



MANITOWOC COUNTY
Transportation Coordinating Committee
MEETING NOTICE

DATE: Tuesday, March 16, 2021
TIME: 11:00 AM
PLACE: BlueJeans Video Conferencing

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee will be meeting 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/686932539>

Or telephone:

1.408.419.1715 (United States)
Meeting ID: 686 932 539

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 December 1, 2020 meeting
5. 2020 4th Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
6. Vehicle Purchase – Trust Fund
7. Correspondence
8. Next meeting date
9. Adjourn

Date: February 17, 2021

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
March 16, 2021
Meeting Minutes

Call to Order: The meeting was called to order March 16, 2021 at 11:04 am by Vice Chairman Dave Schmaling

Roll Call:

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

Excused: Steve Roekle, Jim Baumann, and Don Vogt

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

Approval of December 1, 2020 Minutes: Motion by Hagen, second by Genske, to approve the minutes of the previous meeting held on December 1, 2020. Motion was passed unanimously.

2020 4th 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.

Vehicle Purchase: Novak gave overview of the condition of our two minivans and replacement costs. After discussion, a motion was made to replace both vehicles by Hagen and seconded by Genske. Motion was passed unanimously. The transportation trust fund will be used for this purchase.

Correspondence: None

Next Meeting Date: To Be Advised

Adjourn: There being no other business, Fessler made motion to adjourn the meeting, second by Hagen. Motion was passed unanimously. Meeting adjourned at 11:37 am.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
Meeting Notice

DATE: Tuesday, May 18, 2021
TIME: 11:00 AM
PLACE: Manitowoc County Heritage Center
Education Room
1701 Michigan Ave., Manitowoc, WI 54220
OR
Blue Jeans Video Conference

REMOTE MEETING NOTICE: Members of the Transportation Coordinating Committee have the option to meet remotely via Blue Jeans conferencing or in-person.

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

<https://bluejeans.com/905255961>

Or telephone:

1.408.419.1715 (United States)

Meeting ID: 905 255 961

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 March 16, 2021 meeting
5. 2021 1st Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
6. Vehicle Purchase Update
7. Correspondence
8. Next meeting date
9. Adjourn

Date: April 23, 2021

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

May 18, 2021

Meeting Minutes

Call to Order: The meeting was called to order May 18, 2021 at 11:00 am by Vice Chairman Dave Schmaling

Roll Call:

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

Excused: Deanna Genske, Jim Baumann, and Don Vogt

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

Approval of March 16, 2021 Minutes: Motion by Hagen, second by Schmaling, to approve the minutes of the previous meeting held on March 16, 2021. Motion was passed unanimously.

2021 1st Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Hagen, second by Fessler, to approve the reports as printed. Motion was passed unanimously.

Vehicle Purchase Update: Novak gave update on the two minivans we ordered per the last meeting. They are both supposed to arrive in 1-2 weeks. At that time they will need to be inspected, paperwork sent to the DOT, and logo's put on the vehicles prior to being operational. Once in service, the old vehicles will be decommissioned and work done to get them ready for auction.

Correspondence: DOT will be conducting a virtual audit of our transportation program on June 8th. Work has begun to get ready for the audit. Those needed for the audit have been notified. Ottum noted that the FTA has extended the mask mandate until September 13, 2021. Anyone utilizing our transportation programs will be required to wear a mask per the mandate.

Next Meeting Date: To Be Advised

Adjourn: There being no other business, Hagen made motion to adjourn the meeting, second by Roekle. Motion was passed unanimously. Meeting adjourned at 11:22 am.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
Quarterly Meeting

DATE: Wednesday, August 11, 2021
TIME: 11:00 AM
PLACE: Manitowoc County Heritage Center
County Board 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 agenda as printed
4. Approval of minutes of the May 18, 2021 meeting
5. ADRC Director Introduction – Wendy Hutterer
6. 2021 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Vehicle Purchase Update – Kim Novak
8. 2022 5310 Grant Application Approval – Kim Novak
9. 5310 Audit Update – Kim Novak
10. Title VI Nondiscrimination Plan Approval – Kim Novak
11. Correspondence
12. Next meeting date
13. Adjourn

Date: July 23, 2021

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
August 11, 2021
Meeting Minutes

Call to Order: The meeting was called to order August 11, 2021 at 11:11 am by Chairman Jim Baumann

Roll Call:

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

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

Approval of May 18, 2021 Minutes: Motion by Baumann, second by Desten, to approve the minutes of the previous meeting held on May 18, 2021. Motion was passed unanimously.

ADRC Director Introduction: Hutterer introduced herself as the new ADRC of the Lakeshore Director and gave background on her work history.

2021 2nd Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Nicholls, second by Fessler, to approve the reports as printed. Motion was passed unanimously.

Vehicle Purchase Update: Novak gave update on the two minivans we ordered per the committee's approval. They are both received and were put into service on August 1st. The license plates for the vehicles arrived this week also. The old vehicles were decommissioned and work is being done to get them ready for auction. Novak will advise Nicholls of the auction date.

2022 5310 Grant Application Approval: Motion by Ottum, second by Genske, to approve the application to be submitted. Motion was passed unanimously.

5310 Audit Update: Novak gave update on audit. This occurs every 5 years. The audit went well. There were a few findings which were mainly a few missing procedures. Novak presented the Reasonable Modification Policy to the committee for approval. Motion by Desten, second by Ottum, to approve policy. Motion was passed unanimously.

Title VI Nondiscrimination Plan Approval: Novak presented an updated Title VI Nondiscrimination Plan for committee approval. Motion by Genske, second by Fessler, to approve the updated plan. Motion was passed unanimously.

Correspondence: None

Next Meeting Date: Novak will advise committee. Committee agreed to change the time to 1:00 pm for future meetings.

Adjourn: There being no other business, Genske made motion to adjourn the meeting, second by Baumann. Motion was passed unanimously. Meeting adjourned at 11:40 am.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
Transportation Coordinating Committee
Meeting Notice

DATE: Wednesday, November 17, 2021
TIME: 1:00 PM
PLACE: Manitowoc County Heritage Center
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 agenda as printed
4. Approval of minutes of the August 11, 2021 meeting
5. Public Comment
 - a. Public Hearing 85.21 Grant
 - b. Public Comment on Non-Grant Issues
6. Approve 2021 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Approve 2022 85.21 Grant Application – Kim Novak
8. Correspondence
9. Next meeting date
10. Adjourn

Date: October 21, 2021

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
November 17, 2021
Meeting Minutes

Call to Order: The meeting was called to order November 17, 2021 at 1:00 am by Chairman Jim Baumann

Roll Call:

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

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

Approval of August 11, 2021 Minutes: Motion by Baumann, second by Roekle, to approve the minutes of the previous meeting held on August 11, 2021. Motion was passed unanimously.

Public Hearing & Comment: No one from the Public was in attendance.

2021 3rd Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Baumann, second by Nicholls, to approve the reports as printed. Motion was passed unanimously.

2022 s85.21 Grant Application Approval: Discussed Trust Fund items. Added cash match for three buses in 2024. Motion by Fessler, second by Desten, to approve the application with revision per discussion to be submitted. Motion was passed unanimously. Copy of revision to be sent to committee by Novak.

Correspondence: Novak advised of staffing change at WisDOT. Lorrie Olson leaving WisDOT. Novak distributed handout regarding Veyo, the new non-emergency medical transportation provider.

Next Meeting Date: Novak will advise committee of 2022 meeting dates.

Adjourn: There being no other business, Nicholls made motion to adjourn the meeting, second by Roekle. Motion was passed unanimously. Meeting adjourned at 1:40 pm.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore