

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, April 17, 2013
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; Alderman Jim Warner, David Harp, and Ron Antonneau

EXCUSED: Kevin Kuehn

OTHERS PRESENT: Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Lisa Conard, Brown County Planning; Lynn Greene, Village of Allouez; Cathy Putman, Karen Jossart, and April Herlache

1. Call the meeting to order

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

2. Approval of Agenda

R. Antonneau made a motion to approve the April 17, 2013 agenda. D. Harp seconded the motion. Motion carried.

3. Approval of the minutes of the February 27, 2013 meeting

R. Antonneau made a motion to approve the minutes from the February 27, 2013 meeting. J. Withbroe seconded the motion. Motion carried.

4. Presentation: 2012 Transit Financial Audit Report

Tom Karman of Schenck presented on the 2012 Annual Financial Report for Green Bay Metro.

T. Karman stated Transit Commission once again received a clean opinion on its financial statements for the year ending December 31, 2012. Basically means there are no exceptions or omissions in this document and it fairly states the financial condition of the Transit Commission. As far as the items in the management communication, this communication basically went through the auditors responsibilities. There were no findings or disagreements with management. The audit went well.

Transit Commission members thanked. T. Karman for his detailed report.

Motion made by R. Antonneau, second by J. Withbroe to receive and place on file the Annual Financial Report for 2012. Motion carried.

5. Presentation: Staff report regarding *the 2014-2018 Transit Development Plan (TDP) for GBM*

L. Conard stated MPO staff continues to make progress on the TDP. The next TDP work group meeting is scheduled for April 24, 2013. Staff is on schedule with the project and plans to have public meetings in late summer or early fall. Staff will continue to provide an update to the Transit Commission each month.

R. Kolb asked if recommendations for route structure changes would be included in the TDP.

L. Conard stated that is a possibility.

P. Kiewiz stated that she and T. Wittig have been working on a number of route structure proposals. Service changes near the Lombardi Middle School area (currently service by the #6S) are being examined. Staff has been in contact with the Alderman that represents the area to discuss modification. Metro staff is also exploring the idea of a cross-town service that could extend from approximately East Town Mall to NWTC.

6. Presentation: 2013 Annual Route Review and Analysis Report

L. Conard stated route reviews are conducted on a quarterly basis to determine the operational efficiency and effectiveness of the system and each fixed route. They are done every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.). MPO staff publishes a comprehensive overview every spring.

L. Conard noted the stability the system experienced between 2011 and 2012. Ridership was nearly the same, no significant route structure changes occurred, and there were no changes to the fixed route fares. L. Conard stated the system did realize some financial relief in 2012 as a result of implementing the \$7.00 "agency" fare for the paratransit program.

L. Conard provided a summary of what was new for the system in 2012:

- The *Trip Planner* application went live. This application allows passengers to plan their trip on-line (this replaces Google Transit).
- The *Where is my bus?* application also went live. This application allows passengers to text their bus stop number and receives an instant message regarding if the bus is on-time or delayed.
- The U-Pass program was expanded to include St. Norbert College

L. Conard noted that it was the second year for both the Packers Game Day service and the Green Saturday program. Both programs have increased in popularity and have proven successful.

L. Conard noted the biggest challenge facing the system was the fact that federal, state, and local dollars continue to be tight. L. Conard stated this would be an obstacle for staff as it prepares for future operating budgets and will continue to limit staff's ability to acquire

capital items such as buses and equipment to take on a larger portion of the paratransit program if deemed feasible.

R. Kolb thanked L. Conard for the report.

7. Discussion/Action: Free Fixed Route Service for ADA Paratransit card holders

T. Wittig stated this has been on his radar for a while; to provide free Fixed Route services to ADA Paratransit qualified card holders. The free service is also extended to the attendant that assists the rider. The reason for this is that it gives the ADA Paratransit card holder the freedom and the independence to use Fixed Route public transportation. The riders will have the option to use Paratransit when they need to, in inclement weather and the winter time, or, on a summer day, they could utilize the Fixed Route for free. He recommended an effective date of May 1, 2013.

R. Antonneau made a motion to approve all persons with disabilities that qualify for ADA Paratransit service will be able to ride the Fixed Routes fare free along with their one (1) attendant traveling with them. S. Corrigan seconded the motion. Motion carried.

8. Director's Report

T. Wittig stated on April 8, 2013 he had the pleasure of giving testimony to the joint finance committee in regards to public transportation. He will email everyone the link if they would like to watch the testimony. Tom felt very comfortable with it and feels we got our points across.

T. Wittig announced the employee of the month for March is Chris Braatz, our Route Supervisor. He has done a great job. We had presented him his trophy last month. He was very happy.

T. Wittig announced the employee of the month for April is Mike Sidlauskas. He is an outstanding employee for Green Bay Metro.

P. Kiewiz stated in our department, the most important thing is image, and part of that image is making sure that our facility looks good and that everything is kept up in regard to inspections for the facility; keeping us all safe, making sure everything is working, and making the grounds look well. She commented that sometimes Mike doesn't get recognized enough. He hasn't been part of our team as long as some. He does phenomenal job.

9. Miscellaneous Reports and Other Business

P. Kiewiz stated we do not have the financials for you because the City's finance audit is going a little later this year.

S. Corrigan asked how the shelters and pads were coming along.

P. Kiewiz commented we are still working on some. Currently, we are working with Mike Aubinger in Ashwaubenon, with placing pads and shelters at Bay Park Square near IHOP and another one right by the Village Hall, which is a pretty busy stop. And we have a few others getting installed in the City of Green Bay as well. We budget about \$10,000.00 for

pads each year. It truly depends on how many we can get done for that amount. We try to get the most done each year. We are expecting to get a few more out there this year.

R. Kolb inquired if we ever advertised the “Where is my bus?”

P. Kiewiz stated absolutely. That is on the website. It was also put on metro alerts and posted on the buses, as well as on our Facebook page.

J. Warner would like to challenge everybody here. We should have a museum bus, a Bay Beach bus, and a Wildlife Sanctuary bus. We need to look at promoting and advertising what we have to offer here in the City.

T. Wittig stated efforts are certainly being made. He commented it is a \$16,000.00 yearly investment to do those full bus wraps. We are looking forward to the May Commission meeting to present our marketing outlook.

J. Withbroe asked how much do we have in the marketing budget?

T. Wittig stated \$60,000.00 in the marketing budget. There are some things that are real inexpensive to do.

P. Kiewiz commented we have come up with some new things and a game plan for marketing that Tom will roll out next month.

10. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for May 15, 2013 at 8:15 a.m.

11. Adjourn

Motion made by J. Withbroe, second by R. Antonneau, to adjourn at 9:22 a.m. Motion carried.

Respectfully submitted,

Essie Fels