

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, November 11, 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. Approval of the September 9, 2024 TCC meeting minutes.
2. Discussion and recommendation to the Brown County Planning Commission Board of Directors regarding State Section 85.21 Trust - Adaptive Cycle funding awards for Calendar Year 2025.
3. Discussion and recommendation to the Brown County Planning Commission Board of Directors regarding Section 85.21 Specialized Transportation Assistance Application/Plan for CY 2025.
4. Round robin discussion about specialized transportation services in Brown County.
5. Next meeting date.
 - Monday, March 10, 2025 at 10:15 a.m., 901 University Avenue, Green Bay
6. Other matters.
7. 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, 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)	<u>Exc</u>	Troy Parr (Oneida Nation)	<u>x</u>
Megan Borhardt (BC Board of Supervisors)	<u> </u>	Jim Pecard (ADRC Board of Directors)	<u>x</u>
Bridget Clancy (Syble Hopp)*	<u>x</u>	Joe Pietrek (Via – Private Operator)*	<u>x</u>
Lisa Conard (BCPC/Green Bay MPO)	<u>x</u>	Erik Pritzl (BC Health & Human Services)	<u> </u>
Michael Conley-Kuhagen (Transit Commission)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Katie Doble (ASPIRO)	<u>x</u>	Troy Streckenbach (BC Executive Department)	<u> </u>
Christel Giesen (ADRC Staff)	<u>Exc</u>	Andrea Vlach (Green Bay Metro)	<u>x</u>
Amy Hoyer (Cerebral Palsy Inc.)	<u>x</u>	Michael Voight (Citizen Member)	<u> </u>
Denise Misovec (Curative Connections)	<u>x</u>	Nick Weber (WisDOT)	<u>x</u>
Anna Nick (Brown County Health Dept)	<u>x</u>	Tina Whetung (Curative Connections)	<u>x</u>

Others Present: Erin Martini for Bridget Clancy, Kayla Schram for Joe Pietrek, Kyle A. Skenandore, and Ker Vang

ORDER OF BUSINESS

1. Introduction of Amy Barhite and Anna Nick.

L. Conard noted Amy Barhite is excused and welcomed Anna Nick to the committee.

A. Nick represents the Brown County Health Department.

2. Approval of the March 11, 2024 TCC meeting minutes.

A motion was made by Jim Pecard, seconded by A. Hoyer to approve the March 11, 2024 TCC meeting minutes. Motion carried.

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.

K. Vang provided a summary of the Section 5310 program, funds available, requests, and staff recommendations.

**2025 Application Cycle (State Cycle 49)
Funding**

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

**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

J. Pecard ask if other entities applied for Section 5310.

K. Vang answered no. However, application materials were sent to local human service agencies.

Discussion occurred on the federal requirements associated with accepting Federal Section 5310 funding, and how meeting them can pose a challenge for agencies with small staffs. Examples were provided.

S. Popp asked about the Disabled American Veterans (DAV).

L. Conard stated that Section 5310 funding was awarded to the DAV for the purchase of a vehicle many years ago. However, it has been challenging for the DAV to comply with the federal requirements and Metro staff (Metro is the direct recipient and DAV is the subrecipient) has worked with the DAV to de-federalize the vehicle, thereby removing the requirements.

A motion was made by S. Popp, seconded by K. Doble to recommend to the Brown County Planning Commission Board of Directors CY 2025 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding awards as presented by staff. Motion carried.

- Update regarding Brown County’s State Section 85.21 plan process and State Section 85.21 Trust - Adaptive Cycle program for 2025.

K. Vang provided an overview, noting that Curative Connections, Salvation Army, Brown County Health and Human Services, and CASA Alba have requested funding. K. Vang is preparing a draft budget/plan.

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.

In addition, staff has received one application for a hand operated adaptive cycle and anticipates receiving an additional application for four adult tricycles.

S. Popp stated that she supports the cycling funding opportunity as it is great for seniors and people with disabilities.

The draft program will be presented to the TCC on November 11.

5. Presentation regarding the Brown County Mobility Management Program Biannual Report (1/1/2024-6/30/2024), Andrea Vlach, Brown County Mobility Coordinator.

A. Vlach provided highlights of her written report, noting that applications and issuance of the Green Bay Metro LIFT⁴ pass has increased. For the first half of 2024, Metro issued 156 LIFT passes (valid for four unlimited free days per month) as follows:

- 20 seniors with low income
- 33 people with disabilities with low-income
- 103 general low-income individuals

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

A. Vlach noted that Green Bay Metro received a number of grants recently and will be able to purchase (a total of six) electric buses which will replace existing buses that have exceeded useful life.

A. Nick noted that access to healthcare is a priority in the Brown County Public Health Strategic Plan (link here: [BC Health Strategic Plan Summary](#))

J. Pecard asked if someone had questions about specialized transportation services, where would they go for information?

Anyone with questions or is in need of travel training should contact:

Andrea Vlach, Brown County Mobility Coordinator
Green Bay Metro
901 University Avenue
920.448.3450
greenbaymetro.org

The Brown County Aging and Disability Resource Center also provides information on its website here [ADRC General Transportation Information](#) and here [Providers](#).

N. Weber also noted that the Wisconsin Department of Transportation has a link on its website here: [Alternative Transportation by County \(arcgis.com\)](#).

A. Nick also noted that information can be found on 211 Wisconsin here: [211 Wisconsin \(communityos.org\)](#).

S. Popp noted that the state's Non-Emergency Medical Transportation (NEMT) service provided by MTM/Veyo appears to be improving locally, although problems with the app persist.

T. Parr introduced Kyle A. Skenandore, Oneida's new Engineer in Training/Construction Manager. Kyle will soon be acting Civil Engineer for the Tribal Transportation Program (TTP).

⁴ The LIFT Program was established in 2022 to assist individuals with incomes at or below 150% of the national poverty guidelines by providing up to four day passes per month. Low-income individuals may use one day pass per week on any day of the week of their choosing.

T. Parr stated that the Oneida Public Transit System is nearing completion of a bus garage/facility. Currently buses are kept outside. Move-in date is anticipated for late 2024.

N. Weber noted that Bay-Lake Regional Planning Commission received a grant to study access to public health in a large region of eastern Wisconsin, including Brown County. This is the link: [TAPHO Study \(arcgis.com\)](https://arcgis.com)

J. Pecard noted that the organization *Whatever You Do, Inc.*, a non-profit organization, will accept bicycle donations. The organization refurbishes bicycles and returns them to the community free of charge.

7. Next TCC meeting date.

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

8. Other matters.

None.

9. Adjourn.

A motion was made by S. Popp, seconded by T. Whetung to adjourn.

The meeting was adjourned at 10:48 a.m.

**STAFF REPORT TO THE
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE (TCC)
REGARDING RECOMMENDATIONS FOR
STATE SECTION 85.21 TRUST FUNDS FOR ADAPTIVE CYCLE ACQUISITION
BY THE BROWN COUNTY PLANNING COMMISSION (BCPC)/
GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO) STAFF
NOVEMBER 11, 2024**

Overview

Brown County and the other counties in Wisconsin receive Section 85.21 Program funds from the state each year to pay for specialized transportation services for seniors and people with disabilities. The services that are funded through the Section 85.21 Program and the amounts allocated to these services are included in annual county plans that are approved by the organizations that oversee the programs. Brown County's Section 85.21 Program is administered by the Green Bay Metropolitan Planning Organization (MPO), and the approving organization for Brown County's annual plan and program is the Brown County Planning Commission (BCPC) Board of Directors (which is the MPO's Policy Board).

Section 85.21 Trust Funds

In accordance with Wisconsin Transportation Administrative Rule 1.05(2), a county may retain and hold in trust all or part of the allocated State Section 85.21 Program aid received for the purchase or maintenance of transportation equipment. A county's trust cannot exceed \$80,000. Counties that have trusts that exceed \$80,000 must return the excess funding to the Wisconsin Department of Transportation or have a plan approved by the Wisconsin Department of Transportation for spending the excess funds.

After 2023, Brown County's Section 85.21 Trust had a balance slightly over \$30,000. To reduce the trust balance and spend the trust to a level preferred by the state (which is as close to \$0 as possible), the Brown County Planning Commission solicited applications for adaptive cycle projects from eligible agencies in Brown County. The acquisition of adaptive cycles and related equipment for use by seniors and individuals with disabilities is an eligible expense under the Section 85.21 program. Trust funds may cover up to 100% of eligible expenses.

Brown County's Section 85.21 Trust Funding will not be available until January 1, 2025. Adaptive cycles and related equipment must be purchased between January 1, 2025 and December 31, 2025 to qualify for reimbursement.

Adaptive Cycle Acquisition Application Process

MPO staff issued a request for applications on July 11, 2024 and received two applications:

Options for Independent Living: Requesting **\$18,499** for the purchase of a Bowhead RX Adventure E-Bike. The Bowhead is a hand-powered three-wheeled cycle with electric assistance if needed. (See attached photo A)

Options for Independent Living offers an adaptive cycle loan program for residents of Brown County. This program allows people who have a disability to participate in activities that may require non-standard equipment. Clients may check out a cycle at no cost for up to two weeks at a time.

Oneida Nation / Oneida Adventures Programming: Requesting **\$9,903** for the purchase of up to four tricycles, bike accessories, and a trailer to transport the tricycles. (See attached photos B & C)

Oneida Adventures offers a cycling program and would like to expand its fleet to include tricycles for use by elders and people with disabilities. The program also includes training.

Green Bay MPO Staff Recommendation

Since both projects assist older adults and individuals with disabilities and qualify for trust funds, staff is recommending both projects be awarded funding as shown in the table below.

**Section 85.21 Trust
CY 2025 Project Requests Summary and Staff Recommendation**

Applicant	Project	Project Cost	Staff Recommendation
Options for Independent Living	Handcycle	\$18,499	\$18,499
Oneida Nation / Oneida Adventures	Tricycles, bike accessories, and a trailer	\$9,903	\$9,903
Total		\$28,402	\$28,402

Brown County Transportation Coordinating Committee (TCC)

The TCC is scheduled to meet on November 11 to discuss each request and make a recommendation to the BCPC Board of Directors for approval consideration on December 4.

Attached Photo A

Bowhead RX Adventure E-Bike



Attached Photo B



Attached Photo C

2025 Lightning Trailers V-Nose Cargo SA 6 X 14 V NOSE CARGO



**STAFF REPORT TO THE
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE (TCC)
REGARDING MPO STAFF RECOMMENDATIONS FOR
STATE SECTION 85.21 FUNDING FOR CY 2025
BY THE BROWN COUNTY PLANNING COMMISSION (BCPC)/
GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO)
NOVEMBER 11, 2024**

Introduction

Brown County and the other counties in Wisconsin receive Section 85.21 Program funds from the state each year to pay for specialized transportation services for seniors and people with disabilities. The services that are funded through the Section 85.21 Program and the amounts allocated to these services are included in annual county plans that are approved by the organizations that oversee the programs. Brown County's Section 85.21 Program is administered by the Green Bay Metropolitan Planning Organization (MPO), the approving organization for Brown County's annual plan and program is the Brown County Planning Commission (BCPC) Board of Directors (which is the MPO's Policy Board).

Funding Availability

Brown County's Section 85.21 Program allocation for CY 2025 is \$647,943. The required local match is \$129,589 for a total program of \$777,532

Requests

The following have requested funding for CY 2025:

Curative Connections – Curative provides door-to-door transportation services to seniors 60 years and older and those who have a qualifying disability in all of Brown County using small buses, vans, and sedans. Trips are prioritized for medical-, nutrition-, and work-related activities. The program is supported with volunteer and paid drivers.
Requesting: \$674,897

Brown County Health and Human Services (BCHHS) – Funding covers the cost of providing transportation services to clients of the BCHHS Department who are seniors or individuals with disabilities. Clients may be driven to appointments by BCHHS staff with use of a Brown County vehicle. The program also provides funding for the purchase of Green Bay Metro passes which are then provided to BCHHS clients.
Requesting: \$64,268

Salvation Army - The program provides transportation and assistance for the following: Older Adult Programs (Wednesday Bingo & Friday Super Senior Day, shopping trips, a group with visual impairments, Hmong Elders, and church services) at the Salvation Army. The programs are during the day, evenings, and weekends. Small buses are used to provide transportation by staff and volunteers. **Requesting: \$9,900**

Casa ALBA Melanie (new program) – Funding will cover the cost of transportation services for those who participate in Casa ALBA's senior program every Friday. Casa

ALBA staff and volunteers transport clients to and from various community activities within Brown County. Funding will cover staff time and fuel. **Requesting: \$9,900**

Green Bay MPO Staff Recommendation

	Amount Requesting	Staff Recommendation
Curative Connections	\$674,897	\$674,897
Brown County Health & Human Services	\$64,268	\$64,268
Salvation Army	\$9,900	\$9,900
Casa ALBA Melanie	\$9,900	\$9,900

Brown County Transportation Coordinating Committee (TCC)

The TCC is scheduled to discuss each program and funding request on November 11 and make a recommendation to the BCPC Board of Directors for approval consideration on December 4.