committee members. Jeffrey Agee-Aguayo commented that Chris Garcia had converted the document to InDesign, which made the document more visually appealing, but noted that this process took some time.

Jeffrey Agee-Aguayo reviewed Chapter 1 (Executive Summary) with participating committee members. This chapter was created since the last meeting, is a summary of what is presented in the various TDP chapters, and emphasizes plan recommendations the most. As far as comments from committee members were concerned, Derek Muench noted that many of the fare changes recommended in the TDP have already been implemented (elimination of transfers and tokens, decreasing the ADA paratransit fare to match the county transportation fare, etc.). Derek Muench added that Sheboygan County also approved an increase in its fare under its transportation program from \$2.50 to \$3.00. Derek Muench commented that changes to service hours and bus departure times recommended in the TDP might get implemented more around March 1, 2020, since there is a need to educate the ridership regarding these changes before they take effect, Edward Procek thought that even more lead time might be needed for these changes.

Jeffrey Agee-Aguayo reviewed Chapter 2 (Introduction) with participating committee members. This chapter was also created since the last meeting, and briefly discusses the study purpose, issues to be addressed, and the planning process for the TDP. Committee members had no comments regarding this chapter.

Jeffrey Agee-Aguayo briefly reviewed Chapters 3 (Transit System Overview), 4 (Community Profile), and 5 (Ridership Opinion) with participating committee members. These chapters were reviewed at previous meetings. The only comment regarding these chapters came from Edward Procek, who thought it might be a good idea to add the Sheboygan Senior Activity Center under

development at North 8<sup>th</sup> Street and Lincoln Avenue (the former Save A Lot Supermarket) to Map 4.10 (Potential Trip Generators). Committee members noted that there are many other services near this location, with opening of this new facility anticipated for some time in 2022.

Jeffrey Agee-Aguayo reviewed Chapter 6 (Route Ridership Patterns) in terms of changes made to this chapter in response to comments raised at the previous meeting. These changes included adding a footnote to Table 6.1 indicating that new software was used to collect the data for the boarding and alighting analysis, and that this software had glitches, along with cleaning up Map 6.1 (Shoreline Metro Boardings and Alightings: August 2020). Committee members had no comments regarding this chapter.

Jeffrey Agee-Aguayo briefly reviewed Chapters 7 (Transit System Performance), 8 (Goals, Objectives, and Standards), and 9 (Alternatives Analysis) with participating committee members. These chapters were reviewed at previous meetings. Committee members had no comments regarding these chapters.

Jeffrey Agee-Aguayo reviewed Chapter 10 (Recommended Plan) in terms of changes made to this chapter in response to comments raised at the previous meeting. These changes included adding a comment under “Other Recommendations/Mid-Course Review” (page 167) indicating that the TDP can be amended at any time as changing conditions warrant,” as well as noting that up to six (6) replacement buses would be coming from the Volkswagen settlement funding, which involved changes to Table 10.3 (page 161), the “2022 Capital Improvements” narrative (page 162), and the 2022 portion of the Implementation Strategy (page 168). The only comment regarding this chapter came from Edward Procek, who discussed the varying thoughts on the range of hours for Saturday service that had been discussed in the TDP planning process.

Jeffrey Agee-Aguayo reviewed Appendix A (Shoreline Metro Passenger Opinion Survey Results) with participating committee members. This appendix was created since the last meeting, and summarizes results from the passenger opinion survey that was conducted in January and February of 2020. Committee members had no comments regarding this appendix.

Jeffrey Agee-Aguayo reviewed Appendix B (Shoreline Metro TDP Update Review Committee Members) with participating committee members. This appendix was created since the last meeting, and outlines the TDP review committee membership. Committee members had no comments regarding this appendix.

As far as overall comments were concerned, Derek Muench complimented Chris Garcia on his converting of the TDP into InDesign. Derek Muench commented that there is lots of uncertainty in the future, and that there will be a need to rebuild ridership and support after the pandemic. Derek Muench indicated that there is uncertainty as to how long the pandemic will last, and that there will be a need to survive and rebuild. Derek Muench complimented all of his staff on their response to COVID-19.

Jeffrey Agee-Aguayo reviewed an e-mail that he received from Brian Doudna, the new Executive Director of the Sheboygan County Economic Development Corporation (EDC). Mr. Doudna wanted the TDP to consider possible service additions to promote employment transportation in Sheboygan County, including:

- Express bus service during peak shift periods to reduce commute times;
- An express line connecting Plymouth to the Shoreline Metro service area upon completion of State Highway 23 as a four-lane highway;
- An express line connecting Fond du Lac to Sheboygan with a stop in Plymouth; and
- An express line connecting Manitowoc to the Shoreline Metro service area.

Jeffrey Agee-Aguayo commented that from his perspective, these additional services would not be able to be immediately addressed in the TDP for a variety of reasons. Shoreline Metro (as currently funded) operates as a transit service for the Sheboygan Urbanized Area. Other funding sources outside the Federal Transit Administration Section 5307 urbanized formula funding will need to be tapped to make most of these services a reality (these could include Section 5311 rural transit funding and the Wisconsin Employment Transportation Assistance Program). Jeffrey Agee-Aguayo stated that planning for one or more of these potential services will occur in 2021 as part of the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. As far as comments from committee members were concerned, Derek Muench suggested not including Mr. Doudna’s items in the TDP, since the TDP is focused on the existing transit system. However, Derek Muench thought that these needs could be examined in a separate study. Derek Muench indicated that he had a call with Mr. Doudna regarding these ideas about three weeks prior to this meeting, and noted that Mr. Doudna wanted to utilize mass transportation in an effort to see employment growth and jobs filled. Edward Procek commented on Mr. Muench’s remarks, noting that examination of these transportation services would need to be addressed in a separate study, but adding that there is a definite need for some or all of these services. Edward Procek suggested a “feeder” system to link these additional services to Shoreline Metro’s route structure. Derek Muench stated that either he or Jeffrey Agee-Aguayo would follow up with Mr. Doudna responding to his suggestions; these suggestions will not be directly addressed within the TDP, but will be included or acknowledged in some way in the TDP.

Derek Muench discussed a meeting he was having with the Town of Sheboygan Board following this meeting. Derek Muench discussed other urbanized area communities that may want transit service in the future, including the Town of Sheboygan.

6. Participating committee members recommended the *2021 – 2025 TDP* to the Sheboygan Transit Commission.

Derek Muench stated that the typical process for approval would be that the City of Sheboygan Common Council would refer the document to the Sheboygan Transit Commission for approval.

Derek Muench noted that the recommendation of approval of the *2021 – 2025 TDP* to the Sheboygan Transit Commission would be subject to including the following amendments:

- Revision of Map 4.10 to acknowledge the relocated Sheboygan Senior Activity Center by 2022; and
- Incorporating a response to Brian Doudna’s comments in the TDP.

**Moved** by Chief Christopher Domagalski and seconded by Angie Buechel that the Shoreline Metro TDP Review Committee recommend the *2021 – 2025 TDP* to the Sheboygan Transit Commission, subject to the two amendments noted above. Motion carried, with all voting eye on a voice vote.

7. Derek Muench and Jeffrey Agee-Aguayo discussed next steps in the TDP planning process with meeting participants.

Derek Muench and Jeffrey Agee-Aguayo both noted that the Sheboygan Transit Commission was scheduled to next meet on January 19, 2021, at 5:00 p.m., and that approval of the *2021 – 2025 TDP* was tentatively scheduled to be on the agenda for that meeting.

Derek Muench discussed implementation of the *2021 – 2025 TDP*. Derek Muench commented that WisDOT and FTA would receive copies of the *2021 – 2025 TDP*, and added that this document is already on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission, and would be added to Shoreline Metro’s website as soon as the final revisions are made.

Edward Procek commented that this was a good MPO planning product, which should be shared with Sheboygan County.

8. **Moved** by Edward Procek and seconded by Linda Spitzer that the meeting of the Shoreline Metro TDP Review Committee be adjourned. Motion carried, with all voting eye on a voice vote. The meeting adjourned at 4:00 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

