

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

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

EXCUSED: 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; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; and Alderman Dave Nennig

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:17 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the July 15, 2015 agenda. K. Kuehn seconded the motion. Motion carried.

R. Kolb welcomed Emily Ysebaert to the Transit Commission.

E. Ysebaert stated she was born and raised here in Green Bay. She moved back to Green Bay after living in Milwaukee and Minnesota in 2000. She is employed at NWTC as the Financial Aid Director for 14 years. She is the Vice President of Three Corners Neighborhood Association.

3. Approval of the minutes of the June 17, 2015 meeting

J. Withbroe made a motion to approve the minutes from the June 17, 2015 meeting. D. Harp seconded the motion. Motion carried.

4. Action: Secretary Appointment

R. Kolb opened the floor for nominations for Secretary. J. Withbroe nominated K. Kuehn. R. Scannell seconded. There were no other nominations for Secretary. A vote was taken, with K. Kuehn being elected by unanimous vote as Secretary of the Commission.

5. Discussion/Action: UWGB U-Pass Program

P. Kiewiz stated as most of you know Metro has partnered with UWGB since 2008 for the U-Pass program. This agreement allows UWGB students and faculty to ride the Metro system fare free; there is no charge to them.

UWGB reimburses Metro 25 cents per trip.

Staff is looking to extend this agreement just until October 1, 2015 at this time. Metro will come back with another agreement for a year. This is a collaborated effort between the campus and student services, so with many of the students gone for the summer we want to continue the service until they return to school and meet with the campus. At that time we will review the possibilities of a longer agreement. Metro will be bringing this back in September.

R. Kolb inquired with the state budget cuts there have been no discussion on cutting back on the U-Pass program.

P. Kiewiz stated no. UWGB is very interested in maintaining the U-Pass Program.

Motion made by K. Kuehn to approve the extension for the U-Pass Program until September 31, 2015. J. Withbroe seconded the motion. Motion carried.

6. Action: Green Bay Metro Disadvantage Business Enterprise (DBE) FFY 2016-2018

P. Kiewiz informed the Commissioners that every three years Green Bay Metro submits a required report to the Federal Transit Administration (FTA) which sets our DBE goals. A DBE goal is required by the FTA when federal money is used to fund contracts. A DBE is a business that is owned by minorities or women. For the FY 2016 through 2018, Green Bay Metro's goal is 1.1%.

Motion made by J. Withbroe to approve the DBE goal for 2016-2018. R. Scannell seconded the motion. Motion carried.

7. Marketing Report

P. Kiewiz stated in your packet you will find the 2nd quarter advertising report. She gave a brief overview of the report. Currently Metro is down slightly due to time of billing. Essie has been busy with keeping ads on the buses. We anticipate an increase in advertising numbers going forward.

J. Withbroe inquired if Metro markets when the students are going back to school.

P. Kiewiz stated Metro utilizes the website and Facebook for advertising the limited services routes. We also provide materials to the schools to pass out to the parents and students.

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 June, which was 93%. We do not have a financial report for this month; we will have it for you in next month's packets. Transit is on track P. Kiewiz stated and is available for any questions the Commission may have.

9. Directors Report

P. Kiewiz commented Metro has a lot going on; it has been a busy month.

Metro participated in Kids Day with displaying our 1947 bus at Leight Park. Metro provided over 6,000 trips that day.

The Greyhound representative was in all this week training staff for the transition. Metro staff will start selling tickets for Greyhound on Monday, July 20, 2015.

The State budget has been approved and transit will remain status quo.

Pam will off on maternity leave starting the beginning of August.

The G Line Route will be starting on Thursday, July 16, 2015; 2 buses operating 10:00am till 10:00pm. It will run from Downtown out to the Cabela area. It will be half hour service.

K. Kuehn commented having the bus at Kids Day draws a lot of interest to transit. He feels it is a positive way to promote Metro.

R. Kolb inquired if the G Line Route will be free.

P. Kiewiz stated yes.

R. Kolb stated the Packers will be picking up the local cost?

P. Kiewiz stated yes.

K. Kuehn asked if there is any possibility to open up dialog with Oneida Nations and do you see a need.

P. Kiewiz commented yes that is something she would like to work on going forward. With some of the proposals that are taking place in Bellevue there are thoughts of doing some extensions of routes.

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, August 19, 2015 at 8:15 a.m.

12. Adjourn

Motion made by R. Scannell, seconded by E. Ysebaert, to adjourn at 8:35 a.m. Motion carried.

Respectfully submitted,

Essie Fels