



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Monday, January 6, 2020
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 September 24, 2019 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2019 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
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: December 19, 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

January 6, 2020

Meeting Minutes

Call to Order: The meeting was called to order January 6, 2020 at 4:00 PM by Chairman Jim Baumann.

Roll Call:

Present: 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, Shirley Lau

Absent: Hunter Morrow

Approval of September 24, 2019 Minutes: Motion by Fessler, second by Dyzak, to approve the minutes of the previous meeting held on September 24, 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 3rd 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 74% and Out-of-County rides are down 9%. Year-to-date Rural rides are up 26% and Out-of-County rides are up 16%. Increase in rides are due to marketing efforts and Aurora discontinuing their transportation services. Motion by Roekle, second by Genske, to approve reports as printed. Motion was passed unanimously.

Marketing Update: Outreach Coordinator and Mobility Manager continue marketing for Transportation program awareness and volunteer driver recruitment. We have learned that the radio spots are the most effective for our demographic.

2020 Grant Updates: Transportation program is funded by two grants. The 5310 Mobility grant funds the Mobility Manager position and administrative efforts. The 2020 \$85.21 grant funds the operation of the transportation program. We were awarded both grants in the amounts that we applied for.

Update from Mobility Management/Maritime Metro Transit: Per Grider, started using Rider Scheduler program in December. One of our vehicles were in the Manitowoc and Two Rivers holiday parades. Ottum noted we have started using the new transit van. Larger running boards were added to make getting in and out easier and safer. A local adult day care closed making it difficult for caregivers to get their loved ones to an out-of-county facility. Maritime Metro and the ADRC have begun discussions on how we might be able to help.

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 4:35 PM.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, February 19, 2020
TIME: 11:00 AM
PLACE: Manitowoc County Heritage Building
County Board Meeting 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 Baumann
2. Roll Call
3. Approval of minutes of the January 6, 2020 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. 2019 4th Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. Coordinated Public Transit – Human Services Transportation Plan – Kim Novak/Cathy Ley
10. Update from Mobility Management/Maritime Metro Transit
11. Next meeting date
12. Adjourn

Date: February 4, 2020

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.

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Transportation Coordinating Committee
February 19, 2020
Meeting Minutes

Call to Order: The meeting was called to order February 19, 2020 at 11:05 AM by Chairman Jim Baumann

Roll Call:

Present: Jim Baumann, 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, Steve Roekle

Approval of January 6, 2020 Minutes: Motion by Fessler, second by Genske, to approve the minutes of the previous meeting held on January 6, 2020. Motion was passed unanimously.

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

Correspondence: None

Public Comment: None

2019 4th Quarter Reports: All quarterly reports were reviewed by Novak and Grider. Rides are similar to this time last year. Rides in total for 2019 increased 15% over 2018. Rate for volunteer drivers will be decreased for 2020 per requirement from DOT. All milestones were met for 2020.

Marketing Update: Outreach Coordinator and Mobility Manager continue marketing for Transportation program awareness and volunteer driver recruitment. We have learned that the radio spots are the most effective for our demographic along with newspaper articles in surrounding communities. The digital sign has also been working for us. We have gained two volunteer drivers from seeing the sign. Baumann suggested we contact the Expo to see if we can put information on their sign also.

Coordinated Public Transit: Ley discussed a request from County Board Chairman Brey to consider a resolution to re-enable Regional Transit Authorities. Portage County sent a copy of the resolution they are proposing for their County. The committee decided to review the document and discuss further at the next meeting. Novak discussed the need to update the Coordinated Plan for 2021. It is due in October, 2020. Jeff from Bay-Lakes Regional Planning Commission helps with this process. This meeting will take place immediately following our May 20th meeting. The meeting will last until approximately 2:30 PM. Everyone was given a copy of the current plan to review ahead of time.

Transportation Coordinating Committee
February 19, 2020
Meeting Minutes

Update from Mobility Management/Maritime Metro Transit: Per Grider, we received a donation for Veteran Services to pay half of the cost for veterans to travel to a VA Clinic. Grider will be attending the WAM conference in April. There was a presentation to the Kiwanis Club explaining our transportation programs and need for volunteers. Ottum noted the Waldo road construction project will begin March 2nd. It is expected to be completed by the beginning of October. There will be revised bus routes during this time. North 18th Street will be northbound only. Maritime Metro has also added iPads to all buses.

Next Meeting Date: May 20, 2020

Adjourn: There being no other business, Dyzak made motion to adjourn the meeting, second by Genske. Motion was passed unanimously. Meeting adjourned at 12:05 PM.

Respectfully submitted,

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, June 24, 2020
TIME: 11:00 AM
PLACE: Manitowoc County Heritage Building, Education Room
1701 Michigan Ave, Manitowoc
Also available remotely via Blue Jeans conferencing.

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee have the option of appearing remotely via Blue Jeans conferencing due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

Members of the public may attend the meeting on Blue Jeans at the following link:
<https://bluejeans.com/280604753/1545>

Or in person at the address listed above.

Or telephone:

1.408.419.1715 (United States)
Meeting ID: 280 604 753
Passcode: 1545

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 19, 2020 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. Election of Officers
8. By-Laws Review/Update
9. 2020 1st Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
10. Coordinated Public Transit – Human Services Transportation Plan – Kim Novak/Cathy Ley
11. ADRC Update – Cathy Ley
12. Update from Mobility Management/Maritime Metro Transit
13. Next meeting date
14. Adjourn

Date: June 2, 2020

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

June 24, 2020

Meeting Minutes

Call to Order: The meeting was called to order June 24, 2020 at 11:10 AM by Chairman Jim Baumann

Roll Call:

Present: Jim Baumann, Shirley Fessler, Deanna Genske, Kara Ottum, Tammy Desten, Charles Hagen, Tim Nicholls, Steve Roekle, Dave Schmaling, and Don Vogt. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore

Approval of February 19, 2020 Minutes: Motion by Fessler, second by Roekle, to approve the minutes of the previous meeting held on February 19, 2020. Motion was passed unanimously.

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

Correspondence: Received notice that the 2021 5310 Mobility Management grant and 5310 Vehicle grant applications are open. They are due by August 28, 2020.

Public Comment: None

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

Schmaling made motion to nominate Dave Schmaling for Vice Chairman. There being no other nominations Baumann moved to close nominations and cast a unanimous vote, seconded by Baumann. Motion carried.

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

By-Laws Review/Update: Ley gave By-Laws update. Currently at Corp Counsel being reviewed.

2020 1st Quarter Reports: All quarterly reports were reviewed by Novak and Grider. Novak provided an explanation of the data depicted within each of the reports. Rides are similar to this time last year. Grider reviewed the Mobility Management Milestones report. Hagen asked if CDL was required for volunteers. It is not, just valid driver's license, good record, and insurance. Grider also talked about number of volunteers still needed. Motion by Hagen, second by Genske, to approve the reports as printed. Motion was passed unanimously.

Coordinated Public Transit – Human Services Transportation Plan: Novak gave update. After some debate, both Jeff at Bay Lakes Regional Planning Commission and Katie Patterson for WisDOT have confirmed the plan update is due October 2020. Novak will be asking for an extension due to COVID-19 pandemic. Novak will advise the Committee if the extension is granted.

Transportation Coordinating Committee

June 24, 2020

Meeting Minutes

ADRC Update: Ley discussed what the ADRC does and how even though our doors were closed during the “Safer at Home” order, we were available to people via phone and video. Home Delivered Meals also continued with no interruption during that time. The ADRC opened their doors on June 1 but still encourage phone and video meetings instead of face-to-face.

Update from Mobility Management/Maritime Metro Transit: Ottum reported Maritime Metro closed their lobby and bus service due to COVID-19 on March 17th. Limited bus service resumed on May 4th with capacity of 10 riders per bus. June 1st increased capacity to 15 and resumed all routes. Normal schedule to resume July 13th with limited capacity still at 15. Lobby remains closed.

Next Meeting Date: To be decided.

Adjourn: There being no other business, Roedle made motion to adjourn the meeting, second by Nicholls. Motion was passed unanimously. Meeting adjourned at 12:11 PM.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Wednesday, August 19, 2020
TIME: 11:00 AM
PLACE: BlueJeans Video Conferencing

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee will be meeting remotely via BlueJeans video conferencing due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

Members of the public may attend the meeting on BlueJeans at the following link:
<https://bluejeans.com/280604753/1545>

Or telephone:
1.408.419.1715 (United States)
Meeting ID: 769 441 372

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 24, 2020 meeting
4. Approval of agenda as printed
5. Correspondence
6. Public Comment
7. By-Laws Review/Update
8. 5310 Grant for 2021 Update – Kim Novak
9. 2020 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
10. Coordinated Public Transit – Human Services Transportation Plan – Kim Novak/Cathy Ley
11. Update from Mobility Management/Maritime Metro Transit
12. Next meeting date
13. Adjourn

Date: August 6, 2020

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.

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Transportation Coordinating Committee
August 19, 2020
Meeting Minutes

Call to Order: The meeting was called to order August 19, 2020 at 11:07 am by Chairman Jim Baumann

Roll Call:

Present: Jim Baumann, Kara Ottum, Tammy Desten, Charles Hagen, Tim Nicholls, Dave Schmaling, and Don Vogt. 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: Shirley Fessler, Deanna Genske, and Steve Roekle

Approval of June 24, 2020 Minutes: Motion by Hagen, second by Schmaling, to approve the minutes of the previous meeting held on June 24, 2020. Motion was passed unanimously.

Approval of Agenda as Printed: Motion by Baumann, second by Schmaling, to approve agenda as printed. Motion was passed unanimously.

Correspondence: Received notice that the 2021 85.21 Elderly and Disabled Transportation Assistance Grant allocations have been set. Manitowoc County has been allocated \$239,732. This is a \$130 increase from 2020. The grant application is not available yet but should be coming out soon.

Public Comment: None

By-Laws Review/Update: Ley gave By-Laws update. Currently at Corp Counsel being reviewed. This committee is an Advisory Committee.

2020 2nd Quarter Reports: All quarterly reports were reviewed by Novak and Grider. Novak provided an explanation of the data depicted within each of the reports. Rides are down due to COVID-19. Rides started to increase since “Safer at Home” expired. Grider reviewed the Mobility Management Milestones report. Motion by Baumann, second by Vogt, to approve the reports as printed. Motion was passed unanimously.

Coordinated Public Transit – Human Services Transportation Plan: Ley gave update. Time extension was not granted for the update of the Plan. A survey was dispersed in place of a public meeting to get feedback to use to update the plan which are due back by September 4th. Work will be done to create a draft version of the plan for this committee to review and give input on. This will be a 2 hour meeting in October. Novak will advise the Committee as soon as a date is set.

Update from Mobility Management/Maritime Metro Transit: Ottum reported on Maritime Metro COVID-19 updates. Ottum explained how they used available City bus drivers to help with other City work during reduced bus operations. Lobby remains closed.

Next Meeting Date: November 18th at 11:00 am.

Adjourn: There being no other business, Hagen made motion to adjourn the meeting, second by Schmaling. Motion was passed unanimously. Meeting adjourned at 11:58 am.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
COMBINED PUBLIC HEARING & QUARTERLY MEETING

DATE: Wednesday, November 18, 2020
TIME: 10:00 AM
PLACE: BlueJeans Video Conferencing

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee will be meeting remotely via BlueJeans video conferencing due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

Members of the public may attend the meeting on BlueJeans at the following link:

<https://bluejeans.com/809805296>

Or telephone:

1.408.419.1715 (United States)

Meeting ID: 809 805 296

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 agenda as printed
4. Approval of minutes of the August 19, 2020 meeting
5. Public Comment
 - a. Public Hearing – 85.21 Grant
 - b. 2021-2025 Coordinated Public Transit – Human Services Transportation Plan
 - c. Public Comment on Non-Grant/Coordinated Plan Issues
6. 2020 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Correspondence
8. Next meeting date
9. Adjourn

Date: November 2, 2020

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
COMBINED PUBLIC HEARING & QUARTERLY MEETING

DATE: Wednesday, November 18, 2020
TIME: 10:00 AM
PLACE: BlueJeans Video Conferencing



REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee will be meeting remotely via BlueJeans video conferencing due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

Members of the public may attend the meeting on BlueJeans at the following link:

<https://bluejeans.com/809805296>

Or telephone:

1.408.419.1715 (United States)

Meeting ID: 809 805 296

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 agenda as printed
4. Approval of minutes of the August 19, 2020 meeting
5. Public Comment
 - a. Public Hearing – 85.21 Grant
 - b. 2021-2025 Coordinated Public Transit – Human Services Transportation Plan
 - c. Public Comment on Non-Grant/Coordinated Plan Issues
6. 2020 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Correspondence
8. Next meeting date
9. Adjourn

Date: November 2, 2020

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
QUARTERLY MEETING & PUBLIC HEARING

DATE: Tuesday, December 1, 2020
TIME: 10:00 AM
PLACE: BlueJeans Conferencing

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee will be meeting remotely via BlueJeans conferencing due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

Members of the public may attend the meeting on BlueJeans at the following link:

<https://bluejeans.com/964768799>

Or telephone:

1.408.419.1715 (United States)

Meeting ID: 964 768 799

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 agenda as printed
4. Approval of minutes of the August 19, 2020 meeting
5. Public Comment
 - a. Public Hearing – 85.21 Grant
 - b. 2021-2025 Coordinated Public Transit – Human Services Transportation Plan
 - c. Public Comment on Non-Grant/Coordinated Plan Issues
6. 2020 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Correspondence
8. Next meeting date
9. Adjourn

Date: November 18, 2020

Jim Baumann, Chair

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee
December 1, 2020
Meeting Minutes

Call to Order: The meeting was called to order December 1, 2020 at 10:04 am by Chairman Jim Baumann

Roll Call:

Present: Jim Baumann, Kara Ottum, Tammy Desten, Charles Hagen, Dave Schmaling, Shirley Fessler, and Steve Roekle. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; Cathy Ley, Director – ADRC of the Lakeshore; Jeff Agee-Aguayo – Bay-Lake Regional Planning Commission; Leanne Loveless – Options for Independent Living; Mary Lynn Rose – Purple (ASL Translator); and Gina Radke – Purple (ASL Translator)

Excused: Deanna Genske, Tim Nicholls and Don Vogt

Approval of Agenda as Printed: Motion by Hagen, second by Fessler, to approve agenda as printed. Motion was passed unanimously.

Approval of August 19, 2020 Minutes: Motion by Hagen, second by Schmaling, to approve the minutes of the previous meeting held on August 19, 2020. Motion was passed unanimously.

Public Comment:

- **Public Hearing - 85.21 Grant:** Novak led the Grant application review. Motion to approve application for submission made by Baumann, second by Hagen. Motion was passed unanimously.
- **2021-2025 Coordinated Public Transit – Human Services Transportation Plan:** Jeff Agee-Aguayo of Bay-Lakes Regional Planning Commission led the Plan review. Agenda and minutes from today's meeting will be added to the Plan. Motion to approve Plan for submission made by Hagen, second by Baumann. Motion was passed unanimously.
- **Public Comment on Non-Grant/Coordinated Plan Issues:** None

2020 3rd Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Hagen, second by Schmaling, to approve the reports as printed. Motion was passed unanimously.

Correspondence: None

Next Meeting Date: To Be Advised

Adjourn: There being no other business, Fessler made motion to adjourn the meeting, second by Baumann. Motion was passed unanimously. Meeting adjourned at 10:45 am.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore