



AGENDA OF THE TRANSIT COMMISSION

FRIDAY, MARCH 20, 2020, 3:30 PM

To listen to this meeting: <https://zoom.us/j/977900978>

A. Roll Call.

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

B. Approval of the Agenda.

- I. Approval of March 20, 2020 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of January 15, 2020 Transit Commission Minutes
2. Approval of February 19, 2020 Transit Commission Minutes

D. Regular Business.

- I. Discussion/Action: Adopt the Proclamation Declaring a State of Emergency - City of Green Bay COVID-19 Response
2. Discuss/Action Green Bay Metro Administration Leave Policy
3. Discussion/Action for Suspension of Current Fares

E. Informational.

- I. Next meeting: Wednesday, April 15, 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

March 20, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I

Approval of March 20, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting held on March 20, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for March 20, 2020.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 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 Titledtown 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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.2

Approval of February 19, 2020 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on February 19, 2020.

RECOMMENDATION

Staff recommends the approval of the minutes from February 19, 2020.

FISCAL IMPACT

ATTACHMENTS

- I. February 19, 2020 Transit Commission Minutes



MINUTES 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

Present: Roger Kolb, Chair; and Emily Ysebaert

Excused: Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb and Ron Antonneau

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

Chair Roger Kolb stated we do not have a quorum any action items will need to hold over to the next meeting.

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

Hold over to the next meeting for approval.

D. REGULAR BUSINESS.

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz provided a brief overview of the ridership report for Fixed Route (25.9% increase) and Paratransit. She explained the increase in ridership is due to no snow days for the schools and we have had a mild winter. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

2. Financial Report

Director Kiewiz stated there will be no financial report this month, due to yearend close out. P. Kiewiz stated auditors will be here in March for our Finance Audit.

3. Director's Report

Director Kiewiz gave updates on the following:

Consultant for the Microtransit is going well.

Director Kiewiz and Mayor Genrich have been meeting with municipalities on the future vision on Metro. Conversations were very well received.

Director Kiewiz stated Metro will be undergoing our annual financial audit the first week of March.

Staff (Sherry & Miranda) will be attending FTA Procurement Training in Oklahoma next week.

Fully staffed except the five (5) Operator positions.

Director Kiewiz stated she will be in Madison February 26, for the Wisconsin Public Transportation Spring Legislative Day meeting with Legislators sharing the important issues in transit.

Via update:

- First round of General Manager interviews have been conducted. The next step is to have final candidates flown to New York for a face-to-face interviews.
- Call taking will be switching to Via 2-weeks prior to the end of the contract; to assure all trip booking is accurate.
- Via will be reaching out to each active user in the system to assure trip booking is scheduled appropriately.
- The design of the vehicles will be different then current Paratransit vehicles. They will display the Green Bay Metro name.
- The new (GBM Paratransit) Via app is coming along.
- Via and Metro staff will be holding "Meet and Greet" at Brown County Human Services, Curative Connection, CP Center and at Green Bay Metro on March 2, 3 and 4.

Director Kiewiz stated she will be in Washington DC March 15th through the 17th with WIPTA for the annual Legislative Fly-in.

4. Next Meeting: Wednesday, March 18, 2020

F. ADJOURNMENT.

Adjourned at 8:30 a.m.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I

Discussion/Action: Adopt the Proclamation Declaring a State of Emergency - City of Green Bay COVID-19 Response

BACKGROUND

On Tuesday, March 17, 2020 the Green Bay City Council approved a Proclamation declaring a State of Emergency responding to COVID-19.

This proclamation outlines steps to be taken till April 17, 2020 at 5:00pm.

Transit Commission action will be required for any extension.

RECOMMENDATION

Staff recommends the Commission to adopt the Proclamation Declaring a State of Emergency, City of Green Bay COVID-19 Response, as approved by Green Bay City Council.

FISCAL IMPACT

ATTACHMENTS

- I. Emergency Declaration

**PROCLAMATION DECLARING A STATE OF EMERGENCY
CITY OF GREEN BAY COVID-19 RESPONSE**

WHEREAS, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

WHEREAS, the World Health Organization has declared a Public Health Emergency of International Concern; and

WHEREAS, on March 12, 2020, Wisconsin Governor, Tony Evers issued Executive Order #72 Relating to a Proclamation Declaring a Health Emergency in Response to the COVID-19 Coronavirus; and

WHEREAS, on March 13, 2020, the President of the United States, Donald Trump, declared that the COVID-19 outbreak in the United States constitutes a national emergency; and

WHEREAS, as of March 17, 2020, there were 72 confirmed cases of COVID-19 in the state of Wisconsin, including in the counties of Dane, Fond du Lac, Kenosha, Milwaukee, Outagamie, Pierce, Racine, Sheboygan, Waukesha, Winnebago, and Wood; and

WHEREAS, the CDC expects that widespread transmission of COVID-19 in the United States will occur, and that in the coming months, most of the U.S. population will be exposed to this virus; and

WHEREAS, the CDC anticipates that widespread transmission of COVID-19 could translate into large numbers of people needing medical care at the same time, causing public health and healthcare systems to become overloaded, and affecting other critical infrastructure, such as law enforcement, emergency medical services, and sectors of the transportation industry; and

WHEREAS, there is currently no vaccine to protect against COVID-19 and no medications approved to treat it; instead the best way to prevent infection is to avoid being

exposed to the virus, which also delays the spread of the virus and reduces the impact of disease; and

WHEREAS, the White House Coronavirus Task Force issued the President's Coronavirus Guidelines for America on March 16, 2020; and

WHEREAS, the City of Green Bay and Brown County Emergency Operations Center was activated as a Level 4 on March 14, 2020 in order to monitor and prepare for a response within the City; and

WHEREAS, the City of Green Bay is focused on protecting the health, safety, welfare, and good order of the Green Bay community, including those members at highest risk; and

WHEREAS, the conditions created by these public health emergencies pose a continuing and substantial threat to public order, life, health and safety of the citizens of the City of Green Bay; and

WHEREAS, the City of Green Bay in cooperation with the local, state and federal governmental entities desires to take action to prevent exposure to and spread of the COVID-19 coronavirus; and

WHEREAS, because of such emergency conditions, Mayor Genrich declared a local State of Emergency for the City of Green Bay on March 16, 2020 until the Common Council was able to meet; and

WHEREAS, these emergency conditions require a proactive response to stop the spread of COVID-19, including providing support to implement federal, state, and county public health operations and recommendations.

WHEREAS, on March 17, 2020 the Common Council met to consider this matters; and

WHEREAS, the City of Green Bay recognizes that large-scale medical events can affect the health and well-being of City employees and result in employees needing to stay home to recover or to take care of a loved one, or non-essential City employees being ordered to stay home from work to prevent contracting or spreading an illness that may result in an enormous financial burden on the employee, their family, and the community as a whole.

NOW, THEREFORE, pursuant to sections 323.11 and 323.14 (4) of the Wisconsin Statutes, the City of Green Bay hereby declares a local State of Emergency for the City of Green Bay automatically expiring on April 17, 2020 at 5:00 p.m., unless extended. During the State of Emergency, it is hereby ordered that the City of Green Bay will make all of its resources available to adopt, implement, and support all actions and recommendations of Federal, State, and County public health agencies. **IT IS FURTHER ORDERED** that:

1. The Fire Chief of the City of Green Bay shall act as the Emergency Management Director for the City of Green Bay during the period of this emergency.
2. All in-person meetings and gatherings involving City employees, staff, and/or elected officials are suspended for the duration of this emergency. All meetings of the Common Council, Committees, Boards, and/or Commissions may be conducted remotely, with access granted to the public to the full extent practicable.
3. All City sponsored events will either be cancelled or rescheduled during the emergency.
4. Public access to City facilities shall be limited. To the extent possible, all operations shall be made available on-line and/or available for external drop off to the City.
5. All City of Green Bay business travel is suspended for the duration of this emergency.

6. The City will provide paid sick leave for individuals diagnosed with COVID-19, caring for a family member who is diagnosed with COVID-19, caring for a child who is home due to a school closing or unable to find childcare due to COVID 19, or an employee excluded from employment or is quarantined or isolated because of exposure to COVID-19. In addition, employees who are non-essential and asked to stay home to prevent contracting or spreading the illness will continue to receive compensation based on their regular rate of pay and benefits.

7. The City shall take all further actions reasonable and necessary to prevent exposure to and/or spread of COVID-19, including complying with all federal, state, and county laws, rules, and/or orders as they may issue.

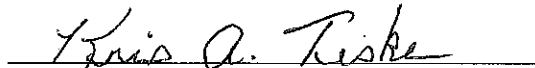
Pursuant to 323.14(4)(b), Stats., the Common Council ratifies the proclamation declaring a state of emergency dated March 16, 2020, and further amends that action as identified herein.

THIS DECLARATION OF A STATE OF EMERGENCY is enacted by the Common Council this 17th day of March 2020.



Eric Genrich, Mayor

Attest:


Kris Teske, Clerk



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discuss/Action Green Bay Metro Administration Leave Policy

BACKGROUND

Director Kiewiz will discuss current practices for all administrative leave.

RECOMMENDATION

Staff recommends the approval of the Administration Leave Policy.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2020

PREPARED BY

AGENDA ITEM # D.3

Discussion/Action for Suspension of Current Fares

BACKGROUND

Based on the current COVID-19 situation staff is following all recommendations issued by the Center of Disease Control. In order to protect the public and our employees, several measures have been implemented to allow Metro to provide limited fixed route services effective, Monday, March 23, 2020.

Given the recommendation of "maintaining a safe distance," eliminating fare collection on all fixed route buses would meet the requirement.

Director Kiewiz will provide an update on all measures put in place.

RECOMMENDATION

Staff recommends the suspension of fare collection for all fixed route buses.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 20, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I

Next meeting: Wednesday, April 15, 2020

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None