AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, AUGUST 21, 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

B. Approval of the Agenda.

1. Approval of August 21, 2019 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of the July 17, 2019 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Bus Service Agreement with Ashwaubenon School District
2. Discussion/Action: Gas Easement Request from WPSC
3. Discussion/Action: Green Bay Metro's TAM Plan

E. Informational.

1. Operational Reports
2. Financial Report
3. Director's Report
4. Next Meeting: Wednesday, September 25, 2019

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 Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council 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	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # B.1.

Approval of August 21, 2019 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on August 21, 2019.

RECOMMENDATION

Staff recommends the approval of the agenda for August 21,2019.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # C.1.

Approval of the July 17, 2019 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on July 17, 2019.

RECOMMENDATION

Staff recommends the approval of the minutes from July 17, 2019.

FISCAL IMPACT

ATTACHMENTS

1. July 17 Minutes

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 17, 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 8:16 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of July 17, 2019 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the July 17, 2109 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 the June 19, 2019 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the minutes from June 19, 2019 meeting. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

D. REGULAR BUSINESS.

E. INFORMATIONAL.

1. Accounts Receivable Update - Shopko

Director Kiewiz stated she would like to update the Commission on how Shopko closing effected transit. Shopko was one of our providers that sold bus passes; at all of their store locations. The minute the announcement came out of the first Shopko store closing. Staff went and collected the inventory of all bus passes from all Shopko locations. Shopko would sell the bus passes and Metro would bill them on a monthly basis. Transit is sitting with approximately $12,000 of unpaid invoices. This would be for the months of November, December and part of January sales. City Legal Department is currently working on trying to collect for these unpaid invoices.

2. Amtrak Update

Director Kiewiz stated the partnership with Amtrak has been going well and the service is being heavily used. Metro is still working on the legal agreement with Amtrak; once the agreement has been finalized it will come to the Commission for final approval.

3. Marketing Report

Director Kiewiz stated in your packet you will find the 2019 January through June bus advertising comparison report. Advertising revenue is slightly down due to timing of the invoicing. Staff has been busy with keeping ads on the buses.

4. Operational Reports

Director Kiewiz gave a brief overview of June ridership reports for Fixed Route and Paratransit, and mobility and bike comparisons for the Fixed Route System. Ridership was up 3.1%. The month of May was the first month to hit over 1,000 mobility devices, in a month. These numbers are tracked for logistical purposes. Time points may have to be adjusted to ensure connections are being made. The new AVL Double Map technology that is recording our system maybe capturing a little bit more than what we did in the past. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

5. 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. We are under budget. Director Kiewiz stated that we had a couple of our key performance indicators pulling the incorrect numbers from the previous month. Staff has revised the formulas.

Commissioner Kevin Kuehn inquired on the wages and salaries line item.

Director Kiewiz stated the city pay plan was implemented last year. We had administration wages that had increased substantially in addition to increases based on labor agreements. The department had several vacancies for a period of time which are now filled.

6. Director's Report

Director Kiewiz stated she had provided the 2109 WI State Budget for Mass Transit Operating Assistance. The documents indicates what the governor proposed versus what had been voted on and then actually adopted and signed into law. It has passed to provide a 2% increase in mass transit operating assistance to transit. Metro was hoping the increases that came through would help offset the cost of adding an additional hour of service for 2020. At this time, she did not feel this would be enough funding to cover this additional hour of service.

Staff has started prepping for the first draft of Metro's budget which is due in early August.

Commissioner Ron Antonneau asked if Metro's budget was cut last year from the local city portion.

Director Kiewiz stated over the last 2 years the city did reduce their portion.

Director Kiewiz has had communications with the Mayor and he is well aware of the cuts that transit had to go through the last 2 years. Mayor Genrich has been very supportive of transits initiatives.

Packers press conference to announce Route 8 Green and Route 9 Gold, fare free and year around services is July 18, 2019 at 11:30 a.m. at Lambeau Field. The Commission is welcome to join us. Implementation of service is scheduled for Thursday, July 25, 2019.

Metro has hired a new Maintenance Manager and has promoted an internal candidate to Operations Supervisor. Both will be in attendance at a future meeting.

The Federal Transit Triennial Review is set for September and the WisDOT State Management Review is set for October.

Emily Ysebaert inquired if the garbage issue has been resolved at the East Side transfer point.

Director Kiewiz stated that it has been resolved. Metro has ordered the garbage can. Once it is delivered Metro staff will place it at the East Side location. It has been added to the list for dumping.

7. Next Meeting: Wednesday, August 21, 2019

The next meeting of the Transit Commission is scheduled for Wednesday, August 21, 2019 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to adjourn at 8:45 a.m. Motion carried.
Yes- Emily Ysebaert, John Withbroe, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn,
No- None, Abstain- None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.1.

Discussion/Action: Bus Service Agreement with Ashwaubenon School District

BACKGROUND

Director Kiewiz has worked with the Ashwaubenon School District to revise their fee schedule. The fee schedule below will bring the Ashwaubenon School District very comparable to the per trip cost of other agreements Green Bay Metro has.

Increases would occur as stated below:
9/1/19 $500.00 monthly
1/1/20 $650.00 monthly
6/1/20 $750.00 monthly
9/1/20 $825.00 monthly, there after

RECOMMENDATION

Staff recommends the approval of the proposed fee schedule for the Ashwaubenon School District.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.2.

Discussion/Action: Gas Easement Request from WPSC

BACKGROUND

Wisconsin Public Service is requesting a gas easement across the westerly side of the transit property. The staff does not foresee this to be of any concern or in any way impede on future plans.

RECOMMENDATION

Staff recommends the approval of the Gas Easement Request from WPSC across the Westerly Side of the Transit Property.

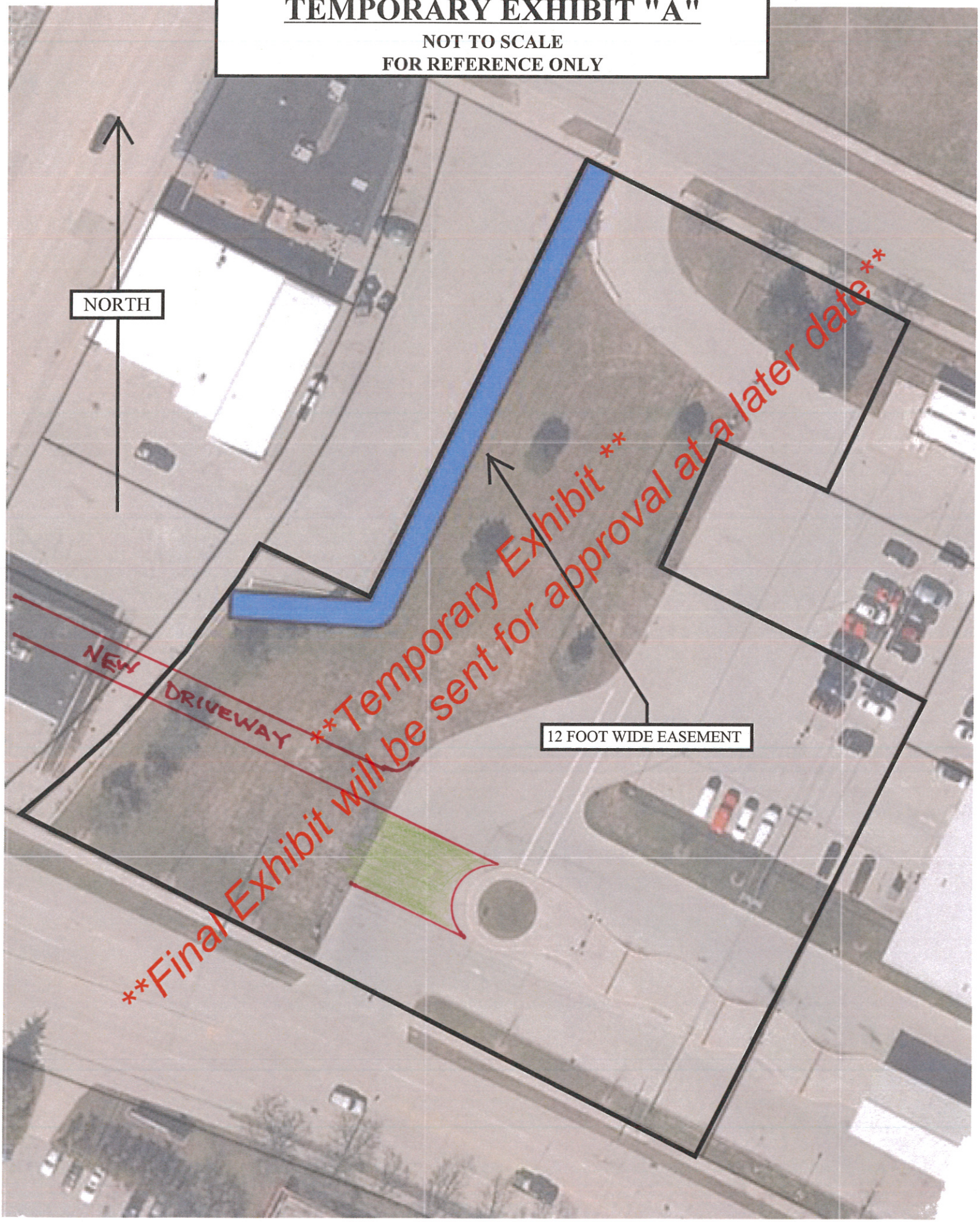
FISCAL IMPACT

ATTACHMENTS

1. Map with new driveway
2. Easement City of Green Bay 7-525_2920939

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY



1044465 WPSC

DOCUMENT NUMBER

GAS EASEMENT

THIS INDENTURE is made this _____ day of _____, _____, by and between **City of Green Bay, a Wisconsin municipal corporation,** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to**,** Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of Lots 4, 19, and 20, lying East of the railroad spur track, together with the vacated alley, Block B of the recorded plat of McCormick and Flatley's Subdivision, according to the recorded Plat thereof, in the **City of Green Bay, East side of Fox River, County of Brown, State of Wisconsin**, as shown on the ***attached Exhibit "A".***

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)
7-525

1. **Purpose: GAS -** The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review**: Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written.

City of Green Bay
Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____
City of Green Bay, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name_____
Print Name _____

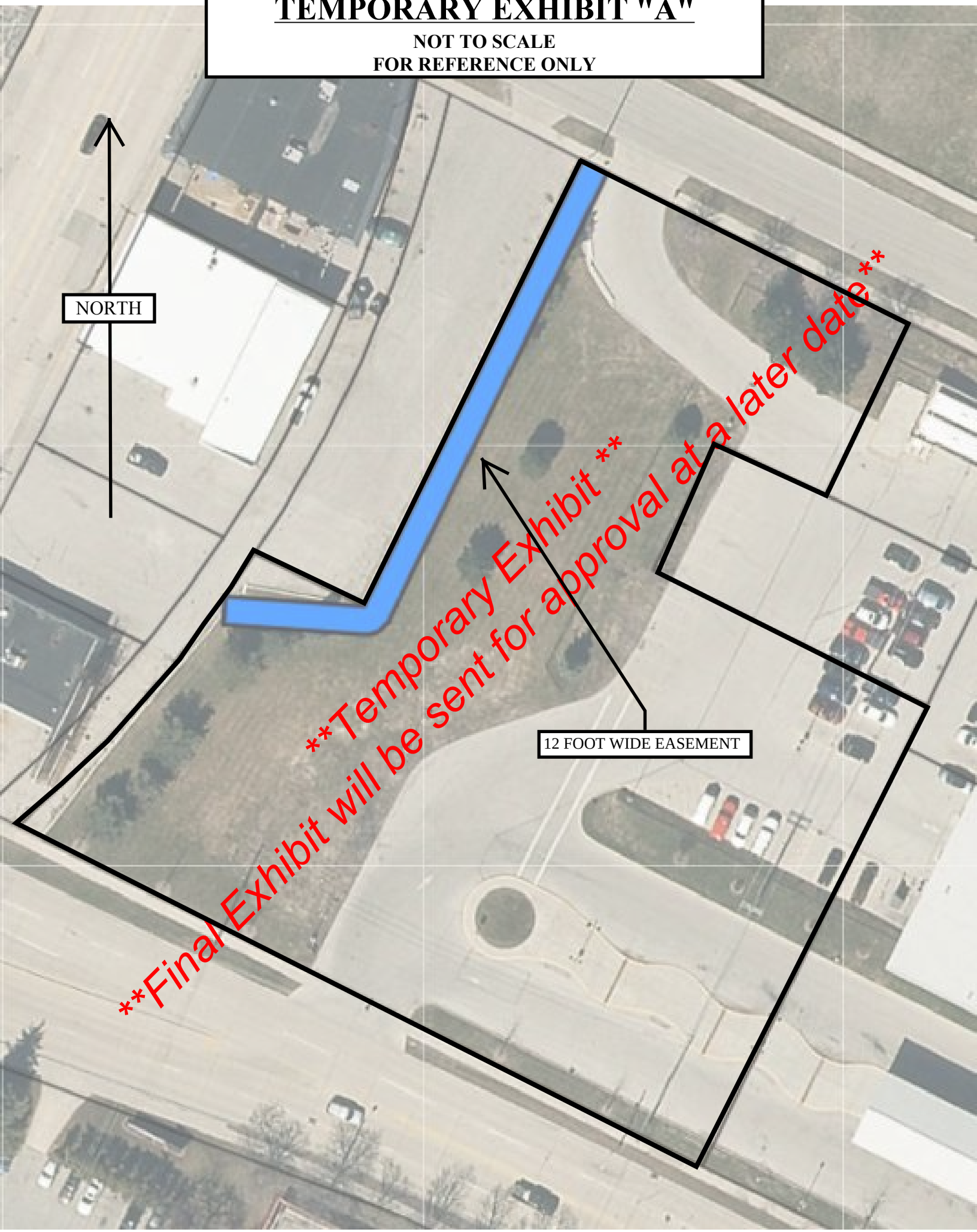
Notary Public, State of _____
My Commission expires: _____

This instrument drafted by: Philip Paradies
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
July 9, 2019	Brown	City of Green Bay	702 N Quincy St	7-525
Real Estate No.	WPSC District	WR#	WR Type	I/O
1044465	Green Bay	2920939	GP	6000271

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY



Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # D.3.

Discussion/Action: Green Bay Metro's TAM Plan

BACKGROUND

The Federal Transit Administration requires Green Bay Metro to be in complaint with 49 CFR Parts 625 and 630. In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), Green Bay Metro (GBM) is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities sub-recipients, or other federal grants received by GBM.

The TAM plan is reviewed and updated each year to ensure assets are properly maintained and replaced as needed.

Director Kiewiz will update the Commission on the 2019 findings of the completed plan. .

RECOMMENDATION

Staff recommends the approval of the 2019 revised Transit Asset Management plan.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1.

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

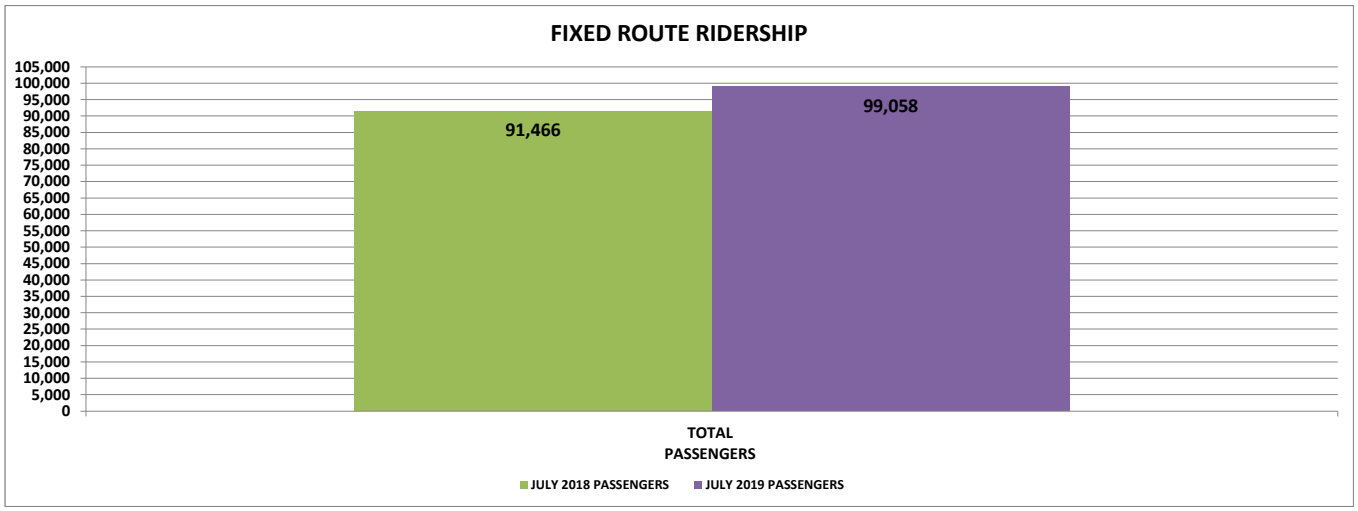
ATTACHMENTS

1. 2019.07 Ridership Report

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 2018	2,850	25,199	518	2,860	15,662	378	5,882	3	233	475	1	337	11,503	0	65,901
JULY 2019	2,513	28,069	573	2,957	17,824	409	7,190	4	232	463	2	437	11,572	4	72,249
CHANGE '18-'19	(337)	2,870	55	97	2,162	31	1,308	1	(1)	(12)	1	100	69	4	6,348
	-11.8%	11.4%	10.6%	3.4%	13.8%	8.2%	22.2%	50.0%	-0.4%	-2.5%	50.0%	29.7%	0.6%	#DIV/0!	9.6%

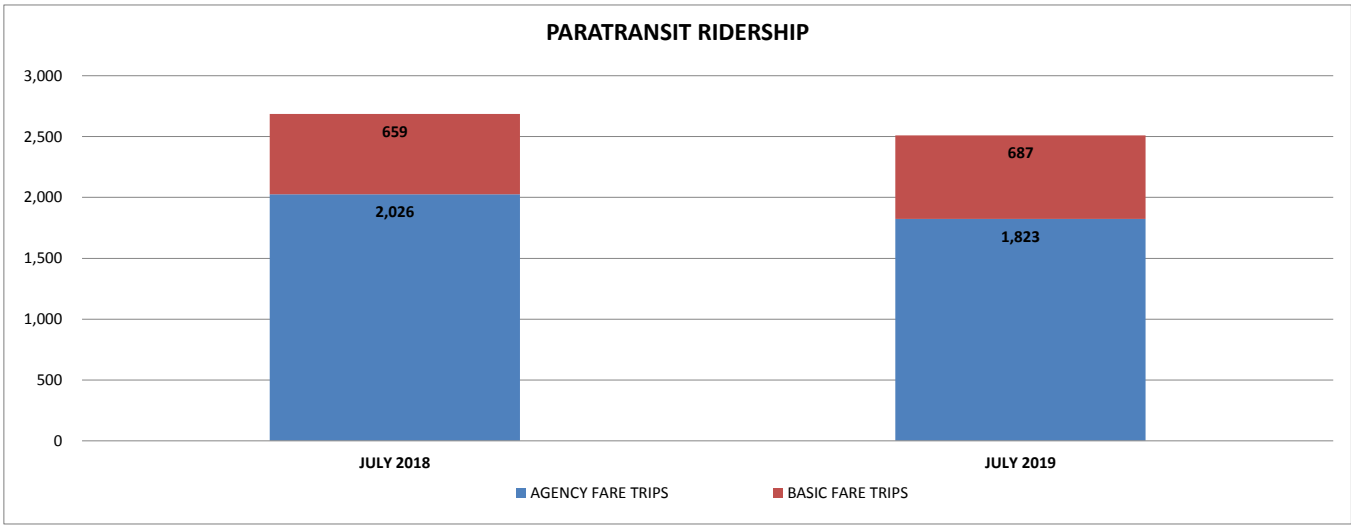
	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUBE NON SCHOOLS	GBAPS	U-PASS	RAZ PASS	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS
JULY 2018	9,984	0	0	1,801	2,258	876	14,919	222	10,091	194	0	139	10,646	91,466
JULY 2019	8,965	0	0	1,842	2,914	1,173	14,894	257	8,126	467	0	3,065	11,915	99,058
CHANGE '18-'19	(1,019)	0	0	41	656	297	(25)	35	(1,965)	273	0	2,926	1,269	7,592
	-10.2%	#DIV/0!	#DIV/0!	2.3%	29.1%	33.9%	-0.2%	15.8%	-19.5%	140.7%	100.0%	100.0%	11.9%	8.3%



PARATRANSIT

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS
JULY 2018	2,026	659	2,685
JULY 2019	1,823	687	2,510
CHANGE '18-'19	(203)	28	(175)
	-10.0%	4.2%	-6.5%

	BASIC FARE	AGENCY FARE	TOTAL FARES
	$ 8,073	$ 24,235	$ 32,308
	$ 7,530	$ 27,324	$ 34,854
	$ (543)	$ 3,089	$ 2,546
	-6.7%	12.7%	7.9%



COMMENTS:

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2.

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

1. 6 - June 2019 Financials

Green Bay METRO

Green Bay Metro Transit Commission
Financial Report
January -June 2019

EXPENSES

ACCOUNT DESCRIPTION	2019 June	2018 June	+/-	%	2019 BUDGET	% OF BUDGET
Wages & Salaries	**1,381,588.50**	**1,306,427.16**	75,161	5.8%	**3,726,621**	**37.1%**
Fringe Benefits	**766,241.79**	**761,232.48**	5,009	0.7%	**1,533,681**	**50.0%**
Other Employment Expenses	**28,791.34**	**18,292.47**	10,499	57.4%	**42,350**	**68.0%**
Contract Services	**41,902.89**	**45,901.17**	(3,998)	-8.7%	**266,839**	**15.7%**
Materials & Supplies	**324,543.14**	**326,695.02**	(2,152)	-0.7%	**998,979**	**32.5%**
Building & Equip Maintenance	**152,700.93**	**258,051.61**	(105,351)	-40.8%	**304,500**	**50.1%**
Utilities	**49,155.10**	**47,724.03**	1,431	3.0%	**109,262**	**45.0%**
Insurance	**184,021.76**	**170,962.86**	13,059	7.1%	**137,935**	**133.4%**
Miscellaneous	**207.10**	**95.60**	112	53.8%	**300**	**69.0%**
Paratransit Services	**390,351.07**	**452,444.40**	(62,093)	-13.7%	**1,266,040**	**30.8%**
Subrecipient Expenses	**-**	**67,359.14**	(67,359)	0.0%	**-**	**0.0%**
TOTAL	**3,319,503.62**	**3,455,185.94**	**(135,682)**	**-3.9%**	**8,386,507**	**39.6%**

REVENUES

ACCOUNT DESCRIPTION	2019 June	2018 June	+/-	%	2019 BUDGET	% OF BUDGET
Federal Operating Asst	**225,924.00**	**118,539.00**	107,385	47.5%	**2,264,357**	**10.0%**
State Operating Asst	**673,431.00**	**666,538.00**	6,893	1.0%	**2,264,357**	**29.7%**
Other Local Municipalities	**254,418.10**	**277,920.56**	(23,502)	-9.2%	**582,731**	**43.7%**
Green Bay	**624,000.00**	**637,500.00**	(13,500)	-2.2%	**1,620,161**	**38.5%**
Farebox Revenue-Fixed Route	**325,425.34**	**344,631.15**	(19,206)	-5.9%	**660,000**	**49.3%**
Farebox Revenue-Paratransit	**181,359.50**	**214,729.00**	(33,370)	-18.4%	**528,000**	**34.3%**
College Program Fares	**5,759.00**	**2,363.00**	3,396	59.0%	**-**	**0.0%**
TMI Refund	**70,654.00**	**83,359.00**	(12,705)	-18%	**-**	**0.0%**
Non-Transportation Revenue	**21,503.06**	**33,599.74**	(12,097)	-56.3%	**17,900**	**120.1%**
State Fuel Refund	**-**	**6,374.17**	(6,374)	0.0%	**-**	**0.0%**
Advertising	**93,149.00**	**67,870.67**	25,278	27.1%	**120,000**	**77.6%**
Intercity Bus Commissions	**8,173.90**	**14,867.88**	(6,694)	-81.9%	36,000	**22.7%**
Partnership Contributions	**82,085.00**	**6,509.72**	75,575	92.1%	**293,000**	**28.0%**
TOTAL	**2,565,881.90**	**2,474,801.89**	**91,080**	**3.5%**	**8,386,506**	**30.6%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	128	128	0	0.0%	307
Revenue Miles	597,203	545,517	51,686	9.5%	1,319,521
Revenue Hours	43,172	37,648	5,524	14.7%	84,124
Unlinked Passenger Trips	624,049	632,659	(8,610)	-1.4%	1,289,000
Revenue / Cost	**77.3%**	**71.6%**			100.0%
Farebox Revenue / Mile	**0.54**	0.63	(0.09)	-13.7%	0.50
Farebox Revenue / Pass Trip	**0.52**	0.54	(0.02)	-4.3%	0.51
Farebox Revenue / Hour	**7.54**	9.15	(1.62)	-17.7%	7.85
Passenger / Mile	**1.04**	1.16	(0.11)	-9.9%	0.98
Cost / Mile	**4.90**	5.50	(0.60)	-10.9%	5.40
Cost / Passenger Trip	**4.69**	4.75	(0.05)	-1.1%	5.52

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3.

Director's Report

BACKGROUND

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

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
August 21, 2019	Patty Kiewiz, Transit Director

AGENDA ITEM # E.4.

Next Meeting: Wednesday, September 25, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None