



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 16, 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, Michael Conley-Kuhagen, Excused: Kevin Kuehn, Rashad Cobb, Jessica Franco-Morales

Chair Roger Kolb called the meeting to order at 8:18 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of March 16, 2022 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the March 16, 2022 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of February 2, 2022 Transit Commission Minutes

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

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

D. REGULAR BUSINESS.

I. Discussion/Action: Election of Transit Commission Officers

Chair Roger Kolb stated he would continue as Chair if no other Commissioner was interested, but

would be happy to step down if someone else wished to take over as Chair.

He then opened the floor for nominations for Chair.

Ald. Randy Scannell nominated Roger Kolb for Chair, seconded by Commissioner Emily Ysebaert. A vote was taken for Roger Kolb to be appointed to another two-year term as Chair. The Commission unanimously voted Roger Kolb as Chair.

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

Chair Roger Kolb opened the floor for nominations for Vice-Chair.

Ald. Randy Scannell nominated Emily Ysebaert for Vice-Chair, seconded by Commissioner Michael Conley-Kuhagen. There were no other nominations for Vice-Chair. A vote was taken, with the Commission unanimously electing Commissioner Emily Ysebaert to a two-year term as Vice-Chair.

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

Chair Roger Kolb opened the floor for nominations for Secretary.

Ald. Randy Scannell nominated Commissioner Kevin Kuehn for Secretary, seconded by Commissioner Emily Ysebaert. There were no other nominations for secretary. A vote was taken, with the Commission unanimously electing Commissioner Kevin Kuehn to a two-year term as Secretary.

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

Ald. Randy Scannell made a motion that staff person, Essie Fels would serve as the Recording Secretary for the Transit Commission, seconded by Commissioner Emily Ysebaert. A vote was taken, with the Commission unanimously electing Essie Fels as the Recording Secretary.

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

Chair Roger Kolb stated the elections of officers will be held at the March Transit Commission meeting in 2024, every two years, in March or upon a vacant position.

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz stated we are working on the installation of the new farebox system which is going well and have added an additional component, a hand held device that will be on the microtransit vehicles. GFI is working on our ridership and historical reporting. There are a lot of components that tie together to compile this data. GFI continues to work on addressing all reporting concerns. Based upon what drivers are reporting and what we see, ridership is slowly increasing.

2. Financial Report

Director Kiewiz stated you have been provided an operating expense report for January. She provided a brief overview of the revenue and expense reports.

Director Kiewiz commented that Baker Tilley will be conducting our Annual Financial Audit next week and they will do a presentation of the final audit to the commission in the near future.

The handout that was given this morning was for the Lift program. We have not seen much usage, but have seen a slight increase in the last week in applications.

3. Director's Report

Director Kiewiz stated that an offer had been made for the IT position. Hoping for a start date to be mid April.

We will be working on putting out an RFP to replace our current CAD AVL system. This system is our real-time passenger information system and real-time tracking technology for staff. Our current vendor has been bought out several times, most recently by Trapeze. Staff will keep the Commission informed.

The security gates project has been completed.

Our next maintenance project will be replacing the (5) five bus lifts in the maintenance garage in the next month.

We are still waiting for some guidance on infrastructure dollars. We have not received anything from the state perspective or from the federal government for this year. They have only made a partial award. Staff will keep the Commission updated.

April Commission meeting is cancelled.

4. Next Transit Commission Meeting: Wednesday, May 18, 2022

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Michael Conley-Kuhagen to adjourn at 8.34 a.m. Motion carried.

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