



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Thursday, May 5, 2016
TIME: 4:00 PM
PLACE: Manitowoc County Office Complex
Room 111, 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. Call to order by Chairperson Weiss
2. Roll Call; Introductions and Welcome
3. Approval of minutes of the November 18, 2015 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. Newly created role with Aging & Disability Resource Center of the Lakeshore Business Services Manager, Kim Novak
8. County Executive Appointment(s)
Shirley Fessler
Melissa Lyon
David Osterloth
9. 2016 1st Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
10. 2016 1st Quarter s. 85.21 Ridership Report (discussion and possible action)
11. 2016 1st Quarter Mobility Management Reports (discussion and possible action)
12. Purchase of transportation vehicle
13. Next meeting date
14. Adjourn

Date: April 26, 2016

Don Weiss, Chair
By: Linda Grider, Mobility Manager

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 5, 2016
Meeting Minutes

The meeting was called to order at 4:05 PM by Chair Don Weiss.

Roll Call; Introductions and Welcome

Present: Jim Baumann, Shirley Fessler, Roy Krizizke, Melissa Lyon, Jim Muenzenmeyer, and Don Weiss

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

Excused: Frank Hlinak, David Osterloth, Steve Roekle, Melodie Wiensch, and Colleen Wisnicky

Motion by Jim Muenzenmeyer, second by Shirley Fessler, to approve the minutes of the previous meeting held on November 18, 2016. Motion carried.

Motion by Roy Krizizke, second by Jim Baumann, to approve the agenda as printed. Motion carried.

Correspondence: Linda Grider shared the content of an email received on February 26, 2016 from Nicholas Musson, Associate Transportation Planner with East Central Wisconsin Regional Planning Commission regarding the mobility management study that he conducted for Waupaca County. In his study an inclusive description of the volunteer transportation program(s) and pictures of Manitowoc County's 5310 vehicles were provided. Grider also shared correspondence taking place between herself and the Outagamie County Mobility Manager and her assistance with sharing knowledge in expanding the *Make the Ride Happen* to include 5310 vehicles, maintenance plans, trip predication, etc.

Public Comment: None

Cathy Ley explained the job duties of the newly created role within the Aging & Disability Resource Center of the Lakeshore: Kim Novak is the department's Business Services Manager. Novak will oversee the reporting processes for the ADRC of the Lakeshore. Novak will be attending future TCC meetings.

County Executive Appointments: Shirley Fessler, Melissa Lyon, and David Osterloth. This three-year appointment; expiring April 2019, was confirmed by the County Board of Supervisors. Thank you for your service on the TCC.

Grider distributed the 2016 1st Qtr. Section 5310 Ridership Report and provided a detailed explanation of the data depicted within the report. The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program utilizes federal and state funds for capital and operating projects that improve the mobility of seniors and individuals with disabilities.

The *2016 1st Qtr. S.85.21 Ridership Report* was distributed and a detailed explanation regarding the date depicted within the report was provided by Grider. The County Elderly and Disabled Transportation Assistance program provides counties with financial assistance to provide transportation services to seniors and individuals with disabilities.

Ley provided explanation as to why the *2016 1st Qtr Mobility Management Reports* were not being distributed at this time. The report form submitted by the Mobility Manager may need to be changed to reflect additional Federal reporting requirements; WisDOT will provide a template of this report as soon as completed. Grider explained that the New Freedom/Section 5310 Program reports consist of two components: 1) Quarterly Requisition for the expenses associated with the Mobility Management Project and 2) Quarterly Service Measures Report regarding services provided by the Mobility Management Project.

Purchase of transportation vehicle; Ley explained that the ADRC of the Lakeshore has excess funds in the trust fund which needed to be spent down. She described the competitive bidding process that she followed to purchase two vehicles. A Chevrolet Equinox was purchased for \$25,470.00 to be kept in Kewaunee County for meals-on-wheels delivery and transportation purposes. A Chevrolet Malibu was purchased for \$24,576 to be added to the Manitowoc County volunteer transportation fleet.

Next meeting will take place near the end of August – 1st week in September.

There being no other business, Roy Krizizke made motion to adjourn the meeting, second by Jim Baumann. Motion carried.

Meeting adjourned at 4:38 PM.

Respectfully submitted

Linda Grider, Mobility Manager



MANITOWOC COUNTY
Transportation Coordinating Committee
AMENDED MEETING NOTICE

DATE: Tuesday, June 7, 2016

TIME: 4:00 PM

PLACE: Manitowoc County Office Complex, 4319 Expo Drive
Room 111
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. Call to order by Chairperson Weiss
2. Roll Call; Introductions and Welcome
3. Approval of minutes of the May 6, 2016 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. ***Election of officers (discussion and possible action)***
8. Newly created role with Aging & Disability Resource Center of the Lakeshore – Kim Novak, Business Services Manager
9. Mobility Manager
10. Next Meeting Date
11. Adjourn

Date: June 1, 2016

Amended: June 2, 2016 @ 3:12 p.m.

Don Weiss, Chair

By: Cathy Ley, ADRC Director

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.

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Transportation Coordinating Committee
June 7, 2016
Meeting Minutes

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

Roll Call; Introductions and Welcome

Present: Jim Baumann, Shirley Fessler, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Don Weiss, Melodie Wiensch, and Colleen Wisnicky

Also Present: Linda Grider, Mobility Manager, Kim Novak, Business Services Manager, and Cathy Ley, Director-ADRC of the Lakeshore

Excused: Frank Hlinak and Melissa Lyon

Absent: Roy Krizizke

Motion by Jim Baumann, second by Shirley Fessler, to approve the minutes of the previous meeting held on May 5, 2016. Motion carried.

Motion by Jim Muenzenmeyer, second by Colleen Wisnicky, to approve the agenda as printed. Motion carried.

Correspondence: Linda Grider shared the content of an email received on June 7, 2016 from WisDOT Announcement: 2017 Application for §5310 will open on June 15, 2016. Submission date for completed applications is August 15, 2016. The 2017 applications for §5310 must be submitted through WisDOT's online through the BlackCat Grant Management System.

Public Comment: None

Cathy Ley explained the job duties of the newly created role within the Aging & Disability Resource Center of the Lakeshore: Kim Novak is the department's Business Services Manager. Novak will oversee the reporting processes for the ADRC of the Lakeshore. Novak described her experience and duties with the ADRC of the Lakeshore since her employment began in February 2016.

Election of Officers: Steve Roekle cast a unanimous vote, second by Jim Baumann to elect Don Weiss, Chair of the Transportation Coordinating Committee. Motion carried.

Steve Roekle cast a unanimous vote, second by Colleen Wisnicky, to elect Jim Baumann, Vice Chair of the Transportation Coordinating Committee. Motion carried.

Steve Roekle cast a unanimous vote, second by Colleen Wisnicky, to elect Shirley Fessler, Secretary of the Transportation Coordinating Committee. Motion carried.

Mobility Manager: Cathy Ley initiated conversation regarding the July 1, 2016 change occurring to the mobility management project. She provided detailed information regarding the need for Linda Grider to enhance efficiency of services to the end, transportation users by transferring to the City of Manitowoc Maritime Metro Transit office. Grider quoted directly from WisDOT's website: "mobility management focuses on coordinating these services and providers in an effort to achieve a more efficient transportation service delivery system." Jim Muenzenmeyer expressed the value in housing the Mobility Manager with the Transit Coordinator to the end user and ultimately the tax payers. Motion by Jim Baumann, second by Melodie Wiensch, to approve the transfer of mobility manager from County to City. Motion carried.

Next meeting will take place near the end of August – 1st week in September.

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

Meeting adjourned at 4:35 PM.

Respectfully submitted

Linda Grider, Mobility Manager



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Tuesday, October 11, 2016
TIME: 4:00 PM
PLACE: Manitowoc County Office Complex
Room 111, 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. Call to order by Chairperson Weiss
2. Roll Call; Introductions and Welcome
3. Approval of minutes of the June 7, 2016 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2016 2nd Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
8. 2016 2nd Quarter s. 85.21 Ridership Report (discussion and possible action)
9. 2016 2nd Quarter Mobility Management Reports (Not Available as of 9/30/16)
10. Manitowoc County Coordinated Transportation Plan Draft – Jeff Agee-Aguayo
11. Next meeting date
12. Adjourn

Date: September 30, 2016

Don Weiss, Chair

By: Kim Novak, Business Services Manager

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.

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Transportation Coordinating Committee
October 11, 2016
Meeting Minutes

The meeting was called to order at 4:02 PM by Chair Don Weiss.

Roll Call; Introductions and Welcome

Present: Jim Baumann, Melissa Lyon, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Don Weiss, Melodie Wiensch, and Colleen Wisnicky

Also Present: Linda Grider, Mobility Manager and Kim Novak, Business Services Manager -ADRC of the Lakeshore

Excused: Frank Hlinak and Shirley Fessler

Absent: Roy Krizizke

Motion by Jim Muenzenmeyer, second by Colleen Wisnicky, to approve the minutes of the previous meeting held on June 7, 2016. Motion carried.

Motion by Jim Muenzenmeyer, second by Colleen Wisnicky, to approve the agenda as printed. Motion carried.

Correspondence: None

Public Comment: None

Grider provided a detailed explanation of the data depicted within the *2016 2nd Qtr. Section 5310 Ridership Report*. The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program utilizes federal and state funds for capital and operating projects that improve the mobility of seniors and individuals with disabilities. Motion by Colleen Wisnicky, second by Jim Baumann, to approve the report as printed. Motion carried.

The data depicted within the *2016 2nd Qtr. S.85.21 Ridership Report* was explained by Grider. The County Elderly and Disabled Transportation Assistance program provides counties with financial assistance to provide transportation services to seniors and individuals with disabilities. Motion by Jim Baumann, second by Melodie Wiensch, to approve the report as printed. Motion carried.

Novak explained we are still waiting on the *2016 2nd Qtr. Mobility Management Report* forms from the State. They are expected soon.

Jeff Agee-Aguayo presented the draft of the *Manitowoc County Coordinated Transportation Plan*. This plan must be submitted to the State by the end of this year. Minor changes were noted. Jeff will make changes identified in the plan.

Next meeting date to be determined at a later date.

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

Meeting adjourned at 4:45 PM.

Respectfully submitted

Kim Novak, Business Services Manager



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, November 30, 2016
TIME: 4:15 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. Call to order by Chairperson Weiss
2. Roll Call
3. Approval of minutes of the October 11, 2016 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2016 2nd Quarter Mobility Management Reports (discussion and possible action)
8. 2016 3rd Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
9. 2016 3rd Quarter s. 85.21 Ridership Report (discussion and possible action)
10. s.85.21 Specialized Transportation Assistance 2017 Application (discussion and possible action)
11. Next meeting date
12. Adjourn

Date: November 17, 2016

Don Weiss, Chair

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee
November 30, 2016
Meeting Minutes

The meeting was called to order at 4:15 PM by Chair Don Weiss.

Roll Call

Present: Jim Baumann, Shirley Fessler, Roy Krizizke, Melissa Lyon, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Don Weiss, and Colleen Wisnicky

Also Present: Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; and Cathy Ley, Director – ADRC of the Lakeshore

Excused: Frank Hlinak and Melodie Wiensch

Motion by Jim Baumann, second by Roy Krizizke, to approve the minutes of the previous meeting held on October 11, 2016. Motion carried.

The agenda was approved as printed.

Correspondence: Kim Novak shared the letter from the Wisconsin DOT approving the Section 5310 Mobility Management grant for the full amount of \$63,800 with a Local Match of \$15,948.

Public Comment: None

Grider provided a detailed explanation of the data depicted within the *2016 2nd Qtr. Mobility Management Reports*. Grider explained that the New Freedom/Section 5310 Program reports consist of two components: 1) Quarterly Requisition for the expenses associated with the Mobility Management Project and 2) Quarterly Service Measures Report regarding services provided by the Mobility Management Project. Discussion was held regarding the number of one-way trips classified as “Other”. This classification definition is for the return trip back from medical appointments to the client’s home. Some Committee members didn’t think our definition was correct. Kim Novak will check with the Wisconsin DOT to verify the correct definition. The number of customer contacts were also questioned as seeming low. Grider explained it is the number of new customers she is in contact with. It does not include current customers. Motion by Jim Baumann, second by Roy Krizizke, to approve the report as printed. Motion carried.

Grider provided an explanation of the data depicted within the *2016 3rd Qtr. Section 5310 Ridership Report*. The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program utilizes federal and state funds for capital and operating projects that improve the mobility of seniors and individuals with disabilities. Motion by Steve Roekle, second by Shirley Fessler, to approve the report as printed. Motion carried.

The data depicted within the *2016 3rd Qtr. s.85.21 Ridership Report* was explained by Grider. The County Elderly and Disabled Transportation Assistance program provides counties with financial assistance to provide transportation services to seniors and individuals with disabilities. Motion by Jim Baumann, second by Roy Krizizke, to approve the report as printed. Motion carried.

Novak provided a draft/preliminary copy of Manitowoc County's 2017 s.85.21 Specialized Transportation Assistance grant application. Novak reviewed the vehicle inventory, the Third Party Providers and the Trust Fund Spending Plan. The contract with the City of Manitowoc is in process and will be completed prior to grant submission. Novak explained the City is in the RFP process. Once they have awarded their contract we will complete our Lease contracts for the vehicles that are currently leased to Assist-to-Transport. Those leases end on 12/31/2016. Grider reviewed the four Project sections. Cathy Ley noted Bob Ziegelbauer agreed to the budget. The grant amount is for \$216,142 and the local match is \$43,228.40. Colleen Wisnicky noted a few spelling corrections. Motion made by Jim Muenzenmeyer, second by Steve Roekle to submit 2017 s.85.21 only after spelling corrections are made. Motion Carried.

Next meeting date to be determined at a later date. The meetings going forward will begin at 4:15 pm.

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

Meeting adjourned at 4:45 PM.

Respectfully submitted

Kim Novak, Business Services Manager

Manitowoc County
s.85.21 Public Hearing Minutes
Wednesday, November 30, 2016

The meeting was called to order at 4:05 PM by Don Weiss, TCC Chairperson.

Present: Jim Baumann, Shirley Fessler, Roy Krizizke, Melissa Lyon, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Don Weiss, Colleen Wisnicky, Linda Grider, Mobility Manager, Kim Novak, Business Services Manager - ADRC of the Lakeshore, 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. Novak was prepared to distribute copies of the draft 2017 application for Specialized Transportation Assistance Program. Novak and Grider were 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 2017 allocation of s.85.21 aid is \$216,142. The local match requirement is \$43,228.40. 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 4:15 PM.

Next public hearing to be held prior to submission of 2018 s. 85.21 grant application.

Respectfully submitted

Kim Novak, Business Services Manager