



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 15, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

Present: Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert, Rashad Cobb and Michael Conley-Kuhagen

Chair Roger Kolb called the meeting to order at 8:20 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of July 15, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the July 15, 2020 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of June 17, 2020 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the minutes from June 17, 2020 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Presentation: MicroTransit Feasible Report

Director Kiewiz stated back in November of 2019 Green Bay Metro contracted with SRF Consulting Group to assist with a Micro-Transit study. Metro staff along with Brown County Planning provided the necessary ridership data needed to assist with the study.

Joseph Kapper and Matthew Stegeman from SRF presented the results of the study to the Commission.

Commissioner Ron Antonneau inquired if Metro had any benchmarks for success set up for the Micro-Transit.

Director Kiewiz stated Metro staff along with the MPO will establish KPI's.

2. Discussion/Action: MicroTransit Pilot Program & Late Night Service

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Micro-Transit pilot for 12-months to replace Routes 15, 16 and 18 . Motion carried.

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

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the night service (7:45pm-9:45pm) for 6 month to review if it meets Green Bay Metro's service needs. Motion carried.

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

3. Discussion/Action: Quantum System

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the purchase of six (6) quantum systems in the amount of \$62,755.80. Motion carried.

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

4. Discussion/Action: Keil - NEMO Seating

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the purchase of additional seating in the amount of \$29,533.96. Motion carried.

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

5. Discussion/Action: GFI Farebox System Upgrade

Director Kiewiz stated Metro utilizes a fare collection system from GFI. The system tracks all ridership, fare collection and bus stop data. Due to COVID Emergency relief funds that Green Bay Metro has received, staff has researched cashless fare collection options.

Director Kiewiz stated the proposal upgrades the current system to allow for "smart media" in addition to adding a fast fare validator. The fast fare validator reduces contact at the farebox.

There is a cost per transaction for use of a credit card. Example : \$39 monthly pass would have a cost of \$2.39.

Future discussions will be needed to determine if a fare increase will be necessary to cover the additional cost or if the fee will be passed onto the rider. Director Kiewiz stated this will be a discussion for the Commission as the 2021 budget is prepared.

The project cost will be funded 100% using COVID Emergency Relief funds.

Commissioner Ron Antonneau stated he would like to see the transaction fee for credit card usage to be charged to the rider and not to Metro.

Commissioner Kuehn stated he has a few questions regarding the proposal.

Director Kiewiz stated she can have GFI do a presentation on what the upgrade all entails at the August meeting.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to hold on the GFI Farebox System Upgrade to the next meeting. Motion carried.

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

6. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz stated per Federal Transit Administration (FTA) 49 CFR Part 673, Green Bay Metro is required to submit a Public Transit Agency Safety Plan ensuring compliance. This plan was approved last month. However, there has been additional comments from the FTA that were implemented.

This is a working document and will be utilized in day to day operations. Modifications and revisions will be made as needed, or annually. All modifications require Transit Commission action.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP) dated July 15, 2020. Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the ridership report. Ridership is down 72% from last year. Director Kiewiz stated she would be happy to answer any question the Commission might have.

2. Financial Report

Director Kiewiz provided a brief overview of the operating expense report for May. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

3. Director's Report

Director Kiewiz stated the Public Lobby has been open to the public for purchasing passes. We have not had any issues of people congregating. All employees have done a great job doing what they need to and have remained healthy.

4. Next Meeting: Wednesday, August 19, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:20 a.m.
Motion carried.

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