

DRAFT MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
SHORELINE METRO TRANSIT DEVELOPMENT PLAN (TDP) 2026-2030 REVIEW  
COMMITTEE

June 2, 2025, 2:00 pm

Room 305, Sheboygan City Hall

(In-Person and Virtual)

MEMBERS PRESENT:

- Derek Muench (Shoreline Metro – Director), Chairperson
- Bryan Kelly (Transit Committee Member), Vice Chairperson
- Jacob Jensen (Shoreline Metro – Operations Supervisor)
- Jerry Benzschawel (City of Sheboygan Falls – Department of Public Works)
- Mike Kitzerow (Village of Kohler – Department of Public Works)
- Tanner Presutti (Sheboygan Area School District – Supervisor)
- Taylor Zeinert (City of Sheboygan – Director of Planning + Development)
- Casey Bradley (City of Sheboygan – Administrator)
- Tom Holton (Town of Sheboygan – Deputy Director of Public Utilities)

STAFF PRESENT:

- Heena Bhatt (Bay-Lake Regional Planning Commission)
- Bryce Thompson (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 2:06 pm by Heena Bhatt.

Ms. Bhatt called for nominations for Chairperson and Vice Chairperson for the TDP Review Committee.

Derek Muench was nominated as Chairperson by Casey Bradley. No other nominations were received.

**Moved** by Taylor Zeinert and seconded by Jerry Benzschawel Derek Muench was elected as the Chairperson of the TDP Review Committee.

Bryan Kelly was nominated as Vice Chairperson by Derek Muench. No other nominations were received.

**Moved** by Casey Bradley and seconded by Jerry Benzschawel Bryan Kelly was elected as the Chairperson of the TDP Review Committee.

2. The meeting Agenda for the June 2, 2025, Shoreline Metro Transit Development Plan (TDP) 2026-2030 Review Committee meeting was approved.

**Moved** by Taylor Zeinert and seconded by Mike Kitzerow

3. Orientation to the TDP study process.

Ms. Bhatt gave an overview of how the Transit Development Plan process will work. It was noted that the plan is a federally required document. Improvements to service are always necessary to keep a transit operation useful to its riders and to the larger public.

Ms. Bhatt explained that the TDP planning process would permit careful consideration of factors expected to impact transit over the 5-year period covered by the TDP, as well as the development of a strategy to optimize the use of capital and operational funding to meet the needs of the service area.

Mr. Muench explained the role of the committee in providing ideas and suggestions that can help improve the plan. It was encouraged that all ideas are welcome.

4. Review of Scope of Services for the Shoreline Metro TDP.

Ms. Bhatt gave an overview of each section that will make up the Shoreline Metro Transit Development Plan. An overview of deliverable products was also discussed. It was explained that twelve (12) copies of the full draft TDP will be printed and distributed to agencies, municipalities and libraries, with the remaining copies made available to Shoreline Metro Transit System. It was also explained that there will be two (2) public information/input meetings during the planning process.

Ms. Bhatt also gave an overview of the project timeline.

5. Review of Draft Chapter 1

Ms. Bhatt gave an overview of Draft Chapter 1. This included a summary of the study purpose, planning process, and a transit system overview for Shoreline Metro.

The Committee then drafted goals for the TDP.

Mr. Thompson gave an overview of data relating to Shoreline Metro's ridership between 2020 – 2024.

6. Next Meeting Date

Ms. Bhatt explained that a poll will be sent out to the committee to determine the next meeting date.

7. Adjournment

**Moved** by Taylor Zeinert and seconded by Mike Kitzerow the Shoreline Metro Transit Development Plan (TDP) 2026-2030 Review Committee was adjourned at 3:10 pm.

Recording secretary,

Bryce Thompson

Transportation Planner