

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, April 20, 2016**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, and Sierra Spaulding

**EXCUSED:** John Withbroe, Vice Chair; and Emily Ysebaert

**ABSENT:** Ron Antonneau

**STAFF PRESENT:** Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Maintenance Manager; Pam Manley, Business Grant Manager; April Herlache, Transportation Supervisor; Brandon Lensmire, Operation Supervisor

**OTHERS PRESENT:** Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Tom Karman, Schenck; Kyle Pockat, Schenck; and Alderman Dave Nennig

**1. Call the meeting to order**

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

**2. Approval of Agenda**

S. Spaulding made a motion to approve the April 20, 2016 agenda. K. Kuehn seconded the motion. Motion carried.

R. Kolb welcomed Sierra Spaulding to the Transit Commission.

S. Spaulding gave a brief background of herself. She is a senior with a triple major at UWGB. She is interested in Democracy and Justice Studies, Political Science ministry. Her end goals are Human Rights Activist and potential Lawyer. She has three jobs and is involved on campus working with Student Harassment/Free Speech.

**3. Approval of the minutes of the March 23, 2016 meeting**

K. Kuehn made a motion to approve the minutes from the March 23, 2016 meeting.  
R. Scannell seconded the motion. Motion carried.

#### **4. Presentation: Review of Annual Financial Audit for 2015**

Tom Karman of Schenck presented the 2015 Annual Financial Report for Green Bay Metro.

T. Karman stated we are again issuing a clean opinion on the financial statements of Green Bay Metro for the year ending December 31, 2015. This means there are no exceptions or omissions in this document and it fairly states the financial condition of the Transit Commission.

Also, there were no findings or disagreements in the management communication. 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. S. Spaulding seconded the motion. Motion carried.

#### **5. Presentation: Green Bay Metro's New Website**

P. Kiewiz stated we launched our new website last week which is very user friendly. The previous website was good; however, it tied our hands on having the ability to update and manage which became very costly from our perspective. Essie gave the Commissioners a brief overview of the website layout and some of the new features.

Essie has put a great deal of time in and has learned a lot along the way.

K. Kuehn stated he has gone through the website and it is very well done. He is very happy with it and how everything interacts.

P. Kiewiz stated we added DBE information for businesses interested in doing business with the City. We also put on the website policies, Title VI program, and characteristics which we use in planning and meeting our standards. We have linked all the reports that Brown County Planning does for Metro to the website. We are working on getting a summer intern to help us obtain some video clips such as; how to load your bike, how to use the fare box, and how to store a stroller. Years back we had a video that lasted about 20 minutes on how to utilize the bus. The whole website can be translated through google translate.

Any comments or feedback please don't hesitate to share it with us.

R. Kolb and K. Kuehn commented good job!

#### **6. Marketing Report**

P. Kiewiz stated included in your packets is the marketing reports. P. Kiewiz stated Metro is currently ahead of projected budget for this year. Staff is doing a great job.

P. Kiewiz stated staff would be happy to answer any questions the Commission may have.

## **7. Operational Reports**

P. Kiewiz stated in your packets is the operational reports. P. Kiewiz gave a brief overview of the ridership reports for Fixed Route, Paratransit and March's monthly schedule adherence, which is at 94%. P. Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

K. Kuehn inquired if the population of the community has decreased.

L. Conard stated that the Wisconsin Department of Administration (DOA) issues population estimates by community each year. Green Bay Metro is required to identify and report a transit service area population to FTA each year.

As a whole, the area served by Metro (3/4 mile from a fixed route) continues to grow. Communities within the urban areas that are experiencing growth include Green Bay, De Pere, and Bellevue. Allouez lost population between the 2000 and 2010 US Census. Ashwaubenon is flat. Howard continues to grow but is not served by Metro.

K. Kuehn stated it would be interesting to see if the near downtown population is changing and what the impact has been on ridership.

P. Kiewiz commented we have a considerable amount of conversation on what's driving our ridership. Cindy Tappy is currently tracking ridership different than normal in order to assist staff to zone in on where specifically the fluctuation in ridership is.

## **8. Finance Report**

P. Manley stated in your packets you will find the operating expense report for February. 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 answer them.

## **9. Directors Report**

P. Kiewiz stated the Federal Transit Administration (FTA) visits us every three (3) years to conduct a Triennial Review. They basically review everything we do from policies, procedures, who does each task, what training have they received, etc. Staff has spent a lot of time preparing the documents to be submitted to the FTA prior to their site visit FTA spends two days on site with us going through everything. Typically, they see an average of 3-7 findings. We were able to close out our triennial review with zero findings which is a first for Metro. The staff did a great job preparing for this review. Human Resource, Purchasing Department, and Brown County Planning staff all played a part in the review. Kudos to all the staff they really did a great job! We received an achievement of excellence that we will have framed and hung in our lobby.

Metro will be hosting a Quantum Q-Straint demonstration on May 11, 2016 for wheelchair securements on our buses. There is a new apparatus in place that allows individuals that use

mobility devices to board the bus and secure their mobility device without driver's assistance. The individual would push a button; the apparatus then secures their mobility device with about 40 pounds of compression to hold them in place. It gives mobility passenger the ability to do it themselves and creates independence. If we are interested in this apparatus we have the option to have one installed on a bus at no charge. This may be an option to add this system to the specifications on new buses purchases going forward. It is an expensive system; the cost for one is about \$12,000. This is a rear facing system. Patty encourages anyone interested to join us for the presentation and demonstration. Flyers have been sent out to agencies and alerts placed on the buses.

K. Kuehn stated some things he would like more information on would be usefully life span, maintenance issues and if it will last as long as the life of a bus.

L. Sterckx commented there is a shock that would need to be rebuilt every 2-3 years. The wires and circuit boards are high end products.

P. Kiewiz stated she feels it's worth looking into and to get the community's input. Patty stated she would imagine one forward facing and one rear facing for mobility devices to give people the option of choosing.

K. Kuehn inquired how many mobility devices utilize the fixed route.

P. Kiewiz stated as of 2015 year-end the number of mobility devices that utilized the fixed route was 7,600 trips.

P. Kiewiz commented that she will be at the Aging and Disability Resource Center May 18<sup>th</sup> for some conversation on buses, design of routes, and use.

P. Kiewiz stated she met with The Village of Howard to discuss bus service. She believes the village is sees a need for the service however, it comes down to funding. The school district in Howard is very interested in bus service.

## **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, May 18, 2016 at 8:15 a.m.

## **12. Adjourn**

Motion made by K. Kuehn, seconded by S. Spaulding, to adjourn at 9:07 a.m. Motion carried.

Respectfully submitted,

Essie Fels  
Recording Secretary