



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, SEPTEMBER 19, 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 September 19, 2018 Transit Commission Agenda.

Moved by Commissioner John Withbroe, seconded by Commissioner Emily Ysebaert to approve the September 19, 2018 agenda. Motion carried.

Yes- None, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of August 15, 2018 Transit Commission Meeting Minutes.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the minutes from the August 15, 2018 meeting. Motion carried.

Yes- None, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion and Action: Reclassification of the Transportation Supervisor Position and Request to fill the Compliance Coordinator

Director Kiewiz has suggested restructuring the following positions:

The Compliance Coordinator position was previously part of Green Bay Metro's table of organization. In March of 2017, the incumbent transferred to a different position within the City. At that time, Director Kiewiz determined not to fill the vacancy as she desired to evaluate the duties of the position and ability of other staff to absorb some of the tasks. Many of the duties were absorbed by the Transportation Supervisor. The Compliance Coordinator position was eliminated from the 2018 table of organization.

Director Kiewiz is recommending the Compliance Coordinator position be added back into the table of organization.

The Transportation Supervisor position supervises the Dispatch office, provides backup to the Operations Supervisors, oversees the Packer Game Day Routes, monitors mileage and compiles daily operational statistics and assists the Transit Director with confidential and administrative tasks. The Transportation Supervisor position was recently vacated due to a resignation. Director Kiewiz reviewed the responsibilities of the position and is requesting to reclassify the position to a third Operations Supervisor position. Doing so will provide additional supervisory coverage for the 47 Bus Operators and 5 Dispatchers who staff Metro from 4:00 a.m. until 10:00 p.m. and more time focused on training the Bus Operators and Dispatchers.

Moved by Ald. Randy Scannell, seconded by Board Member Rashad Cobb to approve the reclassification of the Transportation Supervisor position to a Operations Supervisor and to fill the vacant Compliance Coordinator position. Motion carried.

Yes- None, No- None, Abstain- None

E. INFORMATIONAL.

I. Discussion: Green Bay Metro Quarterly Route Review and Analysis Report, August 2018, by Brown County Planning Commission.

L. Conard provided an overview of the report noting that this is the first quarterly report since the implementation of the East Side Transfer Point.

In terms of individual route performance, the new connector routes, #14 Brown and #12 Coal, are performing very well. The routes provide direct service from the Transportation Center to the new transfer point in 15 minutes. In addition the #13 River (downtown area) route was redesigned and is now performing above system standards.

The #18 Tan (Bellevue), #15 Aqua and #16 Pink (I-43 Business Center, YMCA, and Bellin Health) are performing below systems standards, which is somewhat expected largely due to low-density land use/lack of trip generators.

K. Kuehn asked about the lower operating ratio.

L. Conard noted that these data are representative of August when school is not in session, therefore, the ratio is less than it would be during the school year. P. Kiewiz confirmed.

2. Operational Reports

Director Kiewiz stated in your packets is the operational reports. Director Kiewiz gave a brief overview of August ridership reports for Fixed Route. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

3. Director's Report

Director Kiewiz commented that there are no financial reports this month; we will have them for the next month's meeting. We are under budget roughly 5-6%.

The first round of Metro's budget has been submitted to the City. Our budget will be consistent where it has been; we may see a slight increase with the pay plan with the changes we had during negotiations and with the City's health plan.

College Express kicked off August 20, 2018. The ridership for the first 21 days was about a 1,000; averaging 50 people a day. Operating 24 trips for a course of a day. During the pilot program of this we are watching to see if there are certain times of the day or days that are more utilized. We will continue to monitor the program.

GB Metro Bus Tracker has been successful. We have received nothing but positive feedback on the GBM Bus Tracker App. Patty is working with Google Transit Map; she is in the final stage of testing it with Google. The trip planner is coming in the next coming weeks.

Director Kiewiz and Maintenance Manager will be out of the office attending the APTA conference in Nashville.

Working on a grant with WisDOT for VW Litigation Program; she is requesting \$3.7 million for purchase of replacement buses. Director Kiewiz stated she does not anticipate us receiving that amount. The grant is being awarded based on need. The recommendation is \$32 million for buses. This amount would purchase 70 buses overall the state is in need of 260 buses. P. Kiewiz will keep the Transit Commission up to date on the outcome of the disbursement of the funding.

Director Kiewiz stated we do have 5 buses (3-35' and 2-40') being delivered end of September beginning of October; the purchase of the buses was from money that we received from the grant dollars in 2016 from the Surface Transportation Block Grant in addition to Federal 5339 dollars.

There was some discussion on the Lime Bikes regarding options of bike styles and locations in the community.

4. Next Meeting: October 24, 2018

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner John Withbroe to adjourn at 8:45 a.m. Motion carried.

Yes- None, No- None, Abstain- None

