



## **Kewaunee County**

# **2021-2025 Coordinated Public Transit – Human Services Transportation Plan**

November 2020

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# Chapter 1: Introduction

## Coordinated Public Transit - Human Services Transportation Plan Requirement

The human services transportation provisions of the federal “Fixing America’s Surface Transportation” (FAST) Act aim to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs (see Appendix A for federal and state transportation program descriptions). Coordination will enhance transportation access, minimize duplication of services, and facilitate the most appropriate and cost-effective transportation possible with available resources. In order to express these goals, Kewaunee County is required to publish a locally developed Coordinated Public Transit – Human Services Transportation Plan.

The FAST Act requires that the county Coordinated Public Transit – Human Services Transportation Plan identify an approved program of projects prior to distribution of funds from the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) program. Two other programs that were previously included in Coordinated Public Transit – Human Services Transportation Plans (Section 5316, the Job Access and Reverse Commute Program (JARC), and Section 5317, the New Freedom Program) were discontinued in the previous federal surface transportation legislation (the “Moving Ahead for Progress in the 21st Century” (MAP-21) Act), but were rolled into other existing programs; Section 5316 was rolled into Section 5311 in the case of Kewaunee County, while Section 5317 was rolled into Section 5310; these changes remained intact in the FAST Act. MAP-21 took effect on October 1, 2012, and involved various extensions beyond its official ending date of September 30, 2014. The FAST Act was signed into law by President Obama on December 4, 2015, took effect immediately, and authorizes various forms of surface transportation through September 30, 2020. It is likely that the FAST Act will also involve extensions beyond September 30, 2020, until replacement surface transportation legislation is approved by Congress and signed into law.

In addition, WisDOT has required or recommended that the following items be included in the plan. These items include:

1. County Meeting Invitation List;
2. County Meeting Participant List;
3. County Meeting Flyer;
4. County Meeting Record;
5. Inventory of Transportation Providers in Kewaunee County;
6. County Coordination and Assessment Action Plan; and
7. County List of Approved Projects for the Section 5310 Program.

All of these items are included in the plan.

## Participation Process

The FAST Act also requires that the Coordinated Public Transit – Human Services Transportation Plan be developed through a local process that includes representatives from public and private transportation providers, human service agencies, interested parties and the general public.

WisDOT has developed a county meeting process to comply with this requirement. In the case of Kewaunee County, the transportation planning staff with the Bay-Lake Regional Planning Commission was chosen because they are currently responsible for reviewing federal and state

program applications, needs to be aware of and knowledgeable about transit programs and funding streams in the county, and are an independent and objective entity.

Bay-Lake Regional Planning Commission staff developed a list of potential representatives using WisDOT-endorsed guidelines, and invited them to participate in the county meeting (see Appendix B for a copy of the letter requesting participation, Appendix C for the list of the Kewaunee County meeting invitees, Appendix D for a copy of the Kewaunee County meeting agenda, and Appendix E for a copy of the Kewaunee County meeting flyer). In addition, the Kewaunee County news media were informed of the Kewaunee County meeting.

## Meeting Record

The Kewaunee County meeting was held on September 15, 2020. The county meeting participants are listed in Table 1.

**Table 1: Kewaunee County Transportation Coordinating Committee Meeting Attendance List**

List of Attendees	
In Person	Affiliation
Daniel Porath	Village of Luxemburg
Jean Robinson	Volunteer Driver
Laurie Bouche	Kewaunee County Human Services
Linda Teske	Kewaunee County Board
Jodi Vandervest	Kewaunee County Human Services
Joanne Lazansky	Kewaunee County Board
Tracy Nollenberg	Kewaunee County Emergency Management
Rob Stearns	Kewaunee County Veteran Services
Matt Joski	Kewaunee County Sheriff
Melissa Annoye	Kewaunee County Human Services
Jeff Agee-Aguayo	Bay-Lake Regional Planning Commission
Chris Garcia	Bay-Lake Regional Planning Commission
Lynn Clark	Kewaunee County Human Services
Virtual	Affiliation
Pam Busch	Door County Transportation Department
Wendy Hutterer	ADRC of the Lakeshore
Kim Gilson	Door-Tran
Makenzi Schultz	East Shore Industries
Candace Hanmann	East Shore Industries

## Chapter 2: Demographic Analysis

### Persons with Disabilities

According to the Wisconsin Department of Administration Demographic Services Center, Kewaunee County had an estimated population of 20,782 in 2019. According to projections made by Commission staff that were extrapolated from the 2014 – 2018 American Community Survey 5-Year Estimates, 913 persons are considered elderly disabled, while 1,273 persons are considered non-elderly disabled. The definition used to define persons with disabilities is:

“Individuals who, because of any temporary or permanent physical or mental condition or institutional residence, are unable, without special facilities or special planning or design, to use available transportation facilities and services as effectively as persons who are not so affected.”

Table 2 indicates persons with disabilities in Kewaunee County in 2019.

**Table 2: Persons with Disabilities in Kewaunee County**

Category	Population	Percent of Population
Elderly Disabled	913	4.4%
Non-Elderly Disabled	1,273	6.1%
<b>Total</b>	<b>2,186</b>	<b>10.5%</b>

Source: Wisconsin Department of Administration, Demographic Services Center, Official Final Estimates, January 1, 2019, Wisconsin Counties, with Comparison to Census 2010, 2019; U.S. Census Bureau, 2014 – 2018 American Community Survey 5-Year Estimates, Table B18101 (Sex by Age by Disability Status); and Bay-Lake Regional Planning Commission, 2020.

### Population by Age

Table 3 summarizes the 2010 and future (2040) population of Kewaunee County by age cohort.

In 2010, Kewaunee County had 3,393 people age 65 or older, indicated by the light teal shading. By 2040, the population age 65 or older is expected to increase by nearly 83 percent to 6,195. As a result, this segment of the population will require additional specialized transportation services.

**Table 3: Population of Kewaunee County by Age Cohort**

Age Category	2010 Census	2040 Projection	Difference Between 2010 and 2040	Percent of 2010 Population	Percent of 2040 Population
0 to 4	1,172	1,120	(52)	5.7%	5.2%
5 to 9	1,383	1,240	(143)	6.7%	5.8%
10 to 14	1,411	1,330	(81)	6.9%	6.2%
15 to 19	1,307	1,290	(17)	6.4%	6.0%
20 to 24	951	955	4	4.6%	4.4%
25 to 29	1,082	975	(107)	5.3%	4.5%
30 to 34	1,176	1,040	(136)	5.7%	4.8%
35 to 39	1,245	1,150	(95)	6.1%	5.4%
40 to 44	1,387	1,150	(237)	6.7%	5.4%
45 to 49	1,674	1,170	(504)	8.1%	5.4%
50 to 54	1,647	1,230	(417)	8.0%	5.7%
55 to 59	1,491	1,310	(181)	7.2%	6.1%
60 to 64	1,255	1,320	65	6.1%	6.1%
65 to 69	956	1,280	324	4.6%	6.0%
70 to 74	736	1,280	544	3.6%	6.0%
75 to 79	601	1,360	759	2.9%	6.3%
80 to 84	489	1,110	621	2.4%	5.2%
85 to 89	364	715	351	1.8%	3.3%
90 or older	247	450	203	1.2%	2.1%
<b>Totals</b>	<b>20,574</b>	<b>21,475</b>	<b>901</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Age 65 or older</b>	<b>3,393</b>	<b>6,195</b>	<b>2,802</b>	<b>16.5%</b>	<b>28.8%</b>

Source: U.S. Census Bureau, 2010; Wisconsin Department of Administration Demographic Services Center, Population Projections by Sex and Age, 2010 – 2040, Wisconsin Counties, Final Release, 2013; and Bay-Lake Regional Planning Commission, 2020.

## Median Household Incomes and Low Income Households

The median household income in Kewaunee County (according to the 2014 – 2018 American Community Survey) was \$63,118 (in 2018 inflation-adjusted dollars, and with a margin of error of \$2,388). Three of the four census tracts in Kewaunee County, including census tracts that contain the Cities of Algoma and Kewaunee, had median household incomes below the countywide median household income level. The census tract including the City of Algoma was at about 78 percent of the countywide median household income, a census tract north, west and south of the City of Algoma was at about 97 percent of this level, and the census tract including the City of Kewaunee was at about 99 percent of this level. The remaining census tract in Kewaunee County (which includes the Village of Luxemburg) had a median household income level that was above the countywide median household income level.

# Chapter 3: Transportation Providers

## Inventory of Transportation Service Providers

### Elderly and Disabled Transportation Programs Serving Kewaunee County

Kewaunee County's transportation program provides transportation options to individuals who are 55 years and older and/or individuals who are disabled. The program offers several options for consumers.

#### **Kewaunee County Human Services Department - Volunteer Driver Escort Program**

The driver escort program provides rides to medical, nutritional, work or other appointments. This service provides transportation by utilizing volunteers who are recruited, interviewed and screened by Kewaunee County Human Services Department staff. The drivers can use their own vehicles and are reimbursed mileage. The drivers can also use the county's wheelchair accessible vans. The trained volunteers drive the vans and operate the wheelchair lifts. Driver escorts will provide transportation within Kewaunee County and the surrounding counties of Brown, Door and Manitowoc.

Suggested copays for the driver escort program are \$5.00 per round trip within city/village limits; \$10.00 per round trip taking a passenger beyond city/village boundaries but within Kewaunee County; and \$20 for round trips to and from adjacent counties (Brown, Door and Manitowoc counties only). The driver escort program operates Monday through Friday from 8:00 a.m. to 4:30 p.m.

#### **Kewaunee County Human Services Department - City of Algoma Transportation**

The Kewaunee County Human Services Department's transportation program runs the City of Algoma route. This program utilizes a paid driver who drives a wheelchair accessible van within the Algoma city limits Monday through Friday from 10:00 a.m. to 2:00 p.m. Ride requests are called in to the Kewaunee County Human Services Department and the requests are then dispatched to the driver. The suggested copay is \$1.00 per stop.

#### **East Shore Industries, Inc.**

Transportation services provided by East Shore Industries consist of six (6) different daily fixed routes throughout Kewaunee County from their fleet of accessible buses and minivans with accessible lifts. East Shore Industries' drivers are trained to assist in and assure safe and secure transportation of the individuals who participate in East Shore's programs. Transportation is provided from the participant's residence to East Shore Industries and back. This service is provided between the hours of 7:00 a.m. and 9:00 a.m. and between the hours of 3:00 p.m. and 5:00 p.m. Monday through Friday. In addition to this service, East Shore Industries provides community based services access for clients who attend 9:00 a.m. each day.

#### **Medical Transportation Management, Inc. (MTM)**

MTM is currently the non-emergency medical transportation (NEMT) manager for the state of Wisconsin. "MTM arranges transportation for eligible Medicaid and Badger Care Plus members throughout Wisconsin to get them to their covered preventative and life-sustaining medical appointments." It is recommended that members (customers) call at least two business days in advance to determine eligibility and/or to make a reservation for rides. Routine ride requests can be made by calling 866-907-1493 or online at MTM's service management portal. If scheduled transportation is not arriving in a timely manner, MTM's "Where's My Ride" can be contacted at 866-907-1494. Complaints may be followed by calling 866-436-0457. TTY services can be reached at 711 or at 800-

855-2880. MTM's website can be found at: <https://www.mtm-inc.net/wisconsin/>(.)

It should be noted that in late February of 2020, the Wisconsin Department of Health Services (DHS) issued its intent to award Veyo, LLC, a contract to manage NEMT services for eligible Medicaid and Badger Care Plus members in the state. In early March, MTM submitted a protest to this award. The Wisconsin DHS is reviewing the protest and preparing a response; there is no timeline for this response. MTM will continue to provide services until a new provider is on board. The procurement process could take some time; if the protest is denied, MTM could appeal, and if the appeal is denied, MTM could take the matter to court.

### **American Cancer Society Road to Recovery Program**

The American Cancer Society's Road to Recovery program provides transportation to and from treatment for individuals who have cancer who do not have any other means of transportation. The American Cancer Society's Wisconsin Chapter can be contacted at 1-800-227-2345 with questions or for additional information. (Note: This program has been suspended during the COVID-19 pandemic, but will likely resume when things subside).

### **Disabled American Veterans**

The Disabled American Veterans (DAV) is a non-profit veterans' service organization. The "Wisconsin DAV offers free rides to all veterans who need help getting to and from scheduled Veterans Administration (VA) medical appointments." The DAV has "36 vans serving more than 30,000 veterans annually across more than half the state. These vans serve major VA medical facilities in Madison, Milwaukee, Tomah and Minneapolis, and VA outpatient clinics in Appleton, Green Bay, Superior, Union Grove, Wausau and Wisconsin Rapids. These vans are paid for as a result of donations from individuals, corporations and organizations, and are operated by volunteer drivers."

Locally, one van that originates in Green Bay transports veterans to and from the Zablocki VA Medical Center in Milwaukee each weekday. Kewaunee County veterans who wish to use this service can board the van in either Green Bay (southeast corner of VA Green Bay Regional Outpatient Center parking lot, 2851 University Avenue) or Manitowoc (Holiday Inn, 4601 Calumet Avenue). Advance reservations are required for these trips.

### **Kewaunee County Veterans' Service Office**

The Kewaunee County Veterans' Service Office provides transportation to county resident veterans who meet income, age or disability requirements to VA facilities in Green Bay, Appleton, Cleveland or Milwaukee. This office will also provide transportation from the Kewaunee County Administration Center to the DAV van in Green Bay before it leaves in the morning, and when the veteran returns in the afternoon, this office provides return transportation from Green Bay to the Kewaunee County Administration Center.

As a first resort and if feasible, and if the veteran is traveling to the Milwaukee VA facility, Kewaunee County Veterans' Service Office staff ask the veteran to try to reserve a ride on the DAV van from Green Bay to the Milwaukee VA facility to reduce costs. These services fall under the Veterans' Relief Fund of the Kewaunee County Veterans' Service Office.

### **Nursing Homes**

Several nursing homes in Kewaunee County provide limited transportation to their residents, primarily to medical appointments.

### **Inventory Of Private Transportation Providers In Kewaunee County**

A small number of private transportation companies provide services in Kewaunee County. These

companies are shown in Table 4.

**Table 4: Private Transportation Providers in Kewaunee County**

Company	Type(s) of Service Provided and Phone Number
A-1 Medi Mobile 2819 University Avenue Green Bay, WI 54311	Non-Emergency Medical Transportation Phone: 920-469-3559
A & J Mobility 1330 Mid Valley Drive DePere, WI 54115	Vans for the disabled: sales, rentals, retrofits and service Phone: 920-632-4882
Abby Vans, Inc. 1115 West 4th Street Neillsville, WI 54456	Non-Emergency Medical Transportation Phone: 800-236-8438
Angel's Cab Service 763 Mill Road Sturgeon Bay, WI 54235	Taxi Service Phone: 920-559-6767
Arms of Angels Transportation Services 1658 Silhouette Lane DePere, WI 54115	Wheelchair and Disabled Transportation Phone: 920-370-7599
Babler Bus Service, Inc. S1666 State Highway 42 Sturgeon Bay, WI 54235	Charter Bus Service Phone: 920-856-6675
Be Driven! Transport LLC 1205 Sunrise Court Kewaunee, WI 54216	Elderly and Disabled Transportation; Non-Emergency Medical Transportation Phone: 920-213-2326
Comfort Travel 1029 Sunset Beach Road Suamico, WI 54173	Non-Emergency Medical Transportation Phone: 920-490-7667
Door County Cab PO Box 775 Sturgeon Bay, WI 54235-0775	Taxi Service Phone: 920-818-1124
Jimbo's Express & Shuttle Sturgeon Bay, WI 54235	Shuttle, Taxi and Courier Services Phone: 920-818-1084
Julie's Country Care Express N9541 Church Road Casco, WI 54205	Provides transportation for anyone needing ambulatory or non-ambulatory rides Phone: 920-255-3898
Lamers Bus Lines 2407 South Point Road Green Bay, WI 54313	Charter Bus Service, and School Bus Service in Some Locales Phone: 920-496-3600
NEW Transport 9431 County Highway D Forestville, WI 54213	Non-Emergency Medical Transportation Phone: 920-825-7411
North Central Caravans 931 10th Avenue Antigo, WI 54409	Non-Emergency Medical Transportation Phone: 715-623-2229

**Table 4: Private Transportation Providers in Kewaunee County (cont.)**

Company	Type(s) of Service Provided and Phone Number
Tru-Way Transport 629 Truway Road Brussels, WI 54204	Non-Emergency Medical Transportation Phone: 920-228-1121
Wheelchair Transportation 1269 Langlade Avenue Green Bay, WI 54304	Elderly and Disabled Transportation; Non-Emergency Medical Transportation Phone: 920-494-3333
Yellow Cab 1217 South Maple Street Green Bay, WI 54304	Taxi Service Phone: 920-435-1111

Source: Northeast Wisconsin Regional Access to Transportation Committee, 2020; Kewaunee County Department of Human Services, 2020; and Bay-Lake Regional Planning Commission, 2020.

# Chapter 4: Action Plan

## Review of Framework for Action Discussion from the 2016 Planning Process

County meeting participants were first asked to revisit their evaluation of how well transportation services were coordinated in the transportation coordination plan process from 2016. Areas where the 2020 meeting attendees indicated that things are done well or can be done better in the five areas of transportation coordination are noted below. Changed items in 2020 are noted by italics.

### Section 1: Making Things Happen by Working Together

Section 1 addressed issues related to coordination, formal program goals and objectives, and most importantly, the need to articulate a vision for the provision of services to the elderly and disabled in Kewaunee County.

#### Done Well

- The Kewaunee County Transportation Coordinating Committee (TCC) meets quarterly, and does a good job discussing transportation coordination issues.
- The Kewaunee County Human Services Department's Family and Community Services Unit has done a good job of referring Medical Assistance (MA) transportation requests to the statewide broker.
- Family and Community Services Unit leadership and staff is committed to providing cost efficient, dependable and comprehensive service.
- Kewaunee County has involved public and private service agencies and providers as plans are developed and decisions are made, including collaboratively working on various planning and programming issues.
- Kewaunee County has focused on increasing service to populations outside the elderly (i.e.: developmentally, physically and behaviorally disabled populations, *including children.*)
- Kewaunee County has good collaboration with Family Care managed care organizations (MCOs), including the Lakeland Care District, *Inclusa, and IRIS.*
- Kewaunee County has improved transportation services beyond city and county boundaries.
- Kewaunee County has established memoranda of understanding (MOUs) with assisted living facilities and nursing homes so that their residents have adequate transportation.
- *Drivers have shown great adaptability to changing circumstances*

#### Do Better

- Look at opportunities to increase transportation options within the Villages of Luxemburg and Casco and the City of Kewaunee.
- Better educate the public that county transportation services are available.
- Increase outreach efforts to members of the community.
- Look at "after hours" transportation options for those who work outside daytime hours.

### Section 2: Taking Stock of Community Needs and Moving Forward

Section 2 addressed issues involving service assessment and the review and inventory of services provided which are essential in identifying gaps, needs and duplication of services.

### **Done Well**

- All public and private transportation providers in Kewaunee County and adjacent counties are contacted when applying for Section 5310 funds.
- Participation in the ADRC of the Lakeshore Resource Fair.

### **Do Better**

- Determine whether transportation services can be expanded into the Villages of Luxemburg and Casco and the City of Kewaunee.

### **Section 3: Putting Customers First**

Section 3 addressed the ease of access to information about the transportation services provided in Kewaunee County.

### **Done Well**

- Fares are reasonable and affordable given the high costs of the service provided.
- The volunteer drivers are doing an excellent job.
- Driver training is available.
- Home visit assessments are made *in a timely manner*.
- Kewaunee County offers client diversity training for its drivers.
- *Drivers make the transportation experience a special one for their customers.*
- *Drivers adhere to safe driving procedures with great attention to detail*

### **Do Better**

- Look at expanding existing services that are available.
- Offer better outreach to the Hispanic population in Kewaunee County.
- Administer customer satisfaction surveys.
- *Administer driver satisfaction surveys.*
- *Do a better job maintaining an adequate pool of volunteer drivers.*
- *Kewaunee County can waive a payment when a customer is unable to pay.*

### **Section 4: Adapting Funding for Greater Mobility**

Section 4 addressed identification of accounting procedures that create customer-friendly payment systems while maintaining consistent reporting and accounting procedures across programs.

### **Done Well**

- Passenger co-payments have been kept reasonable.
- Bus tickets/passes are available in lieu of carrying cash to pay for rides.
- Prepayment options for passengers have been good (MCO payments, invoicing, etc.).

### **Do Better**

- Better explain the invoicing option to customers.

### **Section 5: Moving People Efficiently**

Section 5 addressed centralized managerial systems to coordinate highly diverse, multimodal service provision.

**Done Well**

- There is good communication between riders, drivers and office staff.
- *There is great efficiency in combining rides (pre-COVID-19) for the financial benefit of the county.*

**Do Better**

- Explore the possibility of a mobility management project that benefits Kewaunee County.

**Other Discussion at the 2020 Coordination Meeting**

- Meeting attendees noted that there was good collaboration with a diverse set of partners.

**Action Plan Summary**

The 2020 Action Plan was developed by county meeting participants with assistance from Bay-Lake Regional Planning Commission staff. County meeting participants were asked to identify:

- Needs and gaps in transportation services;
- Possible solutions to the needs and gaps;
- Entities responsible for addressing the needs and gaps;
- A timeline for implementation; and
- Roadblocks to implementation.

Table 5 is a summary of proposed actions in Kewaunee County, including the parties responsible for implementing the actions, an approximate implementation schedule, and any roadblocks to implementation.

**Table 5: Action Plan Summary, Kewaunee County, 2021-2025**

Action Item	Responsible Party	Implementation Schedule	Roadblocks to Implementation
Continue to monitor representation on the Kewaunee County Transportation Coordinating Committee (TCC) to make sure that it meets the needs of those served	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff	Ongoing	If changes/committee expansion are recommended, they need approval from full County Board
Continue to update the county's transportation service inventory, and update the transportation service resource guide (as needed)	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff provides information to the ADRC of the Lakeshore to be published	Ongoing	Will need outside assistance to keep this inventory updated
Utilize Section 5310 Program and submit applications for capital equipment (buses and vans, as needed) to replace existing fleets	Eligible service providers in Kewaunee County, including East Shore Industries and the Kewaunee County Human Services Department	Ongoing	Dependent upon continued receipt of Section 5310 funding; Dependent upon having a local match (for the County)
Improve service convenience	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff	Ongoing	Not Applicable
Expand volunteer driver program	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff	Ongoing	Need to continue to find qualified volunteers
Provide transportation services to more children with disabilities	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff	Ongoing	Services would be provided with existing Section 85.21 funding. Services would be provided using the same guidelines as the volunteer driver program.
Explore Section 5310 Program options for operations, capital and mobility management projects	Kewaunee County Human Services Department Family and Community Services Unit Transportation Staff	Ongoing	Dependent upon continued receipt of Section 5310 funding; Dependent upon having a local match (for the County)
*This Action Plan was approved at the September 15, 2020, Kewaunee County TCC meeting.			

Source: Kewaunee County Department of Human Services, 2020; and Bay-Lake Regional Planning Commission, 2020.

# Chapter 5: Program of Projects

## 2021-2025 Program of Projects

The Fixing America's Surface Transportation (FAST) Act requires this Coordinated Public Transit – Human Services Transportation Plan to identify an approved program of projects prior to the distribution of funds from the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) program.

Table 6 summarizes the program of projects for Kewaunee County as unanimously approved by county meeting participants at their September 15, 2020 meeting.

**Table 6: Program of Projects for Fiscal Years 2021-2025, Kewaunee County**

Program	FY 2021 Projects	FY 2022 Projects	FY 2023 Projects	FY 2024 Projects	FY 2025 Projects
Section 5310 (Enhanced Capital Assistance Program for Transportation of the Elderly and Persons with Disabilities)*	<u>Kewaunee County Human Services Department</u> - No applications	<u>Kewaunee County Human Services Department</u> - No applications	<u>Kewaunee County Human Services Department</u> - One (1) dual axle gas powered minibus with nine (9) ambulatory positions and two (2) wheelchair positions at the cost of approximately \$60,000	<u>Kewaunee County Human Services Department</u> - No applications	<u>Kewaunee County Human Services Department</u> - No applications
	<u>East Shore Industries, Inc.</u> - One (1) side entry transit/bariatric vehicle with six (6) ambulatory positions and two (2) wheelchair positions at the cost of approximately \$52,000	<u>East Shore Industries, Inc.</u> - No applications	<u>East Shore Industries, Inc.</u> - One (1) gas powered medium bus with ten (10) ambulatory positions and two (2) wheelchair positions at the cost of approximately \$66,000.	<u>East Shore Industries, Inc.</u> - No applications	<u>East Shore Industries, Inc.</u> - One (1) rear entry minivan with four (4) ambulatory positions and one (1) wheelchair position at the cost of approximately \$46,000.
*Applicant will continue to apply for listed project(s) if not funded in the year in which they are listed.					

Source: Kewaunee County Department of Human Services, 2020; East Shore Industries, Inc., 2020; and Bay-Lake Regional Planning Commission, 2020.

## Chapter 6: Conclusion

### **Conclusion**

The Kewaunee County Transportation Coordinating Committee held a joint public meeting and committee meeting to discuss this plan and its contents on September 15, 2020. At the meeting, participants suggested minor adjustments and approved the Action Plan and Program of Projects contained in this report.

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# Appendices



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# Appendix A

## Federal and State Transportation Program Descriptions

### Federal Transit Administration (FTA) Section 5307 – Capital and Operating Assistance

This program (49 U.S.C. 5307) makes Federal resources available to urbanized areas and to transit capital and operating assistance in urbanized areas or to state transportation agencies for transportation-related planning. An urbanized area is an incorporated area with a population of 50,000 or more, as designated by the U.S. Department of Commerce, Bureau of the Census.

### Federal Transit Administration Section 5309 – Capital Investment Grant (CIG)

This is FTA's primary grant program (49 U.S.C. 5309) for funding major transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit. It is a discretionary grant program unlike most others in government. Instead of an annual call for applications and selection of awardees by the FTA, the law requires that projects seeking CIG funding complete a series of steps over several years to be eligible for funding. For New Starts and Core Capacity projects, the law requires completion of two phases in advance of receipt of a construction grant agreement – Project Development and Engineering. For Small Starts projects, the law requires completion of one phase in advance of receipt of a construction grant agreement – Project Development. The law also requires projects to be rated by FTA at various points in the process according to statutory criteria evaluating project justification and local financial commitment.

### Federal Transit Administration Section 5310 – Enhanced Mobility for Seniors and Individuals with Disabilities

This program (49 U.S.C. 5310) provides formula funding to States for the purpose of assisting private nonprofit groups and local public bodies in meeting the transportation needs of the elderly and persons with disabilities when existing transportation service is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each State's share of population for these groups of people.

Funds are obligated to the rural and small urban areas of the state by WisDOT based on an annual grant application. Projects within the Appleton, Green Bay, Madison and Milwaukee urbanized areas also apply for Section 5310 funds through annual applications through the appropriate MPO or RPC that oversees these areas.

WisDOT ensures that local applicants and project activities are eligible and in compliance with Federal requirements, that providers have an opportunity to participate, and that the program provides for maximum coordination of federally assisted transportation services. Once FTA approves the application, funds are available for state administration of its program and for allocation to subrecipients within the state.

Typical projects under the 5310 grant include:

- Human service vehicles;
- Mobility management projects; and
- Operating projects.

Federal Transit Administration Section 5311 – Nonurbanized Area Formula Funds

Formula Grants For Other than Urbanized Areas (49 U.S.C. 5311) is a rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas with a population of less than 50,000. The goal of the program is to provide the following services to communities with a population less than 50,000:

- Enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services, and recreation;
- Assist in the maintenance, development, improvement, and use of public transportation systems in nonurbanized areas;
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services;
- Assist in the development and support of intercity bus transportation; and
- Provide for the participation of private transportation providers in nonurbanized transportation.

State of Wisconsin Section 85.20 – State Urban Mass Transit Operating Assistance Program

The State Urban Mass Transit Operating Assistance program (codified in Wisconsin State Statutes Section 85.20) provides operating cost assistance to transit systems in order to alleviate local tax burdens. Eligible applicants include municipalities or counties with populations greater than 2,500, as well as transit or transportation commissions or authorities. Public transportation services eligible for this program includes bus, shared-ride taxicab, rail or other conveyance either publicly or privately owned. Capital projects are not eligible for this program.

State of Wisconsin Section 85.21 – County Elderly and Persons with Disabilities Transportation Assistance Program

The purpose of this program is to promote the general public health and welfare by providing financial assistance to counties providing transportation services for seniors and individuals with disabilities, and to thereby improve and promote the maintenance of human dignity and self-sufficiency by affording the benefits of transportation services to those people who would not otherwise have an available or accessible method of transportation.

Wisconsin counties (or agencies thereof) are the only eligible applicants for funds available under s. 85.21, Wis. Stats., which are allocated on annual basis as determined by current population estimates. Private for-profit or private non-profit organizations may provide service for counties through contractual agreements.

# Appendix B

## Kewaunee County Meeting – Letter of Invitation to Participate



### MEMORANDUM

**TO:** Kewaunee County Transportation Coordination Stakeholders

**FROM:** Jeffrey C. Agee-Aguayo, Transportation Planner III <sup>JCA</sup>

**DATE:** September 3, 2020

**RE:** Notice of Upcoming Kewaunee County Transportation Coordination Meeting

Dear Interested Kewaunee County Transportation Coordination Stakeholder:

In late 2015, the most recent Federal transportation legislation titled the *Fixing America's Surface Transportation (FAST) Act* was signed into law. This reauthorization continues the requirement that recipients of certain transit program grants meet coordination planning requirements in order to be eligible for those grants. Affected transit program grants include: the Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310); the New Freedom Program, which has been combined into the larger Section 5310 program since passage of the *Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act* in 2012; and the Job Access and Reverse Commute (JARC) program, which was combined into existing urban (Section 5307) and rural (Section 5311) formula funding programs upon passage of MAP-21.

Since passage of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* in 2005, Federal legislation has required that all projects (grant requests) from the programs listed above be part of a “*locally developed coordinated public transit – human services transportation plan*,” this requirement remains in place in the FAST Act. In 2006, in order to meet the Federal requirements, a *Public Transit/Human Services Transportation Coordination Plan* was developed for Kewaunee County by the Bay-Lake Regional Planning Commission staff; this plan was updated in 2008, 2012 and in 2016.

For grantees in the above noted programs to continue to be eligible to receive funding in 2021 and beyond, **the 2016 plan must be reviewed and updated.** The Wisconsin Department of Transportation has developed a short county meeting process to comply with the planning requirements.

Kewaunee County Meeting – Letter of Invitation to Participate (cont.)

The Kewaunee County Transportation Coordination meeting to update the plan has been scheduled for **Tuesday, September 15, 2020, beginning at 10:00 a.m. and ending at 12:00 p.m.** The meeting will take place at the **Kewaunee County Board Room, 810 Lincoln Street, Kewaunee.** Before the transportation coordination portion of the meeting occurs, Melissa Annoye will take a few minutes to provide a transportation update to meeting attendees.

In addition to approving a list of proposed future transportation projects, the meeting will include: updating an assessment of human services transportation coordination services within Kewaunee County; a review of the level of coordination between transportation programs; and development of an action plan for developing strategies and steps for improving coordination efforts. A meeting flyer is enclosed for distribution and posting to announce the county meeting, along with minutes from the last meeting of the Kewaunee County Transportation Coordinating Committee (TCC).

We look forward to seeing you at this upcoming meeting.

Enclosures

# Appendix C

## Kewaunee County Meeting – List of Invitees

Name	Address	City	ZIP
A-1 Medi Mobile	2819 University Ave.	Green Bay	54311
Comfort Travel	1029 Sunset Beach Rd.	Suamico	54205
Door County Green Bay Shuttle	7412 Elms Rd.	Sturgeon Bay	54235
Algoma Public Library	406 Fremont St.	Algoma	54201
Kewaunee Public Library	822 Juneau St.	Kewaunee	54216
Julie's Country Care Express	N9541 Church Rd.	Casco	54205
N. E. W. Transport Services	9431 County Rd. D	Forestville	54213
Wheel Chair Transportation	1269 Langlade Avenue	Green Bay	54304
City of Kewaunee	401 5 <sup>th</sup> St.	Kewaunee	54216
Village of Luxemburg	206 Maple St.	Luxemburg	54217
City of Algoma	416 Fremont St.	Algoma	54201
Tracy Nelson, East Shore Industries	813 Rabas St.	Algoma	54201
Cindy Kinnard, Kewaunee County Public Health	810 Lincoln St.	Kewaunee	54216
Scott Feldt, Kewaunee County Administrator	810 Lincoln St.	Kewaunee	54216
Jane Babcock, Veterans Service Office	810 Lincoln St.	Kewaunee	54216
Dave Cornelius, Kewaunee County Sheriff's Dept.	620 Juneau St.	Kewaunee	54216
Tracy Nollenberg, Emergency Management	416 Fremont St.	Algoma	54201
Laurie Bouche	E2120 County Rd. X	Casco	54205
Door-Tran	PO Box 181	Sturgeon Bay	54235
Autumn Fields	E426 County Rd. SS	Luxemburg	54217
Gerald Paape	N8272 Maple Court	Algoma	54201
Wendy Hutterer, ADRC of the Lakeshore	810 Lincoln St.	Kewaunee	54216
Lee Luft	N4702 Lakeshore Dr.	Kewaunee	54216
Lakeland Care District	2985 S. Ridge Rd.	Ashwaubenon	54304
Care Wisconsin	2321 San Luis Pl.	Green Bay	54304
Karen Trembl	915 Third St.	Kewaunee	54216
Nick Cochart, Algoma School District	1715 Division St.	Algoma	54201
Glen Schlender, Luxemburg-Casco School District	PO Box 70	Luxemburg	54217
Oak Creek/Algoma	1505 Washington St.	Algoma	54201
Pine Tree	324 Robin Lane	Luxemburg	54217
Paradise Estates	625 4 <sup>th</sup> St.	Kewaunee	54216
Emerald Shores Asst. Living	1100 Baumeister Dr.	Kewaunee	54216
Silverleaf/Linden Manor	1204 4 <sup>th</sup> St.	Kewaunee	54216
Oak Creek Asst. Living	409 3 <sup>rd</sup> St.	Luxemburg	54217
Helping Hearts	143 School Creek Tr.	Luxemburg	54217
Autumn's Journey	500 E. Bay Rd.	Algoma	54201
Violence Intervention Program	1045 Division St.	Algoma	54201
Eye & Vision Clinics	140 School Creek Tr.	Luxemburg	54217
Lakeshore Vision	1021 Jefferson St.	Algoma	54201
Lakeshore Vision	1217 Ellis St.	Kewaunee	54216

## Kewaunee County Meeting – List of Invitees (cont.)

Atrium	1308 Lincoln St.	Kewaunee	54216
Algoma Long Term Care	1510 Fremont St.	Algoma	54201
Curative Connections	2900 Curry Ln.	Green Bay	54311
Luxemburg Clinic-Prevea Health	101 School Creek Trail	Luxemburg	54217
Bellin Health	140B School Creek Trail	Luxemburg	54217
Bellin Health	575 4 <sup>th</sup> St.	Kewaunee	54216
Bellin Health	1510 Fremont St.	Algoma	54201
Options for Independent Living	555 Country Club Rd.	Green Bay	54307
Algoma Housing Authority	145 Grandview Ct.	Algoma	54201
Algoma Police Department	416 Fremont St.	Algoma	54201
Kewaunee City Police Dept.	401 5 <sup>th</sup> St.	Kewaunee	54216
Luxemburg Village Police Dept.	206 Maple St	Luxemburg	54217
Kewaunee Health & Fitness	160 Terraqua Dr.	Kewaunee	54216
Hometown Pharmacy-Algoma	801 Jefferson St.	Algoma	54201
Algoma Rehab. Services	1510 Fremont St.	Algoma	54201
Door County Ministry Clinic	815 Jefferson St.	Algoma	54201
Nicholas Guillette	E3088 County K	Casco	54205
Jeffrey Vollenwelder, Sr.	705 N. Main Street	Kewaunee	54216
John Mastalir	1454 Sun Dancer Lane, PO Box 253	Kewaunee	54216
Joanne Lazansky	713 Milwaukee Street	Kewaunee	54216
Chuck Wagner	E1934 County S	Luxemburg	54217
Doak Baker	E565 County K	Luxemburg	54217
Matthew Piesler	341 Northbrook Road	Luxemburg	54217
Daniel Olson	104 Woodview Lane	Luxemburg	54217
Tim Kinnard	429 Main Street	Casco	54205
Douglas R. Doell	E2440 Church Road	Luxemburg	54217
Scott Jahnke	N4429 Jahnke Road	Luxemburg	54217
Jack Wochos	N2112 Sleepy Hollow Road	Kewaunee	54216
Aaron Augustian	E4857 Lakeshore Road	Kewaunee	54216
Milt Swagel	E3246 Krok Road	Kewaunee	54216
Kim Kroll	N5076 Valley Road	Luxemburg	54217
Thomas J. Romdenne	70 Sunset Avenue	Algoma	54201
Linda Teske	1002 Adams Street	Algoma	54201
Virginia Haske	720 Third Street	Algoma	54201
Joe Lukes	E3802 Church Road	Kewaunee	54216

# Appendix D

## Kewaunee County Meeting – Agenda

### KEWAUNEE COUNTY HUMAN SERVICES TRANSPORTATION COORDINATION ASSESSMENT MEETING/TRANSPORTATION COORDINATING COMMITTEE MEETING

*Date: September 15, 2020*

*Location: Kewaunee County Board Room, 810 Lincoln Street, Kewaunee,  
Wisconsin*

*Time: 10:00 a.m. – 12:00 p.m.*

### AGENDA

Welcome and Introductions	10:00 a.m. to 10:05 a.m.
County Human Services Transportation Updates	10:05 a.m. to 10:25 a.m.
Transportation Coordination Meeting Overview	10:25 a.m. to 10:30 a.m.
County Coordination Assessment Exercise	10:30 a.m. to 11:15 a.m.
Development of the County Action Plan	11:15 a.m. to 11:45 p.m.
Approval of County Projects	11:45 p.m. to 11:55 p.m.
Adjourn	12:00 p.m.

Facilitated by:

Jeffrey C. Agee-Aguayo  
Transportation Planner  
Bay-Lake Regional Planning Commission  
(920) 448-2820  
[jagee@baylakerpc.org](mailto:jagee@baylakerpc.org)

Please RSVP to Lynn Clark ([clark.lynn@kewauneeco.org](mailto:clark.lynn@kewauneeco.org)) if you plan to attend the meeting to ensure room for social distancing.

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# Appendix E

Kewaunee County Meeting – Flyer

## Kewaunee County Transportation Coordination Meeting



### Please Attend

A Kewaunee County Transportation Coordination meeting will be held to review a list of future transportation program projects and to conduct a county-wide assessment of public transit human services transportation coordination.

**Date: September 15, 2020**

**Time: 10:00 a.m. – 12:00 p.m.**

**Location: Kewaunee County Board Room  
810 Lincoln Street, Kewaunee, Wisconsin**

For information about the meeting, please call (920) 448-2820 or e-mail [jagee@baylakerpc.org](mailto:jagee@baylakerpc.org)

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# Appendix F

## Transportation Coordinating Committee Meeting – Agenda and Minutes



*Kewaunee County*  
*Department of Human Services*

810 Lincoln Street  
Kewaunee WI, 54216  
Phone: (920) 388-7030  
Fax: (920) 388-7124

### Transportation Coordinating Committee (TCC) Meeting Agenda

**Date:** 11/10/20

**Time:** 8:00 AM

**Place:** Kewaunee County Administration Building-Board room

810 Lincoln Street

Kewaunee, WI 54216

<https://us02web.zoom.us/j/88941099756?pwd=T3lZYjNXOHl1RDlYa29NbKVIT0haZz09>

*This meeting is open to the public.*

1. Welcome
2. Introductions
3. Public hearing for 2021 85.21 application (Open to the Public)
4. 2021 85.21 grant application materials review and approval for submission
5. Review and Approval of the 2021 – 2025 Coordinated Public Transit – Human Services Transportation Plan for Kewaunee County (Jeff Agee-Aguayo, Bay Lake Regional Planning)
6. Transportation Program updates
7. 53.10 Grant
8. Other updates from committee
9. Set next meeting date & time
10. Adjourn

A quorum of the Kewaunee County Board of Supervisors may be present at the Transportation Coordinating Committee on November 10, 2020. No formal action will be taken at this meeting.

It is the mission of the Kewaunee County Department of Human Services to provide a comprehensive range of human services for qualified children, families and adults living in Kewaunee County. The department will provide those services in an ethical, professional and timely manner with emphasis on dignity of the individual to promote safety, health and well-being for all citizens.

**Kewaunee County Transportation Coordinating Committee Meeting/Public Hearing**  
**November 10, 2020**

**8:00 a.m. Kewaunee County Administration Building-Board Room**  
**810 Lincoln Street Kewaunee, WI**

Attending in person: Transportation Coordinator-Laurie Bouche, County Board- Linda Teske, Adult Protective Services/Transportation - Jodi Vandervest, Transportation Provider/County Board-Joanne Lazansky, Human Services Program Manager-Melissa Annoye, Transportation Planner- Jeff Agee-Aguayo, and Human Services Support Staff-Lynn Clark. Attending via Zoom: Emergency Management-Tracy Nollenberg, Veteran's Affairs-Rob Stearns, Sheriff's Department-Matt Joski, Transportation Provider/East Shore Industries-Tracy Nelson, Transportation Provider-Mary Ann Breitlow, Public Health Director-Cindy Kinnard, Door County Transportation Manager-Pam Busch, Door County Transportation-Kim Gilson.

This meeting was called to order at 8:00 a.m. and introductions were made.

Melissa Annoye began the meeting noting that it is being held in conjunction with the public hearing for the approval of the 85.21 Grant Application for 2021 for the Transportation Program. She then went on to review the application. Copies of the application had been provided for the committee members to view. Melissa stated that she will add the title of the new coordination plan to the application before submitting to the state. Jeff indicated that today's date as the Transportation Coordinating Committee's adoption date of the plan should be indicated. Also being added to the application are the program suggested co-pays not currently listed. Melissa also reviewed the other documentation being included with the submission of the application. A motion to approve the submission of the 85.21 Grant Application for 2021 including the noted changes was made by Joanne Lazansky and seconded by Laurie Bouche. Motion carried.

Jeff Agee-Aguayo, Transportation Planner for the Bay-Lake Regional Planning Commission presented his review of the 2021-2025 Coordinated Public Transit Human Services Transportation Plan for Kewaunee County, and the other documentation provided with it. A motion to approve the plan as presented with the few minor changes that were discussed was made by Matt Joski and seconded by Linda Teske. Motion carried. The minutes and agenda from this meeting and an updated appendix will be added to the plan for submission to the Wisconsin Department of Transportation.

Melissa followed with her updates for the Kewaunee County Transportation Program noting that since the committee just met recently, she would not be reviewing program numbers as things have not changed much. COVID continues to impact the Transportation Program including the reduced number of volunteer drivers available. Laurie noted that the volunteer drivers that are currently providing rides are doing a wonderful job. They continue to follow best practices and safety precautions by using PPE and disinfecting their vehicles.

## Transportation Coordinating Committee Meeting – Agenda and Minutes (cont.)

This was followed by a discussion regarding the potential elimination of the 2003 Ford Super Duty Van, which was donated to the program by the Kewaunee hospital. Administrator Feldt has suggested that the vehicle be eliminated from the fleet. It was noted that there have been issues with finding drivers willing to drive the van, continuing problems with the lift, basic unreliability, and increase in repair costs. We will be looking at County protocol for eliminating the vehicle. Melissa will check with the Wisconsin Department of Transportation to ensure compliance with disposal procedures. A motion to move forward with the removal of the 2003 Ford Super Duty Van from the program fleet was made by Cindy Kinnard and seconded by Laurie Bouche.

This was followed by Melissa's update on the 53.10 Grant and the process of working with the state in ordering the bariatric side load vehicle which had been awarded to our program.

The next meeting date was set for Tuesday, February 2, 2021 at 10:00 a.m.

A motion to adjourn was made by Laurie Bouche and seconded by Joanne Lazansky. Motion carried.

Meeting adjourned at 8:43 a.m.

Respectfully submitted by,

Lynn Clark

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Prepared by:  
Bay-Lake Regional Planning Commission  
1861 Nimitz Drive  
De Pere, WI 54115

### Staff

Cindy Wojtczak,  
Executive Director

Brandon Robinson,  
Assistant Director

\*Jeffrey Agee-Aguayo,  
Transportation Planner

Nicole Barbiaux,  
GIS Specialist

\*Chris Garcia,  
Transportation Planner

Emily Pierquet,  
Administrative Assistant

Sydney Swan,  
Economic Development Planner

Jeffrey Witte,  
Community Assistance Planner



### Commissioners

*Brown County*

Vacant

*Door County*

Vacant

*Florence County*

Larry Neuens

Edwin Kelley

Rich Wolosyn

*Kewaunee County*

Tom Romdenne

Mary Ellen Dobbins

Donna Thomas

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*Marinette County*

Ann Hartnell

Thomas Mandli

Michael Kunesh

*Oconto County*

Dennis Kroll

\*\*\*\*Terry Brazeau

Karl Ballestad

*Sheboygan County*

Ed Procek

\*\*\*Mike Hotz

Vacant

\*Project Contributors

\*\*Chairperson

\*\*\*Vice-Chairperson

\*\*\*\*Secretary/Treasurer

