



# **MINUTES OF THE TRANSIT COMMISSION**

**WEDNESDAY, JULY 20, 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

Chair Roger Kolb called the meeting to order at 8:19 a.m.

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

I. Approval of the July 20, 2022 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the July 20, 2022 agenda. Motion carried.

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

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

I. Approval of the June 15, 2022 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the minutes from the June 15, 2022 meeting. Motion carried.

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

## **D. REGULAR BUSINESS.**

I. Discussion/Action: Computer Aided Dispatch and Automatic Vehicle Location System (CAD/AVL)

Director Kiewiz stated staff had worked with the Purchasing Department to conduct the RFP for the CAD/AVL system. Our system is no longer supported due to the company being sold. With Green Bay Metro having an additional mode of transit, we thought about looking for a new system that

would allow functionality and seamless options between the services. This RFP also included digital solar panel signs to be placed at Transfer Points.

The RFP scoring team consists of Miranda Socha, Compliance Coordinator; Chris Braatz, Operation Supervisor; Kenny Hofer, Maintenance Manager; David Edwards, IT; and Lisa Conard, Brown County MPO.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve to the highest responsive bidder not to exceed the projected project budget of \$650,000.00, excluding the annual maintenance fees. Motion carried.

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

## 2. Discussion/Action: Local Share Cost Allocation Study

Director Kiewiz provided background on the current funding structure between the City of Green Bay and contributing partners. Discussion was held regarding the cost allocation study that was conducted by Brown County Planning.

Moving forward, the funding structure for Transit will be fixed routes and microtransit in one group by percentage and Paratransit will be billed to the community the rider resides in.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the new funding structure as provided in the local cost allocation study. To include an annual review to ensure equity for all contributing partners.. Motion carried.

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

## 3. Discussion/Action: City-wide Comprehensive Energy Planning Project

Director Kiewiz stated the Energy Innovation Grant Program agreement between the Public Service Commission of Wisconsin Office of Energy Innovation and the City of Green Bay will include Transit, DPW and Water Utility. This program will create a comprehensive energy plan for the future. Metro also committed to providing matching funds in the amount of \$5,000 in-kind labor and/or \$5,000 contribution as specified in the project budget. Staff will assist with compiling data for the federal grant. Staff time will be tracked for in-kind labor per the requirements of the grant.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to approve the partnership with the Energy Innovation Grant Program agreement to create a comprehensive energy plan. Motion carried.

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

# **E. INFORMATIONAL.**

## I. Operational Reports

Director Kiewiz stated the packets include new ridership reports. Ridership is increasing. No other

concerns.

## 2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through May. Currently, we are below budget. Fuel is well below budget. Staff have no concerns.

## 3. Director's Report

Director Kiewiz provided an overall update.

Metro will be hosting a Rider Appreciation Event on Thursday, July 21, 2022 from 2 p.m. until 4 p.m. We will be providing snow cones, popcorn, cookies, games and prizes.

Bret one of our dedicated transit lovers, had passed away. His mother contacted Metro about placing a bench with a plaque that would say "Enjoy the ride. Appreciate the drivers. Love, Bret".

Waiting on the final numbers for benefits to finalize the 2023 budget.

Director Kiewiz will be on vacation on July 23 and returning on August 1.

## 4. Next Transit Commission Meeting: Wednesday, August 17, 2022

### **F. ADJOURNMENT.**

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to adjourn at 8:47 a.m.  
Motion carried.

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