



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, May 20, 2015
TIME: 4:00 PM
PLACE: Manitowoc County Office Complex, Room 300
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. County Executive Appointment(s)
7. Volunteer driver update – 11 individuals onboard
8. s. 85.21 Annual Report (discussion and possible action)
9. Semi-annual 5310 Report (discussion and possible action)
10. 2015 1st Quarter Reports approval -Mobility Management (discussion and possible action)
11. 2015 Grant Agreements
12. 5310 Vehicles: retirement/retention agreement (discussion and possible action)
13. Next meeting date
14. Adjourn

Date: May 12, 2015

Don Weiss, Chair
BY: Linda Grider, Mobility Manager, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this commission, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Transportation Coordinating Committee
May 20, 2015
Meeting Minutes

The meeting was called to order at 4:00 PM by Chair Don Weiss.

Present: Frank Hlinak, Roy Krizizke, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Don Weiss, Melodie Wiensch, and Don Zimmer.

Also Present: Linda Grider, Mobility Manager and Cathy Ley, Director – ADRC of the Lakeshore.

Excused: Shirley Fessler and Melissa Lyon.

Absent: Colleen Wisnicky.

Motion by Frank Hlinak, second by Jim Muenzenmeyer, to approve corrected minutes (Don Weiss was EXCUSED, but inadvertently also listed as being Present) of previous meeting held on November 12, 2014. Motion carried.

Correspondence: Linda Grider shared *Compliance Site Review* information that she received via e-mail on March 12, 2015 from Kristofer Canto, Compliance and Safety Oversight Manager with WisDOT. The e-mail stated that per Federal Transit Administration (FTA) exceptions sub recipients receiving Federal Section 5310 funding must comply with an onsite review of eight (8) specific review categories, including: 1) Program Management, 2) Financial Management, 3) Procurement, 4) Asset Management, 5) Service and Operations, 6) Charter and School Bus, 7) Civil Rights, and 8) Miscellaneous Provisions. Cathy Ley added that Mr. Canto will be conducting Kewaunee County's Compliance Site Review on the same day as Manitowoc County. The tentative date is July 31, 2015.

Grider also shared an e-mail correspondence received from Katherine Patterson, Specialized Transit Program Manager with WisDOT on May 20, 2015 regarding the 2016 Section 5310 grant. The e-mail stated that Section 5310 applications are anticipated to be released mid-June 2015; the anticipated due date would be the end of August. Firm dates will be released soon. This grant application will strictly be submitted electronically via widot.blackcatgrants.com.

Public Input: None

Motion by Don Zimmer, second by Roy Krizizke, to approve the agenda as printed. Motion carried.

County Executive Appointment(s): Roy Krizizke and Melodie Wiensch were both appointed to a three year term expiring in April 2018.

Transportation Coordinating Committee
May 20, 2015
Meeting Minutes

Volunteer driver update: there are currently 11 individuals on board with the ADRC of the Lakeshore's Volunteer Driver Program(s): three new volunteer drivers have been added to the team since November 2014.

The s.85.21 annual report was distributed and a detailed explanation of the data depicted within the report was provided. Roy Krizizke was assured by Grider that this 2014 annual s.85.21 contains no discrepancies/abnormalities versus previous annual Specialized Transportation reports. Motion by Roy Krizizke, second by David Osterloth to approve the 2014 s. 85.21 annual report as printed for submission to WisDOT. Motion carried.

The semi-annual 5310 report was distributed and a detailed explanation was provided regarding data within the report. For clarification to new members Grider explained that the 5310 grant consists of two facets: 1) capital and 2) operational. Subsequently, separate reporting is required by all recipients. Don Weiss questioned the seemingly low numbers of hours & days of service depicted in columns 3-5. Steve Roekle provided explanation that the numbers only reflect the number of trips provided as of January 1, 2015. Grider further explained that these are the three replacement buses awarded for the Holiday House fixed route service; received late December 2014. Motion by Don Zimmer, second by Roy Krizizke, to approve the 2014/2015 section 5310 vehicle operation semi-annual report as printed for submission to WisDOT. Motion carried.

The 2015 1st quarter New Freedom Program/Section 5310 Program Quarterly Requisition and Quarterly Service Measures Report were distributed and a detailed explanation regarding the data depicted within the report were provided. Grider provided clarification to new board members as to the *5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* and the quarterly report of mobility management activities. Motion made by David Osterloth, second by Roy Krizizke, to approve the 2015 1st quarter Mobility Management reports as printed for submission to WisDOT. Motion Carried.

On March 24, 2014:2015 Specialized Transportation Assistance Grant Agreement Between the State of Wisconsin and the County of Manitowoc was received. On March 26, 2015: 2015 Grant Agreement Between the State of Wisconsin and Manitowoc County authorization to administer federal Enhanced Mobility of Seniors and Individual with Disabilities Program was received. A hard copy of each agreement was provided to be viewed by members.

Cathy Ley led committee members into a discussion regarding Section 5310 vehicle retirement/retention as the topic pertains to three replacement buses that were awarded to replace three Holiday House buses which were reaching the end of WisDOT's useful life standards. Steve Roekle had expressed a need to retain one of the vehicles to be utilized as a back-up/support vehicle. Ley asked committee members to approve the decision to allow Roekle to keep on of the buses to ensure no loss or interruption in services to this fixed-route sheltered

Transportation Coordinating Committee

May 20, 2015

Meeting Minutes

employment transportation system. Motion made by David Osterloth, second by Frank Hlinak to grant Roekle's request to retain one vehicle. Motion Carried.

The next meeting date and time TBD.

There being no other business, Frank Hlinak made motion to adjourn the meeting, second by David Osterloth. Motion carried.

Meeting Adjourned at 4:45 PM.

Respectfully submitted

Linda Grider, Mobility Manager



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, November 18, 2015
TIME: 4:00 PM
PLACE: Manitowoc County Office Complex, Room 300
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public Comment
5. Approval of agenda as printed
6. WisDOT Compliance Site Review –Corrective Action Plan
7. Approval of Manitowoc County Public Transportation Procedure Manual (discussion and possible action)
8. Approval of 3rd qtr. 5310 Mobility Management Reimbursement Reports (discussion and possible action)
9. Approval of quarterly s.85.21 reports (discussion and possible action)
10. s.85.21 Specialized Transportation Assistance 2016 Application (discussion and possible action)
11. Retirement of vehicles (discussion and possible action)
12. Lease agreement w/Assist-To-Transport (discussion and possible action)
13. Next meeting date
14. Adjourn

Date: November 11, 2015

Don Weiss, Chairperson
By: Linda Grider, Mobility Manager

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Transportation Coordinating Committee
November 18, 2015
Meeting Minutes

The meeting was called to order at 4:03 PM by Chair Don Weiss.

Present: Shirly Fessler, Melissa Lyon, Jim Muenzenmeyer, David Osterloth, Don Weiss, Melodie Wiensch, Colleen Wisnicky, and Don Zimmer.

Also Present: Linda Grider, Mobility Manager and Cathy Ley, Director – ADRC of the Lakeshore.

Excused: Steve Roekle.

Absent: Frank Hlinak and Roy Krizizke.

Motion by Don Zimmer, second by Don Weiss, to approve minutes of previous meeting held on May 20, 2015. Motion carried.

Correspondence: Linda Grider shared the content of an email received on September 16, 2015 from BlackCat Grant System Administrator stating Manitowoc County's 2016 5310: Enhanced Mobility of Seniors and Individuals with Disabilities has been deemed "Complete" by Katie Patterson, Specialized Transit Program Manager with WisDOT. The application is now ready for quality review. Once a final determination is made, Grider will be notified.

Public Comment: None

Motion by David Osterloth, second by Don Zimmer, to approve the agenda as printed.
Motion carried

Grider distributed copies of the signed/closed Corrective Action Plan Matrix from the August 18, 2015 *WisDOT Compliance Site Review*. Cathy Ley explained WisDOT's recommended action in each of the eight (8) specific compliance areas/topics, including: 1) Program Management, 2) Financial Management, 3) Procurement, 4) Asset Management, 5) Service and Operations, 6) Charter and School Bus, 7) Civil Rights, and 8) Miscellaneous Provisions. Ley also provided details as to the action steps taken to satisfy WisDOT's compliance recommendations.

Grider distributed the *Section 5310 3rd Qtr. Ridership Report* and a detailed explanation of the data depicted within the report was provided. Grider further explained that the 5310 grant consists of two facets: 1) capital and 2) operational. Subsequently, separate reporting is required by all recipients. Motion by Jim Muenzenmeyer, second by Colleen Wisnicky, to approve the 3rd quarter section 5310 ridership report as printed for submission to WisDOT. Motion carried.

Transportation Coordinating Committee
November 18, 2015
Meeting Minutes

The 2015 3rd quarter *New Freedom Program/Section 5310 Program Quarterly Requisition and Quarterly Service Measures Report* were distributed and a detailed explanation regarding the data depicted within the report were provided. Motion made by Jim Muenzenmeyer, second by Colleen Wisnicky, to approve the 2015 3rd quarter New Freedom/Section 5310 Program reports as printed for submission to WisDOT. Motion Carried.

The s.85.21 3rd Qtr. report was distributed and a detailed explanation of the data depicted within the report was provided. Motion by Don Zimmer, second by Shirley Fessler to approve the 2015 s. 85.21 3rd quarter report as printed for submission to WisDOT. Motion carried.

Grider provided a draft/preliminary copy of Manitowoc County's 2016 s.85.21 Specialized Transportation Assistance grant application. Ley explained that the 3year trust fund and budget are currently being examined more closely for an error that inadvertently occurred in 2014 with the purchase of 3 large buses for the Holiday House route. There is significantly less money in the trust fund going into 2016 that previously thought. Motion made by Jim Muenzenmeyer, second by Don Weiss to submit 2016 s.85.21 only after completion of corrected 3year trust fund plan and budget. Motion Carried.

Ley led committee members into a discussion regarding proposed Section 5310 vehicle retirement/retention plan. Motion made by David Osterloth, second by Colleen Wisnicky to grant requested vehicle retirement/retention proposal. Motion Carried.

Cathy Ley led committee members into a discussion regarding the lease agreement w/Assist-To-Transport. Motion made by Don Zimmer, second by Don Weiss to approve this notion. Motion Carried.

The next meeting date and time TBD.

There being no other business, Colleen Wisnicky made motion to adjourn the meeting, second by Shirley Fessler. Motion carried.

Meeting Adjourned at 5:00 PM.

Respectfully submitted

Linda Grider, Mobility Manager



**MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
PUBLIC HEARING NOTICE**

DATE: Wednesday, November 11, 2015

TIME: 3:30 P.M.

PLACE: Manitowoc County Office Complex
Room 300, 4319 Expo Drive, Manitowoc WI

The hearing is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Call to Order
2. Open Meeting Law Compliance
(All necessary/required steps have been taken to notify the appropriate media of all items on the agenda and the timeline requirements according to State Statutes have been met.)
3. Attendance
4. s.85.21 Public Hearing
5. Public Comment on Hearing
6. Public Hearing Closed

Date: November 3, 2015

Cathy Ley, Director, ADRC of the Lakeshore
By: Linda Grider, Mobility Manager

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Manitowoc County
s.85.21 Public Hearing Minutes
Wednesday, November 11, 2015

The meeting was called to order at 3:30 PM by Linda Grider, Mobility Manager.

Present: Linda Grider, Mobility Manager and Cathy Ley, Director, ADRC of the Lakeshore. There was zero participation from the general public in attendance to inform of the county's plan for spending s.85.21 funds or to accept comments from.

Copies of a preliminary draft application were available for public review. Grider was prepared to distribute copies of the draft 2016 application for Specialized Transportation Assistance Program. Grider was prepared to address the s.85.21 budget summary and discussed the four projects funded by s.85.21 grant monies.

Grider intended to explain that the most recent relevant census and statistical data/projections from the U.S. Census Bureau and the Wisconsin Department of Administration form the basis of county allocations. Manitowoc County's 2016 allocation of s.85.21 aid is \$207,701. The local match requirement is \$41,540. Each county is allocated a share of the annual s.85.21 appropriate proportionate to its share of total statewide population of elderly persons and persons with disabilities.

Public Comment: None

There being no other business, the public hearing came to a close.

Public hearing meeting adjourned at 3:45 PM.

Next public hearing to be held prior to submission of 2017 s. 85.21 grant application.

Respectfully submitted
Linda Grider, Mobility Manager