



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, AUGUST 15, 2018, 8:15 AM
TRANSIT**

A. Roll Call.

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

B. Approval of the Agenda.

- I. Approval of August 15, 2018 Transit Commission Agenda.

C. Approval of Minutes.

- I. Approval of July 18, 2018 Transit Commission Meeting Minutes.

D. Regular Business.

- I. Discussion/Action: Asphalt Repairs, Resealing and Restriping Green Bay Metro Parking Lots

E. Informational.

- I. Closed Session/Discussion: Update of Labor Negotiations.
The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.
2. Presentation: GBM Bus Tracker App
3. Operational Reports
4. Financial Report
5. Director's Report
6. Next Meeting: September 19, 2018

F. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Transit Commission will attend this meeting and will constitute a meeting of the Transit Commission for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I.

Approval of August 15, 2018 Transit Commission Agenda.

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on August 15, 2018.

RECOMMENDATION

Staff recommends the approval of the agenda for August 15, 2018.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I.

Approval of July 18, 2018 Transit Commission Meeting Minutes.

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on July 18, 2018.

RECOMMENDATION

Staff recommends the approval of the minutes from the July 18, 2018 meeting.

FISCAL IMPACT

ATTACHMENTS

- I. TC Minutes July 18, 2018



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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I.

Discussion/Action: Asphalt Repairs, Resealing and Restriping Green Bay Metro Parking Lots

BACKGROUND

Green Bay Metro has worked with the City Purchasing Department to develop a bid document for the asphalt repairs, resealing and re-striping Green Bay Metro parking lots. Bids are due back to the City Purchasing Department on August 21, 2018. Due to the timing of the year staff is requesting approval with an amount not to exceed \$40,000.

The project will be covered with 80% federal dollars.

RECOMMENDATION

Staff recommends the approval to the lowest responsive bidder, responsible vendor(s) for asphalt repairs, resealing and re-striping Green Bay Metro's parking lots with a cost not to exceed \$40,000.

FISCAL IMPACT

ATTACHMENTS

- I. RFQ #2976 Metro-Transit Aerial Drawing



Harvey St

901 University Avenue - Green Bay Metro

AREA (A) = 76,500 SQ/FT

AREA (B) = 20,625 SQ/FT

AREA (C) = 7,725 SQ/FT

54



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I.

Closed Session/Discussion: Update of Labor Negotiations.

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

BACKGROUND

Human Resource Operations Manager, Melanie Falk will be in attendance to provide an update on labor negotiations regarding Local 420, Operating Engineers.

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

Presentation: GBM Bus Tracker App

BACKGROUND

Green Bay Metro staff will give a presentation on the new GBM Bus Tracker App that was implemented on July 27, 2018. This new technology provides real time data and location of the buses. This has been well received by the public.

RECOMMENDATION

Informational purpose only.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
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MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Operational Reports

BACKGROUND

Operational reports are included.

Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. July 2018 Ridership

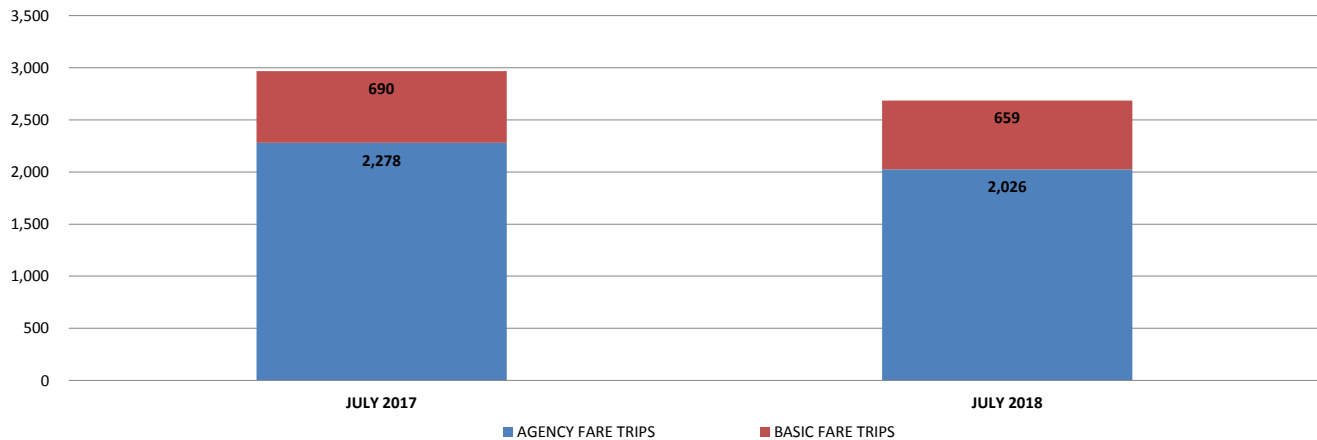
FIXED ROUTE RIDERSHIP

	ADULT CASH	ADULT PASS	COLLEGE STUDENT PASS	WEEK PASS	ADULT DAY PASS	STUDENT DAY PASS	REDUCED DAY PASS	ADULT SINGLE	STUDENT CASH	STUDENT PASS	STUDENT SINGLE	E&D CASH	E&D PASS	E&D SINGLE	REVENUE PASSENGERS
JULY 2017	2,756	22,696	566	2,508	14,329	827	6,258	15	287	838	6	366	11,569	0	63,021
JULY 2018	2,850	25,199	518	2,860	15,662	378	5,882	3	233	475	1	337	11,503	0	65,901
CHANGE '17-'18	94	2,503	(48)	352	1,333	(449)	(376)	(12)	(54)	(363)	(5)	(29)	(66)	0	2,880
	3.4%	11.0%	-8.5%	14.0%	9.3%	-54.3%	-6.0%	-81.0%	-18.8%	-43.3%	-81.0%	-7.9%	-0.6%	#DIV/0!	4.6%

	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUBA NON SCHOOLS	GBAPS	U-PASS	RAZ PASS	G-LINE	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS
JULY 2017	13,182	0	0	2,306	1,230	510	17,228	0	5,662	41	0	180	5,883	86,132
JULY 2018	9,984	0	0	1,801	2,258	876	14,919	222	10,091	194	0	139	10,646	91,466
CHANGE '17-'18	(3,198)	0	0	(505)	1,028	366	(2,309)	222	4,429	153	0	(41)	4,763	5,334
	-24.3%	#DIV/0!	#DIV/0!	-21.9%	83.6%	71.8%	-13.4%	#DIV/0!	78.2%	373.2%	100.0%	100.0%	81.0%	6.2%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
JULY 2017	2,278	690	2,968	\$ 8,904	\$ 27,003	\$ 35,907
JULY 2018	2,026	659	2,685	\$ 8,073	\$ 24,235	\$ 32,308
CHANGE '17-'18	(252)	(31)	(283)	\$ (831)	\$ (2,768)	\$ (3,599)
	-11.1%	-4.5%	-9.5%	-9.3%	-10.3%	-10.0%

PARATRANSIT RIDERSHIP



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Financial Report

BACKGROUND

Green Bay Metro's staff will present the Commission with January through June financial report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. 2018 Financials-June



EXPENSES

ACCOUNT DESCRIPTION	2018 JUNE	2017 JUNE	+/-	%	2018 BUDGET	% OF BUDGET
Wages & Salaries	1,306,427	1,286,803	19,624	1.5%	3,642,221	35.9%
Fringe Benefits	761,232	724,376	36,857	5.1%	1,536,653	49.5%
Other Employment Expenses	18,292	13,807	4,485	32.5%	43,750	41.8%
Contract Services	45,901	63,955	(18,054)	-28.2%	334,515	13.7%
Materials & Supplies	326,695	242,972	83,723	34.5%	956,979	34.1%
Building & Equip Maintenance	258,052	158,635	99,416	62.7%	304,500	84.7%
Utilities	47,724	50,263	(2,539)	-5.1%	114,017	41.9%
Insurance	170,963	193,443	(22,480)	-13.1%	175,016	97.7%
Miscellaneous	96	116	(20)	-20.8%	300	31.9%
Paratransit Services	452,444	460,924	(8,480)	-1.8%	1,353,520	33.4%
Subrecipient Expenses	67,359	112,710	(45,351)	-67.3%	-	0.0%
TOTAL	3,455,186	3,308,004	147,182	4.4%	8,461,471	40.8%

REVENUES

ACCOUNT DESCRIPTION	2018 JUNE	2017 JUNE	+/-	%	2018 BUDGET	% OF BUDGET
Federal Operating Asst	118,539	163,685	(45,146)	-38.1%	2,326,078	5.1%
State Operating Asst	666,538	727,847	(61,309)	-9.2%	2,326,078	28.7%
Other Local Municipalities	277,921	259,686	18,235	6.6%	555,842	50.0%
Green Bay	637,500	650,000	(12,500)	-2.0%	1,561,073	40.8%
Farebox Revenue-Fixed Route	344,631	296,769	47,862	13.9%	660,000	52.2%
Farebox Revenue-Paratransit	214,729	202,762	11,968	5.6%	564,000	38.1%
College Program Fares	2,363	1,756	607	25.7%	-	0.0%
TMI Refund	83,359	58,675	24,684	30%	-	0.0%
Non-Transportation Revenue	33,600	15,936	17,664	52.6%	21,400	157.0%
State Fuel Refund	6,374	7,246	(872)	-13.7%	-	0.0%
Advertising	67,871	32,803	35,068	51.7%	100,000	67.9%
Greyhound Commission	14,868	15,053	(186)	-1.2%	50,000	29.7%
Partnership Contributions	6,510	-	6,510	100.0%	297,000	2.2%
TOTAL	2,474,802	2,432,218	42,584	1.7%	8,461,471	29.2%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	26	26	0	0.0%	307
Revenue Miles	90,217	93,564	(3,347)	-3.6%	1,178,076
Revenue Hours	6,291	6,465	(174)	-2.7%	82,110
Unlinked Passenger Trips	97,310	94,731	2,579	2.7%	1,414,000
Revenue / Cost	71.6%	73.5%			100.0%
Farebox Revenue / Mile	3.82	3.17	0.65	20.4%	0.56
Farebox Revenue / Pass Trip	3.54	3.13	0.41	13.0%	0.47
Farebox Revenue / Hour	54.79	45.91	8.88	19.3%	8.04
Passenger / Mile	1.08	1.01	0.07	6.5%	1.20
Cost / Mile	33.28	30.43	2.85	9.4%	6.03
Cost / Passenger Trip	30.86	30.05	0.80	2.7%	5.03



Report to the
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MEETING DATE

August 15, 2018

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.5.

Director's Report

BACKGROUND

Green Bay Metro's Transit Director will provide the Commission with an update on Metro.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
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MEETING DATE

August 15, 2018

PREPARED BY

AGENDA ITEM # E.6.

Next Meeting: September 19, 2018

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None