

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, July 16, 2014
901 University Avenue, Commission Room
8:15 a.m.

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

MEMBERS EXCUSED: David Harp and Alderman Randy Scannell

OTHERS PRESENT: Patty Kiewiz, Interim Transit Director; Essie Fels, Recording Secretary; Larry Sterckx, Mechanic Foreman; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Cole Runge, Brown County Planning; Chris Bratz, Larry Juley, Duane Georgia and April Herlache

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:18 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the July 16, 2014 amended agenda. S. Corrigan seconded the motion. Motion carried.

3. Approval of the minutes of the June 18, 2014 meeting

J. Withbroe made a motion to approve the minutes from the June 18, 2014 meeting. S. Corrigan seconded the motion. Motion carried.

4. Discussion/Action: Renewal of Transit Agreement with St. Norbert College

P. Kiewiz stated Metro has been partnering with St. Norbert College since 2012. It has been a great partnership and both parties are wishing to continue this service.

This past school year, 2013 and 2014; we provided about 4,900 trips. Essie has been out at St. Norbert College for their orientations and working at the school to increase the ridership.

K. Kuehn made a motion to approve the agreement with St. Norbert College. J. Withbroe seconded the motion. Motion carried.

5. Discussion/Action: Transit Commission Room Policy

P. Kiewiz stated Metro has a current Transit Commission Room policy in place; however it has not been strictly enforced. Due to some recent requests for private usage of this room; we have decided to take a look at the policy. The purpose of the room is to serve community events, non-profit organizations, and non-governmental usages. We have worked with legal to create a policy to limit those types of private requests.

Attached is the old policy that allowed for some fees to be implemented, after hour usage, or handing out of keys to access the building. Staff is recommending changing those types of things.

We worked with legal and revised the policy and an application for people to fill out to utilize the Commission Room.

J. Withbroe made a motion to approve the new Transit Commission Room Policy. K. Kuehn seconded the motion. Motion carried.

6. Discussion/Action: Paratransit Request for Proposal (RFP) / Per Trip Increase

P. Kiewiz stated we have started this contract with MV Transportation back in 2011. Everything has been going very well as I have reported out from the last meeting with the Paratransit survey that was done. Presently we are in the first option year. The original contract was for three (3) years with two (2) one year renewal options.

MV Transportation has come to us and has requested an increase, due to a couple things that have changed. They are finding it difficult to continue to operate due to a decrease in trips provided. When they originally bid the number of trips we were averaging about 65,000 Paratransit trips per year. For 2013 we were at about 55,000 trips. Therefore, we are 10,000 trips below average. The proposed increase from MV Transportation is \$2.00 per trip.

K. Kuehn asked what we pay per trip now?

P. Kiewiz stated \$23.00 per trip.

K. Kuehn commented, so they want a 10% hike?

P. Kiewiz stated due to that request, I do think we need to go out for a Request for Proposal (RFP) and look what our options are; to assure we are securing the best price that we can.

We do work with City Purchasing to put together those RFP's and go through that process. In order for an RFP to go out we would need an implementation of October. Otherwise, we will have to wait until spring. For this type of service, making a change in the winter months is not the best for our clients considering the environment and weather conditions.

This \$2.00 increase for the entire option year started in May 2014. After further discussion MV Transportation has agreed to hold off until October 2014 for the \$2.00 per trip increase. Staff recommends approving the \$2.00 per trip increase starting October 1, 2014 through March 29, 2015. We are also issuing the RFP next week. We have folks from different agencies sitting on that committee as well as Essie Fels, Lisa from Brown County Planning, and myself. The implementation of the proposed RFP for Paratransit services is planned for March 30, 2015.

K. Kuehn asked what the language for the option year is. Does it say we can renegotiate during the option year?

P. Kiewiz stated yes.

K. Kuehn asked if we had a representative from MV; if we had 75,000 trips would Metro be getting money back? Probably not!

R. Kolb stated no.

K. Kuehn commented so the answer is no.

V. Caldara stated as far as I know.

K. Kuehn stated the cost increase is a result of having lower ridership, but if I had more ridership I would have gotten a rebate. Is that correct?

V. Caldara commented he honestly doesn't know as those are decisions that the Corporate people make.

R. Kolb stated their original bid was based upon our projected ridership. The contract was not tied directly to ridership.

P. Kiewiz also added there were issues on our part with providing some of the numbers during the RFP. We have corrected those issues in-house.

K. Kuehn commented if you are satisfied with the \$2.00 increase he is fine with it. I find it kind of interesting; where do you draw the line. They would probably come back and say they need more money because we have so much more demand than we anticipated. I don't know what the criterion of your business model is. Fuel is less than last year. When you look over 3 years ago fuel was much higher, now fuel is a lot lower.

P. Kiewiz stated in the original agreement, if there was a change of 15% either way up or down, either party could come back and negotiate; however that was for your first three (3) original years; we are now in an option year which gives them an option to come back and ask for this. I am not comfortable as well with an increase. I have made that very clear. I have asked the same questions that you just asked. An increase of this nature would result in an additional expense of approximately \$112,000 annually. Our ridership is down; we will be fine budget wise.

K. Kuehn made a motion to approve the Paratransit request for proposal and the per trip increase.
J. Withbroe seconded the motion. Motion carried.

7. Update: 2014 Transportation Policy Conference with Congressman Reid Ribble

P. Kiewiz stated she had attended the conference with Congressman Reid Ribble. As I sat there during the conference we received notice that the highway fund will be going into cash basis starting in August; mass transit operating comes out of that same fund; so that causes us some issues and are expected to impact us in October.

I did have a chance to talk to Congressman Reid Ribble quite a bit. We do have a bill that is expiring. He has assured us that we would see a couple extensions; one for sure or at least two. I do not expect to see a new bill until after elections.

At a WURTA state level they are always well in-tune to all of these issues and staying on top this; using Mr. Gorky in Madison for lobbying to ensure we continue with some funding.

8. Finance

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

R. Antonneau commented on when Metro is putting the budget together for next year; what is City Hall restriction when putting the budget together.

P. Kiewiz stated Metro will have to submit our first round of budget next month. We have not been given any specifics yet; but as always I would assume the same if not less.

9. Operational Reports

P. Kiewiz stated in your packets you will find several operating reports. She gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System. Metro is looking into getting bike racks that will hold 3 bikes. The last thing in your packet is the driving incentive program. This replaces the old safety program from TMI years back. If we are to win; the system would receive \$1,000.00. Our hope would be to reinvest the money for the operators and staff for something; that is who makes this happen. Metro is still in first place through June. P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

10. Directors Report

P. Kiewiz stated she had a few items to update the Commissioners:

Facility update: City Engineering was here at Metro. They are looking at putting a plan of what their recommendations are for the roof. I will bring them to the Commission when they are done. It is a combination of issues along with the design.

Shelter updates: Metro will be going ahead with those shelters as the contract was approved last meeting. We have reached some common ground with Bay Park Square, so two (2) shelters will be going in over by IHOP. We also went ahead with the shelter location at Mason and Packerland. It is a very busy location for us and is not very pedestrian friendly. The concrete work for that one shelter alone is about \$7,200.00.

Staff has been working on the Ladders of Operating Grant that the State is putting together; so we are requesting some bus replacements and Paratransit software. We will be submitting this next week.

P. Kiewiz announced the employee of the month for June, Duane Georgia. Duane has been with Metro since 2008. He does an awesome job. Duane has excellent customer service and a great safety record. We appreciate all your hard work and your safe driving, keep up the good job.

K. Kuehn asked Duane what is your favorite part of the job.

D. Georgia commented he enjoys working with the people; it is challenging sometimes.

P. Kiewiz mentioned and showed the Commissioners a sample of the stickers we created regarding assaults on operators that will be posted in the buses.

11. Other Business.

No other matters.

12. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, August 20, 2014 at 8:15 a.m.

13. Update/Possible Action: Hiring of Green Bay Metro Transit Director

The Commission may convene in closed session pursuant to Sections 19.85 (1) (c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85 (2), Wisconsin Statutes, to report the results of the closed session.

Motion by K. Kuehn, second by R. Antonneau, to convene in closed session. Motion unanimously carried.

Motion by R. Antonneau, second by S. Corrigan, to reconvene in open session. Motion unanimously carried.

R. Antonneau made a motion to authorize the City Human Resources office to make Patty Kiewiz a job offer for the Transit Director position, with a starting date of July 21, 2014. J. Withbroe seconded the motion. Motion carried.

14. Adjourn.

Motion made by R. Antonneau second by R. Kolb, to adjourn at 8:50 a.m. Motion carried.

Respectfully submitted,

Essie Fels