



MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Wednesday, January 29, 2025
TIME: 1:00 PM
PLACE: **Manitowoc County Office Complex
Room 300**
4319 Expo Drive, Manitowoc, WI 54220

Members of the public may attend the meeting on Teams at the following link:
[Join the meeting now](#)

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 and Introduction to new Business Manager
3. Approval of agenda as printed
4. Approval of minutes of the October 23, 2024 meeting
5. Approve 2024 4th Quarter Reports (discussion and possible action) – Kim Novak/Linda Grider
6. Correspondence
7. Status Updates on Awarded Buses (2023 and 2024) – Kim Novak
8. Committee Member Concerns
9. Adjourn

Date: January 9, 2025

Supv. Paul Hacker, 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.

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 29, 2025

Meeting Minutes

Call to Order: The meeting was called to order January 29, 2025 at 1:00 pm by Chair Supv. Hacker.

Roll Call:

Present: Supv. Paul Hacker, Birgit Kelly, Heather Ihlenfeldt, Supv. Mike Grambow, Lauren Daun, Deanna Genske (Virtual), Cindy Neelis, Steve Roekle, and Kevin Bottesi. Also in attendance were Linda Grider, Mobility Manager; Kim Novak and Lashawn Crain, Business Services Managers - ADRC of the Lakeshore, Wendy Hutterer, Director, and Ben Peters – United Way.

Excused: Shirley Fessler, and Tim Nicholls

Introduction of Lashawn Crain as new Business Services Manager at the ADRC of the Lakeshore. Novak retiring February 28, 2025.

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

Approval of Minutes of the October 23, 2024 Meeting: Motion by Bottesi, second by Ihlenfeldt, to approve the minutes of the previous meeting held on October 23, 2024. Motion was passed unanimously.

2024 4th Quarter Reports: Novak and Grider led the quarterly reports review. Motion made by Neelis, second by Supv. Grambow, to approve the reports. Motion was passed unanimously.

Correspondence:

- Received Mobility Management grant for less than amount requested.
- Awarded the 5310 vehicle grant but with a 25% match instead of 20% in prior years.
- Donation from Veteran Services received. Used for rides for veterans to VA clinics throughout Wisconsin.

Status Updates on Awarded Busses (2023 and 2024): Novak stated 2023 grant bus was received November 1, 2024. 2024 bus is schedule to arrive at A&J Vans March 10, 2025. It should take about three weeks for them to do their work and then be delivered to us.

Committee Member Concerns:

- Supv. Hacker discussed a survey Bay Lakes has started regarding transportation access to public transportation. It is in the development stage.
- Supv. Hacker noted thanks to Novak for her service and wished her a happy retirement.

Adjourn: There being no other business, Roekle made motion to adjourn the meeting, second by Bottesi. Motion was passed unanimously. Meeting adjourned at 1:35 pm.

Respectfully submitted,

Kim Novak, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
MEETING NOTICE

DATE: Wednesday, April 23, 2025
TIME: 1:00 PM
PLACE: **ADRC of the Lakeshore**
1701 Michigan Avenue, Manitowoc
Lower Level Education Room

Members of the public may attend the meeting on Teams at the following link:
[Join the meeting now](#)

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 and Introduction to new Business Manager
3. Approval of agenda as printed
4. Approval of minutes of the January 29th, 2025 meeting
5. Approve 2025 1st Quarter Reports (discussion and possible action) – Linda Grider
6. Correspondence
7. Status Updates on Awarded Buses (2023 and 2024) – Wendy Hutterer
8. Committee Member Concerns
9. Adjourn

Date: April 8, 2025

Supv. Paul Hacker, Chairperson
By: Wendy Hutterer, Director

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Transportation Coordinating Committee
April 23rd, 2025
Meeting Minutes

Call to Order: The meeting was called to order April 23rd, 2025 at 1:00 pm by Chair Supv. Hacker.

Roll Call:

Present: Supv. Paul Hacker, Heather Ihlenfeldt, Supv. Mike Grambow, Steve Roekle, Shirley Fessler and Kevin Bottesi. Also in attendance were Linda Grider, Mobility Manager; Wendy Hutterer Director and Adam Miller, Business Services Managers - ADRC of the Lakeshore, and Ben Peters – United Way.

Excused: Cindy Neelis, Deanna Genske, Birgit Kelly, Lauren Daun and Tim Nicholls

Introduction of Adam Miller as new Business Services Manager at the ADRC of the Lakeshore.

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

Approval of Minutes of the January 29th, 2025 Meeting: Motion by Fessler, second by Roekle, to approve the minutes of the previous meeting held on October 23, 2024. Motion was passed unanimously.

2025 1st Quarter Reports: Grider led the quarterly reports review. Motion made by Ihlenfeldt, second by Fessler, to approve the reports. Motion was passed unanimously.

Status Updates on Awarded Busses (2025): Hutterer stated 2025 grant bus was received April 8th, 2025 and delivered to Assist to Transport on this date. All DOT paperwork has been filed. Waiting for approval to begin using bus.

Committee Member Concerns:

- No concerns noted
- Linda Grider shared new marketing materials provided through ADRC one time marketing grant

Adjourn: There being no other business, Roekle made motion to adjourn the meeting, second by Bottesi. Motion was passed unanimously. Meeting adjourned at 1:27 pm.

Respectfully submitted,

Wendy Hutterer, Director
ADRC of the Lakeshore



**MANITOWOC COUNTY
TRANSPORTATION COORDINATING COMMITTEE
MEETING NOTICE**

DATE: Wednesday, July 30th, 2025
TIME: 1:00 PM
PLACE: **ADRC of the Lakeshore**
1701 Michigan Avenue, Manitowoc
Lower Level Education Room

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 April 23rd, 2025 meeting
5. Public Comment
6. Correspondence – Adam Miller
7. Approve 2025 2nd Quarter Reports (discussion and possible action) – Linda Grider/Adam Miller
8. Status Updates on Awarded Buses (2023 and 2024) – Adam Miller
9. Marketing Update – Adam Miller
10. Committee Member Concerns
11. Adjourn

Date: July 22nd, 2025

Supv. Paul Hacker, Chairperson
By: Adam Miller, Business Services Manager

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Transportation Coordinating Committee
July 30th, 2025
Meeting Minutes

Call to Order: The meeting was called to order July 30th, 2025 at 1:00 pm by Chair Supv. Hacker.

Roll Call:

Present: Supv. Paul Hacker, Steve Roekle, Shirley Fessler, Kevin Bottesi, Birgit Kelly, and Deanna Genske. Also in attendance were Linda Grider, Mobility Manager; Wendy Hutterer Director and Adam Miller, Business Services Managers - ADRC of the Lakeshore.

Excused: Supv. Mike Grambow, Heather Ihlenfeldt, and Lauren Daun

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

Approval of Minutes of the April Meeting: Motion by Deanna Genske, second by Kevin Bottesi, to approve the minutes of the previous meeting held on April 23rd, 2025. Motion was passed unanimously.

Public Comment: None

Correspondence: Adam Miller shared letter of appreciation sent from customer to Linda Grider and Steve Roekle

2025 2nd Quarter Reports: Linda Grider led the quarterly ridership reports review, with Adam Miller speaking to financial info. Motion made by Kevin Bottesi, second by Steve Roekle, to approve the reports. Motion was passed unanimously.

Status Updates on Awarded Busses: Adam Miller stated the new bus has been in service for about three months, and the old bus was sold for \$2800.01. WisDOT is still awaiting funds approval from FTA in order to send out grant agreements for the bus awarded in 2024

Marketing Update: Adam Miller shared two videos about the transportation programs. He also shared that we have two openings on the committee

Committee Member Concerns: Steve Roekle asked if there were any grants available to repair previously awarded vehicles as the AC will need to be replaced in a bus next year. Adam Miller to look into any possible options.

Adjourn: There being no other business, Deanna Genske made motion to adjourn the meeting, second by Steve Roekle. Motion was passed unanimously. Meeting adjourned at 1:27 pm.

Respectfully submitted,

Adam Miller, Business Services Manager
ADRC of the Lakeshore



MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Wednesday, October 29, 2025
TIME: 1:00 PM
PLACE: Manitowoc County 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
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the July 30, 2025 meeting
5. Public Comment
 - a. Public Hearing 2026 85.21 Grant
 - b. Public Comment Non-Grant Related
6. 2026 s85.21 Grant Application Approval
7. Approve 2025 3rd Quarter Reports (discussion and possible action) – Adam Miller/Linda Grider
8. Correspondence
9. Committee Member Concerns
10. Set 2026 meeting dates
11. Adjourn

Date: October 21, 2025

Supv. Paul Hacker, Chairperson
By: Adam Miller, Business Services Manager

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MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Wednesday, November 5th, 2025
TIME: 1:00 PM
PLACE: Manitowoc County 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
2. Roll Call
3. Approval of agenda as printed
4. Approval of minutes of the July 30, 2025 meeting
5. Public Comment
6. 2026 s85.21 Grant Application – Adam Miller
7. Approve 2025 3rd Quarter Reports (discussion and possible action) – Adam Miller/Linda Grider
8. Correspondence
9. Committee Member Concerns
10. Adjourn

Date: October 29, 2025

Supv. Paul Hacker, Chairperson
By: Adam Miller, Business Services Manager

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Transportation Coordinating Committee
November 5th, 2025
Meeting Minutes

Call to Order: The meeting was called to order November 5th, 2025 at 1:00 pm by Chair Supv. Hacker.

Roll Call:

Present: Supv. Paul Hacker, Birgit Kelly, and Allan Brixius in person and Supv. Mike Grambow Steve Roekle, and Kevin Bottesi virtually. Also in attendance were Linda Grider, Mobility Manager and Adam Miller, Business Services Manager - ADRC of the Lakeshore.

Excused: Heather Ihlenfeldt, Lauren Daun, Shirley Fessler, and Deanna Genske

Approval of Agenda as Printed: Motion by Steve Roekle, second by Supv. Mike Grambow, to approve agenda as printed. Motion was passed unanimously.

Approval of Minutes of the April Meeting: Motion by Steve Roekle, second by Supv. Mike Grambow, to approve the minutes of the previous meeting held on July 30th, 2025. Motion was passed unanimously.

Public Comment: None

2026 s85.21 Grant Application: Adam Miller presented on the s85.21 grant application.

2025 2nd Quarter Reports: Linda Grider led the quarterly ridership reports review, with Adam Miller speaking to financial info.

Correspondence: Adam Miller shared email from WisDOT that our bus for the 2025 53.10 grant has been ordered. Paul welcomed Allan Brixius as the newest TCC member.

Committee Member Concerns: Supv. Hacker mentioned that we still have an open position, but that we may have a lead on filling the last spot.

Adjourn: There being no other business, Allan Brixius made motion to adjourn the meeting, second by Birgit Kelly. Motion was passed unanimously. Meeting adjourned at 1:26 pm.

Respectfully submitted,

Adam Miller, Business Services Manager
ADRC of the Lakeshore