



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 19, 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: Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Jessica Franco-Morales, Michael Conley-Kuhagen, Absent: Rashad Cobb

Chair Roger Kolb call the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of May 19, 2021 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the May 19, 2021 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of April 21, 2021 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the minutes from April 21, 2021 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Presentation: 2020 Annual Financial Audit

Jodi Dobson of Baker Tilly presented the 2020 Annual Financial Audit for Green Bay Metro.

Jodi stated we had no issues going through the process. In our opinion, the financial statements presented fairly, in all material respects, the financial position of Green Bay Metro Transit as of December 31, 2020, and the respective changes in financial position and cash flows for the years then ended in accordance with the accounting principles.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to receive and place on file the 2020 Annual Financial Audit. Motion carried.

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

2. Presentation: Green Bay Metro's Annual Service Review

Lisa Conard noted that reviews are typically conducted quarterly with a larger scale review in the spring.

With COVID-19, staff decided to suspend reviews in 2020 to focus on service delivery. As you know, service hours were modified, fixed bus routes were changed, and a number of safety measures were implemented. Staff also used this time to plan and implement the microtransit pilot.

The individual route by route breakdown, using performance measures such as passengers and revenue per hour, that are typically provided in a review was not prepared for this review. It is not practical to evaluate individual routes and compare them to past performance because the routes/service levels in 2021 do not look like the service in 2020 and the service in 2020 does not look like service provided in 2019. As we move forward, the service you are providing today, in 2021 will not look like the service you will be providing in 2022.

Lisa Conard continued that staff included big picture items for the review including budget and funding breakdowns, partnerships and programs, and microtransit performance.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to receive and place on file the Green Bay Metro's Annual Service Review. Motion carried.

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

E. INFORMATIONAL.

1. Operational Reports

Reports included: Fixed Route, Paratransit and Microtransit Reports

Director Kiewiz gave a brief overview of the April ridership reports for fixed route, paratransit and microtransit. Fixed route and paratransit ridership is gradually going up. Fixed route ridership is about 1,700 per day. Microtransit ridership is slightly down due to some school programming because we didn't have limited service running. No concerns. Director Kiewiz stated if the Commission would have any questions, she would be happy to answer them.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through March of 2021. Typically, through first quarter we should be at about 25% of the budget, we are well below. No concerns.

3. Director's Report

Director Kiewiz provided an overall update.

Director Kiewiz will be sending the Commissioners the final maps of the route changes.

The 30-day public review and comment period for the proposed route changes and microtransit started May 17, 2021 and will be going through June 15, 2021.

Mayor Genrich and Director Kiewiz met with all our municipality partners regarding the proposed route changes and microtransit. All meetings have gone well. Staff will be reviewing a couple items that came up along with any other suggestions through the public comment period.

The Service Development Team's first goal was to make sure we are meeting everyone's needs that utilize public transit today or pre-pandemic. The next step would be how do we want to grow the ridership and our services.

Public meetings start next week in person. Virtual options are being offered if someone is unable to attend the meetings. It is on the website and social media.

Metro will be increasing fixed route service hours during this system change.

The public hearing will be on June 8th and Director Kiewiz will be conducting that meeting. The next Commission meeting on June 30, 2021 will take action.

Implementation of the system change would be August 2, 2021.

Spectrum News did a story on Bus Operator, Dale Detrie. Dale has been an operator for Green Bay Metro since 1973. A plaque of the article is posted in the Transit Commission room.

Brown County Public Health has been working with Metro with a vaccine bus (mobile clinic). We officially have an agreement in place. The Mayor and County Executive will be doing a public announcement.

The bus that will be utilized will be getting a full bus wrap next week.

Commissioner Jessica Franco-Morales inquired on the requirement of masks.

Director Kiewiz stated from a public transit perspective if you are on the transit way, the public lobby or on the bus you are still required to wear masks. Metro follows TSA under the federal mandate which has been extended until September 13, 2021.

4. Next Transit Commission Meeting: Wednesday, June 30, 2021

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:00 a.m.
Motion carried.

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