

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, April 15, 2015
901 University Avenue, Commission Room
8:15 a.m.

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

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; April Herlache, Transportation Supervisor; Cindy Tappy, Compliance Coordinator; Lisa Conard, Brown County Planning; Jennifer Smits, Human Resource; Vincent Caldara, MV General Manager; Tom Karman, Schenck; Bill Meindl, Green Bay Development News; Deborah Laney, Greyhound; Alderman Dave Nennig, and Keith Schneider.

1. Call the meeting to order

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

2. Approval of Agenda

J. Withbroe made a motion to approve the April 15, 2015 agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the March 18, 2015 meeting

J. Withbroe made a motion to approve the minutes from the March 18, 2015 meeting. R. Scannell seconded the motion. Motion carried.

4. Discussion and Possible Action on Greyhound Proposal

P. Kiewiz stated that staff has been exploring the opportunity to partner with Greyhound. Looking long term for transit and the community, it is Metro's belief that an intermodal form of transportation is needed to provide "seamless transportation." Staff has been working with Greyhound on an agreement in order for Green Bay Metro to become an agent for Greyhound and to sell tickets here at Metro.

Mayor Schmitt commented that he supports this partnership with Greyhound. This same partnership exists in many other cities and has been very successful. This type of partnership is not out of the norm. This can happen and should happen. It needs to work for the City and for Greyhound; but most importantly it needs to work for our residents, constituents and county. The Mayor stated, he really supports making this a more regional transit center. It can work with Patty's leadership. This would be good for our community. He thanked the Commission and staff for supporting this topic and feels it would be great for the Greater Green Bay.

K. Kuehn inquired about incidental use.

P. Kiewiz stated when operations that are federally funded, such as Green Bay Metro, enter into a for-profit partnership and real property/equipment acquired by FTA funds is utilized, the FTA has the final approval of such partnership. The FTA refers to this as incidental use. With the Commissioners approval today, Green Bay Metro will enter into an agreement with Greyhound. Metro will bring this agreement back to the May Transit Commission meeting for final approval. The draft agreement will be sent to the FTA for their approval. Patty has had a considerable amount of discussions with the FTA and they encourage intermodal relationships. The incidental use is the language we need to approve through the FTA process.

This is a great step in moving the transit facility and the community forward.

Motion made by K. Kuehn to approve the Incidental Use to Greyhound for the purposes of selling tickets and boarding passengers at the Transit Center. J. Withbroe seconded the motion. Motion carried.

P. Kiewiz thanked Mayor Schmitt for coming and thanked the Commissioners for the support they have given transit; we appreciate that.

Mayor Schmitt stated there are greater things coming for transit too!

5. Presentation: Review of Annual Financial Audit for 2014

Tom Karman of Schenck presented on the 2014 Annual Financial Report for Green Bay Metro.

T. Karman stated to the Transit Commission, once again, we are issuing a clean opinion on the financial statements of Green Bay Metro for the year ending December 31, 2014. Basically this means there are no exceptions or omissions in this document and it fairly states the financial condition of the Transit Commission.

As far as the items in the management communication, there were no findings or disagreements. The audit went well.

Transit Commission members thanked. T. Karman for his detailed report.

Motion made by K. Kuehn to receive and place on file the Annual Financial Report for 2014. R. Scannell seconded the motion. Motion carried.

6. Discussion and Action on Cleaning Services

P. Kiewiz stated that currently, Metro contracts out for the cleaning service. We have experienced some concerns. The services received have been inconsistent and often times unsatisfactory. The cost of this contract is typically over \$33,000 per year. Over the years, Metro has had different vendors and employees cleaning our facility; it is not looking like it should be.

Metro currently has a part-time cleaner who works 3 hours each day. In that classification she cleans restrooms, vacuums, dusts, etc. Metro does not have anyone who can do the waxing of floors, carpet cleaning and some of the custodial type work.

Metro has been struggling to receive the services agreed upon in our janitorial contract that was recently approved in November 2014. Metro has made the decision to put the vendor on notice to discontinue that contract.

Staff is seeking approval to fill a full-time position for a Custodian I. This will have an impact of an additional \$9,200 to Metro's budget. The perception and appearance of the facility are a great part of what we do. This individual will also be able to provide some backup to our Groundskeeper who does all the outdoor work as well as many other tasks.

K. Kuehn inquired if this is a represented position or not?

P. Kiewiz stated at this point it is not a represented position.

Motion made by K. Kuehn to approve the Table of Organization to replace the current part-time Cleaner with a full-time Custodian I position. J. Withbroe seconded the motion. Motion carried.

P. Kiewiz commented that the amount of time we have not had the current contractor, the additional cost for this year will be within budget.

7. Marketing Reports

P. Kiewiz stated this is new and in your packets you will find some marketing reports. She gave a brief overview of 2014 and the 1st quarter of 2015. The reports show actual vs. budgeted for the year. Currently Metro is ahead of projected budget for this year. Staff is doing a great job. P. Kiewiz stated she would be happy to answer any questions the Commission would have.

The Transit Commissioners complimented Essie on doing a great job with advertising.

8. 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; as well as the monthly schedule adherences for March, which was 93%. P. Kiewiz stated she would be happy to address any questions the Commission might have.

J. Withbroe asked how the system is running with eliminating transfers.

P. Kiewiz stated it is going very well and there are no issues. From a revenue standpoint, it is very good. Logistically from an operation standpoint, it eliminates any confrontational issues for the drivers.

K. Kuehn commented the drivers should take some credit for the increase in ridership. Frankly; safe, courteous, and helpful drivers, are critical to increasing our ridership.

9. Directors Report

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

Patty will have a complete presentation of route changes for the May meeting and will be seeking final approval. Metro has scheduled public information meetings that will take place at the end of the month. Implementation date is June 1st. There will be a new Downtown Route which will be Route 13-River Line. This will cover both sides of the river as well as providing service to areas that Route 8 currently serves. Another change to Route 8 which currently has two buses running throughout the course of the day will be the elimination of one bus from Route 8 and adding Route 9 to run by directional of Route 8. This will add additional hours during the evenings and also on Saturdays.

A couple of other routes will have some modifications because they will not have to service downtown. This will free up some time in other areas of those routes that are time restricted. It will also assist with capacity issues.

Staff has been working with the FTA on a cost allocation plan for Metro. This started about a year and a half ago and is a requirement for large urban areas with a population of over 200,000; which Green Bay Metro is considered based on the latest census. The FTA serves as the cognizant agency for Metro because we receive the most federal dollars in our area.

Metro is gaining some ground with the roof project. We have consulted with a company to advise us on the project. There will be more information going forward on the progress of the project. Metro does have some federal funding to help cover some of those costs.

The installation of carpeting is completed in the administration offices and the commission room. Thank you to Cindy; she took care of this carpeting project.

The installation of the rubber flooring in the public lobby will be done over Memorial weekend.

P. Kiewiz stated Metro could not do what we do today without the great staff that we have. We are very fortunate. We have been looking at different ways that we can help the staff to continue doing a good job and help them do their job a bit easier. Patty has been working with Colleen Hinz from Risk to provide staff with some good ways to keep them healthy and safe. The city has been promoting Top 100 Program to help keep staff healthy.

Our drivers have a pretty stationary job and our maintenance has a pretty physical job. To help both of those departments, we are working with Dr. Wautlet. He will be coming in to provide a stretching program for the staff in the next few weeks.

Transit Mutual Insurance (TMI) has the driving incentive program and we are waiting for the final results. As of March 1st Green Bay Metro was in 1st place. Metro had one chargeable incident for 2014.

J. Withbroe inquired what the reward was.

P. Kiewiz stated years back each driver would receive a \$150 check and staff would receive a \$50 check; if we took 1st place. This changed a few years back due to the size of the system; Metro would receive a \$1,000 check. Patty would be requesting this money be invested back into the employees.

Staff attended the State WURTA meeting. During TMI's presentation; they were talking about what they have seen as a whole, statewide. The comment made was there is one particular system out there that has been able to keep their claims as well as the cost of the claims down. Edith from TMI commented whatever that system is doing; they definitely need to be sharing with the rest of the state because of how phenomenal it has been for them. At the end of the conversation that system would be "Green Bay Metro".

J. Withbroe asked what the accident rate is.

P. Kiewiz stated Metro had one chargeable in 2014.

Patty will be attending legislative days in Madison next week; stressing our concerns of capital money that will be coming our way.

10. Other Business

D. Harp stated he had checked into the shelter access from the frontage road at West Mason Street, by the Festival Foods. There is a railing on one side of the sidewalk. The City has responsibility to create that sidewalk.

The agreement with Bay Park Square to place 2 shelters at the mall is complete. The shelters should be installed soon.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, May 20, 2015 at 8:15 a.m.

12. Adjourn

Motion made by R. Antonneau, seconded by R. Scannell, to adjourn at 8:55 a.m. Motion carried.

Respectfully submitted,

Essie Fels