



# **MINUTES OF THE TRANSIT COMMISSION**

**WEDNESDAY, AUGUST 18, 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, Rashad Cobb

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

## **B. APPROVAL OF THE AGENDA.**

I. Approval of August 18, 2021 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the August 18, 2021 agenda. Motion carried.

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

## **C. APPROVAL OF MINUTES.**

I. Approval of July 21, 2021 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Michael Conley-Kuhagen to approve the minutes from the July 21, 2021 Transit Commission meeting. Motion carried.

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

## **D. REGULAR BUSINESS.**

I. Discussion/Action: Green Bay Metro's Drug and Alcohol Policy

Director Kiewiz stated that annually, staff reviews the Green Bay Metro Drug and Alcohol Policy.

The policy is reviewed to ensure compliance with the Federal Transit Administration. Changes are tracked within the document for review.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro's Drug and Alcohol Policy. Motion carried.

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

## 2. Discussion/Action: Incidental Use Request - FlixBus

Director Kiewiz stated FlixBus has requested access to the transitway. FlixBus would board passengers on two trips per day (12:50 p.m. and 2:45 p.m.) and operate Monday-Saturday. FlixBus will pay a monthly fee of \$200.00 for facility usage. The Federal Transit Administration has approved the incidental usage.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the incidental use request for FlixBus and to allow staff to complete an agreement with the city legal department. Motion carried.

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

## 3. Discussion/Action: Green Bay Metro Severe Weather Policy

Director Kiewiz stated that annually the staff reviews the Green Bay Metro Severe Weather Policy. Modifications were necessary due to recent route changes.

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

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

# **E. INFORMATIONAL.**

## 1. Operational Reports

Reports included: Fixed Route and Paratransit

Director Kiewiz provided an overview of the July ridership report. Fixed route and paratransit are gradually rising. Currently, GBM On Demand is providing about 80 trips per day.

## 2. Financial Report

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

## 3. Director's Report

Director Kiewiz provided an overall update.

The fixed route changes and expansion of microtransit services went well.

Staff have been prepping the first draft of Metro's 2022 budget.

Green Bay Metro is looking at adding an IT position. This position is included in the 2022 budget.

As Metro is upgrading the fareboxes with e-readers, Green Bay Metro will need to conduct a fare analysis. In order to do this, staff will be providing a rider survey on the buses to find out paying options, household income range, etc.

A brief discussion on the infrastructure bill and how it will be used, hoping it will be used like American Recovery and Reinvestment Act (ARRA) money. This would be the most beneficial for transit.

There was a brief discussion about the rise of the delta variant, inquiring about how Metro is doing on supplies of PPE/masks with the possible shortage and employees being vaccinated. We have all the safety measures in place.

4. Next Transit Commission Meeting: Wednesday, September 15, 2021

#### **F. ADJOURNMENT.**

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to adjourn at 8:47 a.m. Motion carried.

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