

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, August 20, 2014
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; Alderman Randy Scannell, Ron Antonneau and David Harp

MEMBERS EXCUSED: Kevin Kuehn

OTHERS PRESENT: Patty Kiewiz, Interim Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Jim Genrich, Village of Allouez; Bill Meindl, Green Bay Development News; Dave Nennig, Chris Braatz, Larry Juley 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 August 20, 2014 amended agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the July 16, 2014 meeting

J. Withbroe made a motion to approve the minutes from the July 16, 2014 meeting. R. Scannell seconded the motion. Motion carried.

4. Action: Approval for the Purchase of 5 Bus Shelters

P. Kiewiz stated we just renewed the contract with Creative Outdoor for bus shelter placements. As part of that new agreement, Creative Outdoor requested Green Bay Metro relocate five locations due to not being able to sell advertising in that area.

Green Bay Metro would like to purchase those shelters, so we can maintain those locations for transit purposes. Part of our conversation back and forth is Creative Outdoor will be paying for concrete for the next eighteen (18) pads. This is one of the concerns with these five shelters; we did pay for the concrete at these locations and now Creative Outdoor is looking at relocating them. Two of those

shelters are located at UWGB, one is located by East Mason, and the other 2 shelters we would like to relocate to the Village Hall in Ashwaubenon and at the VA Clinic.

We would be using some of our 5339 funds that we have received as part of a grant that is 80% federal and 20% local, so we would have a 20% match.

J. Withbroe asked how many shelters are at the VA Clinic.

P. Kiewiz stated right now there are none and we would like to put one shelter there.

R. Kolb inquired what the cost of a new shelter is.

P. Kiewiz stated we have done research on this. These shelters are exclusive to Creative Outdoors, so we do not have an option to purchase shelters similar to these. Essie did quite a bit of research on this and Creative Outdoor manufactures these shelters themselves. Cindy has done research on other shelters; they range around \$5,300 to \$7,000. Shelters from Creative Outdoor are \$9,000 new. We were able to work with Creative Outdoor to receive them for \$6,000 each.

We are getting a lot of requests from the community and a lot of businesses where we place these shelters, to have this style versus the traditional bus shelter style due to the appearance, stating they look nicer in the community.

J. Withbroe inquired what happened to the old shelters we used to have.

P. Kiewiz stated we still have some and we do put those out in certain locations. We placed one at the Mental Health Center last year. We do not have a lot of them. We have four and they are different sizes. We have the new style of shelters out there and everyone wants that style, the shelters do look very nice.

These were the original five shelters Creative Outdoor first placed back in 2010. At that time locations were mutually agreed upon between Transit and Creative Outdoor. They have been there for a few years and now are asking to relocate them.

S. Corrigan asked if this will cause a problem as these shelters are already established for those routes for our riders.

P. Kiewiz stated that is why we are requesting to purchase those shelters in those locations. We need those amenities for the riders. We are working on purchasing other shelters as well, through some other grant money. These shelters exist out there right now.

R. Kolb stated he felt this was a good deal.

R. Scannell asked if there was a way to be creative with the shelters. He gave an example of a shelter in Toronto. Is there a way to make the shelters more interesting or even more appealing.

P. Kiewiz stated there are so many different styles. The Village of Ashwaubenon would like a shelter placed right on the village property, so they are looking for something a little different with a new design as well. Not the traditional shelter. There are some very nice looking shelters that also come with a very nice price.

There are some kits we can add onto our shelters for solar lighting. We are working on a price. Cost is pretty reasonable, so we will be bring that back at a later date, but that is something we would like to explore; maybe not for every single shelter, but a lot of our heavily used ones.

J. Withbroe made a motion to approve the purchase of five (5) bus shelters. S. Corrigan seconded the motion. Motion carried.

5. Update: Backpack Giveaway Event

P. Kiewiz informed the commissioners that Green Bay Metro had participated in the backpack giveaway; this was our fourth (4) year. We invited the Mayor to participate in this event. Green Bay Metro partnerships with Valley Transit, Jansport, and the Avenue radio station. A little over 250 backpacks were given out to kids to help them as they get ready for school. The event was held here at Metro. It was a phenomenal turn out! We actually ran out of backpacks and the Avenue found more to distribute. It was a great partnership and a great way to help the community.

I would really like us to find a way to expand on that program for future years; maybe by providing school supplies.

6. Discussion: Green Bay Metro - Quarterly Route Data and Analysis Report, August 2014, by Brown County Planning Commission

L. Conard stated route reviews are conducted on a quarterly basis to assess the performance of the system and each fixed route. Route reviews are done every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.).

The data contained in the report is for August of 2014. The data is consistent with past reviews.

#5 Plum, #10 Yellow, #17 Brick, and #18 Gold, are low performers and do not meet standards.

The #5 Plum carries a large number of students attending Southwest and Lombardi, and therefore, the route carries fewer passengers in the summer.

R. Antonneau asked about the email he received from MPO staff.

L. Conard noted that the Transit Commissioners, along with 150+ interested parties, received an email announcing the availability of the *Draft 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area*. In the past, the Transit Commission received notification via postcard. The planning office has converted to electronic delivery of notices. Each year the Brown County Planning Commission (BCPC)/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area prepares the annual Transportation Improvement Program (TIP) report. Included in

the TIP are transportation projects proposed for the next five year period, in which federal funds may be used. Projects include roadway, transit, transportation services for seniors and individuals with disabilities, and transportation alternatives such as bicycle lanes, sidewalks, and trails. The BCPC is required to hold a 30-day public review and comment period and public hearing for the TIP.

L. Conard stated that the planning and Metro staff work closely to develop the transit element of the program.

R. Antonneau asked specifically about transportation funding for seniors and individuals with disabilities.

L. Conard stated that such programs are included in the TIP. L. Conard noted that the Federal Section 5310 program and the Brown County Aging and Disabilities Resource Center's 85.21 (state) grant have increased in recent years due to population related formulas.

L. Conard noted that the county is also required to submit to the state a *Coordinated Public Transit-Human Services Transportation Plan Process for Brown County, Wisconsin*. The plan offers recommendations for improving transportation services to seniors and individuals with disabilities populations.

R. Antonneau asked about roadway projects and funding for improvements.

L. Conard stated that the Brown County Planning Commission Board of Directors (MPO Policy Board) has approved over \$17,500,000 in roadway improvements in the urban area over the past several years. L. Conard provided specific examples of projects receiving federal funds. L. Conard noted that the requests for federal funds exceed the amount of federal funds.

R. Antonneau asked about the number of parking spaces reserved for individuals with disabilities at private businesses. R. Antonneau stated that he feels there is a shortage of such parking. R. Kolb agreed.

L. Conard stated that private parking is not addressed in the plan. Parking standards are typically included in local zoning ordinances.

R. Antonneau stated he supports transportation programs for seniors and individuals with disabilities.

R. Antonneau asked for a written summary of local efforts.

L. Conard agreed to provide a summary.

7. Finance

P. Manley stated in your packets you will find the operating expenses report for June. 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 if staff felt confident we would not go over budget at the end of the year.

P. Manley stated she feels optimistic that we will be able to be at or under budget for this year.

R. Antonneau stated obviously we have to have safe running equipment.

P. Manley commented we are in the process of looking at purchasing new buses; that will help us get rid some of these older buses, that we are running into some larger problems and costing us more money.

P. Kiewiz also stated some of the emissions on the buses had been a challenge and there have been some additional cost. Our newest buses are 2011. The first couple of years we didn't have quite as many issues, however; there are certain things that need to be done with the emissions a couple times a year that are pretty expensive. We now have to budget for those things. She stated we are working on four new buses right now; a few of the older buses are reaching their life. I would expect us to come in under budget as well.

8. Operational Reports

P. Kiewiz stated in your packets you will find the operating report. She gave a brief overview of the ridership report. P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

9. Directors Report

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

Staffing update: Patty is working with Human Resource to reorganize the department and expand on some strengths that are here; as well as hiring a couple new positions. We have a vacant route supervisor position. If you recall through the budget process we were going to fill that, because we did not renew the contract with Per Mar. Patty will have a complete update for you next month.

Facility update: Engineering has provided Metro with their report of the roofing situation. It is a combination of some maintenance on our end, as well as the design of the roof. The first approach is working with the contractors and some warranties that still remain. Then there will be some things we will have to do on our end that engineering has recommended. At this time we do not have a cost until we work with the contractor to figure out what is under warranty and what is not. Patty will have a cost for next month's meeting.

Bike rack update: We have been trying to search different pots of money for bike racks that will hold three bikes instead of two. More times than not we are leaving individuals at the stop because we need a third spot and there are only two. We would like to secure some funding to purchase those bike racks.

Our intern, Lindsey, has just finished up. The Mayor had a very nice presentation last night for all the interns. She did a great job for us. One of the projects, Lindsey worked on is she went through each route and created nice spreadsheets with mail merges of all the businesses along those routes. We can provide those businesses with information as we have route changes and new updates. One of the areas we are focusing on is Route 10; which is a lot of industrial and a lot of businesses. We want to make sure that everyone is aware of that new route.

Limited Service Routes are all starting; of course school is right around the corner. Notre Dame started this week. Routes are all set. We had to make some adjustments on those routes. Mainly, having them in service from the point they leave Metro in the morning. We are seeing more individuals utilizing fixed route to get to Metro, then getting on the limited service routes. We will have increased revenue miles and less deadhead miles because of the change.

WURTA has asked Patty to attend Washington D.C. next month, September 15-18.

P. Kiewiz announced the employee of the month for July, is Dave Bornemann. He is working tonight, so we will present this award to him later this afternoon. Dave has been with Metro since 2001. He does a great job.

10. Other Business.

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, September 24, 2014 at 8:15 a.m.

12. Adjourn.

Motion made by J. Withbroe second by R. Antonneau, to adjourn at 8:57 a.m. Motion carried.

Respectfully submitted,

Essie Fels