

TRANSPORTATION COORDINATING COMMITTEE (TCC)

MEETING NOTICE

**Thursday, February 18, 2021
1:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/98007696040?pwd=OG42N3BKRWZvdWkyclRzZnJBS08ydz09>

Meeting ID: 980 0769 6040

Passcode: 572354

**Or: Dial by your location
+1 312 626 6799 US (Chicago)**

AGENDA

- 1. Call to order/Roll call.**
- 2. Introductions.**
- 3. Review and approval of the minutes from the January 21, 2021 Transportation Coordinating Committee.**
- 4. Review and discussion of correspondence received.**
- 5. Public Comment:** On matters relating to the charge of the committee (representing transportation service, needs and gaps in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84 (2).
- 6. Public Notice:** Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.
- 7. Business/Issues: Discussion with possible action on the following:**
 - **Revised Trust Fund Resolution**
 - **Request for Resolution to WI Legislatures to re-enable Regional Transit Authorities**
 - **85.21 Contract**
- 8. Next meeting date and requested agenda items.**
- 9. Adjourn.**

A quorum of the Portage County Board of Supervisors, the Transportation Commission, or the City of Stevens Point Common Council may attend this meeting.

Notice: Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the Transportation Department as soon as possible to ensure a reasonable accommodation can be made at (715) 341-4490, or by mail at 2700 Week Street, Stevens Point, WI 54482. Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for review during the normal business hours from 7:30 a.m. to 4:00 p.m.

TRANSPORTATION COORDINATING COMMITTEE (TCC)
MEETING MINUTES
January 21, 2021

1. Call to order/Roll call.

The meeting was called to order by Chairperson Karalyn Peterson at 1:00 p.m.

Present: Via Zoom; Dennis Raabe, Jeanne Dodge, Karalyn Peterson, Steve Kunst, Cindy Piotrowski, Rose Williams, Tanya Mazur

Absent: Kathy Sankey, Ray Reser, Robert Prosch, Mackenzie Kinney

Others Present: Susan Lemke

2. Introductions.

None.

3. Review and approval of the minutes from the December 11, 2020 Transportation Coordinating Committee.

Steve Kunst moved to approve the minutes from the December 11, 2020 Transportation Coordinating Committee meeting. Jeanne Dodge seconded. Ayes all; Nays none; Motion carried.

4. Review and discussion of correspondence received.

None.

Public Comment: On matters relating to the charge of the committee (representing transportation service, needs and gaps in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84 (2).

None.

6. Public Notice: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

None.

7. Business/Issues: Discussion with possible action on the following:

- **Trust Fund Resolution**

An 85.21 county trust fund needs to be established for the purpose of holding in trust all or part of the 85.21 allocated aid if not expended within a calendar year. Any funds held within the trust fund may be used for vehicle purchases or other capital expenditures that are intended to benefit transportation of seniors throughout Portage County. Cindy Piotrowski noted the resolution will need approval by the County Finance Committee and the ADRC Board following approval to establish a trust fund by the TCC. Karalyn Peterson moved to establish a trust fund for 85.21 allocations, to be used in the event Portage County does not expend all of its section 85.21 transportation grant funds. Dennis Raabe seconded. Ayes all; Nays none; Motion carried.

- **Proposal to increase the contracted cab, per rate fee, for calendar years 2021, 2022, 2023 by the current CPI for the previous 12 months or 3% per year, whichever is greater. Additional passenger**

fees, additional per stop fees, and additional fee per minute waiting time over 5 minutes will remain the same.

Superintendent Lemke explained based on the current CPI increase the cab company rate would increase by \$.10 per trip. Lemke felt that was not an adequate amount given the previous year increase was in the 3% range. Lemke recommended consideration be given to an increase similar to the 3% provided in CY2020. Cindy Piotrowski noted the current rate is well below what other taxi company's charge for rides and therefore felt a 3% increase would be acceptable. Jeanne Dodge agreed and noted if gas prices would increase greatly at some point, the cab company should bring that issue to the TCC as well, as the service provided is very important to the residents of the County. Dennis Raabe moved to approve an increase in the per rate fee for the contracted cab company for calendar years 2021, 2022, 2023 by either the current CPI rate for the previous 12 months, or 3% per year, whichever is greater, with the additional fees to remain the same. Jeanne Dodge seconded. Ayes all; Nays none; Motion carried.

- **5310 Grant Award**

The official CY2021 – 5310 Grant awards have been announced. Central Transportation received \$115,520 for the Mobility Management program, and \$59,288 for the Volunteer Driver program.

- **Staff Update-**

John Alekna announced his retirement from the City, effective January 22, 2021. John has been employed with the City since 2004 as the P.M. Supervisor. Efforts are underway to fill the vacancy as soon as possible.

8. Next meeting date and requested agenda items.

The next TCC meeting will be held on February 18, 2021 at 1:00 p.m. via Zoom.

Adjourn.

Chairperson Peterson adjourned the meeting at 1:30 p.m.

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY
BOARD OF SUPERVISORS

RE: Establishing a Trust Fund Account for Wis. Stat. § 85.21 Transportation Grant Funds

WHEREAS, the Transportation Coordinating Committee has recommended establishing a trust fund in the event Portage County does not expend all of its Transportation Grant Funds received pursuant to Wis. Stat. § 85.21; and,

WHEREAS, in the event said trust fund were created, any such unexpended grant funds will be held in and administered from said trust subject to the provisions of Wis. Stat. § 85.21, Wis. Admin. Code § Trans 1, and all other applicable laws; and

WHEREAS, pursuant to the rules outlined in Wis. Admin. Code § Trans 1, the balance of aid held in trust may not exceed an average daily balance on a quarterly basis of \$80,000.

FISCAL NOTE: There is no need for additional funding necessary to authorize this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Portage County Board of Supervisors that a trust fund account be established for the county's unexpended Wis. Stat. § 85.21 Transportation Grant funds; and

BE IT FURTHER RESOLVED that the proper County officials be and the same are hereby authorized to transfer funds to and from the trust account in accordance with authorized budgetary procedures; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the State of Wisconsin Department of Transportation.

DATED THIS 16th DAY OF MARCH 2021

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY TRANSPORTATION COORDINATING COMMITTEE:

DATE: FEBRUARY 18, 2021

Ray Reser

Rose Williams

Dennis Raabe

Robert Prosch

Jeanne Dodge

MacKenzie Kinney

Karalyn Peterson

Tanya Mazur

Steve Kunst

Kathleen Sankey

Cindy Piotrowski

PORTAGE COUNTY FINANCE COMMITTEE

DATE: MARCH 1, 2021

Jeanne Dodge, Chair

Dennis Raabe

Larry Raikowski, Vice Chair

Julie Morrow

Dave Ladick

COMMISSION ON AGING/AGING & DISABILITY RESOURCE CENTER BOARD:

DATE: MARCH 4, 2021

E. John Buzza, Chair

Cathy Jones Ferk

Bob Gifford, Vice Chair

Mike Splinter

Ellie Brush

Bernice Woitczak

Bernie Coulthurst

Bill Zimdars

Meleesa Johnson

Barbara Zwickey

Proposed Resolution for Consideration by the TCC on February 18, 2021

Resolution: Demand on the WI Legislature to Re-enable Regional Transit Authorities

WHEREAS, In 2009 the Wisconsin Legislature passed legislation included in Act 28, enabling the formation of Regional Transit Authorities, complete with the power of taxation necessary to fund their start-up and operations;

WHEREAS, In 2011, as part of Act 32, the Wisconsin Legislature passed legislation disabling the same Regional Transit Authorities, with no rational explanation or narrative for undoing what had been done two years earlier;

WHEREAS, the Wisconsin Association of Mobility Managers (WAMM) said, introducing their 2016 Legislative Priorities, "Wisconsin is the only Midwest state without enabling legislation to create these authorities. Regional Transit Authorities (RTAs) are a quasi-governmental entity that provides a governance structure for a unified transportation system and has taxing authority, therefor offering a funding alternative to property taxes;"

WHEREAS, WAMM added, "Regional Transit Authorities allow for a regional and comprehensive look at transportation. They encourage connectivity and multimodal approaches since the planning takes place with one body for the whole region. A multimodal and coordinated system improves the mobility, connectedness, and quality of life for those who are unable to drive themselves, particularly older adults, individuals with disabilities and those with low incomes;

WHEREAS, WAMM further noted that "Medical centers, employers, job centers, educational facilities are very often regional in nature; why should transportation be any different? Developing transportation systems requires flexibility to create innovative services that can cross municipal and county borders and account for communities of different sizes. RTAs enable this to be done in a more efficient, effective and sustainable manner;"

WHEREAS, WAMM concluded the 2016 document, "Transportation systems are a part of the infrastructure that helps people get to jobs, medical appointments, and remain active and engaged members of the community and local economy. Where there are strong systems and meaningful mobility choices, there are strong communities. People want to live and work in these communities and are seeking them out; and,

WHEREAS, Our County places great importance on our system of mobility for the populations most in need of the services that a Regional Transit Authority could provide our residents, and residents of lower-income counties in our immediate region; and

WHEREAS, Our County places high value on the principles of "sustainability," and

WHEREAS, lack of mobility for low-income workers and retired persons is an inequitable factor

contributing to their lack of "sustainability," while Regional Transit would allow easier access to jobs, schools, health care, and basic needs;

THEREFORE, Our County calls upon the Wisconsin Legislature to quickly craft and pass Legislation once again enabling Regional Transit Authorities in Wisconsin, and "making an appropriation" to fund such;

FURTHER, that there be no limitations placed on the number of such Authorities, barring duplication of services or geographic overlap;

FURTHER, that Legislative obstacles to proceeding with near-100% renewable energy power for such RTAs be removed, keeping in mind future natural resource limitations of petroleum and natural gas supplies; and,

FURTHER, that agencies and Legislative Committees charged with overseeing transportation needs, make the creation and link-up of these RTAs into one seamless working statewide system a top priority.

FURTHER RESOLVED, County Clerk will forward this resolution to Wisconsin Counties Association, the Legislators representing our County, to State Assembly and State Senate leadership as well as Committee members charged with Transportation issues.

**CALENDAR YEAR 2021
SPECIALIZED TRANSPORTATION ASSISTANCE GRANT AGREEMENT
BETWEEN
THE STATE OF WISCONSIN
AND THE
COUNTY OF PORTAGE**

This Grant Agreement is made and entered into between the State of Wisconsin, Department of Transportation, hereinafter referred to as "Department" and the County of **PORTAGE**, hereinafter referred to as "Recipient."

RECITALS

WHEREAS, s.85.21 Wis. Stats., authorizes a program of state financial assistance to counties for specialized transportation; and,

WHEREAS, s.20.395(1)(cr), Wis. Stats., appropriates funds for this assistance program; and,

WHEREAS, such funds are made available to each county of Wisconsin based upon the ratio of the number of seniors and individuals with a disability residing in each county compared to the total number of seniors and individuals with a disability residing in the state, but limited so that no county receives less than a minimum base amount; and,

WHEREAS, Recipient has applied to the Department for its proportionate share.

NOW THEREFORE, the parties agree as follows:

SECTION I: TERM

The term of this Grant Agreement shall extend from January 1, 2021, through December 31, 2021.

SECTION II: PAYMENT BY THE DEPARTMENT

The Department agrees to pay the Recipient **\$181,948.00** following the execution of this Grant Agreement subject to the provisions of Chapter TRANS 1.08(3), Wis. Admin. Code.

SECTION III: RESPONSIBILITY OF THE RECIPIENT

- A. The Recipient agrees to undertake and complete the transportation project(s) as described in its annual application and approved by the Department, which is hereby incorporated by reference into this Grant Agreement. Recipient may amend its application during the effective period of this Grant Agreement with the Department's concurrence. The Recipient agrees that the allocated aids will address the issue of the need for transportation services that are accessible to the developmentally and physically disabled population of that county and shall go towards efforts of making accessible transportation available to all seniors and individuals with a disability.

- B. The Recipient agrees that it will comply with the Americans with Disabilities Act (ADA) of 1990 and all U.S. Department of Transportation regulations relating to enforcement of that Act.
- C. The Recipient agrees to appropriate a local match of at least **\$36,390.00** to match the state assistance it receives under this Grant Agreement. No in-kind services, no federal or state categorical financial aids and no passenger revenue shall be allowed as part of the county match.
- D. Recipient agrees to expend the local match amount within the term of this Grant Agreement, on the projects described in its annual application and approved by the Department.
- E. The Recipient assures that it will use the state assistance granted under this Grant Agreement and its appropriated match only to assist specialized transportation services outlined in its grant application. If excess capacity is available on these services, the Recipient may make this capacity available to persons who are neither elderly nor disabled.
- F. Equipment purchased with state assistance under this Grant Agreement must be used in the performance of specialized transportation services for the duration of its useful life. The Recipient shall reimburse the Department for the state's share of the value of such equipment if it is sold or removed from specialized transportation service prior to the end of its useful life unless the proceeds are spent for replacement equipment or for transportation services described in the Recipient's current or amended application.

SECTION IV: PROGRAM INCOME

Program income is the gross income earned from the transportation services receiving assistance under this Grant Agreement. Program income includes passenger donations, fares and copayments. Program income earned within the term of this Grant Agreement, must be used to offset expenses incurred in transportation activities receiving assistance under this Grant Agreement. If revenue for other purposes is solicited from passengers in the course of transportation activities, the solicitation must explicitly state the intended use of the revenue.

SECTION V: ALLOWABLE COSTS FOR CURRENT STATE AID

Expenditures shall be reimbursable from the assistance under this Grant Agreement if they meet all of the requirements set forth below. They must:

- A. Be made in conformance with the Recipient's application and all other provisions of this Grant Agreement;
- B. Be necessary in order to accomplish the project(s) described in the Recipient's application;
- C. Be reasonable in amounts for the goods or services purchased;
- D. Be actual net costs (i.e., the price paid minus any refunds, rebates, or other items of value which have the effect of reducing the cost actually incurred);

- E. Be made for work performed or materials, supplies or equipment acquired during the effective period of this Grant Agreement;
- F. Be in conformance with the cost standards set forth in the Attachment to this Grant Agreement; and
- G. Be satisfactorily documented and be treated uniformly and consistently.

SECTION VI: STATE AID BALANCE

The Recipient agrees to refund to the Department the balance of state aid received under Section II of this Grant Agreement and the amount of the state grant actually expended as of December 31, 2021. Such a refund shall be paid to the Department by not later than June 30, 2022.

SECTION VII: RECORDS AND AUDITS

- A. The Recipient and any organizations to which it gives its financial assistance under this Grant Agreement shall establish and maintain accounts for the specialized transportation services receiving assistance under this Grant Agreement. The accounts may be separate or parts of current accounting systems. If the transportation services are integrated with non-transportation activities, the accounts shall distinguish the costs and revenues attributable to the transportation activity from those of other activities. Such accounts shall cover the transportation activity throughout the effective period of this Grant Agreement.
- B. All costs charged to the assistance covered by this Grant Agreement shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers indicating the nature and propriety of the charges.
- C. The accounts and records as required above shall be retained for a period of three years beyond the close of the grant and shall be available upon request to the Department, its officials, employees or designees for inspection and audit purposes.
- D. The Recipient shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See [Code of Federal Regulation 2 CFR Part 200](#)).
- E. This audit shall be performed in accordance with federal regulations 2 CFR Part 200, subparts A-F issued by the federal Office of Management and Budget (OMB) and the State Single Audit Guidelines issued by the Wisconsin Department of Administration (DOA). Selected state programs will be included in the scope of the single organization-wide financial and compliance audit.

SECTION XII: EXECUTION

IN WITNESS WHEREOF this Grant Agreement shall become effective upon its complete execution by the Department and the Recipient.

**STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION**

By  2/2/2021
Ian Ritz, Chief Date
Public and Specialized Transit Section

COUNTY OF PORTAGE

By Chris Holman January 22, 2021
Name Chris Holman Date
Title Portage County Executive
Unit _____