



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, JUNE 20, 2018, 8:15 AM
TRANSIT**

A. ROLL CALL.

I. Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert and Rashad Cobb

Present: Kevin Kuehn, Roger Kolb, Emily Ysebaert, Ron Antonneau, Randy Scannell,
Excused: Rashad Cobb, John Withbroe

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve.
Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes of the May 16, 2018 meeting.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve.
Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Update regarding the I-4I Commuter Service Feasibility Study for Northeastern Wisconsin

L. Conard noted that the East Central Wisconsin Regional Planning Commission (ECWRPC) received a grant and in partnership with the Green Bay, Appleton, Oshkosh and Fond du Lac transit systems, and the Wisconsin Department of Transportation (WisDOT), issued a Request for Proposal for a Commuter Service Feasibility Study for Northeast Wisconsin. The RFP was issued in April. P. Kiewiz and L. Conard had the opportunity to review and provide comment before the RFP document was issued.

The purpose of the study is to assess the feasibility of commuter service along I-4I between Green Bay & Fond du Lac.

East Central staff formed a team to review and score the proposals. L. Conard served on the committee. Proposals were received from three firms.

1. SRF – National Firm - St. Paul, MN
2. AECOM – National Firm – Middleton, WI
3. RLS – National Firm - Dayton, OH

SRF was chosen. Discussion occurred regarding SRF work in Wisconsin.

L. Conard noted that cost of the study is being covered with a federal grant and a local match by ECWRPC. There is no financial contribution from Green Bay Metro for the study.

L. Conard noted the consultant is to:

- Assemble a steering committee
- Gather public input from stakeholders and the general public and gauge support
- Develop statement of needs, goals, and objectives
- Develop potential routes, timetables, vehicle fleet, transfer stations, fares, etc.
- Estimate costs and develop financial strategies
- Issue a final report.

The project is to occur between July, 2018 and September, 2019.

The Transit Commission requested updates as appropriate.

2. Presentation: Green Bay Metro's Quarterly Route Data Review and Analysis Report, May 2018 by Brown County Planning Commission Staff

L. Conard noted that the data gathered in this review will be compared to data gathered under the new system that is scheduled to be implemented on July 30th.

3. Action: Metro Transit Driveway Expansion

Director Kiewiz stated previously the Commission had approved the purchase of the land just west of our facility. Staff have been working with the city Engineering staff on the expansion of the transit driveway. P. Kiewiz stated the bids had just come in prior to your packets being sent out. Due to a timing issue we would like to keep this project moving forward to utilize the grant dollars by the end of August before the Federal Transit Administration closes down TrAMs before fall. We only received one bid. Engineering has stated this isn't uncommon right now because contractors are all booked out. Currently, there are two sides to the transit way. The north side of the island that is closest to the facility will extend all the way to Quincy Street and all the buses will be accessing into the transit way from Quincy Street.

R. Antonneau inquired who the bidder was.

Director Kiewiz stated Peters Concrete and the cost came in at between \$82-83,000.00.

Moved by Commissioner Kevin Kuehn, to award the project to the lowest, responsive bidder not to exceed \$95,000.00. Seconded by Commissioner Emily Ysebaert to approve. Motion carried. Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None, Abstain- None

4. Update on Proposed Route Changes

Director Kiewiz stated she would like to give an update as to where we are with the proposed route changes and east side transfer point. Included in your packet was an overview of the route changes. She had emailed all the alderman the maps and the links to our website with these changes. Metro's public participation policy requires three (3) public informational meetings; six (6) have been scheduled due to large changes. The meetings are spread out between days and evenings to give everyone the opportunity to share their comments with us. To date we have had four (4) meetings. The meetings have been attended very well. We have Dispatch doing all call announcements on the buses during our peak hours and a lot of different marketing strategies to help promote awareness. We have heard from a couple of individuals that are concerned they will need to make transfers now. There is one minor area by Deckner; a change may occur for a block or two due to a couple of comments that were received. Alderman Scannell made a comment in his district for Route 13 down by Broadway and Mather; staff will make that modification. At our next transit commission meeting we will be holding a public hearing. All comments that we have received at meetings will be in your packets for you to review prior to the public hearing.

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz stated the On Time Performance Report will resume in fall after install of the new AVL software. She gave a brief overview of May ridership reports for Fixed Route.

P. Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through April. She gave a brief overview of the revenue and expense reports.

P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

3. Director's Report

Director Kiewiz commented on an article that spoke of Metro that was in the Green Bay Press Gazette this week. There was an inaccurate statement made on behalf of Metro having a deficit. Reporter from the Press Gazette stated that he will run a correction in the paper correcting the false statement.

At our last meeting we had a closed session regarding a labor update. We are proceeding into mediation with the Mechanics Union and we will come back in closed session at a future date to bring you up to date.

Ashwaubenon School District has asked to continue with their school ridership agreement.

The AVL/GPS software project will start install next week. The following week we will work with internal staff on training them on the new software. By the middle of July we will have the software up and running for the public. We anticipate having this up and ready to go prior to the route changes on the east side.

Introduced the new General Manager of MV Transportation, Brian Silk who oversees the paratransit contract with us.

4. Next Meeting Date: July 18, 2018

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, No- None,
Abstain- None