

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Monday, November 25, 2013**  
901 University Avenue, Commission Room  
**8:15 a.m.**

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

**MEMBERS EXCUSED:** Kevin Kuehn

**MEMBERS ABSENT:** David Harp

**OTHERS PRESENT:** Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Jason Drake, Mechanic Foreman; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Lynn Greene, Village of Allouez; Bill Meindl, Green Bay Development News; Keith Schneider, and April Herlache

**1. Call the meeting to order**

Chair R. Kolb called the meeting to order at 8:20 a.m.

**2. Approval of Agenda**

J. Warner made a motion to approve the November 25, 2013 agenda. J. Withbroe seconded the motion. Motion carried.

**3. Approval of the minutes of the October 16, 2013 meeting**

J. Withbroe made a motion to approve the minutes from the October 16, 2013 meeting. S. Corrigan seconded the motion. Motion carried.

**4. Public Hearing: ADA Paratransit Agency Fare Increase and Boundary Changes.**

R. Kolb stated any person wishing to speak on the ADA Paratransit agency fare increase and boundary change taking effect on January 1, 2014 is encouraged to address the Commission. He stated to please state their name and address. R. Kolb offered Tom Wittig the opportunity to comment.

T. Wittig indicated the ADA Paratransit agency fare has been increased over the last few years. Green Bay Metro has been slowly increasing the fare to get consistent with the rest of the state in this matter. We currently have an agency fare of \$7.00 per ride. Green Bay Metro is proposing, and increasing, the agency fare to \$8.00 per ride, effective January 1, 2014.

P. Kiewiz stated the boundary for Paratransit has changed a little bit. It actually is increasing service in a couple of areas with the Route 18 change out to Costco. There were a couple of concerns with some of the route changes and some little gaps. Those are all filled, so there will not be areas that would be losing any of the Paratransit services.

R. Kolb opened up the meeting for public response.

At this time there was no participation from the public.

R. Kolb closed the public hearing.

#### **5. Discussion/Action: ADA Paratransit Agency Fare Increase and Boundary Changes.**

R. Kolb stated there is a resolution on the overall fare.

P Kiewiz stated whenever Metro has a fare increase we do update our fare policy.

Motion made by J. Withbroe, second by J. Warner, to approve the resolution for the agency fare increase taking effect January 1, 2014. Motion carried.

#### **6. Public Hearing: Proposed Route Changes with Green Bay Metro.**

R. Kolb stated any person wishing to speak on the metro route changes taking effect on December 2, 2013 is encouraged to address the Commission. He stated to please state their name and address. R. Kolb offered Tom Wittig the opportunity to comment.

T. Wittig stated Green Bay Metro is proposing route changes within the system. These route changes are needed to offset the elimination of the funding of Route 16. The Oneida Nation no longer subsidizes Route 16. It was of great importance to continue service throughout the areas that were affected by the Oneida decision and the Route 16 change.

That meant going through lengthy and productive discussions with the Village of Ashwaubenon and the City of Green Bay to look at how we can connect that Route 16 area and to continue service, without eliminating service completely.

Public meetings were held on November 6, 2013 and November 12, 2013. We had some great feedback.

R. Kolb opened up the meeting for public response.

At this time there was no participation from the public.

R. Kolb closed the public hearing.

#### **7. Discussion/Action: Proposed Route Changes with Green Bay Metro.**

T. Wittig stated it is Metro's goal to grow our Transit System with increased frequency in the future.

No further discussion on this agenda item.

Motion made by J. Warner, second by J. Withbroe, to approve the Metro route changes taking effect December 2, 2013. Motion carried.

**8. Discussion/Action: Green Bay Metro 2014 Operations Budget.**

P. Kiewiz stated last month we submitted a budget that Metro staff had prepared. There are no changes to this budget. It has been approved through City Council. We typically wait until City Council approves the City Budget, and then we come to the Transit Commission to take action on the Metro budget. We are looking at the 2014 budget to have an overall impact of a \$9,803 increase over the 2013 budget.

T. Wittig thanked P. Kiewiz and her staff, as well as Brown County Planning, who also had a significant role in the route changes, on a job well done.

J. Withbroe made a motion to approve the FY2014 budget in the amount of \$7,847,400. S. Corrigan seconded the motion. Motion carried.

**9. Discussion/Action: 2014-2018 Transit Development Plan (TDP) for Green Bay Metro.**

L. Conard stated that at the October meeting she provided an overview of the Draft TDP via PowerPoint and provided the commission with a copy of the report. Since that time, staff has held a 30-day public review and comment period and a public hearing. Prior to the formal hearing, in which about 12 people attended, L. Conard provided an overview, similar to the one presented to the Transit Commission.

L. Conard stated that she and P. Kiewiz answered questions from the public specific to the TDP and general questions about the system. The nature of the comments and questions are documented on page 2 of the staff report. No comments were introduced at the formal hearing.

L. Conard stated that staff recommends approval of the TDP.

R. Kolb stated that it was an excellent report and acknowledged Commissioner Corrigan for serving on the TDP work group.

J. Warner made a motion to approve the 2014-2018 Transit Development Plan (TDP) for Green Bay Metro. J. Withbroe seconded the motion. Motion carried.

**10. Presentation: Breast Cancer Awareness fares presented to the American Cancer Society.**

T. Wittig informed the commissioners on Friday, October 18, 2013, Metro recognized National Breast Cancer Awareness Month for the third year. T. Wittig presented to Scottie Corrigan, on behalf of the American Cancer Society, a check in the amount of \$1,054.38.

## **11. Directors Report.**

T. Wittig stated he had a couple of things to outline. Our Green Saturday program continues to be a success. Our ridership is about 12% higher at this time than when we started back in 2011. Metro's farebox revenues continue to be higher than they were last year. We continue to get solid feedback on Public Transportation.

Ridership on our Game Day Routes is 20% higher than last year, and 35% higher than our first year. Again the public safety aspect of this is tremendous. Yesterday, we had a significant day of 2,600 riders.

J. Withbroe asked with the 2,600 riders have you experienced any major problems.

P. Kiewiz stated no. We haven't had any issues where we needed to call for assistance in the 3 years. Drivers have done a fabulous job.

T. Wittig announced the employee of the month for October, Robert Connolly. Robert is one of our operators. He is not with us today, but Keith Schneider accepted the award on behalf of Robert. He has excellent customer service and has a great safety record. He has been really enjoyable to work with.

## **12. Miscellaneous Reports and Other Business.**

P. Kiewiz stated in your packets, you will find the operating expenses report for September. 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.

T. Wittig thanked P. Kiewiz, her staff, and P. Manley; as well as Brown County Planning for a job well done with countless hours of budget preparation and route changes.

T. Wittig introduced and welcomed the new General Manager for MV Transportation, Vincent Caldara.

R. Antonneau asked P. Kiewiz if she would be doing anything differently for the Game Day Routes with the buses for the last two (2) games. It seems like a lot more people.

P. Kiewiz stated she has had higher ridership with over 200 more this season. She did bring in two (2) more buses. During pre-game, operators will communicate with dispatch on roughly how many passengers they have on board. This gives us an idea as to how to plan accordingly for post game. We vary the number of buses that we end up bringing in. Every game is different.

S. Corrigan asked with winter arriving, is there any possibility of getting more shelters for the West side.

P. Kiewiz stated we have been working on some shelters for quite some time. Green Bay Metro is currently in a contract; however, we will be working with legal on some opinions with the current contract. Green Bay Metro is looking for a way to expand some things in other ways. Green Bay Metro has not purchased any shelters, and Metro is looking to using the grant dollars we have received through 5339 for bus and bus facilities. We are going to start preparing an RFP to go out to purchase some of our own shelters. With the current contract we have with Creative Outdoor Advertising, we have to have an agreed upon location for those types of things. Sometimes, where we need the shelters isn't necessarily the spot that is going to provide good advertising revenue for Creative, so that puts us into a situation.

P. Kiewiz stated we did have two (2) concrete pads poured last week that we will be getting placed this week or next week. The shelters Metro currently has are older shelters and are too large for some of the current concrete pads. Metro will have to purchase some new shelters.

R. Antonneau asked where the two (2) new concrete pads are located.

P. Kiewiz stated the two (2) new concrete pads are located at West High School by Shawano Avenue and O'Brien Street and the other location is at 9<sup>th</sup> Street and Gross Street. We are also working on the one at Bay Park Square on Oneida Street. This one is a little bit more involved because of the location and where we can put it, and we do need to pick out a design of shelter for that one. If we use the standard sized shelter that we have, we have to block in curbs in some of the parking areas. This then leads to us having to go to the Village of Ashwaubenon to ask for an exemption for the shelter, because the mall is required to have so many parking spots per square footage.

This will have to go through Simon Corporation because there is no public right of way left where we need to place a shelter at Bay Park Square.

Typically, Metro pays for the concrete pad and the shelters. Ashwaubenon is willing to work with us on the concrete being done.

In regard to the shelters, Green Bay Metro has not purchased any shelters in the past ten (10) years. We try to utilize what we have when we can, however, Metro entered into this agreement with Creative Outdoor Advertising back in 2008 or 2009 on having placements of shelters in agreed upon locations. We do not pay for those shelters. All we do is pay for the concrete pads, which can range from \$1,500 to \$7,000, depending on what we need to do to make them ADA compliant at that location. We need to be able to have a little bit more flexibility on where we place these. It may not be the best spot for advertising, but, obviously, our need is based on our riders.

J. Withbroe asked who will be clearing the snow at the shelters.

P. Kiewiz commented our internal staff at Metro. They will go out and clear the shelters that are ours. They will also clear the pathways up to the other shelters that are owned by

Creative Outdoor Advertising. Creative Outdoor Advertising is responsible for clearing inside their shelters, not up to, but inside. That is the current agreement with them. We do not clear out every single bus stop. We would love to, but, unfortunately, we do not have the staff do this. As always, the safest spot, whether it is a corner or a driveway, is where I would advise riders and passengers to stand, and that is where we will alight you. We will not let you walk in a snow bank. We have several shelters that are very busy, like at the transfer points, and the staff will go out and keep those clear.

J. Withbroe inquired as to when the Creative Outdoor Advertising contract will end.

P. Kiewiz commented she believes in another two (2) years. The agreement was for 30 to 35 shelters that were going to be placed at agreed upon locations. The concern is that, right now, there are locations they are not able to sell advertising at, so they would like to relocate those shelters.

T. Wittig stated he would like to add his feelings; he will be looking at bringing the shelters in house. He would like the ability to place shelters where they are needed throughout the City, not because of advertising revenue.

J. Withbroe requested the bus shelter topic be brought up at the next Transit Commission meeting for further discussion.

J. Warner commented on how well Metro staff had it together with putting their budget together. The transit budget was very realistic with not a lot of extras. He had received a lot of positive feedback on Transit staff being really prepared and turned in a very real budget.

P. Kiewiz also thanked Dan Teaters, Brown County Planning staff. He has been phenomenal with doing our maps and route guides. When we get into these route changes, we are pretty demanding and need a quick turnaround.

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

There will be no Transit Commission Meeting in December.

The next meeting of the Transit Commission is scheduled for Wednesday, January 15, 2014 at 8:15 a.m.

### **14. Discussion: Incidental Use Leasing.**

The Commission may convene in closed session pursuant to § 19.85(1) (e), Wis. Stats., for purposes of deliberating or negotiating the leasing of public properties, whenever competitive or bargaining reasons require a closed session. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of 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; Alder. Jim Warner, and Ron Antonneau, Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; and Tony Wachewicz, City Attorney.

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

No action was taken during closed session. The Commission received an update on incidental use leasing.

### **15. Adjourn.**

Motion made by R. Antonneau, second by J. Withbroe, to adjourn at 10:00 a.m. Motion carried.

Respectfully submitted,

Essie Fels