



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 17, 2021, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

I. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Michael Conley-Kuhagen and Jessica Franco-Morales

Present: Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Alderman Randy Scannell, Michael Conley-Kuhagen and Jessica Franco-Morales

Excused: Kevin Kuehn, Secretary

Absent: Rashad Cobb

Chair Roger Kolb call the meeting to order at 8:16 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of March 17, 2021 Transit Commission Agenda

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Michael Conley-Kuhagen to approve the March 17, 2021 agenda. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,

No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of February 17, 2021 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from February 17, 2021 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro Procurement Policy

Director Kiewiz stated staff has updated the Green Bay Metro Procurement Policy. This policy is in compliance with the Federal Transit Administration. Changes include standard housekeeping changes, in addition to increasing the level of purchases to be approved by the Green Bay Transit Commission from the current \$10,000 to \$25,000.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro Procurement Policy. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

2. Discussion/Action: Microtransit Services

Director Kiewiz stated the Commission previously approved the pilot for 12-months for the microtransit service. The Service Development Team has been meeting regularly. The team is working on creating a more efficient and rider friendly system. We are exploring microtransit as an option in some of the lower ridership areas while increasing frequency in other areas. Director Kiewiz will be meeting with municipalities to discuss the our future of our transit system. Director Kiewiz is seeking FTA approval to extend the sole source with the existing contractor.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve continuing microtransit services in its current form until August 31, 2021, while staff continues to work through potential service changes. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

3. Discussion/Action: Security Gate

Director Kiewiz stated Green Bay Metro was awarded federal money from the Surface Transportation Block Grant. This grant was applied for to assist with the driveway to Quincy Street in addition to fencing and gates for the transitway. These modifications and upgrades will provide a safer and easier access to the facility.

Staff has worked with Department of Public Works on the design and the procurement of this project. Metro only received one bid for the project.

Milbach Construction bid was received for \$314,050. There will be additional cost to connect the gates to our existing security access system.

The project will be covered 80% by STBG WI-2018-37 and the remaining 20% will be covered by local shares. Green Bay Metro has planned and is prepared to cover the local share.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the security gate project, not to exceed the total amount of \$371,037. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

4. Discussion/Action: Purchase of Six (6) Quantum Securement Devices

Director Kiewiz stated Green Bay Metro has been awarded \$29,935 through the 5310 grant program, for three additional Q-Straint Quantum securement devices. In addition, there is a pending award for an additional \$29, 294 through the CRRSAA (Coronavirus Response and Relief Supplemental Appropriation Act) for three additional securement devices. Awards have been made available through Brown County Planning Commission.

Both awards are 100% federal dollars. The cost to purchase six (6) Quantum's is \$62,756. Green Bay Metro will pay the remaining \$3,537.

Moved by Jessica Franco-Morales, seconded by Michael Conley-Kuhagen to approve the purchase of six (6) Quantum securement devices not to exceed \$62,756. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

E. INFORMATIONAL.

I. Operational Reports

Reports included: Fixed Route, Paratransit and Microtransit Reports

Director Kiewiz gave a brief overview of the February ridership reports for Fixed Route, Paratransit and Microtransit. Fixed Route and Paratransit ridership is status quo. March we anticipate seeing an increase in ridership with the area schools back in session. The microtransit ridership is increasing. No concerns or complaints. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

No additional questions received.

2. Financial Reports

Director Kiewiz stated in your packets you will find the operating expense report for January. A brief overview of the revenue and expense reports was given.

Director Kiewiz stated we are expecting to have Baker Tilly in attendance for the April meeting to present the annual financial audit results.

No additional questions received.

3. Director's Report

Director Kiewiz provided an overall update:

Lambeau Field opened a vaccine site this past Monday. Metro will provide free transportation for individuals going to get their COVID-19 vaccine.

Green Bay Metro's exterior sign is complete. Come spring, we will work on the landscaping.

The finance audit is almost completed. Baker Tilly is tentatively scheduled for the April meeting to present the annual financial audit results.

Director Kiewiz will be out of the office next week. All staff will be available, if needed.

4. Next Transit Commission Meeting: Wednesday, April 21, 2021

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:10 a.m.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None