



MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
AMENDED MEETING NOTICE

DATE: Thursday, March 27, 2014

TIME: **3:30 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 input
5. Approval of agenda as printed
6. s.85.21 Semi-Annual Report (discussion and possible action)
7. s. 85.21 Annual Report (discussion and possible action)
8. County Executive Appointment
9. Next meeting date
10. Adjourn

Date: March 19, 2014

Amended: March 21, 2014 @ 9:53 a.m.

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
March 27, 2014
Meeting Minutes

The meeting was called to order at 3:50 PM by vice chair James Baumann.

Present: James Baumann, Rose Mary Hickman, Frank Hlinak, Melissa Lyon, Jim Muenzenmeyer, and Steve Roekle.

Also Present: Linda Grider and Judy Rank

Excused: Shirley Fessler and Don Weiss

Absent: Don Goeke and Don Vorpahl (resigned)

Motion by Frank Hlinak, second by Rose Mary Hickman, to approve minutes of previous meeting held on November 7, 2013. Motion carried.

Correspondence: Linda Grider shared updated 5310 information that she received via e-mail on March 26, 2014 from Katherine Patterson, 5310 Program Manager with WisDOT. The e-mail stated that 5310 contracts were going to begin being sent out the first week of April. Once WisDOT receives the signed contract and check for the 20% local match, they will then order vehicles. The vehicles take approximately 180 days to be modified and then delivered to the organization.

Public Input: None

Motion by Frank Hlinak, second by Rose Mary Hickman, to approve the agenda as printed. Motion carried.

The s.85.21 semi-annual report was distributed and Judy Rank provided an explanation of the data depicted within the report. Mr. Baumann noted a possible discrepancy on the first semester report from January – June 2013; the “Total Hours of Service” for the 65+ program were verified by Mr. Roekle to be inaccurate. Mr. Roekle informed the committee that the accurate number should be 4,305 hours rather than 2,305. Motion by Frank Hlinak to change the “Total Hours of Service” for the 65+ program depicted in the first semester report for January – June 2013, second by Rose Mary Hickman, to change the “Total Hours of Service” for the 65+ program depicted in the first semester report for January – June 2013 and to approve the s.85.21 second semester report for July – December 2013 as printed for submission to WisDOT. Motion carried.

The s.85.21 annual report was distributed and explanation provided regarding the 2013 end-of-year data within the report. Judy Rank explained that annual net expenditures totaled \$45,632.50 less than the State’s annual s.85.21 allocation. This amount will be held in trust. Motion by Frank Hlinak, second by Rose Mary Hickman, to approve the 2013 s.85.21 annual report as printed for submission to WisDOT. Motion carried.

Transportation Coordinating Committee

March 27, 2014

Meeting Minutes

County Executive Appointment: Judy Rank announced that she is retiring in September 2014. Her final day is not yet determined. The County Board has approved the County Executives appointment of Cathy Ley as Director of the ADRC of the Lakeshore. Mr. Baumann suggested that Cathy Ley be invited to next Transportation Coordinating Committee (TCC). All present unanimously agreed.

The next meeting date and time TBD.

There being no other business, Steve Roekle made motion to adjourn the meeting, second by Rose Mary Hickman. Motion carried.

Meeting Adjourned at 4:10 PM.

Respectfully submitted

Linda Grider, Mobility Manager



MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
AMENDED MEETING NOTICE

DATE: Wednesday, June 25, 2014

TIME: 4:00 PM

PLACE: Manitowoc County Office Complex, Room 110/111
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. Roll call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. Election of officers (discussion and possible action)
7. Civil Rights Compliance (discussion and possible action)
- 8. Section 5310 vehicle delivery (discussion and possible action)**
9. New Freedom Grant 1st QTR report approval (discussion and possible action)
- 10. 2015 Section 5310 Grant Program Application (discussion and possible action)**
11. Next meeting date
12. Adjourn

Date: June 12, 2014

Amended: June 18, 2014 @ 2:11 p.m.

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.

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Transportation Coordinating Committee
June 25, 2014
Meeting Minutes

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

Present: Don Goeke, Frank Hlinak, Melissa Lyon, David Osterloth, Don Weiss, Colleen Wisnicky, and Donald Zimmer.

Also Present: Linda Grider and Judy Rank

Excused: Shirley Fessler, Rose Mary Hickman, Jim Muenzenmeyer, and Steve Roekle.

Motion by Frank Hlinak, second by Don Weiss, to approve minutes of previous meeting held on March 27, 2014. Motion carried.

Correspondence: None

Public Input: None

Motion by Frank Hlinak, second by Donald Zimmer, to approve the agenda as printed. Motion carried.

Election of officers: Don Weiss nominated Donald Zimmer as Chair of committee; Don Weiss nominated Donald Zimmer to be appointed Chair. Votes were tallied at 4-3 in Weiss's favor. Motion by Donald Zimmer, second by Frank Hlinak, appointing Don Weiss as Chair of the Transportation Coordinating Committee (TCC). Motion carried.

Don Weiss nominated Donald Zimmer as vice chair; on a unanimous vote of committee members appointed Donald Zimmer vice chair of the TCC. Motion carried.

Motion by Frank Hlinak, second by Colleen Wisnicky to destroy all ballots. Motion carried.

Discussion took place regarding the ADRC of the Lakeshore's Title VI Plan as it pertains to WisDOT requirements for Civil Rights Compliance. A hard copy of the plan was presented to members for review and approval for submission to WisDOT. Motion by Donald Zimmer, second by Frank Hlinak to submit Title VI Plan as printed to WisDOT. Motion carried.

Rank initiated discussion regarding the 3 – 5310 busses being delivered in late 2014 to replace the 3 Holiday House route busses that have reached their useful life expectancy of 500,000 miles per WisDOT specifications. Rank explained that no “add-ons” have been requested on these vehicles; therefore, no County action is required.

Transportation Coordinating Committee

June 25, 2014

Meeting Minutes

The 2014 New Freedom Program/Section 5310 Program Quarter 1 reports were distributed: Judy Rank provided explanation of data depicted on the *Quarterly Requisition* portion of the report. Linda Grider provided explanation of data depicted on the *Quarterly Service Measure* report as it pertains to WisDot standards/requirements. Motion by David Osterloth, second by Don Zimmer to submit reports – as printed – to WisDOT.

Discussion took place regarding the 2015 Section 5310 Grant Program; which under MAP 21 is a two-fold application: 1) vehicle purchases only and 2) mobility management, operating, and non-vehicle purchases. Rank shared Assist-To-Transport's request for replacement bus utilized to transport individuals to and from the CP Center in Two Rivers, WI. Further discussion took place indicating that these riders are not considered ADRC of the Lakeshore's "clientele." Grider indicated that the increased request for out-of-county wheelchair transport has occasionally caused duplicate trips to medical facilities. Incidents as such could be alleviated with a rear-load wheelchair minivan that has the capability of transporting 2 wheelchairs at a time. Motion by Donald Zimmer, second by Frank Hlinak for Grider and Rank to submit grant application to continue mobility management activities in 2015 and also to contact Bay-Lakes Regional Planning Commission to study the need for 5310 vehicle purchase. Motion carried.

The next meeting date and time TBD.

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

Meeting Adjourned at 4:45 PM.

Respectfully submitted

Linda Grider, Mobility Manager



MANITOWOC COUNTY

Transportation Coordinating Committee

MEETING NOTICE

DATE: Wednesday, November 12, 2014
TIME: Immediately following T.C.C. Public Hearing scheduled for 4:00 p.m.
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. Approval of annual 5310 report (discussion and possible action)
7. Approval of New Freedom 3rd quarter report (discussion and possible action)
8. s.85.21 Specialized Transportation Assistance 2015 Application (discussion and possible action)
9. Next meeting date
10. Adjourn

Date: November 4, 2014

Don Weiss, Chairperson
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.

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Transportation Coordinating Committee
November 12, 2014
Meeting Minutes

The meeting was called to order at 4:10 PM by Co-Chair Don Zimmer.

Present: Don Goeke, Shirley Fessler, Melissa Lyon, David Osterloth, Steve Roekle, Colleen Wisnicky, and Don Weiss.

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

Excused: Rose Mary Hickman, Frank Hlinak, Jim Muenzenmeyer, and Don Weiss.

Motion by Don Goeke, second by David Osterloth, to approve minutes of previous meeting held on June 25, 2014. Motion carried.

Correspondence: None

Public Comment: None

Motion by Colleen Wisnicky, second by Steve Roekle, to approve agenda as printed. Motion carried.

Linda Grider distributed the annual 5310 report and explained the States required reporting of one-way trips provided with state owned transportation vehicles. The state of Wisconsin is the lien holder of two wheelchair accessible mini-vans operated out of the ADRC of the Lakeshore. Motion by David Osterloth, second by Colleen Wisnicky, to approve annual 5310 report as printed for submission to WisDOT. Motion carried.

Linda Grider distributed the New Freedom 3rd quarter and provided explanation regarding the data depicted within the report. Motion by Colleen Wisnicky, second by Steve Roekle, to approve the New Freedom 3rd quarter report as printed for submission to WisDOT. Motion carried.

Linda Grider initiated discussion regarding s.85.21 2015 Specialized Transportation Assistance grant application. Draft copies of the 2015 s.85.21 grant application were distributed and TCC members were given the opportunity to review and offer comments as to Manitowoc County's proposed plan for spending allocated funds. TCC members unanimously approved Manitowoc County's plan for spending the allocation of \$209,513 authorized under s.85.21 toward elderly and disabled transportation program(s). A minimum of \$41,903 in local funds have been included in the County's adopted 2015 budget to meet the 20% local share match requirement. Motion by Shirley Fessler, second by Colleen Wisnicky, to approve 2015 grant application for s.85.21 Specialized Transportation Assistance funds.

Transportation Coordinating Committee
November 12, 2014
Meeting Minutes

The next meeting date and time TBD. Next meeting most likely to be called prior to submission of next quarterly reports.

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

Meeting adjourned at 4:30 PM.

Respectfully submitted

Linda Grider, Mobility Manager



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

DATE: Wednesday, November 12, 2014

TIME: 4:00 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 4, 2014

By: Cathy Ley, Director, ADRC

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Manitowoc County
Transportation Coordinating Committee
Public Hearing Minutes
Wednesday, November 12, 2014

The meeting was called to order at 4:00 PM by Co-Chair/Supervisor Don Zimmer.

Present: Linda Grider, Shirley Fessler, Cathy Ley, Melissa Lyon, David Osterloth, Steve Roekle, Don Goeke, Colleen Wisnicky, and Don Zimmer.

Linda Grider distributed copies of the draft 2015 application for Specialized Transportation Assistance Program. Grider addressed the s.85.21 budget summary and discussed the four projects funded by s.85.21 grant monies.

December 31, 2014 is the due date for 2014 s. 85.21 Specialized Transportation Assistance Program applications.

Grider explained that the most recent relevant census and statistical data and projections from the U.S. Census Bureau and the Wisconsin Department of Administration form the basis of county allocations. Manitowoc County's 2015 allocation of s.85.21 aid is \$209,513. The local match requirement is \$41,903. 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 4:10 PM.

Next public hearing to be held prior to submission of 2016 s. 85.21 grant application.

Respectfully submitted
Linda Grider, Mobility Manager