

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, August 21, 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; Cole Runge, Brown County Planning; Lisa Conard, Brown County Planning; George Jackson, MV; Melanie Falk, HR; Lynn Boland, HR; Bill Meindl, Green Bay Development News; and Larry Juley

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:16 a.m.

2. Approval of Agenda

R. Kolb stated that item #8, closed session on the Update of Labor Negotiations, would be moved to just before we adjourn (item #12). The agenda was amended and R. Kolb stated to continue with item #3.

J. Warner made a motion to approve the amended August 21, 2013 agenda. D. Harp seconded the motion. Motion carried.

3. Approval of the minutes of the July 24, 2013 meeting

J. Withbroe made a motion to approve the minutes from the July 24, 2013 meeting. J. Warner seconded the motion. Motion carried.

4. Discussion/Update: Director Tom Wittig will update the Commission on discussions with Greyhound to move operations to the Metro Transportation Center.

T. Wittig updated the Commission that he had met with Greyhound, which is located on Cedar Street. We feel now, that the time is right to move Greyhound to the Green Bay Metro Transportation Center. We have figured out logistically where Greyhound's ticket window will be located, which would be the current security room. Greyhound representatives will be here at the next commission meeting to do a presentation. He stated he has spoken to the City of Green Bay's legal department. The final logistics still need to be figured out. There will be no expense to Green Bay Metro or to the City of Green Bay in this project. Greyhound will use their financial resources to make this happen. Greyhound has six (6) schedules a day between the Greyhound, Lamers, and Jefferson Lines. We have enough bus slots at Metro's island. We look forward to this partnership and bringing intrastate transportation to our location here.

R. Kolb asked if it would be just renting space.

T. Wittig indicated yes. This would be another revenue source for Metro. Greyhound will also participate in their share of security expenses, particularly on Sunday.

J. Withbroe asked who would be in charge on Sundays.

T. Wittig commented Greyhound will have their ticket window opened from 9:00am until 5:30pm and will have security here. This is one of the logistics we need to fine tune yet. There will be no access to Metro's dispatch area or any other part of Metro except for their ticket area.

J. Warner asked if this will be an added benefit for Metro.

T. Wittig stated yes, it will bring some revenue in. He feels this would further strengthen downtown Green Bay, and help enhance the area. Greyhound is excited about this partnership.

R. Kolb asked if Greyhound currently owns the property they are on or do they lease the property?

T. Wittig stated he thinks the property is owned by the long time agent. She will be the one leasing the space at Metro.

J. Withbroe asked what length of contract we are looking at, a 2-year or a 3-year.

T. Wittig commented he does not want to be a locked into a long term contract.

R. Kolb asked, we will not be doing any vehicle maintenance or storage?

T. Wittig indicated correct. There will be no maintenance, storage or fuel.

T. Wittig also indicated Green Bay Metro would be taking in all vending machine revenue.

R. Antonneau asked if T. Wittig had coordinated or discussed with the Police Chief and Police Department.

T. Wittig commented in the next 30-days we will be working on this and if you have any further questions to share with Greyhound, please call or email the Transit Director while we work through the logistics.

T. Wittig stated we have put this in the budget that we will be presenting to the Commission next month. We feel we might want to use the dollars that we are currently using for security and put those dollars towards another supervisor, because we are seeing that a supervisor could be more proactive for Metro, working with the drivers. We would get a better bang for our dollar with someone who had vested interest in our transit system.

R. Antonneau expressed concerns with some of the language that is being used by individuals. We don't want people to be afraid of using the bus.

P. Kiewiz stated we work very closely with the Police Department and we have close relations with the neighborhood folks around here. We are staying on top of those situations. We don't want those here either. This is one of the reasons for some of the conversations

that Tom and I have had concerning an additional supervisor in place of the security that we have here. This individual could go out and ride those buses and do the different things, while also taking on some of those additional operations responsibilities.

K. Kuehn stated the only concerns I have with Greyhound is how well they take care of their business structure. He encouraged the Commissioners to stop in at Greyhound to look at the inside and the exterior of the building. He believes that is how Greyhound will take care of Metro. We need to take that into consideration. We worked very hard at the perception of Metro.

K. Kuehn asked what kind of revenue we are expecting from Greyhound.

T. Wittig stated we are not sure yet.

P. Kiewiz stated we need to work on that; we need to work through some things with the FTA on allowing a private entity here. It will be additional revenue for Metro and we definitely don't want to affect the appearance of transit either. The individual that owns the facility and the property over there is the hired agent by Greyhound. The arrangement with Metro would be with Greyhound and I think their intent is to have that agent for the next couple of years.

R. Kolb commented we need to address taxi service during our hours of operation.

T. Wittig stated we will not have a taxi stand sitting outside of Metro. We will figure out something, possibly in the maintenance parking lot, maybe allowing 1 or 2 taxis when they know a scheduled route is coming in.

J. Withbroe commented he would not allow taxi cabs to wait in our lot. The client needing the service should call for the service at that time.

R. Antonneau suggested asking Greyhound for a sizable deposit, that would be refundable as long as GB Metro looks the same when they leave as it did when they came.

C. Runge asked if this was a pretty common arrangement throughout the country.

T. Wittig stated it is growing more and more common; particularly in your major cities. Some examples that are comparable to Metro would be Madison and Appleton.

R. Kolb stated 30 years ago we actually filed an application for a facility for intercity buses and metro. Greyhound backed out of it because of the vending machines. We didn't get the grant.

T. Wittig re-indicated that Greyhound will have a presentation at our next Commission meeting.

5. Discussion: GBM Performance Measures by Brown County Planning Commission/MPO staff.

L. Conard stated she prepared the report at the request of the Transit Commission. L. Conard reviewed three performance measures regularly used by planning and transit staff to evaluate the fixed route system. They include revenue per hour, passengers per hour, and

operating ratio. The operating ratio is also considered a recovery rate. For example, for every \$1.00 Metro spends to operate the system, Metro recovers \$0.14-\$0.17 in fares.

L. Conard stated that the State of Wisconsin and the Federal Transit Administration also use performance measures to evaluate systems. L. Conard noted that in 2012, the state conducted an audit comparing Metro with state and national peer systems. L. Conard provided the following comparison.

2010 Green Bay Metro vs. 2010 Wisconsin Peers*

Performance Measure	Green Bay Metro	Wisconsin Peers	Comparison
Cost Effectiveness Expense/Passenger	\$4.41	\$5.16	Better
Service Effectiveness Passengers/Revenue Hour	18.9	17.2	Better
Revenue Effectiveness Average Fare Collected	\$0.74	\$0.73	Similar
Operating Ratio	17%	14%	Better
Service Efficiency Expense/Revenue Hour	\$83.30	\$82.48	Similar
Amount of Service/ Service Availability** Revenue Hours/Capita	0.42	0.61	Less
Market Penetration Passengers/Capita	7.8	10.8	Less

*The Wisconsin peer group consists of Appleton, Beloit, Eau Claire, Fond du Lac, Janesville, Kenosha, La Crosse, Oshkosh, Racine, Sheboygan, Waukesha, and Wausau.

L. Conard summarized that Metro performs better or similar in all major categories when compared to its peers.

L. Conard noted that the Amount of Service measure shows that Metro provides less service than it peers based on population served. L. Conard noted that the population of Brown County is approximately 248,000. The population of the communities served by Metro is approximately 170,000, and the population that lives within walking distance of a bus stop (3/4 mile) is approximately 155,000. Metro offers less service than its peers, and, despite an increase in population, provides less service than it did 20 years ago.

K. Kuehn asked about operating ratio.

L. Conard stated that it is possible to break the number down by time of day or by route. For example, Green Saturday (free service) produces a 0% recovery rate for Saturdays. Weekday evenings can be low and weekday peaks can be much higher than the average.

K. Kuehn stated he appreciated staff's effort in putting together the report. K. Kuehn stated that he feels that the number of passengers that the system serves is important, not necessarily the amount of revenue received from the passengers.

R. Kolb thanked the Brown County Planning Commission staff for the report.

C. Runge provided an overview of the *Draft Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*.

C. Runge stated that MAP-21 combined the Section 5310 and New Freedom Programs to create the *Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Under the new program:

- At least 55% of program funds must be used on capital projects that meet the needs of seniors and people with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- The remaining funds may be used for capital or operating expenses associated with:
 - Public transportation projects that exceed requirements of the ADA.
 - Public transportation projects that improve access to fixed route service and decrease reliance on paratransit.
 - Alternatives to public transportation that assist seniors and people with disabilities.

6. Discussion/Action: Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Program Administration: GB Urbanized area exceeded 200,000 people after 2010 US Census, so the Brown County Planning Commission and Green Bay Metro will now administer the local program instead of the Wisconsin DOT.

Funding Entitlement: Green Bay area will directly receive funds for its program and will no longer have to compete against projects from elsewhere in Wisconsin.

Proposed Project Review and Approval Process

- Project applications are collected, reviewed, and ranked by Brown County Planning Commission staff.
- Brown County Planning Commission staff presents project approval recommendations to Brown County Transportation Coordinating Committee (TCC).
- The TCC accepts or modifies staff's recommendations and forwards the TCC recommendations to Brown County Planning Commission Board of Directors for final approval.

- The Brown County Planning Commission Board of Directors accepts or modifies the TCC's recommendations and approves the projects.
- The Brown County Planning Commission Board of Directors is proposed to be the approving entity because the Brown County Planning Commission will not apply for program funds.

C. Runge provided a list of the TCC membership

- BC Aging and Disability Resource Center (Staff & Board Member)
- American Red Cross Staff
- Options for Independent Living Staff
- ASPIRO Staff
- Syble Hopp School Staff
- Cerebral Palsy (CP) Center Staff
- Curative Rehabilitation Center Staff
- Green Bay Metro (Staff & Transit Commissioner)
- Brown County Department of Human Services Staff
- Brown County Board Supervisor
- Brown County Executive Representative
- Brown County Planning Commission Staff
- Oneida Nation
- Wisconsin Department of Transportation
- Two citizen members
- One private transportation provider (Currently MV Transportation)

C. Runge stated that TCC members are experts regarding the needs of seniors and individuals with disabilities.

R. Antonneau stated that he has talked to C. Runge and L. Conard about the program. He stated he appreciated the time Brown County Planning Commission staff has invested in the program. R. Antonneau stated that he does not want the additional funds to "cover overhead", but increase transportation services for seniors and individuals with disabilities.

R. Antonneau suggested that the City of Green Bay Planning Commission or the Transit Commission be designated the approving entity.

C. Runge stated that the funding is for urban area projects and includes both the City of Green Bay and urban areas outside of the city. C. Runge also stated that the Transit Commission will likely apply for funds and that it may not be appropriate if they were also the approving entity. The Brown County Planning Commission Board of Directors is being proposed as the approving entity as it represents urban area communities and will not apply for funds.

R. Kolb stated he believes the Brown County Planning Commission Board of Directors should be the approving entity.

J. Withbroe made a motion to approve the Resolution for the Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of

Seniors and Individuals with Disabilities Program. R. Antonneau seconded the motion. Motion carried.

7. Discussion/Action: Green Bay Metro Drug and Alcohol Policy as required by the Federal Transit Administration.

P. Kiewiz stated that we are in the midst of doing our triennial review for FTA, so we are updating some of our policies, along with the drug and alcohol policy, to assure that we are covering all the FTA requirements. With the drug and alcohol policy, we just modified some of the position titles with correct names, as covered under the safety-sensitive positions required under FTA. The content itself has not been changed.

R. Antonneau asked if this is a boiler plate for all transits facilities.

P. Kiewiz stated yes. This is a requirement put onto us from the FTA for the drug and alcohol policy. This policy covers how we handle drug and alcohol issues through random and pre-employment testing. This policy lays out what is expected of the employees and the procedures for staff to administer. This is a boiler plate policy that all transits have.

R. Kolb commented this alcohol and drug policy has been in effect for 6 years.

P. Kiewiz stated yes. We have always been required to have this policy since we receive federal dollars.

K. Kuehn stated this policy has gone through City Corp. Council.

P. Kiewiz stated absolutely.

R. Antonneau made a motion to approve the Green Bay Drug and Alcohol Policy. K. Kuehn seconded the motion. Motion carried.

8. 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 S. Corrigan 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 S. Corrigan, second by J. Withbroe to reconvene in open session. Motion unanimously carried.

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

9. Director's Report

T. Wittig updated the Commissioners on our relationship with UWGB and the U-Pass program. At this time, Green Bay Metro has agreed to proceed on a month to month basis with the program. We will be looking at an October or November timeframe for a renewal of this agreement. The college programs are all doing very well.

The Packers are a significant partner in our Game Day Routes. They have cemented the grass areas on Lombardi Avenue where our Metro buses unload and load passengers for safety purposes.

P. Kiewiz announced the employee of the month for August, Elvin Simpson. Elvin has been with Metro since 2000. He does a phenomenal job. He has excellent customer service and a great safety record. He typically works our mid-day shift, but he is on some additional work this morning. T. Wittig and I will definitely present his award to him later.

10. Miscellaneous Report

P. Kiewiz introduced Pam Manley; she is our Business Grant Manager. This position is the shared position with City Hall Finance Department (50%) and Green Bay Metro (50%).

P. Manley gave a brief overview of herself. She graduated from St. Norbert College with her Accounting Degree and for the last seven (7) years she has been working with the City of Algoma as the Deputy Clerk Treasurer. P. Manley stated she does much of the work from her office at City Hall. However, she will be attending the Transit Commission meetings and weekly staff meetings here at Metro. She will also be sitting with staff to observe what they do.

P. Manley stated she had handed out a detailed financial report ending July. She gave a brief overview of the revenue and expense reports. P. Manley stated that if the Commission would have any questions, she would be happy to address them.

R. Antonneau asked why such a decrease in insurance.

P. Manley commented there was a rebate from TMI for this year.

P. Kiewiz stated that we have received this rebate for the last two (2) years for a total refund of \$115,000. We will not be receiving this rebate anymore.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for September 25, 2013 at 8:15 a.m.

12. Adjourn

Motion made by J. Warner, second by J. Withbroe, to adjourn at 10:20 a.m. Motion carried.

Respectfully submitted,

Essie Fels