



MINUTES 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

Present: Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb and Emily Ysebaert

Excused: Ron Antonneau

Chair Roger Kolb called the meeting to order at 3:35 p.m.

B. APPROVAL OF THE AGENDA.

I. Approval of March 20, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the March 20, 2020 meeting. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of January 15, 2020 Transit Commission Minutes

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

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

2. Approval of February 19, 2020 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the minutes from the February 19, 2020 meeting. Motion carried.

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

D. REGULAR BUSINESS.

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

Director Kiewiz stated over the past weekend the CDC made recommendations that Metro was not prepared for on Monday, March 16, 2020. After discussions with Transit Commissioners and the Mayor the decision was made to suspend service. This week administration staff and maintenance staff have worked to put precautionary measures in place to minimize exposure to our employee and the public, in order to get some services back in place.

On Tuesday, March 17, 2020 the Green Bay City Council approved a Proclamation declaring a State of Emergency responding to the COVID-19. This proclamation outlines steps to be taken till April 17, 2020 at 5:00 p.m.

Staff are recommending the Commission to adopt the Proclamation Declaring a State of Emergency - City of Green Bay COVID-19 Response.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to adopt the Proclamation Declaring a State of Emergency - City of Green Bay COVID-19 Response . Motion carried.

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

2. Discuss/Action Green Bay Metro Administration Leave Policy

Director Kiewiz stated the Commission will find the Administration Leave Policy this how we conduct business today.

There are various reasons why management may elect to place someone on administrated leave anytime there is a safety concern to the employee or any form of an investigation. This is the current practice of Mero and is always conducted in collaboration with the city HR Department. The Transit Commission is required to take action on this policy.

Staff recommendation is to allow up to 30-days of administrated leave for an individual for whatever reason is deemed through HR and any additional time over the 30-days would require additional Transit Commission approval.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the Green Bay Metro Administration Leave Policy. Motion carried.

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

3. Discussion/Action for Suspension of Current Fares

Director Kiewiz stated this week administration staff and maintenance staff have worked to put precautionary measures in place to minimize exposure to our employee and the public, along with getting some type of level of services back out in the community.

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

- Limited - Reduced Service will be available (hourly routes)
- ESSENTIAL TRIPS ONLY - Absolutely Necessary Trips
- Operating Monday - Friday 6:45 a.m. till 6:45 p.m.
- Operating Saturday 7:45 a.m. till 3:45 p.m.
- Demand Service will be adjusted accordingly (Routes 5, 10, 15, 16, 17 and 18 will be provided by Demand Service only. If you need a ride for these routes you must call two hours in advance to Dispatch)
- 6 passengers per bus
- 1 ADA passenger per bus using the Quantum only
- Rear door entry only (unless using a mobility device)
- Seats have been blocked off to limit passengers
- Stressing the importance to stay home if ill
- Implement 6' social distancing guidelines

Staff is recommending suspending fare collection for all public transit services; fixed route and paratransit.

Director Kiewiz stated ridership statewide is extremely low.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the suspension of current fares. Motion carried.

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

E. INFORMATIONAL.

I. Next meeting: Wednesday, April 15, 2020

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourned at 3:45 p.m. Motion carried.

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