

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 9, 2024

**Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
Meeting Time: 10:15 a.m.**

ROLL CALL

Amy Barhite (Citizen Member)	_____	Troy Parr (Oneida Nation)	_____
Megan Borchardt (BC Board of Supervisors)	_____	Jim Pecard (ADRC Board of Directors)	_____
Bridget Clancy (Syble Hopp)	_____	Joe Pietrek (Via – Private Operator)*	_____
Lisa Conard (BCPC/Green Bay MPO)	_____	Erik Pritzl (BC Health & Human Services)	_____
Michael Conley-Kuhagen (Transit Commission)	_____	Sandy Popp (Options for Independent Living)	_____
Katie Doble (ASPIRO)	_____	Troy Streckenbach (BC Executive Department)	_____
Christel Giesen (ADRC Staff)	_____	Andrea Vlach (Green Bay Metro)	_____
Amy Hoyer (Cerebral Palsy Inc.)	_____	Michael Voight (Citizen Member)	_____
Denise Misovec (Curative Connections)	_____	Nick Weber (WisDOT)	_____
Anna Nick (Brown County Health Dept)	_____	Tina Whetung (Curative Connections)	_____

ORDER OF BUSINESS

1. Introduction of Amy Barhite and Anna Nick.
2. Approval of the March 11, 2024 TCC meeting minutes.
3. Discussion and recommendation to the Brown County Planning Commission Board of Directors regarding CY 2025 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding awards.
4. Update regarding Brown County’s State Section 85.21 plan process and State Section 85.21 Trust - Adaptive Cycle program for 2025.
5. Presentation regarding the Brown County Mobility Management Program Biannual Report (1/1/2024-6/30/2024), Andrea Vlach, Brown County Mobility Coordinator.
6. Round robin discussion about specialized transportation services in Brown County.
7. Next TCC meeting date.
 - Monday, November 11, 2024 at 10:15 a.m., 901 University Avenue, Green Bay
8. Other matters.
9. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS THAT ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

Draft Minutes
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, March 11, 2024
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
Meeting Time: 10:15 a.m.

ROLL CALL

Megan Borhardt (BC Board of Supervisors)	_____	Joe Pietrek (Via – Private Operator)*	_____x
Bridget Clancy (Syble Hopp)	_____x	Erik Pritzl (BC Health & Human Services)	_____x
Lisa Conard (BCPC/Green Bay MPO)	_____x	Sandy Popp (Options for Independent Living)	_____
Michael Conley-Kuhagen (Transit Commission)	_____x	Troy Streckenbach (BC Executive Department)	_____
Katie Doble (ASPIRO)	_____Exc	Andrea Vlach (Green Bay Metro)	_____x
Christel Giesen (ADRC Staff)	_____x	Michael Voight (Citizen Member)	_____x
Amy Hoyer (Cerebral Palsy Inc.)	_____x	Nick Weber (WisDOT)	_____x
Denise Misovec (Curative Connections)	_____	Tina Whetung (Curative Connections)	_____
Troy Parr (Oneida Nation)	_____x	Vacant (BC Health & Human Services)	_____
Jim Pecard (ADRC Board of Directors)	_____x	Vacant (Citizen Member)	_____

Others Present: Amy Barhite, Kayla Schram for Joe Pietrek, and Ker Vang

ORDER OF BUSINESS

Chair L. Conard opened the meeting at 10:15 a.m.

L. Conard welcomed E. Pritzl and K. Schram to the committee.

1. Approval of the November 13, 2023 TCC meeting minutes.

A motion was made by Michael Conley-Kuhagen, seconded by Christel Giesen to approve the November 13, 2023 TCC meeting minutes. Motion carried.

2. Discussion regarding Brown County’s State Section 85.21 Program and adaptive cycle acquisition opportunities.

K. Vang noted that MPO staff was able to visit Options for Independent Living offices and view the wide variety of adaptive cycles available for loan.

Local interest in cycling among seniors and individuals with disabilities has been increasing, which has prompted staff to develop a process for evaluating cycle requests.

K. Vang provided an overview via PowerPoint and provided examples of cycling programs that exist in Brown County as well as the type of cycles available (tricycle, tri-tandem, and Trishaw).



K. Vang noted that the State Section 85.21 program provides financial assistance to counties for transportation services for seniors and people with disabilities. The acquisition of cycles for use by seniors and individuals with disabilities is an eligible expense. With local interest in cycling among seniors and individuals with disabilities increasing, the MPO staff has developed a process for evaluating cycle requests.

K. Vang noted that entities can apply for funding in 2024 and, if awarded, must purchase the adaptive cycles in 2025. Awards can cover up to 100% of the cost of the cycle. Staff is in the process of developing a fillable application form which will be made available in the near future. Staff anticipates an application deadline of July 31 with approval on December 4, 2024.

3. Presentation regarding the Brown County Mobility Management Program Biannual Report, Andrea Vlach, Brown County Mobility Coordinator.

A. Vlach provided highlights of her written report.

4. Round robin discussion about specialized transportation services in Brown County.

A. Vlach announced that Green Bay Metro will be holding several public informational meetings to present proposed changes to the fixed route bus system and a slight modification to the paratransit service area. The purpose of the modifications is to improve on-time performance of the system as bus-train/bus-boat delays create late arrivals and transferring issues.

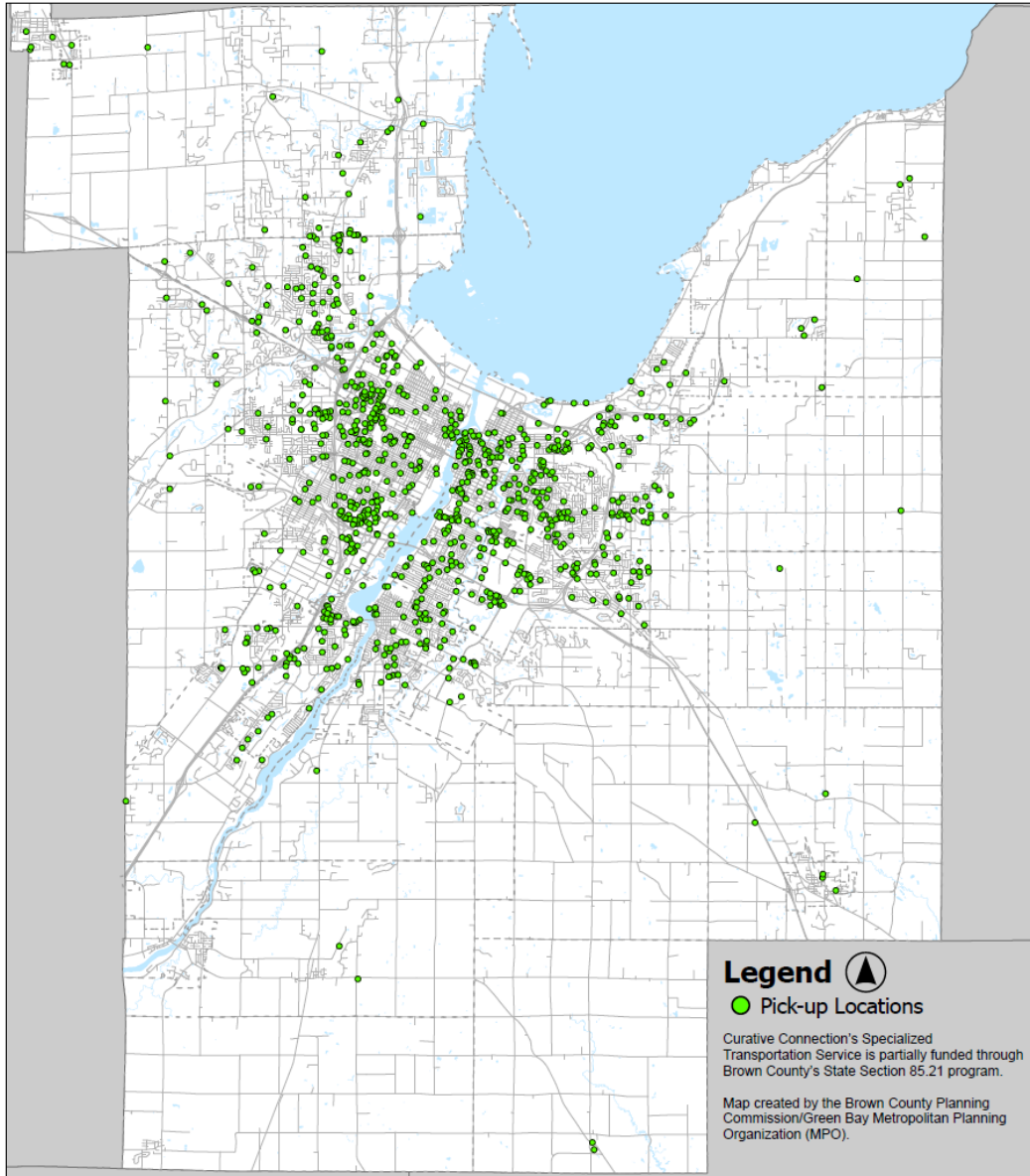
C. Giesen announced that the ADRC is in the process of preparing the *ADRC of Brown County-County Aging Plan for FFY 2025-2027*. ADRC staff have started the process with community engagement efforts including interviews and a survey. The BCPC staff will be preparing the maps for the plan.

B. Clancy stated that Green Bay Metro's microtransit app does not always work. A. Vlach stated users should call (920 448-3185) to schedule a ride.

K. Vang stated that the Brown County Purchasing Department released a Request for Quotes (RFQ) on March 6 for the provision of specialized transportation services for seniors and individuals with disabilities. Curative Connections currently holds the contract. The current five-year contract expires at the end of 2024.

L. Conard noted that Curative Connections provided 46,288 one-way trips in 2023. Curative Connection's Transportation Service is partially funded through Brown County's State Section 85.21 program. MPO staff was able to map each pick-up location. Curative's Curry Lane facility was the top pick-up location. Pick-ups for each Brown County municipality were totaled.

**Curative Connections Specialized Transportation Service
for Seniors and Individuals with Disabilities
46,288 One-Way Trips Provided in 2023**



Top Pick-up Locations

Curative Connections (2900 Curry Ln)	8,041	Curative Connections Family Center (1538 Western Ave)	783
Aspiro (1673 Dousman St)	945	DaVita Dialysis Center (1751 Deckner Ave)	643
Nicolet Terrace Housing (850 Morning Glory Ln)	856		

Pick-up Location by Municipality

City of Green Bay	26,309	Village of Hobart	611	Town of Glenmore	0	Town of Morrison	30
City of De Pere	4,668	Village of Howard	3,581	Town of Green Bay	39	Town of New Denmark	153
Village of Allouez	2,406	Village of Pulaski	63	Town of Holland	0	Town of Pittsfield	7
Village of Ashwaubenon	3,742	Village of Suamico	441	Town of Humboldt	149	Town of Rockland	85
Village of Bellevue	2,594	Village of Wrightstown	0	Town of Lawrence	296	Town of Scott	75
Village of Denmark	142	Town of Eaton	94	Town of Ledgeview	794	Town of Wrightstown	9

5. 2024 TCC meeting schedule.

L. Conard noted the upcoming meeting schedule:

- Monday, June 10, 2024 at 10:15 a.m., 901 University Avenue, Green Bay
- Monday, September 9, 2024 at 10:15 a.m., 901 University Avenue, Green Bay
- Monday, November 11, 2024 at 10:15 a.m., 901 University Avenue, Green Bay

6. Other matters.

J. Pecard asked what options are available to a person requiring the use of an accessible van who needs to cross county lines.

Andrea Vlack, Mobility Coordinator, stated that there are private sector operators that offer the service, however, they are expensive. In addition, if the person needed use of an accessible van for a longer period of time, there is a company in the Green Bay area that offers vehicles on a rental basis.

7. Adjourn.

A motion was made by Michael Conley-Kuhagen, seconded by T. Parr to adjourn.

The meeting was adjourned at 10:42 a.m.

**STAFF REPORT TO THE
TRANSPORTATION COORDINATING COMMITTEE (TCC)
REGARDING
RECOMMENDATIONS FOR SECTION 5310 PROJECT AWARDS FOR
CALENDAR YEAR (CY) 2025
BY BROWN COUNTY PLANNING COMMISSION (BCPC)/GREEN BAY
METROPOLITAN PLANNING ORGANIZATION (MPO) STAFF
SEPTEMBER 9, 2024**

Introduction

The Federal Section 5310 program provides funding for transportation-related services and equipment that assists seniors and people with disabilities. Eligible recipients can include:

- Private, non-profit organizations
- Local public bodies
- Operators of public transportation services

The Wisconsin Department of Transportation (WisDOT) manages the program on behalf of the Federal Transit Administration. However, the four urbanized areas in Wisconsin that exceed 200,000 people, including the Green Bay Urbanized Area, are required to administer the program locally.

The Brown County Planning Commission/Metropolitan Planning Organization (MPO) is the entity designated with project approval authority for the Green Bay Urbanized Area.

Funding

Funding available for CY 2025 is as follows:

Recipient	Projects	Amount \$294,524
Green Bay Metro	10% Administrative Fee - Designated Recipient (DR) ¹	\$29,452
Green Bay Metro	50% Brown County Mobility Management Program Set-Aside ²	\$132,536
Available on a competitive basis ³	Capital Projects - minimum of \$27,159; maximum of \$132,536 Operating Expenses - maximum of \$103,083	\$132,536
Total:		\$294,524

¹ The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area's Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available for program administration.

² The Brown County Mobility Management Program receives an annual allocation of 50% of the program funds balance less the 10% administration fee.

³ The Section 5310 program allows a maximum of 45% of the entire allocation to be spent on operating expenses. The 10% administrative fee is considered an operating expense.

Application Process

MPO staff issued a request for applications on July 15, 2024, with a due date of August 23, 2024.

MPO staff received two applications from Curative Connections. Curative Connections offers demand-response transportation services to seniors and individuals with qualifying disabilities with use of a small or medium bus, van, or sedan in all of Brown County.

Curative is requesting funds to purchase a medium bus with a side load lift to replace an aging vehicle. The cost of the vehicle is \$143,340. **Curative is requesting the maximum 80% or \$114,672.**

Curative is also requesting funding to assist with operating expenses. **Curative Connections is requesting \$17,864.**

MPO Staff Recommendation

The MPO staff's recommendation is shown in the table below.

2025 Application Cycle (State Cycle 49) Project Summary and MPO Staff Recommendation

Entity/Applicant	Item	Amount \$294,524
Green Bay Metro	Designated Recipient Administrative Fee	\$29,452
Green Bay Metro	Brown County Mobility Management Program	\$132,536
Curative Connections	Medium Bus Side Load Lift (ECII – Ford 450)	\$114,672
Curative Connections	Operating Assistance	\$17,864
Balance:		\$0

Transportation Coordinating Committee

The full TCC is scheduled to meet on September 9 to discuss MPO staff's recommendation and make a recommendation to the Brown County Planning Commission Board of Directors.

MOBILITY MANAGEMENT PROGRAM QUARTERLY/BIANNUAL REPORTS



Mobility Management
of Brown County

"Creating Independence"

Report Qtr: 1st Half, Biannual (1/1/24-6/30/24)

Report Year: 2024

Mobility Management (MM) Mobility Coordinator (MC) Travel Training (TT)

- I. **Assess unmet transportation needs and service gaps and to develop plans and programs to address these unmet needs and service gaps.**
 - a. Ongoing call sheet – tracking where calls are coming from, what needs are, etc.
 - b. Continue to research projects and plans around the state and country that are successfully being implemented by Mobility Managers. (ongoing)

- II. **Develop and maintain an outreach system that helps seniors and people with disabilities throughout Brown County gain access to needed transportation services.**
 - a. Attendance at quarterly meetings: TCC and NEWRATC meetings.
 - b. Participation in WAMM monthly conference calls and Spring Conference.
 - c. Attended St. Norbert College Student Orientation days and had information table.
 - d. Attended Family Nights at Boys & Girls Club Green Bay and had information table.
 - e. Attended Brown County Central Library Resource Tuesday and had information table.
 - f. 13 presentations this reporting period. Attendees ranged from 2 to 27 individuals. Locations included nonprofits, government agencies, and social service agencies.
 - g. Information marketing and resource dissemination at these agencies as well as periodic posts, photos, on social media, information about Mobility Management and TT on back of route guides, GB Metro website contains MM page and a link to TT from other pages on the site.
 - h. Continued oversight of Low Income Fare Trips (LIFT) program that started 1/1/22 to provide up to four day passes per 30 days to individuals at or below 150% of poverty level.

- III. **Identify and/or develop fact sheets, resource packets, and other information to educate seniors and people with disabilities about transportation options; list the organizations/agencies to whom contact was made.**
 - a. Continue to distribute brochures on travel training, route guides, GBM On Demand, applications for paratransit, LIFT, and reduced fare at community events and presentations.
 - b. MM Pages and TT links available on GB Metro's website – www.greenbaymetro.org.
 - c. Continue to update transportation resources document with all available options listed and contact information for each.

List of organizations/agencies:

- ADRC of Brown County, Green Bay
- Area schools: East, South West, Minoka Hill, Preble, Edison, UWGB, SNC, NWTC, Syble Hopp
- Aspiro
- BC HHS
- BC Library
- Curative Connections
- Department of Workforce Development
- Forward Service Corporation
- Green Bay Catholic Charities
- House of Hope
- Job Center
- Mason Manor
- Micah Center
- NEW Community Shelter

IV. Number of customer contacts made and received by the Mobility Coordinator, and number of customers for whom rides were found during the first half of 2024.

- a. Total of 415 calls.
- b. MC was able to refer or assist in finding rides for a total of 56. All requests for rides were met. Remaining calls were not seeking rides.
- c. MC also received 48 calls regarding travel training or route information, 226 regarding Low Income Fare Trips (LIFT) program, and 85 regarding GBM On Demand.

V. Number of one-on-one Travel Training conducted by the MC during the biennium.

MC held 22 individual one-on-one travel training sessions. Total hours dedicated to travel training in Q1 & Q2 2023 = 32.5.

VI. Updates on LIFT program

- a. MC approved 156 LIFT applications during Q1 & Q2. 20 applications were seniors and 33 were disabled, non-seniors.

VII. Oversee GBM On Demand Service

- a. Assist riders with creating accounts, understanding system usage, and trouble-shooting issues.
- b. Participate in bi-monthly communications with Via (microtransit service provider).
- c. Participate on Service Development Team to identify ways to make fixed routes more efficient and expand microtransit service area.
- d. Participate in deployment and troubleshooting of hand-held validator fare system for GBM On Demand vehicles.

Report respectfully submitted by Mobility Coordinator, Andrea Vlach