



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 21, 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, Michael Conley-Kuhagen,

Excused: Jessica Franco-Morales, Absent: Rashad Cobb

B. APPROVAL OF THE AGENDA.

I. Approval of July 21, 2021 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the July 21, 2021 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of June 30, 2021 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the minutes from June 30, 2021 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro Advertising/Solicitation Policy

P. Kiewiz stated that staff had worked with city legal to update the existing policy. This document

explains the process, an explanation of who is responsible for what and clarification on the distribution of any advertising or posted literature for passengers and employees.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the Green Bay Metro Advertising/Solicitation Policy. Motion carried.

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

2. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

P. Kiewiz stated that annually, Green Bay Metro staff reviews the Green Bay Metro Financial Management & Administrative Procedures. This policy is in compliance with the Federal Transit Administration. Standard housekeeping changes and a new section for Transit Asset Management (TAM) Plan was made to the policy. This document provides the staff with the requirements and expectations for the department.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve Green Bay Metro's Financial Management & Administrative Procedures dated July 2021. Motion carried.

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

E. INFORMATIONAL.

1. Marketing Report

P. Kiewiz discussed the 2021 January through June Bus Advertising Comparison report. Advertising revenue is down, but increasing slowly.

2. Operational Reports

Reports included: Fixed Route, Paratransit, Microtransit, bike and mobility usage.

P. Kiewiz provided an overview of the June ridership reports for fixed route, paratransit and microtransit. Fixed route and paratransit is slowly rising.

3. Financial Report

P. Kiewiz reviewed the operating expense report through May of 2021. Currently, Metro is below budget.

4. Director's Report

P. Kiewiz provided a summary of the upcoming service changes. The staff is prepared for the change.

The Federal Transit Administration has contacted Metro about participating in a few TSA programs and audits. Metro will be partaking in them.

5. Next Transit Commission Meeting: Wednesday, August 18, 2021

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to adjourn at 8:30 a.m.

Motion carried.

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

Abstain- None