

MINUTES
GREEN BAY TRANSIT COMMISSION
Monday, January 15, 2014
901 University Avenue, Commission Room
8:15 a.m.

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

MEMBERS EXCUSED: Ron Antonneau

OTHERS PRESENT: Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Pam Manley, Business Grant Manager; Essie Fels, Recording Secretary; Jason Drake, Mechanic Foreman; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Lynn Greene, Village of Allouez; Lynn Boland, HR Director; Melanie Falk, HR Operations Manager; Larry Juley, Keith Schneider, Wayne Hessil, April Herlache, and Dawn Charles

1. Call the meeting to order

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

2. Approval of Agenda

J. Withbroe made a motion to approve the January 15, 2014 agenda. S. Corrigan seconded the motion. Motion carried.

3. Approval of the minutes of the November 25, 2013 meeting

R. Kolb requested to amend the November 25, 2013 meeting minutes to reflect C. Runge was present.

J. Withbroe made a motion to approve the minutes from the November 25, 2013 meeting. K. Kuehn seconded the motion. Motion carried.

4. Discussion: Green Bay Metro Quarterly Route Data and Analysis Report, November 2013, by Brown County Planning Commission.

Prior to presenting the staff report for the route review, L. Conard noted that she had placed final copies of the *2014-2018 Transit Development Plan for the Green Bay Metro System* on the transit commission table. The commission approved the document at the last meeting.

L. Conard stated staff conducts route reviews on a quarterly basis each year in the months of February, May, August, and November.

For each route review, Metro's 14 full service routes are evaluated individually in terms of the performance standards outlined in the *Green Bay Metro Policy and Procedures Manual*. The three primary performance measures used to evaluate each route are as follows:

1. Revenue per Hour
2. Passengers per Hour
3. Operating Ratio

L. Conard noted that this route review would be the last under the old route structure. Several route modifications were made, primarily on the west side, on December 2nd.

Consistent with recent reviews, routes 16, 17, and 18 failed to meet performance standards. All three were modified on December 2nd. It is hopeful that the route changes will improve ridership. However, it should be noted that service is provided only once per hour, which is not very desirable for choice riders. In addition, the space between transit generators in the areas served by the routes contributes to low ridership.

5. Discussion: 2013 Brown County Coordinated Public Transit-Human Services Transportation Plan.

L. Conard referred to a two-page summary of the plan that was included in the meeting packet.

Moving Ahead for Progress in the 21st Century (MAP-21), the current federal transportation law, requires the creation of a “*locally developed coordinated public transit-human services transportation plan.*” In cooperation with the Wisconsin Department of Transportation, BCPC staff is responsible for this requirement in Brown County.

L. Conard reviewed the plan process as detailed in the report.

1. Complete an inventory of transportation services in the county that serves seniors, persons with disabilities, and low-income individuals.
2. Facilitate a *County Meeting* which includes representatives from public, private, and nonprofit transportation and human service providers, as well as participation from the public.
3. Develop an action plan.
4. Review and approve a program of projects falling under federal Sections 5310.

Action plan items/issues identified by county plan meeting participants are listed in the staff report.

L. Conard stated that plan has been submitted to WisDOT, and WisDOT staff has forwarded the plan to the Federal Transit Administration (FTA). This will allow the Section 5310 funds to flow into the area.

6. Discussion: Green Bay Metro Bus Operator Manual.

T. Wittig stated one of our goals was updating the bus operator’s manual.

P. Kiewiz stated we updated policies that have changed over the past few years. Human Resource assisted with updating changes with ADA. The updated manual will be a great guide for existing staff and new hires.

J. Withbroe and R. Kolb commented on an excellent job.

7. Discussion/Action: Approval for the Renewal of Contract for Driver Uniforms.

T. Wittig stated it had come up as the uniform contract will be procured through the City of Green Bay’s purchasing division.

P. Kiewiz stated we went through the RVP process. Several different vendors came to review the existing uniforms and to see what the requirements are. The staff recommended the Uniform Shoppe. They have been doing uniforms for Metro for about 30 years and they still provide the best service and the best price for us.

K. Kuehn asked if it was a contract item.

P. Kiewiz stated yes, the contract states the amount of clothing we provide for the initial hire. The clothing is replaced upon the City's discretion. We pay 95% of the cost.

Motion made by K. Kuehn, second by J. Withbroe, to approve the driver uniform contract to the Uniform Shoppe. Motion carried.

8. Action: Approval for the Revised ADA Paratransit Service Policy Documentation.

P. Kiewiz stated we updated our policy document to reflect the increased agency fares from \$7.00 to \$8.00 for the year 2014. This is the policy document that is provided to everybody that applies for the Paratransit program.

R. Kolb asked if this was the only change.

P. Kiewiz stated yes.

K. Kuehn made a motion to approve the revised ADA Paratransit Service Policy Documentation. J. Withbroe seconded the motion. Motion carried.

9. Directors Report.

T. Wittig stated he had a few items to update the Commissioners:

T. Wittig stated he would like to thank all the drivers for a successful safety year. Tom stated he will be putting together a complete year end analysis for the March agenda.

The Game Day Routes provided 27,000 trips for 2014. Game Day ridership has increased 5% from last year. The biggest challenge for drivers is the amount of people and some of the obstacles.

The Federal Transit Administration will be conducting our triennial review on February 11 and 12, 2014. I anticipate having a full report for the Commissioners on the March agenda. We anticipate doing very well and we are well prepared for the triennial review.

T. Wittig also updated the Commissioners on the closed session from November 25th meeting of leasing the facility to Greyhound. He had a phone conversation with Tony Wachewicz, City Attorney as a follow-up from that on December 21, 2013 with Greyhound representatives and the direction of the Commission. Greyhound said they would think about it and get back to us. They still have not gotten back to us.

T. Wittig also commented Essie has done a fabulous job with our marketing this year, considering the bottom line of our marketing dollars and that we had lost \$24,000.00 contract with Oneida and the circumstances environmentally and economically. We continue to look for marketing opportunities and we are looking forward to a strong 2014.

T. Wittig announced the December employee of the month, Chuck Larson; he had started with us as part time operator in 1995 and went full time in 2006. Tom asked Larry, if you could accept this award on behalf of Chuck Larson.

L. Juley stated he was not a union member.

T. Wittig commented what was that?

L. Juley repeated he was not a union member.

K. Kuehn asked what does that mean.

T. Wittig said ok, could you say publicly what that means?

L. Juley stated ya, he doesn't belong to our union.

K. Kuehn stated so you won't accept the award on his behalf.

L. Juley stated no thank you.

The Commissioners stated they would accept the award on his behalf.

T. Wittig stated Chuck has a great attitude and comes to work every day. He is a great employee.

P. Kiewiz stated he does a good job.

P. Kiewiz announced the November employee of the month, Dawn Charles. She is our 3:45am dispatcher, who is here first thing in the morning getting everything out there and ready to roll. Dawn has been with Metro for a couple of years. She also assists out at Lambeau Field after the games dispatching those buses. P. Kiewiz stated thank you very much and keep up the good work.

K. Kuehn asked Dawn what her favorite part of the job is.

D. Charles stated it always keeps you on your toes; everyday is always different, there is no routine.

10. Miscellaneous Reports and Other Business.

P. Kiewiz stated there are a couple of reports in your packet we have provided one was the mobility comparison for the past three (3) years. We definitely have had an increase in mobility devices utilizing the fixed route. This is something we have to keep a close eye on because that can affect our scheduling and headways. Brown County planning had asked if Metro could start tracking the bicycles and those types of things, so we have updated that for you as well.

P. Manley stated in your packets you will find the operating expenses report for November. 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.

S. Corrigan asked if we got some new buses.

P. Kiewiz stated we will have an update for you on that at the February meeting. We have worked with Lisa from Brown County Planning and we were able to receive some STP money through the

County. We did secure \$1.2 million, so it should be enough for us to get three (3) new buses. After we complete our triennial review process we will start the bus procurement.

L. Conard noted that P. Kiewiz was referring to what is called the Surface Transportation Program-Urban or STP-U. STP-U is a federal program that provides funds to Metropolitan Planning Organizations (MPOs). The Brown County Planning Commission is the MPO for the Green Bay Urbanized Area. The STP-U program primarily is used to fund road construction and reconstruction projects. However, federal law allows for transit capital projects to be funded. Since capital funds from the Federal Transit Administration have become difficult to obtain, the MPO staff worked with Metro staff to apply for funding under the program. Funding for three 40' buses was awarded. The funds will cover 80% of the cost or \$960,000 of the \$1,200,000 needed.

11. Establish the date of the next meeting.

The next meeting of the Transit Commission is scheduled for Wednesday, February 19, 2014 at 8:15 a.m.

12. Closed Session: Labor Update.

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; Alder. Jim Warner, Kevin Kuehn, David Harp, Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Lynn Boland, HR Director; and Melanie Falk, HR Operations Manager

Motion by K. Kuehn, 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 labor.

13. Adjourn.

Motion made by J. Warner, second by S. Corrigan, to adjourn at 9:00 a.m. Motion carried.

Respectfully submitted,

Essie Fels