



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, JULY 18, 2018, 8:15 AM
TRANSIT**

A. ROLL CALL.

I. Chair Roger Kolb, Vice Chair, John Withbroe; Alderperson Randy Scannell, Ron Antonneau, Emily Ysebaert and Rashad Cobb

B. APPROVAL OF THE AGENDA.

I. Approval of July 18, 2018 Agenda

Moved by Commissioner Ron Antonneau , seconded by Commissioner Emily Ysebaert to move agenda item Express Route partnership with NWTC and UWGB before the Public Hearing.

Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,

No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of June 20, 2018 Transit Commission Meeting Minutes

Moved by Commissioner John Withbroe, seconded by Commissioner Ron Antonneau to approve the minutes from the June 20, 2018 meeting. Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,

No- None, Abstain- None

D. PUBLIC HEARING

I. Discussion/Action: On the Fixed Route Restructuring Proposal for all East Side Routes and Modifications to the ADA Paratransit Boundary for the Green Bay Metro System.

Director Kiewiz informed the Commissioners this item had been discussed at the last meeting in relation to the proposed East Side Route changes and the East Hub. The restructuring will increase frequency and extend service to the Village of Bellevue and many additional businesses will receive public transportation. Metro held six (6) informational meetings, covering various times of the day. A thirty (30) day public comment period was also issued. The meetings were well attended and received various comments. Various comments with staff responses are included in your packet for your review. Staff had made two modifications based on comments received from the public comment meetings. Those two route are Route 2, and Route 13.

Chair R. Kolb stated any person wishing to speak on the proposed metro route changes taking effect on July 30, 2018 is encouraged to address the Commission. He stated to please state their name and address. R. Kolb opened up the meeting for public response.

Earl Vanden Heuvel- 345 Wagon Wheel Court

Earl request assistance on planning his son's trip due to his son experiencing some anxiety on the route changes. He needs the bus to get him back and forth to ASPIRO for work.

Metro's Travel Trainer assisted Earl on planning his son's route to ASPIRO.

No further discussion on this agenda item.

Moved by Commissioner Ron Antonneau, seconded by Alderperson Randy Scannell to approve the Fixed Route restructuring proposal for all East Side Routes and modifications to the ADA Paratransit Boundary for the Green Bay Metro System effective July 30, 2018. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,
No- None, Abstain- None

E. REGULAR BUSINESS.

I. Action: Resolution - Authorizing Filing of 5307 Application

Director Kiewiz stated City Council has approved the Resolution Authorizing the filing and execution of Urbanized Area Formula Program Transit Operating and Capital Grant Application with the Department of Transportation, United States of America, Under the Urban Mass Transportation Act of 1964, as amended. This resolution replaces a previous resolution that was specific to a fiscal year.

Moved by Commissioner Ron Antonneau, seconded by Commissioner John Withbroe to approve the Resolution authorizing filing of 5307 applications. Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,
No- None, Abstain- None

2. Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2019-2021

Director Kiewiz informed the Commissioners that every three years Green Bay Metro is required to submit a report to the Federal Transit Administration (FTA) which states our DBE goal. A DBE goal is required by the FTA when federal money is used to fund contracts. A DBE is a business that is owned by minorities or women. For the FY 2019 through 2021, Green Bay Metro's goal is 1.3%.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the DBE goal for FY 2019-2021 . Motion carried.

Yes- None, No- None, Abstain- None

3. Action: Painting Diesel Fuel Tanks

Director Kiewiz stated staff had worked with the City Purchasing Department to develop a bid document for the painting of the diesel fuel tanks. The project will be covered with 80% federal dollars. Staff is anticipating the project to be completed by the end of August 2018.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve the award to the lowest responsive, responsible vendor Omni Glass & Paint, Inc. for the amount of \$15,930.00. Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,
No- None, Abstain- None

4. Action: Express Route Partnership with NWTC and UWGB

Director Kiewiz stated she would start off with some background. Metro, NWTC and UWGB have worked together to create a more convenient and direct access between the colleges to assist in their I-2-I Program. Staff have developed an express route that would run every 30 minutes the only stop would be at the Transit Center. Operating from 7am to 7pm, Monday through Friday. A third of the portion will be absorbed by Metro and Both colleges for the service. Ridership will be monitored according to the Metro system standards. Director Kiewiz does not foresee a concern with the current budget for piloting this for the school year. Staff is looking recommending implementing this service August 20, 2018 to the middle of May 2019; then meet and assess the outcome of the ridership to see if we would like to continue the service.

Mayor Schmitt stated as a city we need to step our game on transportation and this is a great step. He is enthusiast for this partnership to connect the college students to the downtown area for work, internships and other opportunities. The City supports this partnership with NWTC and UWGB.

Karen Smits representative for NWTC stated thank you for considering this partnership. It was a way to find more college degree holders to Green Bay, Brown County and to Northeast Wisconsin and one way to do that is to take advantage of the strengths of both of our institutions. This partnership will be more accessible to a lot more people. Another thing we like about is how it is stopping in the center of the city; we then can pick up students who live in the middle part of the city and don't have transportation to get either campuses.

R. Cobb stated that student population coming from downtown trying access higher education is larger population then many people realize.

Moved by Commissioner Ron Antonneau, seconded by Commissioner John Withbroe to approve the partnership between Green Bay Metro, Northeast WI Technical College and UWGB effective August 20, 2018. Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,
No- None, Abstain- None

5. Action: Green Bay Metro's Transit Asset Management Plan (TAMP)

Director Kiewiz stated this is a new requirement, per Federal Transit Administration (FTA) guidelines for all transit agencies that own, operate, or manage capital assets used in the provision of public transportation and receive federal financial assistance under 49 U.S.C. Chapter 53 either as recipients or sub-recipients must develop a TAM plan. This plan layouts how capital assets will be tracked, monitored and the process for replacement.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro Transit Asset Management Plan (TAMP). Motion carried.

Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Rashad Cobb,
No- None, Abstain- None

F. INFORMATIONAL.

1. Marketing Report

Director Kiewiz stated included in your packets you will find the advertising comparison report for January through June. No concerns and revenues are ahead for 2018.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through May. She gave a brief overview of the revenue and expense reports. Director Kiewiz stated that 2019's budget is underway.

3. Operational Reports

Director Kiewiz provided a brief overview of the ridership reports for Fixed Route, Green Bay Area Public School Ridership and Ashwaubenon School Ridership. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

4. Director's Report

Director Kiewiz stated that 2017 NTD end of year has been closed out.

AVL/GPS software system tablets have been installed on all buses and operators have been utilizing the new software.

GBM Bus Tracker app is coming soon. It will work on both iPhones and Androids. SMS messaging to get bus stop information will be available in the near future.

Director Kiewiz is working with setting up Google Transit for planning your trip.

Once again, Green Bay Metro has partnered with the Packers to provide the G-Line starting July 25, 2018 through September 1, 2018 operating Monday through Friday 10:15am till 6:45pm and Saturday 10:45am till 6:45pm.

Next meeting we will have closed session to discuss labor negotiations regarding the mechanics settlement.

G. NEXT MEETING

I. Next meeting August 15, 2018.

H. ADJOURNMENT.

Moved by Alderperson Randy Scannell, seconded by Commissioner Ron Antonneau to approve.
Motion carried.

Yes- None, No- None, Abstain- None