MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 15, 2019, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

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

Absent: Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:17 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of May 15, 2019 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve May 15, 2019 agenda. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of April 17, 2019 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the minutes from April 17, 2019 meeting. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

D. REGULAR BUSINESS.

1. Presentation: 2018 Annual Financial Audit

Josh Swanson of Clifton Larson Allen, LLP presented the 2018 Annual Financial Report for Green Bay Metro.

Josh stated we are issuing a clean opinion on the financial statements of Green Bay Metro for the year ending December 31, 2018. This means there are no exceptions or omissions in this document and it fairly states the financial condition of the Transit Commission. Also, there were no findings or disagreements in the management communication. The audit went well.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to receive and place on file the 2018 annual financial audit. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

2. Discussion/Action: Access Control System

Director Kiewiz stated staff have worked with the city Purchasing Department on updating the access to the Metro facility. The current system is 10 years old and as repairs arise, parts are no longer available for our current system.

Metro will be utilizing federal grants that will absorb 80% of the cost and the remaining 20% will be local dollars.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the award to LaForce, Inc. the lowest, responsive, responsible vendor. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

3. Discussion/Action: Bus Purchase

Director Kiewiz stated Metro has received grant dollars to allow for the purchase of seven (7) new buses. Four buses are from the VW settlement with the State of WI and the remaining three will be utilizing 5339 federal money. The federal 5339 program is 80% federal and 20% local match.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the purchase of seven (7) new buses from Gillig, LLC. with an amount not to exceed $3,325,000.0. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

4. Discussion/Action: Green Bay Metro's Drug and Alcohol Policy - Revised

Director Kiewiz stated DOT issued a final ruling to reflect minor technical corrections governing drug testing for safety sensitive employees. Page 10 of the policy was modified to reflect opioids instead of opiates to meet FTA compliance.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the amended Green Bay Metro Drug and Alcohol Policy. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

5. Discussion/Action: Office Summer Hours

Director Kiewiz stated Human Resource Director Faulds proposed summer office hours for City Hall. The Personal Committee has approved it and it will move on to City Council. The timeframe for the summer hours would be from Memorial Day to Labor Day. Hours would be modified to Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 11:30 a.m. Director Kiewiz stated she supports this idea and states it would be nice to allow the flexibility for staff. She did state not all divisions would be able to do this. It will not effect hours of operations. This change will only affect our Administration staff.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner John Withbroe to approve the summer office hours. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

6. Discussion/Action: Creative Artwork on Bus Shelters

Director Kiewiz stated we have been working with Green Bay Public Art Commission on placing artwork throughout Green Bay on current placed shelters. Together we will be seek visual artist to submit their artwork. Director Kiewiz will be sitting on the committee to assist in choosing the artwork. The cost of the art work will be from the Community Development Block Grant through the Redevelopment Association.

Commission Kevin Kuehn asked staff to verify the exiting of this partnership if the artwork goes bad on the shelters.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the creative artwork on bus shelters. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

E. INFORMATIONAL.

1. TMI Driver Safety Award

Director Kiewiz stated Green Bay Metro has received recognition from Transit Mutual Insurance (TMI); for First Place in the "over 1 million mile division" for the 2018 Driver Incentive Program.

Green Bay Metro received an award of a $1,000. This reward will be utilized in something that the department as a whole will benefit from.

2. Operational Reports

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

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through March. She gave a brief overview of the revenue and expense report. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

4. Director's Report

Director Kiewiz introduced our new hires: Accountant, Sherry Schuh and Mobility Coordinator, Andrea Vlach.

Green Bay Metro participated in "Get on Board on April 25, 2019. Metro offered free fares. Ridership was 4,643.

Director Kiewiz stated she is in discussions with the Packers discussing future transportation services to the Titletown District. More information to come in the future.

Director Kiewiz and Essie Fels will be attending the APTA conference in Louisville, Kentucky for the Bus and Paratransit Conference on May 19-22, 2019.

Staff will be preparing the Paratransit contract for going through the RFP process. The current contract will be up in March 2020. If any of the Commissioners would be interested in sitting on this committee just let Patty know. Lisa Conard from Brown County Planning and Essie will also be assisting on this committee.

Chair Roger Kolb stated he would be interested in sitting on this committee.

Metro is scheduled for our Triennial Review September 10-11, 2019.

5. Next Meeting: Wednesday, June 19, 2019

F. ADJOURNMENT.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to adjourn at 8:52 a.m. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None