



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, SEPTEMBER 16, 2020, 8:15 AM
TRANSIT
901 University Ave**

A. Roll Call.

- I. Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Emily Ysebaert, Rashad Cobb, Michael Conley-Kuhagen and Jessica Franco-Morales

B. Approval of the Agenda.

- I. Approval of September 16, 2020 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of August 12, 2020 Transit Commission Minutes

D. Regular Business.

- I. Action: Election of Transit Commission Officers
2. Discussion/Action: Exterior Sign Replacement
3. Discussion/Action: Request for Art Sculpture Placement
4. Discussion/Action: Free Fares for November 3, 2020 Election

E. Informational.

- I. Operational Reports
2. Financial Report
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, October 21, 2020 at 8:15 a.m.

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

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I

Approval of September 16, 2020 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Commission meeting held on September 16, 2020.

RECOMMENDATION

Staff recommends the approval of the agenda for September 16, 2020.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I

Approval of August 12, 2020 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Commission meeting held on August 12, 2020.

RECOMMENDATION

Staff recommends the approval of the minutes from August 12, 2020.

FISCAL IMPACT

ATTACHMENTS

- I. August 12, 2020 Minutes



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, AUGUST 12, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

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

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

B. APPROVAL OF THE AGENDA.

I. Approval of August 12, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the August 12, 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 July 15, 2020 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the minutes from July 15, 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: GFI Farebox System

Director Kiewiz stated Metro utilizes a fare collection system from GFI. The system tracks all ridership, fare collection and bus stop data. Brown County Planning has access to the data to provide their reports. Due to the COVID Emergency Relief funds that Green Bay Metro has received staff has researched cashless fare collection options. The cost of the project will be funded 100% using the COVID Emergency Relief funds. Director Kiewiz stated at previous meeting Commission Ron Antonneau indicated that transaction fees for credit card usage to be charged back to the rider and not to Metro. The fare tariff would have to come back to the commission for approval.

Larry Chefalo from GFI presented to the Commission on how the upgrade to Green Bay Metro's current GFI system would work with "smart cards" in addition to adding a fast fare validator.

2. Discussion/Action: GFI Farebox System Upgrade

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the fare box collection upgrade with GFI in the amount not to exceed \$569,962.14. 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: Security Access Additions

Director Kiewiz stated in 2019 Metro installed a new security system for the entire building. Card access was not added to all interior doors due to limited grant dollars available. Green Bay Metro is required to use 1% of all federal grant awards for security enhancements. This allows Metro to remain on top of upgrades and/or any additions that may be needed. The 1% requirement would allow Metro to add card access to 12 additional doors. This would be utilizing the current software system.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the upgrade to Metro's security system to LaForce with an amount not to exceed \$29,453.00. 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: Green Bay Metro Severe Weather Policy

Director Kiewiz stated annually the Green Bay Metro staff reviews the Green Bay Metro Severe Weather Policy. This policy update reflects those changes while ensuring compliance with the Federal Transit Administration and as part of Metro's overall safety program.

Changes include:

- * Modifications have been made to reflect current routes
- * Updated locations for possible shelter
- * Updated Revision History

Moved by Commissioner Ron Antonneau, seconded by Commission Rashad Cobb to approve the Green Bay Metro Severe Weather Policy. Motion carried.

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

E. INFORMATIONAL.

I. Service Update

Director Kiewiz updated the Commission on a few service updates.

Metro has increased the passenger capacity to 15.

Green Bay Public School District will start the school year off online. Ashwaubenon School District will have in person classes. Metro may have to use 2 buses for the Limited Service with the capacity level at 15 per bus.

The Packers have announced that the first couple of games will not have fans attending. Green Bay Metro will continue with the Game Day Routes with the capacity of 15 and masks are required.

Received a compliment by email on how appreciative it is of the additional cleaning being done on the buses.

Micro Transit update-first vehicle being wrapped. We will hit the social media and have a press conference once we are ready. It will be a big educational piece getting the community to understand and how this system will work. The rider will have to create an account after downloading the app and book trips. If a rider does not have a smartphone, they can call a number to create an account and book their trips. All regular Metro fares apply and all valid Green Bay Metro passes can be used to ride.

Day time Service:

Travel between zones 1 and 2. Travel anywhere within zone 2.

Monday-Friday: 5:45 am-7:45 pm and Saturday: 8:45 am-3:45 pm

Night time Service: Will start on Monday, August 24, 2020

Travel anywhere in zones 1, 2, and 3 during:

Monday-Friday: 7:45 pm-9:45pm

2. Operational Reports

Director Kiewiz provided a brief overview of the ridership report. Ridership from this past Monday and Tuesday was at 1,300. Ridership is down 70% from FY2019.

3. Financial Report

Director Kiewiz provided a brief overview of the operating expense report for June. Metro is well below budget. No issues or concerns at this time.

4. Director's Report

No other matters.

5. Next Meeting: Wednesday, September 16, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to adjourn at 9:22 a.m. Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

AGENDA ITEM # D.I

Action: Election of Transit Commission Officers

BACKGROUND

Due to new appointments on the Transit Commission the board is required to elect officers for the following board positions:

Chair
Vice Chair
Secretary

Metro staff Essie Fels serves as Recording Secretary for the Transit Commission.

Board positions are for a period of two years or upon a vacant position.

RECOMMENDATION

Elect Transit Commission Officers.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: Exterior Sign Replacement

BACKGROUND

The current exterior sign requires updating due to Greyhound no longer providing service from our location.

The new sign will be a full color, double sided, led sign. Staff will have the ability to modify messages and change as frequently as needed. This sign will also serve as another great tool to market Metro services and information.

Vendor selection has not taken place yet. The evaluation team is currently working through the process. Metro staff is working with city purchasing and DPW on the procurement.

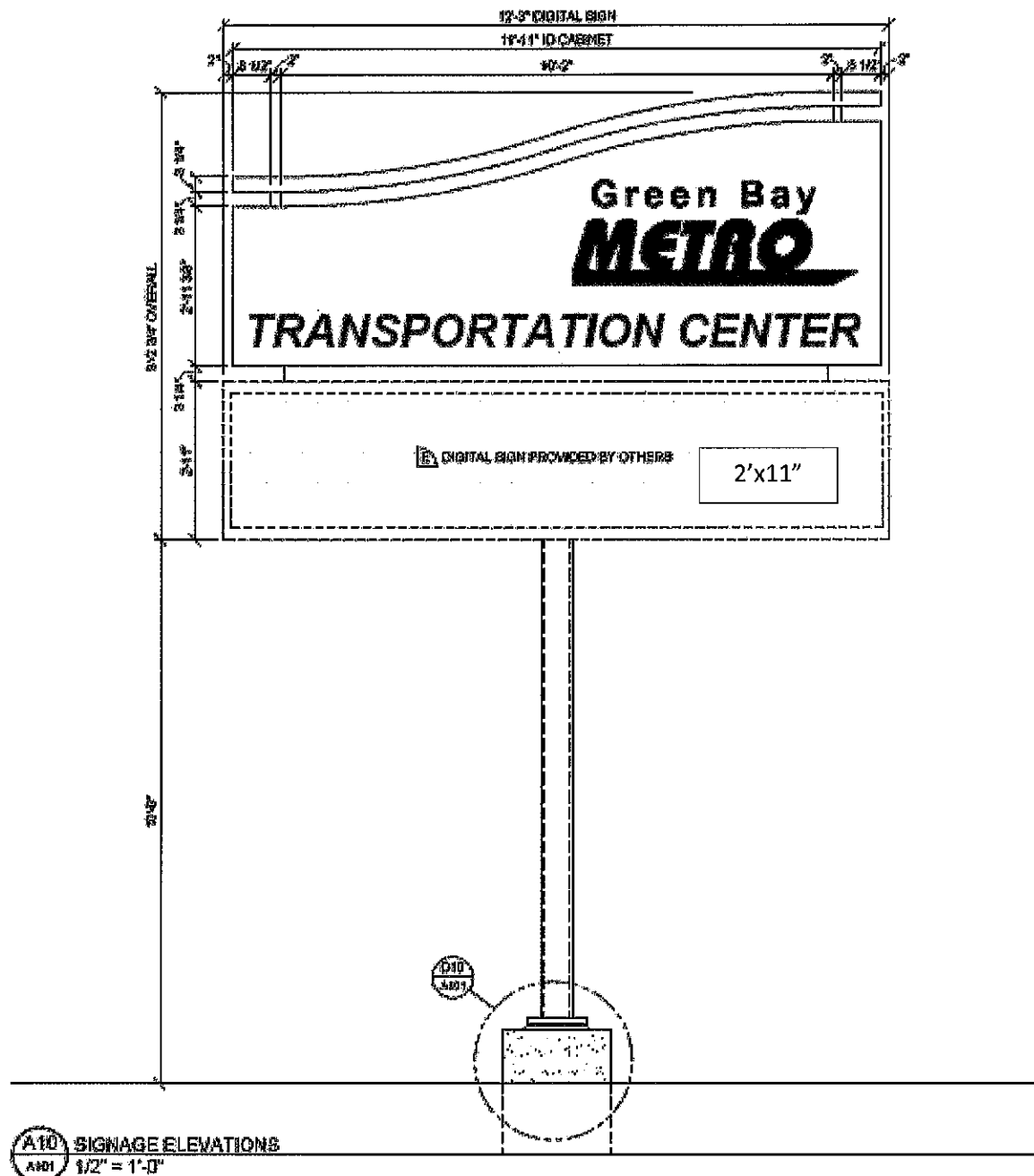
RECOMMENDATION

Staff recommends allowing staff to proceed with exterior sign replacement with an amount not to exceed \$48,228.00.

FISCAL IMPACT

ATTACHMENTS

- I. Spec of Exterior Sign





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

AGENDA ITEM # D.3

Discussion/Action: Request for Art Sculpture Placement

BACKGROUND

Department of Community & Economic Development staff is requesting approval of the placement of a new sculpture utilizing 2019 CDBG funds to be installed in the green space located within Olde North Neighborhood. The green space is located at the corner of Webster Avenue and Harvey Street and is backed by Green Bay Metro and the Green Bay City Fire Station 2. The site has a connecting pathway from the street corner to Green Bay Metro and is already home to two public art pieces and a gazebo.

The sculpture will resemble the life-cycle of a dandelion and will be constructed out of stainless steel measuring approximately 12' total (see sketch below.) This project will also include passive stormwater management landscaping that will be funded with Neighborhood Enhancement beautification funding with a projected installation in Spring 2021. This will include native plantings and proper soil grading to allow stormwater to absorb into the ground. DCED Staff has been consulting with Parks staff to develop the landscaping plan. The installation of the sculpture is intended to take place in late October 2020 with stormwater plantings to follow.

Metro is currently working on placement of the security fence on the east-end of the facility. Staff does not anticipate any conflicts with the sculpture placement and the expected fence location.

RECOMMENDATION

Staff recommends approval of placement of the proposed sculpture, not to interfere with the security fence placement.

FISCAL IMPACT

ATTACHMENTS

- I. Request for Art at Olde North Sculpture Park (1)



All stainless steel. Darkened highlights can be achieved with heating. 3 inch pipe for the stems. Overall approximate height is 12 feet tall and the diameter of the flower is 4 foot around. Thick rigid leaves that are not fragile.



DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
DEVELOPMENT DIRERCTOR KEVIN J. VONCK

OLDE NORTH SCULPTURE PARK (2020 ADDITION)

DATE: 6-8-20
DRAWN BY: KJR
EDITED:
EDITED BY:



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.4

Discussion/Action: Free Fares for November 3, 2020 Election

BACKGROUND

Since the onset of COVID-19 we have all seen and been required to make many adjustments to our daily lives. Social distancing and minimizing large crowds has been a focus and priority for communities.

As the City of Green Bay prepares for the upcoming presidential election, many polling locations have now been relocated to larger facilities; such as the previous Sear's location. Due to the relocation of many polling sites, many locations will be accessible by public transit this year. Providing free fares, during election hours on November 3, 2020 would provide an opportunity for individuals to exercise their right to vote.

RECOMMENDATION

Staff recommends approving free fixed route bus services on November 3, 2020 for the presidential election.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 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 questions regarding these reports.

RECOMMENDATION

No action necessary.

FISCAL IMPACT

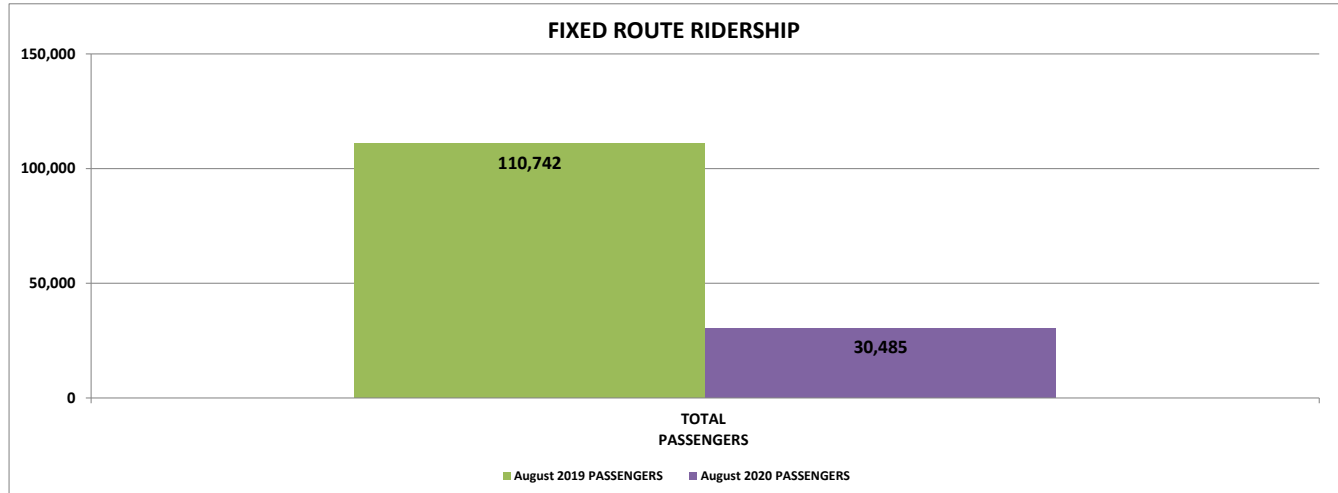
ATTACHMENTS

I. Ridership - 08.Aug 2020

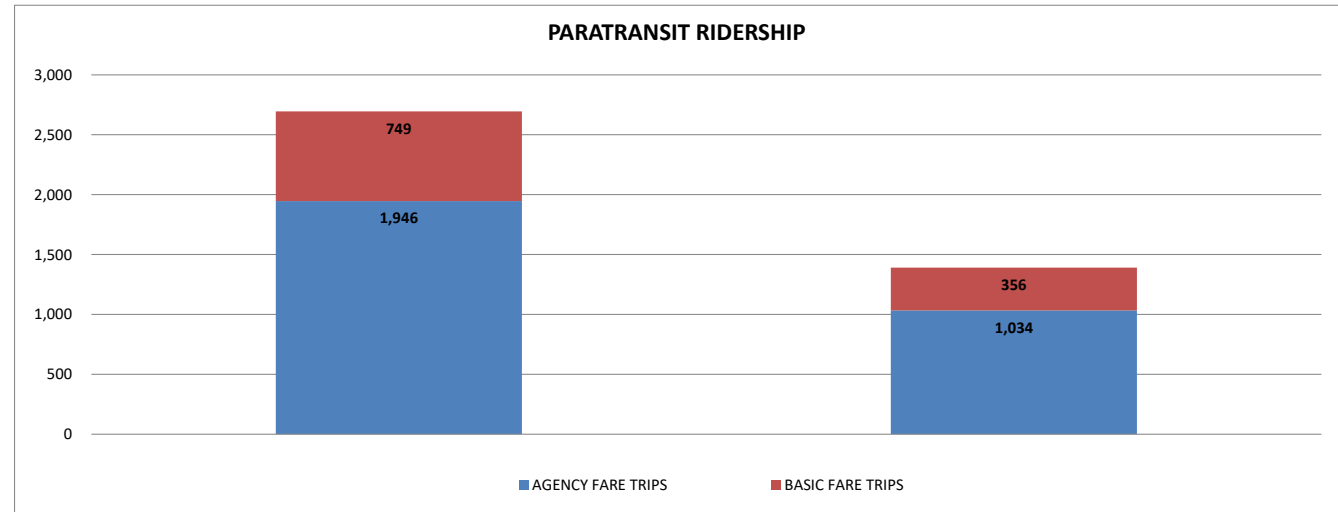
FIXED ROUTE RIDERSHIP

	ADULT CASH	30-DAY ADULT PASS	30-DAY COLLEGE STUDENT PASS	WEEK PASS	ADULT DAY PASS	STUDENT DAY PASS	REDUCED DAY PASS	ADULT SINGLE	STUDENT CASH	30-DAY STUDENT PASS	STUDENT SINGLE	REDUCED CASH	30-DAY REDUCED PASS	REDUCED SINGLE	REVENUE PASSENGERS
August 2019	2,549	23,875	609	2,176	15,442	271	6,054	3	131	239	1	339	10,251	0	61,940
August 2020	1,162	7,783	0	774	3,668	11	2,238	1	12	23	1	162	3,761	0	19,596
CHANGE '19-'20	(1,388)	(16,092)	(609)	(1,402)	(11,774)	(260)	(3,816)	(1)	(119)	(216)	(1)	(177)	(6,490)	0	(42,345)
	-54.4%	-67.4%	-100.0%	-64.4%	-76.2%	-95.9%	-63.0%	-50.0%	-90.8%	-90.4%	-50.0%	-52.2%	-63.3%	#DIV/0!	-68.4%

	GREEN SATURDAY	GAME DAY	(SNC) MICRO	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	YTD PASSENGERS
August 2019	13,075	8,333	0	1,798	2,292	473	25,971	128	8,079	653	13,971	0	22,831	110,742	833,850
August 2020	2,805	0	24	611	212	5	3,657	21	1,017	138	6,056	0	7,232	30,485	403,885
CHANGE '19-'20	(10,270)	(8,333)	24	(1,187)	(2,080)	(468)	(22,314)	(107)	(7,062)	(515)	(7,915)	0	(15,599)	(80,258)	
	-78.5%	-100.0%	#DIV/0!	-66.0%	-90.8%	-98.9%	-85.9%	-83.6%	-87.4%	-78.9%	100.0%	100.0%	-68.3%	-72.5%	

**PARATRANSIT**

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
August 2019	1,946	749	2,695	\$ 8,085	\$ 23,331	\$ 31,416
August 2020	1,034	356	1,390	\$ 5,560	\$ 15,506	\$ 21,066
CHANGE '19-'20	(912)	(393)	(1,305)	\$ (2,525)	\$ (7,825)	\$ (10,350)
	-46.9%	-52.5%	-48.4%	-31.2%	-33.5%	-32.9%

**MICROTRANSIT**

	TRIPS - Bus Pass	TRIPS - Purchased	TOTAL TRIPS	FF	RF	TOTAL FARES
8/17-8/31	0	0	0	\$ -	\$ -	\$ -
	138	0	138	\$ -	\$ -	\$ -
CHANGE	138	0	138	\$ -	\$ -	\$ -



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Report

BACKGROUND

Green Bay Metro staff will be present the Commission with January through July financial report.

RECOMMENDATION

No action necessary

FISCAL IMPACT

ATTACHMENTS

- I. 07 - July 2020 Financials



EXPENSES

ACCOUNT DESCRIPTION	2020 Jan-Jul	2019 Jan-Jul	+/-	%	2020 BUDGET	% OF BUDGET
Wages & Salaries	1,529,141.76	1,609,048.59	(79,907)	-5.0%	3,170,246	48.2%
Fringe Benefits	991,386.85	891,469.00	99,918	11.2%	2,014,439	49.2%
Other Employment Expenses	27,550.87	33,808.31	(6,257)	-18.5%	52,650	52.3%
Contract Services	19,667.31	42,961.73	(23,294)	-54.2%	291,214	6.8%
Materials & Supplies	240,076.68	361,818.72	(121,742)	-33.6%	943,173	25.5%
Building & Equip Maintenance	144,948.86	188,043.90	(43,095)	-22.9%	303,500	47.8%
Utilities	49,850.79	55,745.15	(5,894)	-10.6%	118,111	42.2%
Insurance	217,219.67	184,021.76	33,198	15.3%	157,515	137.9%
Miscellaneous	119.28	237.10	(118)	-98.8%	250	47.7%
Paratransit Services	256,231.23	464,208.56	(207,977)	-44.8%	1,469,080	17.4%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	3,476,193.30	3,831,362.82	(355,170)	-9.3%	8,520,178	40.8%

REVENUES

ACCOUNT DESCRIPTION	2020 Jan-Jul	2019 Jan-Jul	+/-	%	2020 BUDGET	% OF BUDGET
Federal Operating Asst	39,107.00	232,973.00	(193,866)	-495.7%	2,257,847	1.7%
State Operating Asst	2,530,468.00	2,436,138.00	94,330	3.7%	2,257,847	112.1%
Other Local Municipalities	408,934.15	291,365.52	117,569	28.8%	655,623	62.4%
Green Bay	728,000.00	624,000.00	104,000	14.3%	1,670,461	43.6%
Farebox Revenue-Fixed Route	205,747.36	372,989.37	(167,242)	-81.3%	665,000	30.9%
Farebox Revenue-Paratransit	111,002.00	210,744.50	(99,743)	-89.9%	554,400	20.0%
College Program Fares	3,483.00	8,148.00	(4,665)	-133.9%	-	0.0%
TMI Refund	65,187.00	70,654.00	(5,467)	-8%	-	0.0%
Non-Transportation Revenue	29,602.79	28,413.90	1,189	4.0%	17,200	172.1%
State Fuel Refund	7,895.68	8,667.14	(771)	-9.8%	-	0.0%
Advertising	64,343.90	85,577.00	(21,233)	-33.0%	140,000	46.0%
Intercity Bus Commissions	3,155.83	9,795.32	(6,639)	-210.4%	36,000	8.8%
Partnership Contributions	104,068.00	105,964.50	(1,897)	-1.8%	265,800	39.2%
TOTAL	4,300,994.71	4,485,430.25	(184,436)	-4.3%	8,520,178	50.5%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	175	179	(4)	-2.2%	308
Revenue Miles	466,501	695,998	(229,497)	-33.0%	1,210,305
Revenue Hours	34,151	50,784	(16,633)	-32.8%	80,989
Unlinked Passenger Trips	373,401	723,108	(349,707)	-48.4%	1,289,000
Revenue / Cost	123.7%	117.1%			1
Farebox Revenue / Mile	0.44	0.54	(0.09)	-17.7%	1
Farebox Revenue / Pass Trip	0.55	0.52	0.04	6.8%	1
Farebox Revenue / Hour	6.02	7.34	(1.32)	-18.0%	8
Passenger / Mile	0.80	1.04	(0.24)	-23.0%	1
Cost / Mile	6.90	4.84	2.06	42.7%	6
Cost / Passenger Trip	8.62	4.66	3.97	85.2%	5



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

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

RECOMMENDATION

No action necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 16, 2020

PREPARED BY

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, October 21, 2020 at 8:15 a.m.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None