MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, NOVEMBER 20, 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, Rashad Cobb, Emily Ysebaert and Ron Antonneau

Present: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell and Rashad Cobb
Excused: Emily Ysebaert
Absent: Ron Antonneau

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

B. APPROVAL OF THE AGENDA.

1. Approval of November 20, 2019 Transit Commission Agenda

Moved by Commissioner John Withbroe, seconded by Ald. Randy Scannell to approve the November 20, 2019 agenda. Motion carried.
Yes- John Withbroe, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of September 25, 2019 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner John Withbroe to approve the minutes from the September 25, 2019 meeting. Motion carried.
Yes- John Withbroe, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

D. PUBLIC HEARING

1. Discussion/Public Hearing: January 1, 2020 Proposed Fare Increase for Fixed Route and ADA Paratransit Fares

Director Kiewiz stated Green Bay Metro's policy requires a 30-day public review and public hearing for all fare increases.

The public review period for the proposed January 1, 2020 fare increase is open from November 4 through December 3, 2019.

Green Bay Metro has held two public comment and informational meetings on:
Tuesday, November 5, 2019 at 8.15 a.m. (Attendance 3)
Tuesday, November 12, 2019 at 4:15 p.m. (Attendance 5)

Over all people understood the reason and felt it was acceptable. There was one comment on November 5, 2019 that was against the increase. Through November 14, 2019 eight written comments have been received. Four comments were confirming the cost of fares, three requesting Sunday service and later Saturday service, and one regarding the College pass.

Green Bay Metro will hold the last public comment and informational meeting on:
Tuesday, November 26, 2019 at 5:45 pm

The Transit Commission is scheduled to take action on the proposed increase on Wednesday, December 18, 2019.

Chair Roger Kolb opened up the meeting for public response.

Motion made by Commissioner Kevin Kuehn, second by Ald. Randy Scannell, to suspend the rules and open the floor for the public hearing. Motion carried.

Chair Roger Kolb stated any person wishing to speak on the proposed fare increase for Fixed Route and ADA Paratransit fares are encouraged to address the Commission. He repeated this statement (3) three times.

No public participation.

Chair Roger Kolb closed the public hearing.

Motion made by Commissioner Kevin Kuehn, second by Ald. Randy Scannell, to close the public hearing. Motion carried.

Commissioner Rashad Cobb inquired about transportation for third shift workers.

Director Kiewiz stated Metro needs to go to the next step and review other alternatives to meet transportation needs. Not all service needs a 40 foot bus, other options need to be be explored, she stated.

Commissioner Kevin Kuehn stated we need to explore other possibilities. Consideration should be given to some level of private service/privatizing certain hours of the day with smaller vehicles, to use on less used routes.

E. REGULAR BUSINESS.

1. Discussion/Action: Award for Paratransit Services

Director Kiewiz stated on August 28, 2019 Green Bay Metro Staff, along with city purchasing department released RFP #3177 for Metro Paratransit Services.

The evaluation team consisted of:
Roger Kolb, Transit Commission Chair
Essie Fels, Paratransit Coordinator
Miranda Socha, Compliance Coordinator
Lisa Conard, Senior Planner, Brown County Planning

Three (3) bid proposals were received on October 9, 2019 from the following vendors:
MV Transportation (current provider)
Via - River North Transit, LLC
American United Transportation Group

The evaluation team invited all three (3) vendors to come and present their proposal. Presentations were conducted on November 7, 8 and 11, 2019 at Green Bay Metro.

The evaluation team felt very confident that all three (3) vendors could provide the service that Green Bay Metro is seeking. Based on the final scoring, it came down to price.

Director Kiewiz is seeking approval to proceed on completing the contract process with Via - River North Transit, LLC for the five (5) year contract. The estimate cost of $5,812,300.00.

Implementation would be March 29, 2020.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to give Director Kiewiz the authority to proceed with completing the contract process with Via - River North Transit, LLC for the five (5) year contract. Estimate cost of $5,812,300.00. Motion carried.
Yes- John Withbroe, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

2. Discussion/Action: Award for Bus Shelters

Director Kiewiz stated in August 2019, Green Bay Metro was awarded $35,000 through the 85.21 program, administered by Brown County Planning Commission. Staff worked with city purchasing on issuing RFQ #3196.

Green Bay Metro will be receiving (8) eight bus shelters for $34,888, which is 100% funding through 85.21 program.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Rashad Cobb to approve the purchase of the additional passenger bus shelters to Duo-Gard Industries, Inc. for $34,888. Motion carried.
Yes- None, No- None, Abstain- None

F. INFORMATIONAL.

1. Presentation of the Green Bay Metro – Quarterly Route Data and Analysis Report – August 2019 by the Brown County Planning Commission.

Lisa Conard stated route reviews are conducted on a quarterly basis to assess the performance of the system and each fixed route. Route reviews are completed every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.).

Lisa Conard noted that the route performing at the low end of the scale (#15, #16, and #18) will likely continue to do so as are they serve areas that lack transit generators and have low density developments.

Randy Scannell noted that the #9 Gold route does not appear on the Passenger/Revenue table.

Lisa Conard noted that fares for both routes #8 Green and #9 Gold are paid for by the Green Bay Packers and that riders do not have to pay at the "Farebox". Performance of the two routes can be seen in the Passengers per Hour table.

2. Update on the I-41 Commuter Service Feasibility Study for Northeast Wisconsin by the Brown County Planning Commission.

Lisa Conard provided an overview of the staff report, noting that the study is being conducted by a consulting firm. Lisa Conard noted that the study area focuses on the I-41 corridor between Green Bay and Fond du Lac. The firm is holding the fifth of five meetings today and staff will bring forward study findings at a future Transit Commission meeting. Lisa Conard noted that the demand for this service appears to be highest between Appleton and Oshkosh. Lisa Conard concluded that providing this service along I-41 may not be the highest priority for the Green Bay Metro system.

Director Kiewiz confirmed noting a similar study was conducted approximately 10 years ago.

3. Update on Artwork for Bus Shelters

Director Kiewiz stated in your packet you will find the press release for the unveiling of the bus shelter art work; along with a map of the 10 locations of the shelters. She invited the Commissioners to join staff and Mayor Genrich on Friday, November 22, 2019 at 10:00 a.m. by the shelter located on the north side of the Aging & Disability Resource Center (ADRC) of Brown County, 300 S. Adams Street, Green Bay, WI.

4. Marketing Report

Director Kiewiz stated the most current marketing report is included. Metro is slightly up due to timing of payments. Directgor Kiewiz stated Essie Fels is doing a good job keeping ads on the buses.

5. Operational Report

Director Kiewiz gave a brief overview of the ridership reports for Fixed Route, Paratransit, Game Day, Green Bay Public School and Ashwaubenon School; along with the mobility and bike comparisons on the Fixed Route System. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

6. Financial Report

Director Kiewiz provided an overview of the January through September revenue and expense reports. Currently, Metro is under budget. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

7. Director's Report

Director Kiewiz stated the WisDOT State Management Review will be conducted tomorrow. There will be a report coming back to the commission once it is completed.

We have received our final report from the FTA Triennial Review. Metro did receive one finding in DBE. That finding was pretty consistent through out the state. Green Bay Metro hosted the FTA here last week, as they conducted a training for all transit agencies in the state.

8. Next Meeting: Wednesday, December 18, 2019

G. ADJOURNMENT.

Moved by Commissioner John Withbroe, seconded by Commissioner Kevin Kuehn to adjourn at 9:05 a.m. Motion carried.
Yes- John Withbroe, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None