



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, DECEMBER 9, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

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

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

B. APPROVAL OF THE AGENDA.

I. Approval of December 9, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the December 9, 2020 agenda. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of October 21, 2020 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the minutes from the October 21, 2020 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Action: Approval of 2021 Budget

Director Kiewiz stated we have provided several different documents in your packets. The documents show how Metro dollars are split up according to what is paid by federal, state and each municipality. The local share of the 2021 Green Bay Metro budget that has been approved by the City Council and all partnering municipalities. This is a break down for the Commission and staff is seeking final action. Director Kiewiz stated if the Commission had any questions she would be more than happy to answer them.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the 2021 budget. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

2. Discussion/Action: Administration Counter and Security Upgrade Project

Director Kiewiz stated Metro's facility was constructed in 2000. In the past few years Metro had an ADA review and a security system review conducted. There were two significant recommendations that were made. The first one would be the counter in the administration lobby and the passenger lobby was considered noncompliant for ADA purposes. The second would be the glass in the customer service windows in Admin and Dispatch were suggested to be replaced to provide a higher level of security.

This project is considered public construction. Staff have worked with the Purchasing Department and city engineers from Department of Public Works to complete the bid process.

This project will be paid with 80% federal funds and 20% local match.

Commissioner Rashad Cobb asked, if during this project, do you anticipate any closure of service? Director Kiewiz stated no we do not. The Administration office is typically done by appointments. The Passenger Center has two windows, while one is being worked on, we will utilize the other.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to award the Administrative Counter Security Upgrade project to IEI General Contractors in the amount not to exceed \$38,930.00. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

3. Discussion/Action: Electrical Upgrade for Exterior Sign

Director Kiewiz stated staff has obtained three different bids for updating the existing electrical to the exterior sign to meet the sign vendors requirements for the new LED exterior sign.

Commissioner Rashad Cobb asked if the landscaping costs fall on the city or to our department. Director Kiewiz stated our staff does all the landscaping at Metro. Staff have already moved some of the plants for the installation of the exterior sign and come spring will transplant them.

Commissioner Rashad Cobb asked how overtime or off hour work will be tracked. Director Kiewiz stated we will communicate what hours they will be able to work here. They are not able to work outside of those hours without prior approval from the Transit Director.

Commission Jessica Franco-Morales asked when the anticipated completion will be for the new sign. Director Kiewiz stated mid-January.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to award the project to Eland Electric in the amount of \$11,950.00. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

4. Discussion/Action: Green Bay Metro Strategic Plan 2021-2025

Director Kiewiz stated Green Bay Metro staff, along with Brown County Planning, has been working together to update the Strategic Plan for the Green Bay Metro's System. The changes the system experienced in 2020 are reflected in this plan. This plan will provide guidance and clarification on Green Bay Metro's vision, mission, core values, goals and performance targets to keep us on track.

The Commissioners commented on how well the Strategic Plan was written.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the Green Bay Metro Strategic Plan 2021-2025. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

E. INFORMATIONAL.

I. Commuter Service Update

Lisa Conard, Brown County Planning MPO referenced the three-page staff report in the packet and provided a summary. Lisa Conard noted that planning and Metro staffs recommend not pursuing commuter service along I-41. Director Kiewiz confirmed. Lisa Conard noted that Valley Transit in Appleton and Go Transit in Oshkosh are working on a pilot that will better connect the two communities.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to receive and place on file. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None

2. Operational Reports

Director Kiewiz stated operational reports are included in the packets. Director Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit; ridership is down 50%. From an operational standpoint everything is going very well. Compliance from riders and wearing masks. We truly don't have complaints. Microtransit ridership is going very well. Our Mobility Coordinator, Andrea is working with the staff at Via on getting information out to the employers on Microtransit for 3rd shift workers.

Chair Roger Kolb asked what the free rides are on Microtransit. Director Kiewiz stated it is a promo for when new users create an account the first 2 rides are free.

Commissioner Rashad Cobb asked if Andrea has reached out to the Green Bay Area Chapter SHRM Management Professionals and the Neighborhood Associations. Director Kiewiz thanked Commissioner Rashad Cobb for the great connections.

Director Kiewiz stated with the low ridership on Routes 10 and 17 Microtransit could potentially help out in those areas.

3. Financial Report

Director Kiewiz provided an overview of the revenue and expense reports. No concerns. Metro is expected to be within budget.

4. Director's Report

Director Kiewiz stated we have installed the air purification systems on the entire fleet. She explained there are two green LED lights in the back of the bus where the system is located. When these lights are lit, we know it is working. Mayor Genrich and Director Kiewiz will be doing a video on the air purification system. Green Bay Metro is the first to have this installed on the entire fleet in North America.

Driver barriers have also been installed on the entire fleet.

The American Public Transportation Association (APTA), Mobility Recovery & Restoration Task Force, recognized Green Bay Metro with a Health & Safety Commitments Certificate for participating in the program and helping to demonstrate the public transit industry's commitment to keeping riders and employees safe.

Director Kiewiz introduced Jake Lueptow, our new Operation Supervisor.

Director Kiewiz gave an employee update: we have hired a Dispatcher who has been here for about 3 weeks, and currently, working on filling Operator positions.

Staff are working on the upgrade for the GFI fareboxes. There will be a feature that will be able to cap off at the top level of fare being used to equal a 30-day full fare pass, so individuals are not spending more than the cost of a 30-day full fare pass. We have had some discussions on potentially having a program where Metro would give out a predetermined amount of day passes to an agency that works with our riders to meet the need if Green Saturday was eliminated. Majority of our riders do utilize 30-day passes.

Metro will be looking at some fare options. The Commission will need to take action on how we want to proceed with fares going forward, along with transferring the credit card fees onto the rider. Director Kiewiz stated Metro will have to do a fare analysis per Federal Transit Administration (FTA) requirements.

Commission Kevin Kuehn asked about free transit service to polling locations on election day.

Lisa Conard, Brown County Planning MPO noted that 38 free boardings were provided. Lisa Conard explained that a round trip without a transfer is counted as two boardings and a round trip with a transfer is counted as four boardings. It is estimated that 15 individuals requested free service. However, it cannot be confirmed that the individual went into the polling location. Lisa Conard noted that the low response is consistent with studies that show free transit service does little to encourage voting for those who typically do not use public transit services. However, most Metro riders purchase 30 day unlimited use pass and, therefore, would be able to take advantage of early in-person voting at their convenience.

Director Kiewiz also noted that early in-person voting was available on select Saturdays and anyone can ride the bus for free on Saturdays.

5. Next Transit Commission Meeting: Wednesday, January 20, 2021

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to adjourned at 9:13 a.m. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, Michael Conley-Kuhagen, Jessica Franco-Morales, No- None, Abstain- None