



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

DATE: Thursday, February 21, 2019  
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 October 11, 2018 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2018 3<sup>rd</sup> & 4<sup>th</sup> Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. 2018 5310 Vehicle Grant Update – Cathy Ley
10. TCC members needed – Cathy Ley
11. Election of Vice Chairperson for TCC
12. Update from Mobility Management/Maritime Metro Transit – Marlo Kohlmann
13. Next meeting date
14. Adjourn

Date: February 12, 2019

Jim Baumann, 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  
February 21, 2019  
Meeting Minutes

**Call to Order:** The meeting was called to order February 21, 2019 at 4:15 PM by Chairman Jim Baumann

**Roll Call:**

Present: Tammy Desten, Shirley Lau, Jim Baumann, Steve Roekle, Dave Dyzak, Shirley Fessler, and Melodie Wiensch. Also in attendance were Linda Grider, Mobility Manager; Marlo Kohlmann, Interim Maritime Metro Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Absent: Hunter Morrow

Resigned: Melissa Lyon, Jim Muenzenmeyer

**Approval of October 11, 2018 Minutes:** Motion by Fessler, second by Lau, to approve the minutes of the previous meeting held on October 11, 2018. Motion was passed unanimously.

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

**Correspondence:** Novak reported WisDOT changed Trust Fund acceptable spending to include emergency vehicle repairs beginning January 1, 2019. Need to submit invoice within 30 days of work being done.

**Public Comment:** None

**2018 3<sup>rd</sup> & 4<sup>th</sup> Quarter Reports:** All quarterly reports were reviewed by Novak and Grider. Novak distributed a revised 3<sup>rd</sup> Quarter s85.21 Ridership report. 4<sup>th</sup> Quarter ridership up slightly as a result of marketing efforts.

**Marketing Update:** Olivia Delikowski was hired as a full-time employee beginning January 1, 2019. She will continue doing marketing for Transportation and will also assist with marketing other ADRC programs.

**2018 5310 Vehicle Grant Update:** Ley gave update on new van. The last word from Transit Connect is that it is supposed to arrive sometime in April.

**TCC Members Needed:** Two members of our committee resigned in December. Melissa Lyon resigned on December 26, 2018 and Jim Muenzenmeyer resigned December 7, 2018 (moved out of state). We are in need of two new members to fill the vacancies. Please forward and recommendations to Cathy Ley.

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

Transportation Coordinating Committee

February 21, 2019

Meeting Minutes

**Update from Mobility Management/Maritime Metro Transit:** Grider gave update on activities since the last TCC meeting and upcoming events she will participate in. Grider will also be starting her Mobility Manager re-certification this year. It is required every three years. There was an addition of two volunteer drivers since the first of the year. Two volunteer drivers retired as of the end of last year. Kohlmann will be doing a transportation presentation at the Hmong meal site February 26th.

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

**Adjourn:** There being no other business, Roekle made motion to adjourn the meeting, second by Lau. Motion was passed unanimously. Meeting adjourned at 4:40 PM.

Respectfully submitted

Kim Novak, Business Services Manager  
ADRC of the Lakeshore



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



DATE: Thursday, May 23, 2019  
TIME: 4:15 PM **4:00 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 February 21, 2019 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2019 1st Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. 2018 5310 Vehicle Grant Update – Kim Novak
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: May 13, 2019

***Amended: May 17, 2019***

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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

DATE: Thursday, June 13, 2019  
TIME: 4:00 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 February 21, 2019 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2019 1st Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. 2018 5310 Vehicle Grant Update – Kim Novak
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: June 6, 2019

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee

June 13, 2019

Meeting Minutes

**Call to Order:** The meeting was called to order June 13, 2019 at 4:00 PM by Chairman Jim Baumann

**Roll Call:**

Present: Tammy Desten, Shirley Lau, Jim Baumann, Steve Roekle, and Dave Dyzak. Also in attendance were Linda Grider, Mobility Manager; Kara Ottum, Maritime Metro Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Excused: Shirley Fessler

Absent: Hunter Morrow, Melodie Wiensch

**Approval of February 21, 2019 Minutes:** Motion by Lau, second by Roekle, to approve the minutes of the previous meeting held on February 21, 2019. Motion was passed unanimously.

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

**Correspondence:** None

**Public Comment:** None

**2019 1st Quarter Reports:** All quarterly reports were reviewed by Novak and Grider. All numbers were comparable to past quarters.

**Marketing Update:** Olivia Delikowski continues doing marketing for Transportation and will also assist with marketing other ADRC programs. During the 1<sup>st</sup> Quarter we have had ads on the radio, increased Facebook posts and updated brochures and presentations focusing on both our transportation programs and volunteer outreach. Both Lau and Desten requested transportation program brochures.

**2018 5310 Vehicle Grant Update:** Ley gave update on new van. It finally arrived and is located in the parking lot at the Manitowoc County Heritage Center. Ley is working on the paperwork and obtaining the license plate. Roekle will do the inspection after the TCC meeting. Once the paperwork is approved by the DOT and we receive the license plate we will begin to utilize the vehicle.

**Update from Mobility Management/Maritime Metro Transit:** Introduced Kara Ottum, the new Maritime Metro Transit Manager. Introductions were made.

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

**Adjourn:** There being no other business, Roekle made motion to adjourn the meeting, second by Lau. Motion was passed unanimously. Meeting adjourned at 4:18 PM.

Respectfully submitted

Kim Novak, Business Services Manager  
ADRC of the Lakeshore



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

DATE: Tuesday, September 24, 2019  
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, 2019 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2019 2<sup>nd</sup> Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. 2020 Grant Updates (5310 & s85.21) – Kim Novak
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: September 4, 2019

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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## **Transportation Coordinating Committee**

September 24, 2019

Meeting Minutes

**Call to Order:** The meeting was called to order September 24, 2019 at 4:18 PM by Chairman Jim Baumann.

### **Roll Call:**

Present: Shirley Lau, Jim Baumann, Steve Roekle, Dave Dyzak, Shirley Fessler, Deanna Genske, and Kara Ottum. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager-ADRC of the Lakeshore; Cathy Ley, Director-ADRC of the Lakeshore.

Excused: Tammy Desten, Melodie Wiensch.

Absent: Hunter Morrow.

**Approval of June 13, 2019 Minutes:** Motion by Roekle, second by Fessler, to approve the minutes of the previous meeting held on June 13, 2019. Motion was passed unanimously.

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

**Correspondence:** None

**Public Comment:** None

**2019 2nd Quarter Reports:** All quarterly reports were reviewed by Novak and Grider. Overall rides are up 20% compared to same time period last year. Rural rides are up 4% and Out-of-County rides are up 37%. Increase due to increased marketing efforts.

**Marketing Update:** Outreach Coordinator and Mobility Manager continue marketing for Transportation program awareness and volunteer driver recruitment. During the 2<sup>nd</sup> Quarter efforts consisted of Facebook posts, radio, presentations, newspaper articles, and digital signage by the ADRC.

**2019 Grant Updates:** Transportation program is funded by two grants. The 5310 Mobility grant funds the Mobility Manager position and administrative efforts. The 2020 application was submitted 8-15-2019. The 2020 \$85.21 grant funds the operation of the transportation program. This application was released a few weeks ago and is due 12-13-2019. The amount we are eligible for is \$239,602 with a 20% match of \$47,920. Roekle made a motion to approve the application for submission, seconded by Genske and passed unanimously. A Public Hearing will be held 14 days prior to submitting the application in accordance with grant guidelines.

**Update from Mobility Management/Maritime Metro Transit:** Ottum reported they are looking at transportation program called RideScheduler. Program is to manage riders, drivers, vehicles, and trip information. Grider reported adding a new 59 year old volunteer driver from the Volunteer Fair she attended.

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

**Adjourn:** There being no other business, Roekle made motion to adjourn the meeting, second by Dyzak. Motion was passed unanimously. Meeting adjourned at 5:05 PM.

Respectfully submitted,

Kim Novak, Business Services Manager  
ADRC of the Lakeshore





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

DATE: Monday, October 21, 2019

TIME: 11:00 A.M.

PLACE: Manitowoc County Heritage Center  
1701 Michigan Avenue  
Education Room  
Manitowoc WI 54220

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. Public Hearing regarding S.85.21 Specialized Transportation Assistance Grant Application  
- Discussion, public input, and possible action
5. Meeting Adjourned

Date: October 9, 2019

Cathy Ley, Director, ADRC of the Lakeshore  
By: Kim Novak, Business Services Manager

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Manitowoc County  
s.85.21 Public Hearing Minutes  
Monday, October 21, 2019

The meeting was called to order at 11:00 AM by Jim Baumann, TCC Chairperson.

Present: Jim Baumann, Dave Dyzak, 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 2020 application for Specialized Transportation Assistance Program. Cathy Ley reviewed the s.85.21 grant application with those present.

Manitowoc County's 2020 allocation of s.85.21 aid is \$239,602. The local match requirement is \$47,920. 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, Dyzak made motion to adjourn the public hearing, seconded by Ley. Public hearing meeting adjourned at 11:04 AM.

Respectfully submitted,

Kim Novak, Business Services Manager



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

DATE: Wednesday, December 18, 2019  
TIME: 4:00 PM  
PLACE: Manitowoc County Heritage Building  
Education Rm, 1701 Michigan Ave, Manitowoc, WI 54220

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8. Marketing Update – Kim Novak
9. 2020 Grant Update (5310) – Cathy Ley
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: November 27, 2019

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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**NOTE:** A quorum was not present for the  
TRANSPORTATION COORDINATING COMMITTEE meeting .  
Minutes unavailable.



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

DATE: Wednesday, December 18, 2019  
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8. Marketing Update – Kim Novak
9. 2020 Grant Update (5310) – Cathy Ley
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: November 27, 2019

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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