

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, October 14, 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; and Emily Ysebaert

ABSENT: Ron Antonneau

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Mechanic Foreman; and April Herlache, Transportation Supervisor

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

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 October 14, 2015 agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the September 23, 2015 meeting

K. Kuehn made a motion to approve the minutes from the September 23, 2015 meeting. R. Scannell seconded the motion. Motion carried.

4. Presentation: Green Bay Metro Quarterly Route Data and Analysis Report, August 2015 by Brown County Planning Commission

L. Conard stated you received a copy of the report in your packet. This is our regular quarterly report that is provided to the Transit Commission. Route reviews are conducted on a quarterly basis each year in the months of February, May, August and November to assess the performance of the system and each fixed route. We do an in-depth review in February of each year. This report represents August. L. Conard stated she has no specific comments and if you would have any questions, she would be happy to address them.

R. Kolb inquired about the routes that are performing below standards.

L. Conard stated the routes that only operate once every hour and operating in lower density typically falls to the bottom this was consistent for this review. This was the first report that would have captured the G-Line Route activity as Patty mentioned last month the G-Line Route over its course of its term had over 400 passengers for the month of August and the G-Line Route is no longer be operating.

5. Presentation: 2016 Budget

P. Kiewiz stated in your packets you will see the preliminary budget. Staff will bring final the budget back in November for approval. The preliminary budget was given to all our area partners and the City of Green Bay. P. Kiewiz gave a brief overview of changes.

P. Kiewiz stated the G-Line service will be evaluated in spring and a decision will be made on future needs. The service is included in the 2016 budget; resulting in a \$283,000 increase in salaries and a 2% wage increase required under labor agreements. Four (4) new additional buses in our fleet will result in additional equipment expenses. State and Federal operating expense is slightly down, but we still expect to come in at budget. The state and federal portions tend to be status quo. The minimum guaranteed amount from the Greyhound partnership is also calculated in the budget. The budget also includes transits portion of the ERP software, which is the new finance software.

The budget is expected to come consistent with last year.

6. Marketing Report

P. Kiewiz stated in your packets you will find the 3rd quarter marketing report. Currently, Metro is ahead of the 2015 projected budget. Staff is doing a great job increasing advertising. P. Kiewiz stated she would be happy to answer any questions the Commission would have.

7. Operational Reports

P. Kiewiz stated in your packets you will find several operating reports. P. Kiewiz 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 September. P. Kiewiz stated she is available for any questions the Commission may have.

8. Financial Report

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

9. Directors Report

P. Kiewiz thanked several people for participating in transit week. Alderman Scannell, Alderman Nennig, Mayor Schmitt, Senator Dave Hansen, Representative Eric Genrich, and Representative Andre' Jacque had joined us. P. Kiewiz stated it was nice to get individuals and elected officials together to talk with passengers.

Last week we had Randy Pine in for training. He is a national trainer in transportation. He was involved in setting up transit in Saudi Arabia and other areas of our country. He conducted a 2 day conflict avoidance training for all our staff. The training gave insight on how to let things go and how to respond in different situations. P. Kiewiz stated it's a different environment we live in and we want to be sure we provide tools to assist our staff.

P. Kiewiz has been in discussions with UWGB; Dr. Mallet in regards to looking at some additional services to the campus and partnership with them; it would be similar to UW-Madison and UW-Steven Point. It could potentially provide some direct service to UWGB to select areas. The campus would contribute to such service.

Four (4) new 40 foot Gillig buses arrived last week. Maintenance has been busy getting those ready. This is the first 40 foot buses that Metro has ordered since 1998. Our current fleet is 30 and 35 foot buses.

P. Kiewiz and C. Tappy will be leaving on Sunday to attend the combined WURTA State Conference in Duluth, Minnesota. Every three (3) years Wisconsin and Minnesota combine the conference. Gillig has asked at their cost; if they could display one of our new buses at the show. L. Sterckx, Maintenance Foreman will also be attending the conference.

Metro is working on a special wrapped bus for the holiday season, holiday parade and some other events.

P. Kiewiz stated in your packet you will find an "At a Glance" flyer that she had brought to Washington D.C. fly-in and handed out to individuals.

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, November 18, 2015 at 8:15 a.m.

12. Adjourn

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

Respectfully submitted,

Essie Fels