

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, September 25, 2013
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; and Ron Antonneau

MEMBERS EXCUSED: Alderman Jim Warner, David Harp, Kevin Kuehn

OTHERS PRESENT: Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Lisa Conard, Brown County Planning; Vincent Caldara, MV; Robert Hawkins, Greyhound; Deborah Laney, Greyhound; Lynn Greene, Village of Allouez; Bill Meindl, Green Bay Development News; Scott Williams, Green Bay Press Gazette; Mayor Schmitt, Alderman Tom De Wane, Jason Drake, Larry Juley, Keith Schneider, April Herlache, and Rodney Metz

1. Call the meeting to order

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

2. Approval of Agenda

R. Antonneau made a motion to approve the September 25, 2013 agenda. S. Corrigan seconded the motion. Motion carried.

3. Approval of the minutes of the August 21, 2013 meeting

R. Kolb commented there has been a revision to the minutes. There were no language changes, just the order of one of the items.

J. Withbroe made a motion to approve the revised minutes from the August 21, 2013 meeting. R. Antonneau seconded the motion. Motion carried.

4. Discussion: August, 2013 GBM Quarterly Route Data and Analysis Report.

L. Conard stated that the August Route Review report was included in the Transit Commission packet.

L. Conard stated that the Brown County Planning Commission and Green Bay Metro staffs conduct route reviews on a quarterly basis each year in the months of February, May, August, and November.

For each route review, Metro's full service routes are evaluated individually in terms of revenue per hour, passengers per hour, and operating ratio.

Results of the route review are contained in this report.

L. Conard noted that the #6S route was experiencing a major detour during the data collection period. As a result, the #6N/6S route performed lower than it has when the detour was not present.

The passenger and revenue statistics are typical of a weekday in August. It should be noted that passenger and revenue levels fluctuate throughout the year. Other than the #6S, there are no surprises.

R. Kolb noted that the routes performing near the bottom continue to do so.

P. Kiewiz stated that a few route changes are in the works.

5. Action: Green Bay Metro Maintenance Policy and Procedure manual as required by the Federal Transit Administration.

P. Kiewiz stated that we are in the midst of doing our Triennial Review for the FTA, which is an extensive review that is conducted by the FTA every three (3) years. One of the things that we have been preparing, and have already provided our first submission of, is our Maintenance Policy and Procedure Manual. During this process there have been some policies and different things that we have brought up to date to reflect some of the changes Transit has gone through over the last couple of years. We have made some changes regarding different inspections and some new pieces of equipment that Metro now has.

R. Kolb commented this is an excellent document and is very informative.

Motion made by R. Antonneau, second by J. Withbroe to approve the revised Green Bay Metro Maintenance Policy and Procedure Manual. Motion carried.

6. Discussion: Oneida Tribe of Indians of Wisconsin termination of Public Transit subsidy for Route 16.

T. Wittig informed the Commission as to what has transpired with Oneida. Late last fall, early winter, we were notified by the Oneida Tribe of Indians that they were canceling all current advertising. Then in March 2013, the Oneida Tribe of Indians contacted Metro regarding the possibility of canceling all subsidies that they have been paying for many years on Route 16. This route runs through Ashwaubenon, a small portion of Green Bay, and goes out to the Radisson Hotel/Oneida Casino. In August 2013 we received official notification from Oneida that they were giving Metro a 90-day notice to end subsidy, effective November 4, 2013. In the process, P. Kiewiz and I have continued to have communication and meetings with Ashwaubenon. We are in the process of negotiating and figuring out where we are going to reroute.

R. Antonneau asked what was the reasoning for discontinuing services.

T. Wittig commented just not interested. We have done continuous follow up with Oneida and with Ashwaubenon Village President, Mike Aubinger and Village Manager, Allison Swanson.

R. Kolb asked if the subsidy was over \$60,000.

P. Kiewiz stated that the Oneida Tribe pays roughly \$155,000 after their refund each year and that their response was, "It's just a business decision." She stated, it's an expense, and from what I understand and have heard, is that they are trying to cut costs where they can. Tom and I have met with them to try to give them options and to find something else we could work out, and have also suggested we have Ashwaubenon at the table with us. Maybe not having Oneida pay for the whole cost of the route would be something we could do. Oneida was not interested in any of those discussions. I have been working very closely with Ashwaubenon. They have been very supportive of public transportation and this is a substantial increase for the Ashwaubenon subsidy. They pay roughly \$100,000 right now, and it could go over \$200,000 a year.

P. Kiewiz commented in the time that she has been here; she has heard the discussion of exploring the idea of canceling come back to Transit every few years. Back in 2009, it was a huge conversation as well, and we had many, many meetings to work on preserving Oneida at that time. There were also discussions a few years ago to discontinue advertising, so this is not the first time we have heard it.

P. Kiewiz stated Ashwaubenon is very interested in making sure that they can preserve as much of the Paratransit service area as possible. Paratransit is provided to individuals that are $\frac{3}{4}$ of a mile or less from the fixed route system. She has been working with Ashwaubenon to come to an agreement upon a route that would preserve as much as they can of the current service area. The discussions have gone well. This will kind of spiral down with some other route changes happening at the same time. We will have some modifications within the Green Bay city limits as well, because Route 16 covers a portion into the city. A couple of those routes that were low performers in the Route Review will have modifications at this time as well. We will start the public comment period on a few route changes and will bring it all to the Commission for recommendations. We are looking at changing the X-Press Route, and making some changes to the 8, 9 and 6 routes all at the same time.

P. Kiewiz commented Metro will continue to keep the lines of communication open for future services. She stated we will have public informational meetings on the changes. We usually do a round of three (3) of those, and we have them at different times to give everyone the opportunity to attend. To inform the public, we post alerts out on the buses, we can run them across the LDE's, and we put them on the website. We try to get the notices out there as much as we can. We will definitely do our due diligence to inform the public of the changes.

L. Conard added providing the service in Ashwaubenon is going to require action by the Village Board of Trustees. Correct?

P. Kiewiz stated yes. Ashwaubenon did bring it to their board last week to bring them up to speed on where we are at possible changes and what this is going to do. The actual changes, as I understand, will go through their budget process, but, yes, their board will have to approve the additional funds for transit.

7. Presentation: Greyhound officials to present proposal in relocating operations to the Metro Transportation Center.

T. Wittig introduced Robert Hawkins and Deborah Laney from Greyhound.

The representatives with Greyhound made a presentation to the Commission about relocating Greyhound's operation, which is currently at 800 Cedar Street, to the Metro Transportation Center. This would include ticketing and package express.

Robert Hawkins, Area Manager; I handle the central US and the western US for Greyhound as far as intermodal development and partnering with other businesses to move forward and enhance our image, and come to a partnership with different intermodal locations.

Deborah Laney, Area Manager; my territory is from Wisconsin through Philadelphia, Pennsylvania. Something you may not know about Greyhound operations is that we have company terminals in our larger cities, and then we have our independent businesses in smaller towns. So the Green Bay location, for instance, is basically a small business that is run by a woman named Cathy, who has been the agent for several years. I work with the individual agents in the smaller independent stand alone stations.

Mr. Hawkins stated that their agent, Cathy, would obviously run the operation separately from Metro. There would be no intermingling between the City and what we are doing. She will basically run everything. We want to be the least intrusive as possible into what the City has going on in their daily operations.

R. Antonneau commented the image of Greyhound at your current location is not real positive. There is some concern about the hours of operations, security, and keeping things looking good, because Metro is looking very good. We are looking to keep Metro's image positive. He suggested we get a larger upfront security deposit to assure that, if and when Greyhound leaves, the facility will look like it did when you moved here. R. Antonneau stated from a community stand point, that is very important.

Mr. Hawkins stated Mr. Wittig and he have talked about the security issues, and once we get further into the discussion, we will address these concerns more and more. Greyhound would like their image to have a positive impact on the community as well; compared to what we have now.

Ms. Laney added we will have negotiations before we move in, and the negotiations will not stop there. We will have continual updates, and if things are not going the way they need to be going, then we will be prepared to make changes and assist in retaining your level of quality and make sure that what your transit center is used to will not be compromised. She stated one of the security issues that has come up regards Sundays, when Metro does not operate. Greyhound will be open on Sundays and we are prepared to send in a security cost. We are very open minded and cognizant of your concerns and plan to be a good addition and not a drain on your resources or on the system that currently exist.

Mr. Hawkins commented Greyhound operates out of a 165 intermodal locations across the United States. It has been a win-win.

S. Corrigan asked if the corporation will take up the security or will it be the responsibility of the independent agent.

Ms. Laney stated it is typically the corporate office that pays the security bill.

J. Withbroe asked if Greyhound presently leases or owns the current property.

Mr. Hawkins commented we lease the property from the current owner, Cathy, and her building is for sale. We needed to find a new home in Green Bay and wanted to stay close to downtown and, obviously, the number one choice is to move into the Transit Center.

S. Corrigan asked what the timing of buses coming into the station is and will there be late night arrivals.

Mr. Hawkins commented he believes the latest would arrive about 8:00 p.m. and we start roughly at 7:30 a.m. There is no overnight activity. He stated he would send Mr. Wittig a copy of the schedule.

Ms. Laney commented they also have Jefferson Lines and Indian Trails coach service. There are really only two (2) Greyhound buses. The other buses are interlined, but we partner with them equally.

R. Kolb asked if the rental agreement will be with Greyhound or the independent agent.

T. Wittig stated that would be with Greyhound. He stated there is a lot of talk still to go on the agreement, and we started this process now to give everyone an idea as to where we see this vision going. We have discussed many important topics, such as vending and gates. It's just a matter of figuring out the logistics. It is going to be a small operation; it is going to be effective, good for the community and I feel it will be a good partnership. We are anticipating a March kick off.

R. Antonneau stated he would like to keep this safe, secure, and not create an image problem for them or us.

J. Withbroe asked if Greyhound has any problems with vagrants and/or do you have a lot of police calls.

Mr. Hawkins commented not that he is aware of.

Ms. Laney stated we currently do not have security at our existing Greyhound station. Typically, the staff at the local Greyhound station directly manages any issues that may arise.

T. Wittig stated, as the Transit Commission knows, we take a lot of pride in keeping our transportation center clean and good looking, and we do not foresee that changing with Greyhound coming to Metro.

S. Corrigan asked if Greyhound will be having any maintenance done here at Metro.

Mr. Hawkins commented no not at all. We will have a local vender come out and tow it or fix it.

R. Kolb asked if we have addressed how we were going to handle taxi cabs.

T. Wittig commented no. There are two (2) logistics we need to figure out. One is the taxi cabs themselves and the other is the people coming in and out for package express.

R. Kolb asked about the scale, if it was just for packages.

Ms. Laney commented it is for luggage as well. When the individual comes up to purchase the ticket, there usually is a swinging door so we can open the door and weigh their luggage, because there is a fee if your baggage weighs over 50 pounds. Then the luggage is given back to the individual.

The only time you're going to see luggage kept over time is when someone comes in with a bag or a package and wants it delivered through Greyhound.

R. Antonneau commented overall this is a good proposal.

Mayor Schmitt stated to the Commission he really supports this co-relocating of these two (2) businesses. He stated Greyhound wants to upgrade their image as well as their facility. He believes we can partner with Greyhound because Metro has done such a great job with keeping up their facility. This is good for our community, but the package delivery will also be good for our community. Where else can you get a package from Chicago to here in the same day? There are young professionals that will use Greyhound. We will really help them with this image, but they are going to really help this community as well. This is not new territory. They have done this in many other facilities, where they co-relocated with Metro transit, and it has been very successful. He thanked the Commission and staff for supporting this topic and feels it would be great for the Greater Green Bay.

8. Director's Report

T. Wittig informed the Commission that Geo Jackson, MV manager for Paratransit has recently accepted the Director's position in Grand Rapids. He has done a wonderful job for Metro over the last couple of years. The interim manager for MV is Vincent Caldara.

P. Kiewiz announced the employee of the month for September, Rodney Metz. Rodney has been with Metro since 1992. He does an awesome job. He has a great safety record and definitely enforces all of Metro's policies and rules.

T. Wittig shared with the Commissioners that Metro participated with the Brown County Library-Summer Reading Program. Metro had received a thank you note from the YMCA-East staff and students appreciating the services.

P. Kiewiz stated she would like to take a moment to introduce some of the staff changes. Jason Drake, Mechanic Foreman and Pam Manley, Business Grant Manager.

9. Miscellaneous Reports and Other Business

P. Manley stated in your packets you will find the operating expenses report for August. 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 stated he compliments the staff; you do a lot with a little and have done well with your budgets. The staff that you have accumulated here are really good staff and they are very positive about everything you do. The people of Green Bay get a great value.

10. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for October 16, 2013 at 8:15 a.m.

11. Adjourn

Motion made by R. Antonneau, second by S. Corrigan, to adjourn at 9:10 a.m. Motion carried.

Respectfully submitted,

Essie Fels