

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, October 19, 2016**  
901 University Avenue, Commission Room  
**8:15 a.m.**

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

**EXCUSED:** Essie Fels, Recording Secretary; and April Herlache, Transportation Supervisor

**STAFF PRESENT:** Patty Kiewiz, Transit Director; Larry Sterckx, Maintenance Manager; Pam Manley, Business Grant Manager; Brandon Lensmire, Operation Supervisor and Cindy Tappy, Compliance Coordinator

**OTHERS PRESENT:** Lisa Conard, Brown County Planning; and Vincent Caldara, MV General Manager; Celestine Jeffreys, Chief of Staff Office of Mayor Schmitt; Jon Shelton

**1. Call the meeting to order**

Chair R. Kolb called the meeting to order at 8:16 a.m.

**2. Approval of Agenda**

J. Withbroe made a motion to approve the October 19, 2016 agenda. R. Scannell seconded the motion. Motion carried.

**3. Approval of the minutes of the September 21, 2016 meeting**

R. Scannell made a motion to approve the minutes from the September 21, 2016 meeting. J. Withbroe seconded the motion. Motion carried.

**4. Discussion: 2017 Budget**

Director Kiewiz stated the budget included in your packets is what has been submitted to the city.

The Joint Personal Finance November 1<sup>st</sup> and November 7<sup>th</sup> is the actual budget meeting.

## **5. Marketing**

Director Kiewiz stated included in your packets you will find the 3<sup>rd</sup> quarter marketing report. Advertising has been up more than what we had budgeted for each year. We have increased that line item for 2017 budget.

K. Kuehn requested a quarterly report for comparison.

Director Kiewiz stated in would be in next month's packet.

## **6. Operational Reports**

Director Kiewiz stated in your packets is the operational reports. Director 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. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

K. Kuehn inquired how the Quantum Securement System is doing.

Director Kiewiz stated it is doing very well. There has been a lot of positive feedback.

B. Lensmire indicated we had one passenger express he doesn't like to ride rear facing. Drivers have stated they love the new system.

K. Kuehn inquired if Metro intends on retro fitting for other routes.

Director Kiewiz commented the cost to retro fit and the ability to do so on older buses may be a challenge. However, the plan is to install them in future bus purchases.

K. Kuehn inquired how many seats you lose with the installation of a Quantum Securement.

Director Kiewiz stated four (4) seats.

## **7. Finance Report**

P. Manley stated in your packets you will find the operating expense report for January through August. 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**

Director Kiewiz stated Green Bay Metro hosted the State Transportation Conference the first week of October. It was a great turn out. There was a lot of positive feedback. We brought everyone out for a tour of Lambeau Field and Hall of Fame. A keynote speaker was author

Rachel Simon who wrote the book “Riding the Bus with My Sister.” It is a nice reminder why we do what we do and how it impacts individuals. Rachel did a presentation here at Transit in the morning, during shift change with the operators and a presentation at the conference.

K. Kuehn shared a positive feedback from an individual that utilizes the bus that he enjoys the drivers and the game day routes.

R. Antonneau commented that he had 20 people from out of town attending the game and they were very impressed with game day routes.

## **10. Other Business**

S. Spaulding stated she would like to open the discussion about making busing free for Election Day.

Discussion was held on the concept of free busing on Election Day.

Director Kiewiz stated the Commission could establish a special meeting for next week to take action on.

Motion made by K. Kuehn to make a special meeting to take action on free busing for Election Day on Friday, October 28<sup>th</sup>. J. Withbroe seconded the motion. Motion carried.

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

The next meeting of the Transit Commission is scheduled for Friday, October 28, 2016 at 8:15 a.m.

## **12. Adjourn**

Motion made by R. Scannell, seconded by E. Ysebaert, to adjourn at 9:20 a.m. Motion carried.

Respectfully submitted,

Essie Fels  
Recording Secretary