



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, March 29, 2017
TIME: 4:15 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 and Introductions on New Members
3. Approval of minutes of the November 30, 2016 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2016 4th Quarter Mobility Management Reports (discussion and possible action)
8. 2016 4th Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
9. 2016 4th Quarter s. 85.21 Ridership Report (discussion and possible action)
10. Transit Manager Report
11. ADRC Updates
12. Next meeting date
13. Adjourn

Date: March 15, 2017

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 29, 2017
Meeting Minutes

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

Roll Call

Present: Jim Baumann, Shirley Fessler, Melissa Lyon, Jim Muenzenmeyer, Don Weiss, Tammy Desten, 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: Steve Roekle, Hunter Morrow, Melodie Wiensch, and Roy Krizizke

Motion by Shirley Fessler, second by Colleen Wisnicky, to approve the minutes of the previous meeting held on November 30, 2016. Motion carried.

The agenda was approved as printed.

Correspondence: None

Public Comment: None

Novak provided a detailed explanation of the data depicted within the *2016 4th Qtr. Mobility Management Reports*. Novak 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. Grider reviewed the outcomes for the four milestones. Grider was congratulated for obtaining a 50% reduction in wait time during the certification process.

Novak provided an explanation of the data depicted within the *2016 4th Qtr. Section 5310 Ridership Report*. The 5310 Quarterly Ridership report provides information on vehicles that were purchased with 5310 funds. Vehicles 1 – 4 are busses the ADRC leases to Assist-to-Transport. Vehicles 5 and 6 are the vans our volunteer drivers utilize. Novak also explained there was an error in the number of “One Way Trips” for vehicles 5 and 6 identified by Grider. This report was corrected and a revised report submitted today.

The data depicted within the *2016 4th Qtr. s.85.21 Ridership Report* was explained by Novak. The 85.21 Quarterly Ridership report provides information on our four transportation projects; Holiday House and Rural Disabled, 65+ Manitowoc, Volunteer Driver, and Out-of-County. The Holiday House and Rural Disabled and the 65+ Manitowoc projects are operated by Assist-to-Transport. The other two projects are operated by our Volunteer drivers.

Motion by Jim Baumann, second by Colleen Wisnicky, to approve all the report as printed.
Motion carried.

The Transit Manager Report was provided by Muenzenmeyer. He gave a background on his job duties of which 40% of his time is spent on Building and Grounds and 60% Transportation. In 2017 they re-routed bus routes which created some unhappy riders. They are seeing ridership down so far this year which could be due to many different reasons. The City will be replacing five busses this year. Muenzenmeyer also reported other projects that are underway. One of the projects was adjusting bus route 6 to stop at the new ADRC building location. This was met with opposition from the neighbors on 17th Street. No change to the original route will be made at this time which means the bus will stop one block away from the ADRC. It was noted that this is not ideal for the ADRC customers who are elderly and disabled. Muenzenmeyer also discussed the Mobility Managers goals for 2017. One of the goals was to conduct a Gap Analysis on rural transportation needs. It was noted that there is demand for after-hours transportation from hospitals and for 2nd shift workers. Baumann also explained the Kiel Transportation program and gave Grider contact information for the Kiel Transportation Coordinator.

Ley gave the ADRC update. The ADRC will be closed April 12th and 13th for moving to the Heritage building. The office will be open on April 17th. Ley is planning to have an Open House in June. The next TCC meeting will be held at the Heritage building.

Next meeting date to be determined at a later date.

All future agendas will include a topic called "Issues – Open Discussion".

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

Meeting adjourned at 4:58 PM.

Respectfully submitted

Kim Novak, Business Services Manager



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Thursday, June 22, 2017
TIME: 4:15 PM
PLACE: Heritage Center, Education Room
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 and Introductions on New Members
3. Approval of minutes of the March 29, 2017 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2017 1st Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
8. 2017 1st Quarter s. 85.21 Ridership Report (discussion and possible action)
9. 2017 1st Quarter Mobility Management Reports (discussion and possible action)
10. Update from 85.21 Transportation Meeting
11. Issues – Open Discussion
12. Next meeting date
13. Adjourn

Date: June 6, 2017

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
June 22, 2017
Meeting Minutes

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

Roll Call & Introductions: Introductions were made by all present.

Present: Jim Baumann, Shirley Fessler, Melissa Lyon, Shirley Lau, Don Weiss, Steve Roekle, and Melodie Wiensch, Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Absent: Roy Krizizke, Hunter Morrow

Excused: Jim Muenzenmeyer, Tammy Desten

Approval of March 29, 2017 Minutes: Motion by Baumann, second by Fessler, to approve the minutes of the previous meeting held on March 29, 2017. Motion was passed unanimously.

Approval of Agenda as Printed: Agenda approved as printed.

Correspondence: None

Public Comment: None

2017 1st Quarter 5310 Ridership Report for Vehicle Capital (discussion & possible action):

Novak provided an explanation of the data depicted within the report. Chairperson Weiss for an explanation of what was included in the expenses. Novak explained expenses include insurance, fuel, oil changes, and repairs. Motion by Baumann, second by Lau, to approve the report as printed. Motion was passed unanimously.

2017 1st Quarter s. 85.21 Ridership Report (discussion and possible action):

The data depicted within the report was explained by Novak. Discussion held regarding costs per mile. Motion by Baumann, second by Wiensch, to approve the report as printed. Motion was passed unanimously.

2017 1st Quarter Mobility Management Reports (discussion and possible action):

Novak provided a detailed 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 Fessler, second by Roekle, to approve the report as printed. Motion was passed unanimously.

Update from 85.21 Transportation Meeting:

Novak gave an update from a 85.21 Transportation Roundtable meeting she and Cathy Ley attended. There is a new Specialized Transit Program Manager, John Swissler. They reviewed the grant requirements (20% cash match, Trust Fund, application process, Quarterly and Annual Reports). Ley shared how other Counties shared how they spent their Trust Fund dollars with out-of-the-box thinking (motorized tri-cycles and trolleys).

Transportation Coordinating Committee

June 22, 2017

Meeting Minutes

Issues – Open Discussion:

- Suggestion was made to change agenda item Issues – Open Discussion to New Business. Ley will check with Corp Counsel on the correct wording to use.
- Lau discussed Transportation Grant Forward Service applied for.
- Discussion also held regarding the need for transportation past 8:00 pm for individuals who work late shifts. Suggestion made to contact other counties to see what other counties offer.

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 Chair Weiss. Motion was passed unanimously. Meeting adjourned at 5:00 PM.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Monday, December 4, 2017
TIME: 4:30 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 June 22, 2017 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2017 2nd & 3rd Quarter Mobility Management Reports (discussion and possible action)
8. 2017 2nd & 3rd Quarter 5310 Ridership Report for Vehicle Capital (discussion and possible action)
9. 2017 2nd & 3rd Quarter s. 85.21 Ridership Report (discussion and possible action)
10. 2018 5310 Grant Update
11. s.85.21 Specialized Transportation Assistance 2018 Application (discussion and possible action)
12. Next meeting date
13. Adjourn

Date: November 6, 2017

Don Weiss, Chair

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee
December 4, 2017
Meeting Minutes

Call to Order: The meeting was called to order December 4, 2017 at 4:30 PM by Cathy Ley, ADRC Director (Chair Don Weiss Sub).

Roll Call:

Present: Melissa Lyon, Shirley Lau, Steve Roekle, Tammy Desten, Jim Muenzenmeyer, and Melodie Wiensch via phone. 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: Jim Baumann, Shirley Fessler, Don Weiss, and Roy Krizizke
Chairman Weiss became ill suddenly and requested Cathy Ley to reside over the meeting on his behalf.

Approval of June 22, 2017 Minutes: Motion by Muenzenmeyer, second by Roekle, to approve the minutes of the previous meeting held on June 22, 2017. Motion was passed unanimously.

Approval of Agenda as Printed: Motion by Roekle, second by Lau, to approve agenda as printed.

Correspondence: None

Public Comment: None

2017 2nd & 3rd 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 Desten, second by Roekle, to approve the report as printed. Motion was passed unanimously.

2017 2nd & 3rd 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 Lau, second by Muenzenmeyer, to approve the report as printed. Motion was passed unanimously.

2017 2nd & 3rd 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 Roekle, second by Lyon, to approve the report as printed. Motion was passed unanimously.

Transportation Coordinating Committee
December 4, 2017
Meeting Minutes

2018 5310 Grant Update: Novak gave an update from a call received from John Swissler our program manager at the DOT. The formal announcement regarding the 5310 grant applications will be made the week of December 18th. That is when we will learn if our 5310 grant applications will be approved. There were two applications. One for the Mobility Management and the other for a MV-1 which will allow us to accommodate wide wheelchairs.

s.85.21 Specialized Transportation Assistance 2018 Application:

Novak provided a draft/preliminary copy of Manitowoc County's 2018 s.85.21 Specialized Transportation Assistance grant application. Novak reviewed the vehicle inventory, the Third Party Providers, the Trust Fund Spending Plan, Projects, and the financial summary. Novak asked Grider and Roekle to get the current mileage for all vehicles to her tomorrow to update the application. Cathy Ley noted Bob Ziegelbauer agreed to the budget. The grant amount is for \$221,454 and the local match is \$44,290.86. Motion made by Lau, second by Desten to submit 2017 s.85.21 after mileage is updated. Motion was passed unanimously.

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

Adjourn: There being no other business, Lau made motion to adjourn the meeting, second by Lyon. 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
PUBLIC HEARING NOTICE**

DATE: Monday, December 4, 2017

TIME: 4:15 P.M.

PLACE: Manitowoc County Heritage Building
Education Room, 1701 Michigan Avenue
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. s.85.21 Public Hearing
5. Public Comment on Hearing
6. Public Hearing Closed

Date: November 6, 2017

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, December 4, 2017

The meeting was called to order at 4:15 PM by Cathy Ley, ADRC Director (TCC Chairperson Sub).

Present: Melissa Lyon, Steve Roekle, Shirley Lau, Tammy Desten, 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 2018 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.

Manitowoc County's 2018 allocation of s.85.21 aid is \$221,454. The local match requirement is \$44,290.86. 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 4:17 PM.

Respectfully submitted

Kim Novak, Business Services Manager