



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, FEBRUARY 19, 2020, 8:15 AM
TRANSIT
901 University Ave**

A. Roll Call.

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

B. Approval of the Agenda.

- I. Approval of February 19, 2020 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of January 15, 2020 Transit Commission Minutes

D. Regular Business.

E. Informational.

- I. Operational Reports
2. Financial Report
3. Director's Report
4. Next Meeting: Wednesday, March 18, 2020

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

February 19, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I

Approval of February 19, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting being held on February 19, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for February 19, 2020.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

February 19, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I

Approval of January 15, 2020 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on January 15, 2020.

RECOMMENDATION

Staff recommends the approval of the minutes from January 15, 2020.

FISCAL IMPACT

ATTACHMENTS

- I. January 15, 2020 TC Minutes



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JANUARY 15, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

Present: Roger Kolb, Chair; Alderman Randy Scannell, Emily Ysebaert and Ron Antonneau

Excused: Kevin Kuehn, Secretary

Absent: John Withbroe, Vice Chair; and Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

I. Approval of January 15, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the January 15, 2020 agenda. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of December 18, 2019 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the minutes from the December 18, 2019 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Approval of Green Bay Metro Travel Expense Guidelines

Director Kiewiz stated currently Green Bay Metro follows the City of Green Bay's Human Resource Travel Policy. Most of Metro's travel is in Madison, Milwaukee and Chicago for many transportation conferences and Federal Transit Administration training sessions, the current daily per diem is not adequate.

The travel that employees participate in are vital to Metro's success.

Director Kiewiz recommends reimbursing employees at the annual per diem rate according the Federal US Government Service Administration (GSA) guidelines.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the Green Bay Metro Travel Expense Guidelines. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, No- None, Abstain- None

E. INFORMATIONAL.

I. Marketing Report

Director Kiewiz stated in your packets you will find the final bus advertising comparison. Annual revenue has been consistent over the past couple years. Staff is available for any questions.

2. Operational Reports

Director Kiewiz provided a brief overview of the ridership reports for Fixed Route (1.3% annual increase), Paratransit, Downtown to Titledown Route 8 (2% increase) and Route 9 (4% increase), Green Bay Area Public School, Ashwaubenon School, mobility and bike comparisons on the Fixed Route System. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through November. She gave a brief overview of the revenue and expense reports. Everything has been projected for the end of the year all under budget. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

4. Director's Report

Director Kiewiz gave updates on the following:

Discussion on vacant positions. Five (5) vacant Operator positions. Custodian starts January 27; he is coming from City Department of Public Works. The Maintenance Technician position is in background checks.

Finalizing the Paratransit contract with Via.

Director Kiewiz and Lisa Conard from Brown County Planning have met with the consultants for the system review. She will keep the Commission updated as things move along.

Director Kiewiz and Mayor Genrich have been meeting with the municipalities regarding the Microtransit and the future of Metro.

Director Kiewiz stated she will be out of office next week; but will be available by phone and email.

5. Next Meeting: Wednesday, February 19, 2020

Commissioner Ron Antonneau stated he will not be in attendance at the February 19, 2020 meeting.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:50 a.m.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, No- None, Abstain- None



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MEETING DATE

February 19, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I

Operational Reports

BACKGROUND

Operational reports are included. Staff will be available to answer any specific questions regarding these reports.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 01.2020 JAN Ridership Report

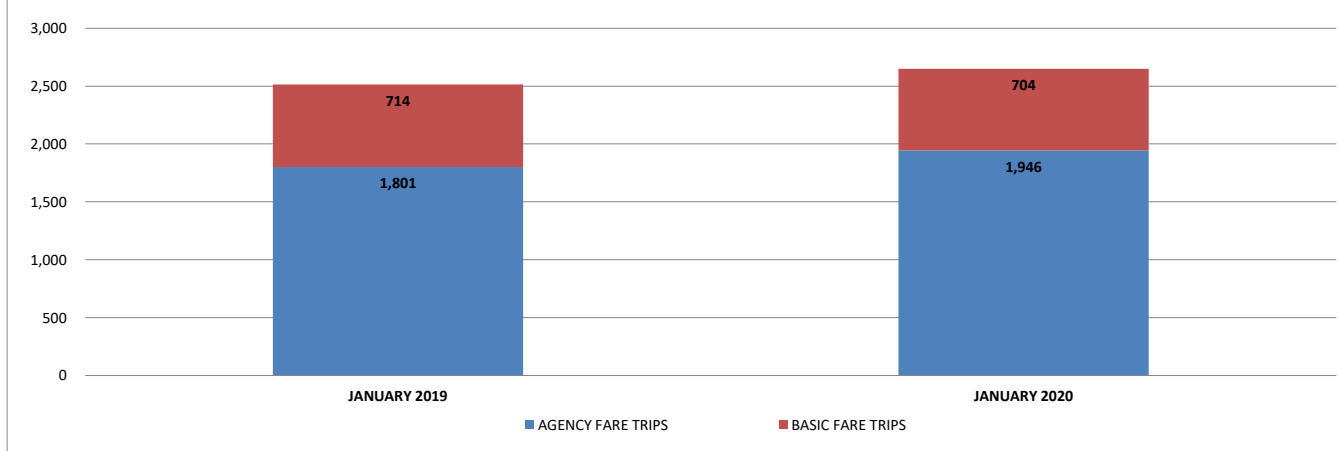
FIXED ROUTE RIDERSHIP

	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
JANUARY 2019	2,146	25,188	529	3,326	13,784	352	5,270	1	248	458	1	320	9,408	1	61,032
JANUARY 2020	2,402	28,182	424	1,862	12,033	163	5,317	6	140	171	3	401	9,864	-	60,968
CHANGE '19-'20	257	2,994	(105)	(1,464)	(1,751)	(189)	47	5	(108)	(287)	2	81	456	(1)	(63)
	12.0%	11.9%	-19.8%	-44.0%	-12.7%	-53.7%	0.9%	350.0%	-43.5%	-62.7%	350.0%	25.3%	4.8%	-100.0%	-0.1%

	GREEN SATURDAY	GAME DAY	SNC	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUB ENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	RAZ PASS	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS
JANUARY 2019	8,941	-	-	1,374	1,020	2	11,337	1,518	17,666	462	-	-	19,646	92,015
JANUARY 2020	7,534	2,204	-	1,876	1,174	5	12,793	1,866	25,231	871	14,120	-	42,088	115,849
CHANGE '19-'20	(1,407)	2,204	-	502	154	3	1,456	348	7,565	409	14,120	-	22,442	23,835
	-15.7%	#DIV/0!	#DIV/0!	36.5%	15.1%	150.0%	12.8%	22.9%	42.8%	88.5%	100.0%	100.0%	114.2%	25.9%

FIXED ROUTE RIDERSHIP**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
JANUARY 2019	1,801	714	2,515	\$ 7,545	\$ 21,591	\$ 29,136
JANUARY 2020	1,946	704	2,650	\$ 10,600	\$ 29,114	\$ 39,714
CHANGE '19-'20	145	(10)	135	\$ 3,055	\$ 7,523	\$ 10,578
	8.1%	-1.4%	5.4%	40.5%	34.8%	36.3%

PARATRANSIT RIDERSHIP



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February 19, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Report

BACKGROUND

There will be no financial report. The Commission will receive final numbers for 2019 after the financial audit.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



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PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



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MEETING DATE

February 19, 2020

PREPARED BY

AGENDA ITEM # E.4

Next Meeting: Wednesday, March 18, 2020

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None