

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, November 18, 2015**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Ron Antonneau and Emily Ysebaert

**ABSENT:** Alderman Randy Scannell

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

**OTHERS PRESENT:** Lisa Conard, Brown County Planning; Alderman Dave Nennig and Vincent Caldara, MV General Manager; and Jennifer Smits, Human Resources Generalist

**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 October 14, 2015 agenda. K. Kuehn seconded the motion. Motion carried.

**3. Approval of the minutes of the October 14, 2015 meeting**

J. Withbroe made a motion to approve the minutes from the October 14, 2015 meeting. E. Ysebaert seconded the motion. Motion carried.

**4. Discussion: Green Bay Metro - Quarterly Route Data and Analysis Report - November 2015. Prepared by the Brown County Planning Commission/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area**

L. Conard noted that Brown County Planning Commission staff conducts route reviews on a quarterly basis each year in the months of February, May, August, and November. Data for the review included in the packet was collected in early November 2015. Consistent with recent reviews, routes 10, 17, and 18 failed to meet performance standards. Routes #6 Red and route pair #8 Green and #9 Tan continue to perform very well.

K. Kuehn inquired what Metro could do to bring Routes 10, 17, and 18 to meet the performance standards.

P. Kiewiz stated that land density is a factor with these routes compared to other routes. Some changes have been made to Route 17 which services a portion of Ashwaubenon. Staff is looking into utilizing the East Side Study for placement of a hub to improve routes that fall below performance standards.

## **5. Presentation and Action: 2016 Budget**

P. Kiewiz commented this is the final budget; there were no changes from the preliminary budget that was presented at the last Transit Commission meeting.

Motion made by K. Kuehn to approve the 2016 budget. E. Ysebaert seconded the motion. Motion carried.

## **6. Action: Approval of the Amended Transit Commission Room Policy**

P. Kiewiz commented you will find the Transit Commission Room Policy included in your packet. We have worked with legal to implement a deposit fee for the use of the room if any organization plans on serving food and beverages. The Commission room is used often and there have been spills and messes that have resulted in costs for Metro.

K. Kuehn stated you're holding the date and \$150.00 security deposit; if the room is clean you will be giving the deposit back.

Motion made by R. Antonneau to approve the amended Transit Commission Room Policy. J. Withbroe seconded the motion. Motion carried.

## **7. Action: Approval of the Reclassification of the Mechanic Foreman**

R. Antonneau inquired if the reclassification pay was equivalent to the market.

J. Smits commented that is not actually something we looked at. Instead we looked at bringing it back to where the position had originally been classified. We also looked at our internal comparable positions and we feel it's a fair wage.

P. Kiewiz stated back when Green Bay Metro contracted with First Transit they held the Transit Director position as well as the Maintenance Manager position. When the contract ended with First Transit, HR did a study to create a new maintenance manager position. The Director at that time chose not to fill that position.

E. Ysebaert inquired if this will change some of the reporting structure.

P. Kiewiz stated yes. Currently, all maintenance staff report directly to Patty and currently has sole responsibility for that department. Larry has a lot more technical skills to provide some leadership to the mechanics and maintenance staff.

E. Ysebaert asked Patty before this change, how many direct reports does she have?

P. Kiewiz stated Administration staff (4), Maintenance (11) and (3) operation employees.

Motion made by K. Kuehn to approve the reclassification of the Mechanic Foreman.

R. Antonneau seconded the motion. Motion carried.

## **8. Action: Approval of Green Bay Metro Table of Organization**

Motion made by R. Antonneau to approve the Green Bay Metro Table of Organization.

E. Ysebaert seconded the motion. Motion carried.

## **9. Operational Reports**

P. Manley stated in your packets you will find several operating reports. P. Manley gave a brief overview of the ridership reports for Fixed Route and Paratransit.

P. Kiewiz gave a brief overview of the monthly schedule adherences for October as well as the Transit Mutual Insurance Driver Incentive Program. Metro has driven over a million miles and remains in first place.

K. Kuehn inquired if there is any correlation on economic development and how the economy is doing? Do we do better when the economy is worse or if the economy is doing well? How do we gauge what's good for Metro percentage wise, but how it relates to the community overall?

P. Kiewiz stated it is directly related to our community. The economy definitely plays a role in a broader scale; however, for our community it is pretty consistent. I do not see a lot of fluctuation within our community. It may be different in larger cities such as Chicago.

L. Conard noted that Green Bay Metro experienced a noticeable increase in transit ridership in 2008 when fuel reached \$4.00 per gallon.

P. Kiewiz stated frequency is a key factor. For example, if we create a hub on the East Side, this could be a link to surrounding areas such as Bellevue, which could create 30 minute frequency.

L. Conard noted that in the Green Bay area, most entities provide free parking for its employees and customers. Metro offers a 30-day unlimited transit pass for \$35. In Downtown Green Bay, parking is provided by many employers for free; either on-site or

through rented nearby ramps or surface lots. Employees who do not receive this benefit can expect to pay \$20-\$45 per month for parking, depending on location.

L. Conard continued that in larger cities, parking can easily be \$200 per month or more whereas a monthly transit pass could be \$60.

K. Kuehn inquired if the demographics have changed.

P. Kiewiz stated it has been pretty consistent. Maybe 12-15 years ago there was some additional frequency that attracted more choice riders than today. When funding for transit is cut the first thing that is affected is frequency.

## **10. Financial Report**

P. Manley stated in your packets you will find the operating expense report for September. 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.

P. Kiewiz stated Green Bay Metro went through a cost allocation review with the FTA this year, which resulted in changes on the way Metro will draw-down our expenses. The FTA converted to a new software system, which has delayed draw-downs from being done. All draw-downs will be completed by the end of the year.

## **11. Directors Report**

P. Kiewiz stated she has been in discussion with TMI (Transit Mutual Insurance) along with 18 other transits across the state. It has come to light that Green Bay Metro's property is in a 100 year old flood zone. This was recently discovered and has become an issue with TMI's reinsurance company not interested in providing insurance to our facility. The issue is that we house all of the buses in the facility. Another insurance carrier was willing to insure Green Bay Metro, at an additional \$32,500 a year.

P. Kiewiz has spent considerable amount of time working to resolve this issue. Steve Grenier, DPW Director, brought in surveyors to survey our property. Final results showed that there were adjustments made during construction of the facility that took into consideration the elevation issue. After working with the TMI Board of Directors, the decision was made to move the reinsurance portion to another company that would cover flood insurance for Green Bay Metro at no additional cost.

Greyhound recently conducted a customer survey on their website and has shared those results with Patty. Everything was in excellent order for Green Bay from comments received on cleanliness of the facility and friendliness of the staff. There was absolutely nothing that needed improvement with our service. Staff has been doing a great job.

Our bus shelters will be delivered in January. We will try to get them placed. Some of the shelters will have solar lighting.

Repairs to the roof will begin on Monday. Repairs are expected to take about 4-5 days.

Staff has been working on the FTA triennial review which is conducted every 3 years. The review goes through route development, policy development, cash handling process and procedures, and maintenance; it is a substantial review. Our desk review is required to be submitted by the middle of December. FTA staff will be on sight in March to conduct that review.

Metro will be participating in the Holiday parade this weekend. Metro will have two buses in the parade. Our 1947 bus will be in the parade with the Mayor along with the Big Brother and Big Sister programs. The second bus will have a holiday wrap. The Girl Scouts and Boy Scouts will be walking in the parade with the bus. If you would like to join us please do.

The holiday bus will remain wrapped for the holiday season. Maintenance has done a great job adding lights inside the bus. Santa will be riding the bus routes again this year. We will do some media blitz for notification of this event.

## **12. Other Business**

No other matters.

## **13. Establish the date of the next meeting**

The next meeting of the Transit Commission is scheduled for Wednesday, January 20, 2016 at 8:15 a.m.

## **14. Adjourn**

Motion made by R. Antonneau, seconded by E. Ysebaert, to adjourn at 8:50 a.m. Motion carried.

Respectfully submitted,

Essie Fels