



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

**DATE:** Wednesday, March 28, 2018  
**TIME:** 4:15 PM  
**PLACE:** Manitowoc County Heritage Building  
Education Rm, 1701 Michigan Ave, 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 December 4, 2017 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2017 4th Quarter 2017 Mobility Management Reports (discussion and possible action)
8. 2017 4th Quarter 2017 5310 Ridership Report for Vehicle Capital (discussion and possible action)
9. 2017 4th Quarter 2017 s. 85.21 Ridership Report (discussion and possible action)
10. Outreach Coordinator – Cathy Ley
11. Update from Mobility Management/Maritime Metro Transit – Jim Muenzenmeyer
12. Next meeting date
13. Adjourn

Date: March 8, 2018

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.

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 28, 2018  
Meeting Minutes

**Call to Order:** The meeting was called to order March 28, 2018 at 4:15 PM by Chair Don Weiss

**Roll Call:**

Present: Shirley Lau, Jim Muenzenmeyer, Melodie Wiensch, Jim Baumann, Shirley Fessler, Don Weiss. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Absent: Hunter Morrow, Roy Krizizke, and Tammy Desten

Excused: Melissa Lyon and Steve Roekle

**Approval of December 4, 2017 Minutes:** Motion by Muenzenmeyer, second by Baumann, to approve the minutes of the previous meeting held on December 4, 2017. Motion was passed unanimously.

**Approval of Agenda as Printed:** Motion by Fessler, second by Baumann, to approve agenda as printed.

**Correspondence:** Novak gave update on 2018 grants. 5310 Mobility Management grant in the amount of \$96,543 was approved. We will received the official grant when the DOT receives the Federal money. This grant includes a part-time Outreach Coordinator. 5310 Vehicle grant in the amount of \$51,319 was approved. We will received the official grant when the DOT receives the Federal money. This money is to purchase a MV-1 vehicle for the volunteer program. s85.21 grant in the amount of \$221,454 was approved and the official grant was received.

**Public Comment:** None

**2017 4th Quarter Mobility Management Reports (discussion and possible action):** Novak provided an explanation of the data depicted within the Requisition report and the revenue and miles portion of the Milestone report. There were no questions for Grider regarding the four milestones activities and outcomes. Motion by Lau, second by Wiensch, to approve the report as printed. Motion was passed unanimously.

**2017 4th Quarter 5310 Ridership Report for Vehicle Capital (discussion & possible action):** Novak provided an explanation of the data depicted within the report. There were no questions for Novak. Motion by Muenzenmeyer, second by Baumann, to approve the report as printed. Motion was passed unanimously.

**2017 4th Quarter s. 85.21 Ridership Report (discussion and possible action):** The data depicted within the report was explained by Novak. There were no questions for Novak. Motion by Baumann, second by Lau, to approve the report as printed. Motion was passed unanimously.

Transportation Coordinating Committee

March 28, 2018

Meeting Minutes

**Outreach Coordinator:** Ley reported that a part-time Outreach Coordinator was written into the 5310 Mobility Management grant (approximately \$14,000). This position will promote ridership throughout the County to rural communities and also the under-served communities (Hmong and Spanish) as well as recruit volunteers for our transportation program. This position has not been recruited for yet. The official grant needs to be received before we can proceed.

**Update from Mobility Management/Maritime Metro Transit:**

Muenzenmeyer provided the update. Ridership for 2017 was up 8%. We added two volunteer drivers. Discussed the upcoming addition of the MV-1 vehicle. When the vehicle is received it will be wrapped with our logo. The City of Manitowoc ordered six new buses. They will arrive in 16 months. Maritime Metro went through a WisDOT review. The review was very good. WisDOT suggested Maritime Metro move the para-transit services in-house. This suggestion is currently being analyzed.

**Next Meeting Date:** To be determined at a later date.

**Adjourn:** There being no other business, Fessler made motion to adjourn the meeting, second by Lau. Motion was passed unanimously. Meeting adjourned at 4:55 PM.

Respectfully submitted

Kim Novak, Business Services Manager  
ADRC of the Lakeshore



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

DATE: Wednesday, June 13, 2018  
TIME: 3:30 PM  
PLACE: Manitowoc County Heritage Center  
Education Rm, 1701 Michigan Ave, 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 Vice Chairperson Baumann
2. Roll Call
3. Approval of minutes of the March 28, 2018 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. Election of Officers
8. 2018 1<sup>st</sup> Quarter Reports – Kim Novak
9. Outreach Coordinator Update – Cathy Ley
10. Next meeting date
11. Adjourn

Date: May 25, 2018

Jim Baumann, Vice Chair

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee  
June 13, 2018  
Meeting Minutes

**MINUTES CORRECTED: 6/18/2018**

**Call to Order:** The meeting was called to order June 13, 2018 at 3:30 PM by Vice Chair Jim Baumann

**Roll Call:**

Present: Tammy Desten, Shirley Lau, Jim Muenzenmeyer, Melodie Wiensch, Jim Baumann, Shirley Fessler, Melissa Lyon, Dave Dyzak. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Absent: Hunter Morrow

Excused: ~~Roy Krizizke~~ and Steve Roekle

**Approval of March 28, 2018 Minutes:** Motion by Fessler, second by Lau, to approve the minutes of the previous meeting held on March 28, 2018. Motion was passed unanimously.

**Approval of Agenda as Printed:** Motion by Dyzak, second by Muenzenmeyer, to approve agenda as printed.

**Correspondence:** Grider mentioned contact from WisDOT. MV-1 vehicle no longer available. Novak mentioned WisDOT will contact us once they have the Federal money. WisDOT will let us know our vehicle options at that time.

**Public Comment:** None

**Election of Officers:** Dyzak made motion to nominate Jim Baumann for Chairman. There being no other nominations Dyzak moved to close nominations and cast a unanimous vote, seconded by Muenzenmeyer. Motion carried.

Fessler made motion to nominate Jim Muenzenmeyer for Vice Chairman. There being no other nominations Dyzak moved to close nominations and cast a unanimous vote, seconded by Lau. Motion carried.

Muenzenmeyer made motion to nominate Fessler for Secretary. There being no other nominations Dyzak moved to close nominations and cast a unanimous vote, seconded by Baumann. Motion carried.

**2018 1st Quarter Reports:** All quarterly reports were reviewed by Novak. Motion by Lau, second by Lyon, to approve the reports as printed. Motion was passed unanimously.

**Outreach Coordinator:** Ley reported Olivia Delikowski was hired June 11, 2018 as temporary part-time Transportation Outreach Coordinator.

Transportation Coordinating Committee

June 13, 2018

Meeting Minutes

**Next Meeting Date:** To be determined at a later date. Novak will send a survey to Committee Members regarding best day/time availability for meetings.

**Adjourn:** There being no other business, Lau made motion to adjourn the meeting, second by Dyzak. Motion was passed unanimously. Meeting adjourned at 4:00 PM.

Respectfully submitted

Kim Novak, Business Services Manager  
ADRC of the Lakeshore



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

DATE: Thursday, September 6, 2018  
TIME: 4:15 PM  
PLACE: Manitowoc County Heritage Building  
Education Rm, 1701 Michigan Ave, 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 Baumann
2. Roll Call
3. Approval of minutes of the June 13, 2018 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2018 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Outreach Coordinator Introduction – Cathy Ley/Olivia Delikowski
9. Update from Mobility Management/Maritime Metro Transit – Jim Muenzenmeyer
10. Next meeting date
11. Adjourn

Date: August 21, 2018

Jim Baumann, Chairperson

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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**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**



DATE: Thursday, September 6, 2018  
TIME: 4:15 PM  
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7. 2018 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Outreach Coordinator Introduction – Cathy Ley/Olivia Delikowski
9. Update from Mobility Management/Maritime Metro Transit – Jim Muenzenmeyer
10. Next meeting date
11. Adjourn

Date: August 21, 2018

Jim Baumann, Chairperson

By: Kim Novak, Business Services Manager

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**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

DATE: Thursday, October 11, 2018  
TIME: 4:15 PM  
PLACE: Manitowoc County Heritage Building  
Education Rm, 1701 Michigan Ave, 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 Baumann
2. Roll Call
3. Approval of minutes of the June 13, 2018 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2018 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. 2019 s85.21 Specialized Transportation Assistance Grant Application (discussion & possible action)
9. Outreach Coordinator Introduction – Cathy Ley/Olivia Delikowski
10. Update from Mobility Management/Maritime Metro Transit – Jim Muenzenmeyer
11. Next meeting date
12. Adjourn

Date: October 2, 2018

Jim Baumann, Chairperson

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, 2018  
Meeting Minutes

**Call to Order:** The meeting was called to order October 11, 2018 at 4:15 PM by Chairman Jim Baumann.

**Roll Call:**

Present: Tammy Desten, Shirley Lau, Jim Muenzenmeyer, Jim Baumann, Steve Roekle, Melissa Lyon, Dave Dyzak. Also in attendance were Linda Grider, Mobility Manager; Olivia Delikowski, Transportation Outreach Coordinator – ADRC of the Lakeshore, Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Absent: Hunter Morrow

Excused: Shirley Fessler and Melodie Wiensch

**Approval of June 13, 2018 Minutes:** Motion by Lau, second by Roekle, to approve the minutes of the previous meeting held on June 13, 2018. Motion was passed unanimously.

**Approval of Agenda as Printed:** Motion by Roekle, second by Muenzenmeyer, to approve agenda as printed. Motion was passed unanimously.

**Correspondence:** Novak mentioned Ley was contacted from WisDOT regarding the 5310 vehicle grant. The vehicle is on order. Ley 1 contact the vendor for an estimated delivery date.

**Public Comment:** None

**2018 2nd Quarter Reports:** All quarterly reports were reviewed by Novak and Grider. Motion by Lau, second by Dyzak, to approve the reports as printed. Motion was passed unanimously.

**2019 s85.21 Specialized Transportation Assistance Grant Application:** Motion by Dyzak, second by Roekle, to approve the application to be submitted to WisDOT as is. Motion was passed unanimously.

**Outreach Coordinator Introduction:** Ley introduced Olivia Delikowski. Delikowski gave overview of activities she has accomplished since her employment with the ADRC. Delikowski and Grider work together to provide transportation information and outreach to Manitowoc County residents. Per requests from TCC members, Delikowski will forward transportation marketing materials she has developed to them.

**Update from Mobility Management/Maritime Metro Transit:** Grider gave update on activities since the last TCC meeting and upcoming events she will participate in. Muenzenmeyer gave update on what is new at the Transit office and follow up on an opportunity identified at the Transportation Roundtable meeting. Also mentioned, Grider received an award from Lakeland Care Inc.

**Next Meeting Date:** To be determined at a later date.

**Adjourn:** There being no other business, Muenzenmeyer made motion to adjourn the meeting, second by Roekle. Motion was passed unanimously. Meeting adjourned at 4:37 PM.

Respectfully submitted,

Kim Novak, Business Services Manager  
ADRC of the Lakeshore