



**MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
MEETING NOTICE**

DATE: Wednesday, March 15, 2023
TIME: 1:00 PM
PLACE: Manitowoc County Heritage Center
Education Room (basement)
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 Fessler
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the November 16, 2022 meeting
5. Public Comment
6. Approve 2022 4th Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
7. Correspondence
8. Next meeting date May 17, 2023
9. Adjourn

Date: March 1, 2023

Shirley Fessler, 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 15, 2023
Meeting Minutes

Corrected 5/17/2023

Call to Order: The meeting was called to order March 15, 2023 at 1:00 pm by Chairperson Shirley Fessler.

Roll Call:

Present: Shirley Fessler, Tim Nicholls, Supv. Don Weiss, Supv. Paul Hacker, Cindy Neelis and Birgit Kelly. Also in attendance were Linda Grider, Mobility Manager; and Kim Novak, Business Services Manager -ADRC of the Lakeshore.

Excused: Kara Ottum, Deanna Genske, Dave Schmaling, and Steve Roekle.

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

Approval of November 16, 2022 Minutes: Motion by Weiss, second by Hacker, to approve the minutes of the previous meeting held on November 16, 2022. Motion was passed unanimously.

Public Comment: No Public comment. Two were in attendance.

2022 4th Quarter Reports: Novak and Grider led the quarterly reports review. Weiss suggested we check to see if office space can be used as In-Kind for 5310 grant. Hacker asked for YTD ridership numbers for 2021 and 2022. Novak provided those numbers. Motion made by Hacker, second by Weiss, to approve the reports as printed. Motion was passed unanimously.

Correspondence: Novak advised 2023 5310 Mobility grant application was for \$79190.40 and we were awarded \$66,106.00. The 2023 5310 vehicle grant application is not finalized yet. We were told we will be awarded one vehicle (bus) in the amount of \$130,720.00. DOT is still working on the RFP for the large bus. Should know more mid-Summer. Roekle asked Novak to share with the committee that the rural agency rides are now \$7.00 copay, up from \$5.50 copay. Novak was asked to verify with Roekle if the passenger copays were changed to \$2.00 copay or stayed at \$1.75 copay.

Next Meeting Date: Wednesday, May 17th, 2023 at 1:00 pm.

Adjourn: There being no other business, Hacker made motion to adjourn the meeting, second by Kelly. Motion was passed unanimously. Meeting adjourned at 1:53 pm.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



**MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
MEETING NOTICE**

DATE: Wednesday, May 17, 2022
TIME: 1:00 PM
PLACE: Manitowoc County Heritage Center
Education Room (basement)
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
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the March 15, 2023 meeting
5. Public Comment
6. Election of Officers
7. Approve 2023 1st Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. Committee Member Concerns
10. Correspondence
11. Next meeting date – August 16, 2023
12. Adjourn

Date: April 26, 2023

Shirley Fessler, 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
May 17, 2023
Meeting Minutes

Call to Order: The meeting was called to order May 17, 2023 at 1:00 pm by Vice Chair Supv. Hacker

Roll Call:

Present: Tim Nicholls, Deanna Genske, Steve Roekle, Supv. Don Weiss, Supv. Paul Hacker, Birgit Kelly, and Cindy Neelis. Also in attendance were Ron Shannon, Maritime Metro Transit Manager; Linda Grider, Mobility Manager; and Kim Novak, Business Services Manager -ADRC of the Lakeshore.

Excused: Shirley Fessler and Dave Schmaling

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

Approval of March 15, 2023 Minutes: Correction to add Birgit Kelly to the list of those present. Motion by Weiss, second by Roekle, to approve the minutes of the previous meeting held on March 15, 2023 with correction. Motion was passed unanimously.

Public Comment: No Public comment.

Election of Officers:

- Weiss nominated Hacker for Chairperson. There being no other nominations, nominations were closed. A unanimous vote was cast.
- Hacker nominated Weiss for Vice Chairperson. Novak mentioned Schmaling emailed that he was also interested in position. No nominations were made on his behalf. There being no other nominations, nominations were closed. A unanimous vote was cast.
- Roekle nominated Fessler for Secretary. There being no other nominations, nominations were closed. A unanimous vote was cast.

2023 1st Quarter Reports: Novak and Grider led the quarterly reports review. Novak reported past ridership numbers for comparison for the volunteer programs. Hacker asked that the same information for the other two programs numbers be reported at future meetings. Motion made by Roekle, second by Genske, to approve the reports as printed. Motion was passed unanimously.

Marketing Update: Novak reported on marketing activities. We attended the Manitowoc Senior Resource Fair, will be appearing on the Breakfast Club radio program on May 30, and have a full page article in the ADRC June/July newsletter.

Committee Concerns: Weiss suggested holding our TCC meetings prior to when the DOT Quarterly reports are due. All agreed and 2023 meeting dates were rescheduled to July 26 and October 25. Discussion held regarding ADA co-pays. Roekle to do research on how amounts were set and report back at next meeting.

Correspondence: Novak reported correspondence from DOT regarding grant for vehicle (bus). Grant agreements will be sent out once DOT submits their grant to FTA. Should happen before the end of June.

Transportation Coordinating Committee
May 17, 2023
Meeting Minutes

Next Meeting Date: Wednesday, July 26th, 2023 at 1:00 pm.

Adjourn: There being no other business, Roekle made motion to adjourn the meeting, second by Weiss. Motion was passed unanimously. Meeting adjourned at 1:51 pm.

Respectfully submitted,

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Wednesday, July 26, 2023
TIME: 1:00 PM
PLACE: Manitowoc County Heritage Center
Education Room (basement)
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
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the May 17, 2023 meeting
5. Public Comment
6. 5310 Grant Application Review
7. Approve 2023 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. Follow-Up to ADA Co-Pay Previous Discussion
10. By-Laws Discussion
11. Committee Member Concerns
12. Correspondence
13. Next meeting date – October 24, 2023
14. Adjourn

Date: July 10, 2023

Supv. Paul Hacker, Chairperson

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee
July 26, 2023
Meeting Minutes

Call to Order: The meeting was called to order July 23, 2023 at 1:00 pm by Chairperson Supv. Hacker.

Roll Call:

Present: Shirley Fessler, Supv. Don Weiss, Supv. Paul Hacker, Birgit Kelly, and Heather Ihlenfeldt. Also in attendance were Linda Grider, Mobility Manager; Wendy Hutterer, Director – ADRC of the Lakeshore; and Kim Novak, Business Services Manager -ADRC of the Lakeshore.

Excused: Tim Nicholls, Deanna Genske and Cindy Neelis.

Absent: Steve Roekle, Ron Shannon, and Dave Schmaling.

A quorum was not present.

Next Meeting Date: Tuesday, August 1st, 2023 at 1:00 pm.

Adjourn: Due to no quorum, Supv. Hacker called the meeting adjourned at 1:15 pm.

Respectfully submitted,

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Tuesday, August 1, 2023
TIME: 1:00 PM
PLACE: Manitowoc County Heritage Center
Education Room (basement)
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
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the May 17, 2023 and July 26, 2023 meetings
5. Public Comment
6. 5310 Grant Application Review
7. Approve 2023 2nd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Marketing Update – Kim Novak
9. Follow-Up to ADA Co-Pay Previous Discussion
10. By-Laws Discussion
11. Committee Member Concerns
12. Correspondence
13. Next meeting date – October 24, 2023
14. Adjourn

Date: July 26, 2023

Supv. Paul Hacker, Chairperson

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee

August 1, 2023

Meeting Minutes

Call to Order: The meeting was called to order August 1, 2023 at 1:00 pm by Chair Supv. Hacker.

Roll Call:

Present: Tim Nicholls, Shirley Fessler, Steve Roekle, Heather Ihlenfeldt, Ron Shannon, Supv. Don Weiss, Supv. Paul Hacker, Birgit Kelly, and Cindy Neelis. Also in attendance was Linda Grider, Mobility Manager; Wendy Hutterer, Director – ADRC of the Lakeshore; and Kim Novak, Business Services Manager -ADRC of the Lakeshore. Excused: Deanna Genske and Dave Schmaling

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

Approval of Minutes of the May 17, 2023 and July 26, 2023 Meetings: Motion by Roekle, second by Supv. Weiss, to approve the minutes of the previous meeting held on May 17, 2023. Motion was passed unanimously. Motion by Fessler, second by Ihlenfeldt, to approve the minutes of the previous meeting held on July 26, 2023. Motion was passed unanimously.

Public Comment: No Public comment.

5310 Grant Application Review: Novak reviewed the 5310 Mobility Management grant application and the 5310 Vehicle grant application. Motion by Supv. Weiss, second by Roekle, to approve the applications to be submitted to WisDOT. Motion was passed unanimously.

2023 2nd Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Supv. Weiss, second by Roekle, to approve the reports as printed. Motion was passed unanimously.

Marketing Update: Novak reported on marketing activities. We continue to talk about transportation services on the radio and in the ADRC Connection newsletter. Next push will be need for transportation volunteers.

Follow-Up to ADA Co-Pay Previous Discussion: Supv. Hacker reviewed previous discussion. Novak to check with Kewaunee County on how they determine their Rural ADA rates and report at next meeting.

By-Laws Discussion: Supv. Hacker reviewed current By-Laws. Change to Article V, Section 1 to read “The Transportation Coordinating Committee shall elect a Chair, Vice-Chair, and Secretary bi-annually at its quarterly meeting following the Manitowoc County Board elections.” Motion made by Roekle, second by Shannon to approve change to By-Laws. Motion was passed unanimously.

Committee Member Concerns - None

Correspondence: Novak reported correspondence from DOT regarding grant for vehicle (bus). Grant agreements were received and signed today. Check for 20% match and 80% of sale of previous vehicles to be mailed this week.

Next Meeting Date: Tuesday, October 24th, 2023 at 1:00 pm.

Adjourn: There being no other business, Roekle made motion to adjourn the meeting, second by Supv. Weiss. Motion was passed unanimously. Meeting adjourned at 1:50 pm.

Respectfully submitted

Kim Novak, Business Services Manager
ADRC of the Lakeshore



**MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
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PLACE: Manitowoc County Heritage Center
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1701 Michigan Ave, Manitowoc, WI 54220

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1. Call to order by Chairperson
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the August 1, 2023 meeting
5. Public Comment
 - a. Public Hearing 85.21 Grant
 - b. Public Comment Non-Grant Related
6. s85.21 Grant Application Approval
7. Approve 2023 3rd Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
8. Correspondence
9. Committee Member Concerns
10. Set 2024 meeting dates
11. Adjourn

Date: September 22, 2023

Supv. Paul Hacker, Chairperson

By: Kim Novak, Business Services Manager

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Transportation Coordinating Committee

October 24, 2023

Meeting Minutes

Call to Order: The meeting was called to order October 24, 2023 at 1:00 pm by Chair Supv. Hacker

Roll Call:

Present: Tim Nicholls, Shirley Fessler, Supv. Don Weiss, Supv. Paul Hacker, Deanna Genske, and Cindy Neelis. Also in attendance was Linda Grider, Mobility Manager; and Kim Novak, Business Services Manager -ADRC of the Lakeshore

Excused: Steve Roekle, Heather Ihlenfeldt, Birgit Kelly, and Ron Shannon

Absent: Dave Schmaling

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

Approval of Minutes of the August 1, 2023 Meeting: Motion by Supv. Weiss, second by Genske, to approve the minutes of the previous meeting held on August 1, 2023. Motion was passed unanimously.

Public Comment:

- Public Hearing s85.21 Grant - No one from the Public was in attendance.
- Public Comment non-Grant Related - No one from the Public was in attendance.

S85.21 Grant Application Approval: Novak reviewed s85.21 Specialize Transportation grant. Motion made by Supv. Weiss, second by Genske, to approve the application for submission with updates to Project 1 Passenger Revenue section and Other Funds section per discussion. Motion was passed unanimously.

2023 3rd Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Fessler, second by Nicholls, to approve the reports as printed. Motion was passed unanimously.

Correspondence: Novak reported donation received for veteran transportation. Discussion regarding Lakeland Care Inc. partnering with Ride Health for client transportation. Ride Health contacted us to contract with them for our transportation services. After review of information required by them we have decided to decline the contract and have communicated this to Lakeland Care, Inc.

Committee Member Concerns – Nicholls expressed concern of possible rising costs for vehicles going forward. Supv. Hacker asked for update on 2023 awarded bus. Novak informed the order has been placed with A&J Vans through the State. Anticipated delivery date is January 2024 but due to the strike this may get pushed out.

Set 2024 Meeting Date: Novak distributed the list of 2024 meeting dates. No conflicts were noted.

Next Meeting Date: Wednesday, January 31, 2024 at 1:00 pm.

Adjourn: There being no other business, Supv. Weiss made motion to adjourn the meeting, second by Genske. Motion was passed unanimously. Meeting adjourned at 2:10 pm.

Respectfully submitted,

Kim Novak, Business Services Manager
ADRC of the Lakeshore