



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 18, 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, Michael Conley-Kuhagen, Absent: Rashad Cobb and Jessica Franco-Morales

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

B. APPROVAL OF THE AGENDA.

I. Approval of May 18, 2022 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the May 18, 2022 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 the April 7, 2022 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to approve the minutes from the April 7, 2022 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Presentation: 2021 Annual Financial Audit

Ms. Jodi Dobson of Baker Tilly presented the 2021 Annual Financial Audit for Green Bay Metro.

Ms. Dobson stated there were no issues going through the process. It went very smoothly. She gave a brief background of the reports. In our opinion, the financial statements presented fairly, in all material respects, the financial position of Green Bay Metro Transit as of December 31, 2021, 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 Emily Ysebaert to receive and place on file the 2021 Annual Financial Audit. Motion carried.

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

2. Discussion/Action: Additional Cost for Replacement of Bus Lifts

Director Kiewiz stated the Transit Commission previously awarded the replacement of the bus lifts in the transit garage. The approval was not to exceed \$1,200,000. However, once the process was completed, only one bid was received, at a larger cost than expected. The Department of Public Works reached out to the contractors. Feedback received on bids indicated that contractors are booked for the season – this increases costs as there are fewer contractors to compete with when bidding. Additionally, materials availability caused some concern about meeting project deadlines. The market is incredibly volatile. Current pricing varies drastically right now based on the market. Due to safety concerns, the replacement of the lifts cannot be held to see if the market settles. Maintenance relies on these lifts daily to ensure we have a safe fleet that is ready when needed.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the additional funds to complete the bus lift project at the cost of \$1, 514,515.96. Motion carried. Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, No- None, Abstain- None

E. INFORMATIONAL.

1. Marketing Report

Report included: 2022 January-March Bus Advertising Comparison Report.

Paratransit Coordinator, Essie Fels stated in your packet you have received the 1st quarter bus advertising comparison report. Staff is beginning to see an increase in advertising. No concerns.

2. Operational Reports

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

Ms. Fels stated in your packets you have received the January through April ridership reports for fixed route, paratransit and microtransit. Fixed route, paratransit and Microtransit ridership is increasing. Director Kiewiz stated the fuel cost is \$3.99 per gallon. No concerns.

3. Financial Report

Packets included operating expense reports for January through March of 2022. Ms. Fels stated staff could answer any questions if the Commission had any. Through the first quarter, Metro should be at about 25% of the budget. Currently Metro is at 16.7%.

4. Director's Report

Ms. Fels introduced the newest member of the Metro team, David Edwards, an IT specialist. He provided the Commission with a brief background.

Director Kiewiz stated David and Miranda are currently working on the RFP for the new CAD/AVL system and the RFP should be ready by the end of the month.

Director Kiewiz also shared staff comments on the one-time financial stipend of \$1,000.00. The staff were very appreciative.

Director Kiewiz stated additional operating funding was awarded for 2022. Due to the increase in everyday expenses, there will be no issues with allocating the funds appropriately.

5. Next Transit Commission Meeting: Wednesday, June 15, 2022.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:39 p.m.
Motion carried.

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