



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, AUGUST 21, 2019, 8:15 AM
TRANSIT
901 University Ave**

A. ROLL CALL.

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

Absent: Commissioner John Withbroe

Chair Roger Kolb called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of August 21, 2019 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve August 21, 2019 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

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

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the minutes from July 17, 2019 meeti. Motion carried.

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

D. REGULAR BUSINESS.

1. Discussion/Action: Bus Service Agreement with Ashwaubenon School District

Director Kiewiz provided the history on the agreement with the Ashwaubenon School District. She stated it was based off the previous 5 years of revenue. The revenue was very low with an average of 3 to 7 students using the service, prior to the agreement. Currently, we are averaging about 30 to 40 students per trip. Ashwaubenon School District current agreement is \$5,000 per year for the service. Director Kiewiz has worked with the Ashwaubenon School District to revise their fee schedule, based on Metro's annual review. The fee schedule will bring the Ashwaubenon School District very comparable to the other agreements Green Bay Metro has with a per trip cost of .75 cents.

Increases would occur:

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

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve the Bus Service Agreement with Ashwaubenon School District. Motion carried.

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

2. Discussion/Action: Gas Easement Request from WPSC

Director Kiewiz stated in your packets is a request for a gas line easement to the west of our facility.

Commissioner Ron Antonneau inquired if this will service our facility. If it is not servicing our facility. How much are we getting paid?

Director Kiewiz stated there are no dollars involved.

Commissioner Kevin Kuehn stated he feels the gas lines would cause a problem for future development on the west side of the facility. He does not feel this is a good idea. He feels it belongs out on the street.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to deny the request from WPSC for a Gas Easement. Motion carried.

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

3. Discussion/Action: Green Bay Metro's TAM Plan

Director Kiewiz stated annually the Green Bay Metro staff reviews the Green Bay Metro Transit Asset Management Plan (TAMP) Policy. The policy has been updated to ensure compliance with the Federal Transit Administration. This TAMP provides and outlays how Green Bay Metro will monitor and report the physical condition of assets utilized in the operation of the public transportation system. A few updates were the criteria's, measures and goals on page 5, along with useful life of the vehicles and equipment as well as the sub-recipients vehicles.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve Green Bay Metro Transit Asset Management Plan (TAMP) Policy . Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of July ridership reports for Fixed Route and Paratransit. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

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

2. Financial Report

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

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

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

3. Director's Report

Director Kiewiz stated she will be meeting with Mayor Genrich to discuss budget the first week of September.

Staff will be attending the WIPTA State Transportation Conference in Milwaukee on September 16-19, 2019.

Staff is preparing for Federal Triennial Review that scheduled on September 10-11, 2019.

The RFP for Paratransit will be going out the end of August and staff are looking to bring that back for approval for November.

4. Next Meeting: Wednesday, September 25, 2019

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to adjourn at 8:50 a.m. Motion carried.

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