

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, July 24, 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, Kevin Kuehn, David Harp and Ron Antonneau

**OTHERS PRESENT:** Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Rick Jensen, City Purchasing; Lisa Conard, Brown County Planning; George Jackson, MV; Jimmy Pennington, MV Safety Manager; Jason Drake, Mechanic Foreman; Larry Juley, Mike Brown, Ron LaPlante, Mike Sidlauskas and April Herlache

**1. Call the meeting to order**

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

**2. Approval of Agenda**

R. Kolb stated that item #9, closed sessions on the Update of Labor Negotiations, would be moved just before item #13. The agenda was amended and R. Kolb stated to continue with item #2.

J. Withbroe made a motion to approve the July 24, 2013 agenda. K. Kuehn seconded the motion. Motion carried.

**3. Approval of the minutes of the May 15, 2013 meeting**

J. Withbroe made a motion to approve the minutes from the May 15, 2013 meeting. S. Corrigan seconded the motion. Motion carried.

**4. Update: Director Tom Wittig will update the Commission on the approved two-year State Budget for Public Transit.**

T. Wittig updated the Commission on where public transportation stands in the State approved budget. It was a victory for public transportation. What has come to be is that public transportation will remain in the transportation fund. Also the 10% that we had lost back in 2011; we will be getting back 4% of that in the year 2015.

**5. Discussion: May, 2013 GBM Quarterly Route Data 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 in February, May, August and November 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.).

L. Conard stated performance has been consistent on a route by route basis since the system went to a multi-hub system in 2011.

R. Kolb agreed.

R. Kolb thanked L. Conard for the report.

K. Kuehn requested summary of performance measures used at national level.

L. Conard stated that WisDOT recently hired a consultant to look at various performance measures and how Metro compared to its peers at the state and national levels.

L. Conard stated that Metro performed near average or better in all areas.

L. Conard stated she could pull the data and prepare a one-page summary and present it at the next commission meeting.

**6. Discussion/Action: Green Bay Metro Title VI written plan as required by the Federal Transit Administration and the FTA's Civil Rights requirements.**

T. Wittig stated that under the requirement of the Federal Transit Administration and compliance of the Civil Rights and Title VI, Green Bay Metro compiled our Title VI program. What this is intended to do is make sure that our route planning and service changes are treated in a fair applicable basis with all constituents throughout our riding area. Also, to make sure all public hearings are completed and to make sure that there is fair due process for the public if they don't have an agreement with public transportation. That they have the ability to communicate not only with Green Bay Metro, but, if they are not satisfied with the response of Metro, then they have the information to write to the FTA. It is a compliance program that Green Bay Metro needs to submit to the FTA.

K. Kuehn inquired if the Title VI includes sexual orientation?

P. Kiewiz stated no; race, color and national origin only is covered under Title VI.

P. Kiewiz stated that Brown County Planning also completed a map of Green Bay Metro Systems and 2010 Census Minority Population areas.

T. Wittig thanked Brown County Planning staff for their assistance with this written response.

J. Withbroe made a motion to approve the Green Bay Metro's Title VI and Civil Rights Policy. K. Kuehn seconded the motion. Motion carried.

**7. Discussion/Action: Green Bay Metro Severe Weather Policy.**

P. Kiewiz stated that this policy was first implemented back in 2010 for Metro. We have updated this policy due to some route changes. What this policy does is it just gives some guidance to the dispatchers and the operators on what to do in those types of situations.

We have been fortunate not to be in that boat or have to utilize anything in this policy. But we did want to make sure it was updated and to give the employees the tools that they need.

There is a list of shelter areas in the policy, however, it is not meant to be an exclusive list. It only suggests places they could go. An example would be if there would be a tornado siren going off. The policy outlines the process and procedures that the drivers have to follow to secure the safety of them and their passengers.

J. Withbroe made a motion to approve the Green Bay Metro Severe Weather Policy. S. Corrigan seconded the motion. Motion carried.

**8. Action: Approval for the purchase and award of contract for new Bus Wash system to Westmatic Corporation for \$168,500.**

T. Wittig stated we were awarded Federal State of Good Repair dollars of \$321,000 and would like to use some of this for one of the three projects we discussed with the Transit Commission a little over a year ago, which was the new bus wash for our maintenance department.

We went through the complete procurement process, including DBE checks, and followed all federal guidelines. We had huge support from Rick Jensen from City Purchasing.

We recommend the award of the contract to Westmatic Corporation from Buffalo, New York for the price of \$168,500. There were no local companies that bid on this project.

The funding process is that 80% would come out of the Federal State of Good Repair dollars and a 20% local match would come out of our transit general reserve funds.

P. Kiewiz stated that Mike S. and Tom V. sat on the evaluation team. These two staff members have put a great deal of effort and hard work into this. They went to visit another area transit in Oshkosh that has a system similar to the one that has been bid. Through the process we feel going to Westmatic long-term would be best for Green Bay Metro.

We currently, have a Ross and White system out of Chicago. Going forward, I believe that with the new technology, we will have potential savings of about \$10,000, due to less amounts of water and detergents being used.

R. Kolb asked if we would be recycling the water.

P. Kiewiz stated no we are not. We do not have infrastructure in place for that.

K. Kuehn asked what we plan on doing with the old bus washer.

P. Kiewiz stated they will be demolishing and removing it.

K. Kuehn commented so there is no value.

T. Wittig and P. Kiewiz stated no.

R. Jensen commented that we had instructed the vendor to include any salvage value in their bid, so the old system will be demolished by the contractor and the contractor will have the rights to any salvage value.

K. Kuehn asked if this new system was made in this country (USA).

P. Kiewiz stated yes; obviously, with the cost over a \$100,000, we have to have the federal clause in there on the "Buy America" and they do satisfy that clause.

J. Withbroe asked what the installation time frame will be.

P. Kiewiz stated they are thinking a week or two. We do have City electricians and a plumber coming in. There are a couple of things we need to do to make sure that it is ready for them to hook up to. But hopefully in the next month or two it will be completed.

K. Kuehn made a motion to approve the purchase and award to Westmatic Corporation for the new bus wash system in the amount of \$168,500. S. Corrigan seconded the motion. Motion carried.

## **9. Discussion: Update of Labor Negotiations.**

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

Motion by J. Withbroe, second by J. Warner to convene in closed session. Motion unanimously carried.

Attendees for closed session were Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; Alderman Jim Warner, Kevin Kuehn, David Harp, Ron Antonneau and Kevin Kuehn; Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; and Lynn Boland, Human Resource Director

Motion by J. Withbroe, second by R. Antonneau to reconvene in open session. Motion unanimously carried.

No action was taken during closed session. The Commission received an update on labor negotiations.

## **10. Director's Report**

T. Wittig stated Paratransit service continues to excel. He expressed compliments to MV and their team.

T. Wittig introduced Green Bay Metro's new Shop Foreman, Jason Drake. We look forward to working with him.

Packers Game Day Routes have been finalized and have been posted on our website. There has been a slight expansion on Webster Avenue to give the opportunity for even more residential folks to ride at no additional cost. We added a stop, by request, in

Downtown Green Bay by Hagemeister Park as we go down Washington Street and also at the newly designated Donald Drive Way near Titledown Brewery on Dousman Street.

The budget process is under way and next month we will be presenting to the transit commission an outline of the budget. The budget is due to the City by August 16, 2013.

T. Wittig stated tonight he has the Bellevue Village meeting. They have requested information on how they can expand out to Cosco. We have worked on a plan to bring service out to Cosco with some slight alterations on Route 18.

R. Kolb commented that he had received his season Packers tickets and there is still no mention of public transportation.

P. Kiewiz stated we had provided them with a brochure.

T. Wittig commented that the Packers do want the updated website Packers game day Routes for the Packers.com.

## **11. Miscellaneous Report**

P. Kiewiz stated in your packets you will find May's financial reports. She gave a brief overview of the revenue and expense reports. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

J. Warner asked how the Summer Kids Pass was going and if it was successful.

T. Wittig stated we are satisfied with the first year. We have had good sales out at the Shopko outlets. We are happy with the pilot year with this program and looking forward to 2014.

P. Kiewiz announced the employee of the month for May, Ron La Plante. Ron is one of our class A Mechanics. He has been with Metro since 2000. He has done an awesome job. He does all the body work and making sure all our buses are looking good out there on the streets. We appreciate all your efforts and keep up the good work.

T. Wittig announced the employee of the month for June, Mike Brown, one of our Operators. Mike has been with Metro since 1994. He is one of many that do an excellent job for us. He has awesome, great customer service. We get compliments often on that. We definitely appreciate your service.

## **12. Establish the date of the next meeting**

The next meeting of the Transit Commission is scheduled for August 21, 2013 at 8:15 a.m.

### **13. Adjourn**

Motion made by J. Withbroe, second by R. Antonneau, to adjourn at 9:30 a.m. Motion carried.

Respectfully submitted,

Essie Fels