



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 16, 2022, 8:15 AM

TRANSIT

901 University Ave

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of March 16, 2022 Transit Commission Agenda

C. Approval of Minutes.

1. Approval of February 2, 2022 Transit Commission Minutes

D. Regular Business.

1. Discussion/Action: Election of Transit Commission Officers

E. Informational.

1. Operational Reports
2. Financial Report
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, May 18, 2022

F. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

- 3) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of March 16, 2022 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on March 16, 2022.

RECOMMENDATION

Staff recommends the approval of the agenda for March 16, 2022.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.1

Approval of February 2, 2022 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting held on February 2, 2022.

RECOMMENDATION

Staff recommends the approval of the minutes from February 2, 2022.

FISCAL IMPACT

ATTACHMENTS

- I. February 2, 2022



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, FEBRUARY 2, 2022, 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, Rashad Cobb, Jessica Franco-Morales, Excused: Michael Conley-Kuhagen

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

B. APPROVAL OF THE AGENDA.

I. Approval of February 2, 2022 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the February 2, 2022 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of December 15, 2021 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the minutes from the December 15, 2021 meeting. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Rashad Cobb, Jessica Franco-Morales, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Actions: Green Bay Metro Transit Microtransit RFP 2021-34

Director Kiewiz stated that Green Bay Metro entered into an agreement with Via for Microtransit in

2020 under an emergency process during the pandemic. The Federal Transit Administration (FTA) required a full procurement to be completed by June of 2022. Staff began the process in the fall of 2021 to allow adequate time for potential vendors. The RFP that was issued was for the period of June 1, 2022 - March 28, 2025. Going forward, Metro's intent is to procure paratransit and microtransit services together.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to award Flatiron Transit (Via), the lowest responsible, responsive bidder as presented for the microtransit services. Motion carried.

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

2. Discussion/Action: Intercity Bus Agreements

Director Kiewiz stated Metro entered into a contract with Jefferson Lines in 2018. This agreement allowed for Jefferson Lines, Lamers, and Indian Trails intercity buses to use the transit facility and for Metro staff to sell intercity bus tickets. WisDOT does subsidize some intercity buses. WisDot has awarded the intercity bus agreement effective January 1, 2022 to Coach USA. Staff worked with the legal department to create a standard agreement for usage of Green Bay Metro transitway and facility. Director Kiewiz is working with Indian Trails and Lamers on potentially selling tickets for them.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approval of the Coach USA and Van Galder agreements as presented and to potentially modify the Indian Trails and Lamers agreements to include ticket sales, pending FTA approval. Motion carried.

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

E. CLOSED SESSION.

I. Update: Amalgamated Transit Union, Local 857 Collective Bargaining Agreement

Director Kiewiz provided an update on the Amalgamated Transit Union, Local 857 Collective Bargaining Agreement. The Amalgamated Transit Union Agreement for 2022-2024 has been approved by the City Council.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to receive and place on file. Motion carried.

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

F. INFORMATIONAL.

I. Marketing Report

Report included: 2021 Annual Bus Advertising Comparison

Director Kiewiz stated advertising is going well. We are looking at other advertising opportunities for the future, such as advertising inside the buses and at transfer points. Director Kiewiz stated she

has no concerns.

2. Operational Reports

Reports included: Mobility device and Bike usage

Ridership reports are not included. Reports are delayed due to the installation of the Efare.

Saturday ridership overall has remained pretty consistent since the discontinuing of the Green Saturday program.

3. Financial Report

Financial reports through November were presented. Director Kiewiz stated December reports would be presented after the annual financial audit. No concerns.

4. Director's Report

Director Kiewiz provided an overall update:

We will be having elections for our March meeting.

The Holiday Safety Gathering has been canceled until a future date can be planned.

Brown County Planning and Director Kiewiz are working on the funding structure for municipalities. Director Kiewiz will then start meeting with each of the municipalities to discuss the future funding structure.

Director Kiewiz is working on having elected officials visit Green Bay Metro. Seeing the service first hand is very beneficial.

5. Next Transit Commission Meeting: Wednesday, March 16, 2022

G. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to adjourn at 8:50 a.m.
Motion carried.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.1

Discussion/Action: Election of Transit Commission Officers

BACKGROUND

Elections of officers are held every two years in March or for a vacant position.

The Transit Commission are required to elect officers for the following board positions:

Chair

Vice Chair

Secretary

Metro staff Essie Fels serves as Recording Secretary for the Transit Commission.

Board positions are for a period of two years or upon a vacant position.

RECOMMENDATION

Staff recommends the Transit Commission to elect the Transit Commission Officers.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

Operational reports included. Staff will present the reports

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 12-Dec Ridership
2. Fixed Route - Multi year comparison

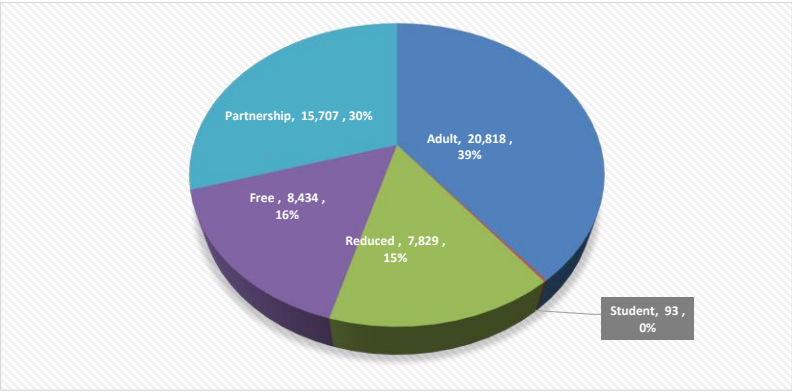
FIXED ROUTE RIDERSHIP

	ADULT				STUDENT				REDUCED				WEEKLY	REVENUE
	ADULT CASH	ADULT SINGLE	ADULT DAY PASS	30-DAY ADULT PASS	STUDENT CASH	STUDENT SINGLE	STUDENT DAY PASS	30-DAY STUDENT PASS	REDUCED CASH	REDUCED SINGLE	REDUCED DAY PASS	30-DAY REDUCED PASS	WEEKLY PASS	REVENUE PASSENGERS
December 2021	1,373	-	4,629	11,950	5	0	80	8	304	-	3,311	4,106	1,044	26,810

	GREEN				FREE 4 & UNDER				TOTAL FREE FARES				TOTAL PARTNERSHIP FARES				TOTAL PASSENGERS		YTD PASSENGERS	
	GREEN SATURDAY	GAME DAY	MICRO	FREE FARE	FREE 4 & UNDER	PROMO	TOTAL FREE FARES	ASHWAUB ENON SCHOOLS	GBAPS	UWGB	G-LINE DT-TT	TOTAL PARTNERSHIP FARES	TOTAL PASSENGERS FIXED ROUTE	TOTAL PASSENGERS	YTD PASSENGERS	FIXED ROUTE	FIXED ROUTE			
December 2021	2,142	4,708	10	1,254	130	42	8,286	1,056	7,304	527	6,749	15,636	50,732	495,117						

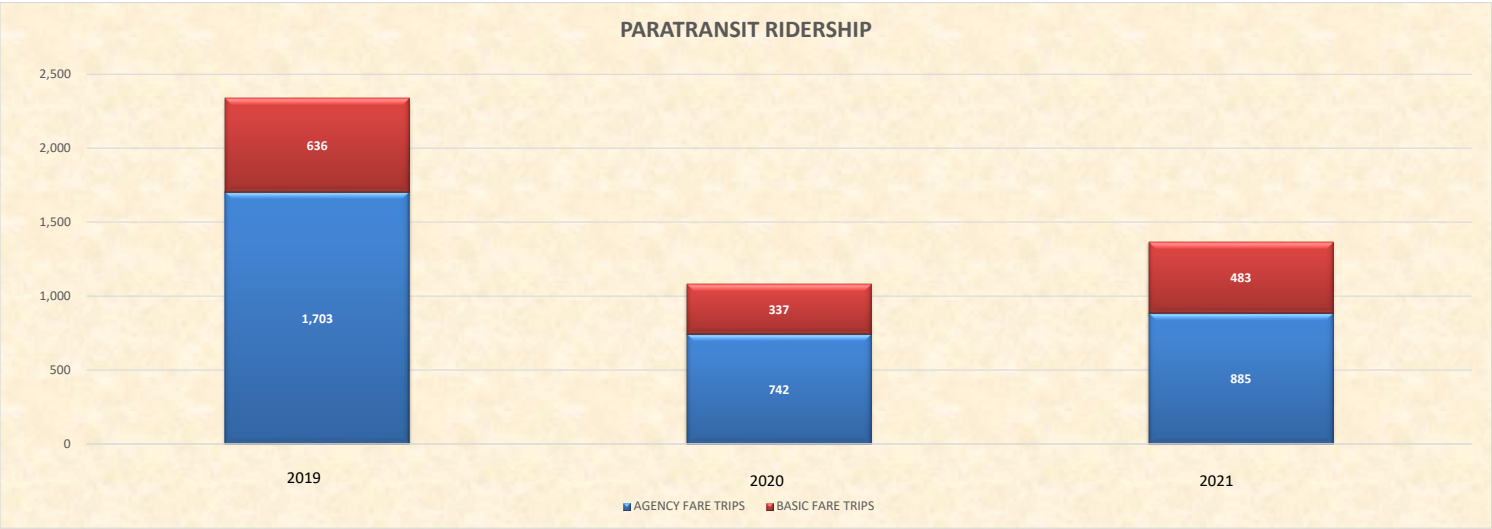
MICROTRANSIT ON DEMAND RIDERSHIP

December 2021	GBM Passes			Cash Fares Collected			Free		Partnerships			YTD PASSENGERS ON DEMAND	YTD PASSENGERS
	Adult (30, Day, Wkly)	Student (30, Day)	Reduced (30, Day)	Adult Fares	Student Fares	Reduced Fares	Free Ride	Green Saturday	ASHW - GBAPS	UWGB	TOTAL ON DEMAND PASSENGERS		
	1,024	0	0	798	0	108	79	69	62	9	2,149	14,641	509,758

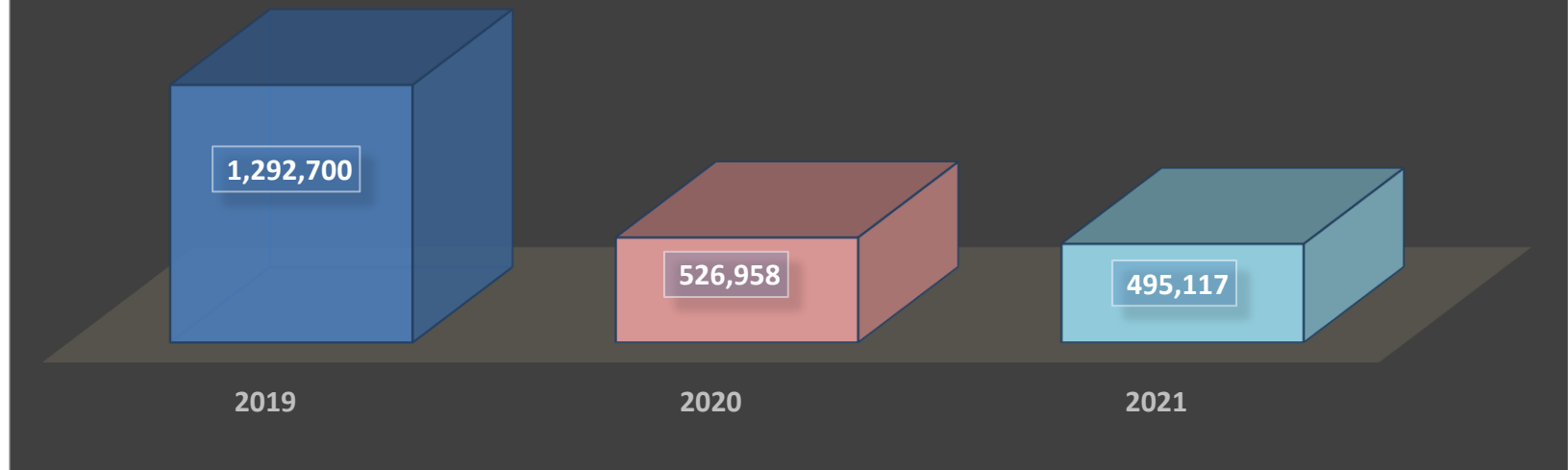


PARATRANSIT

	AGENCY FARE TRIPS	BASIC FARE TRIPS	TOTAL TRIPS	BASIC FARE	AGENCY FARE	TOTAL FARES
December 2019	1,703	636	2,339	\$ 7,017	\$ 20,436	\$ 27,453
December 2020	742	337	1,079	\$ 4,316	\$ 11,063	\$ 15,379
December 2021	885	483	1,368	\$ 5,472	\$ 13,275	\$ 18,747
Change '20 & '21	143	146	289	\$ 1,156	\$ 2,212	\$ 3,368
	19.3%	43.3%	26.8%	26.8%	20.0%	21.9%
Change '19 & '21	(818)	(153)	(971)	\$ (1,545)	\$ (7,161)	\$ (8,706)
	-48.0%	-24.1%	-41.5%	-22.0%	-35.0%	-31.7%



ANNUAL RIDERSHIP - FIXED ROUTE





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PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Report

BACKGROUND

Green Bay Metro's staff will present the Commission with the financial report for January.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None



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MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

Green Bay Transit Director will provide the Commission with an update on Metro.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None



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MEETING DATE

March 16, 2022

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, May 18, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None