



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 21, 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, and Michael Conley-Kuhagen

Present: Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb

Excused: Michael Conley-Kuhagen

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

B. APPROVAL OF THE AGENDA.

I. Approval of September 21, 2022 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the September 21, 2022 agenda. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of July 20, 2022 Transit Commission Minutes

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

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

D. REGULAR BUSINESS.

I. Discussion/Action: Expand Saturday Service Hours for Microtransit Services on Saturdays

Director Kiewiz stated that pre-covid Green Bay Metro provided fixed route and paratransit services

on Saturday until 6:45 p.m. When COVID hit and ridership had a substantial reduction, services were reduced to 3:45 p.m. Over the past few months, ridership has been increasing. The staff is looking to expanding Saturday services until 7:45 p.m. by utilizing microtransit.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the expansion of service hours to 7:45 p.m. on Saturdays, by utilizing microtransit (GBM On Demand) services effective October 1, 2022. Motion carried.

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

2. Discussion/Action: Hiring Referral Program

Director Kiewiz stated Green Bay Metro, along with many other employers, continue to face challenges of hiring quality candidates. Currently, we have 7 bus operator vacancies. Staff continues to work closely with the Human Resource Department on various methods to search for candidates. As another attempt to successfully fill positions, we are requesting to implement a Hiring Referral Program. This program would pay any City of Green Bay employee \$500 for an individual that they refer for a Bus Operator position who has successfully completed probation.

Discussion was held on various options.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Hiring Referral Program; this program will pay any City of Green Bay employee \$500 upon hiring and an additional \$500 upon new hires completing probation. Motion carried.

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

3. Discussion/Action: ADA Paratransit Service Policy

The ADA Paratransit Service Policy is a document that is provided to all eligible riders of the Paratransit program. The policy document serves as a guideline for riders, informing them of the requirements and obligations under the program. The only update was in the visitor section compared to the last version.

Commissioner Cobb did request that staff review this policy and others as they are updated to ensure equity within the policies.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the revised ADA Paratransit Service Policy. Motion carried.

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

E. INFORMATIONAL.

I. Update: RFP #2022-77 Computer Aided Dispatch and Automatic Vehicle Location System

Director Kiewiz commented that the Transit Commission had taken action to approve the project with a not to exceed amount. Staff wanted to inform the Commission that Equans was awarded the RFP for the computer-aided dispatch and automatic vehicle location system.

2. Operational Reports

Director Kiewiz stated packets included ridership reports for fixed route, microtransit and paratransit. Staff is seeing an increase in ridership on fixed routes and microtransit. No concerns.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report through July. Currently, Metro is below budget. The staff have no concerns.

4. Director's Report

Director Kiewiz provided an overall update.

The Safety Development Team and management attended a TSA Training session on Safety and Security. There will be a series of 5 different trainings. They will do training with all the staff in the facility.

Director Kiewiz and Lisa Conard, Brown County Planning, MPO, had a discussion with a representative from Howard on public transportation. Based on the discussion held, it is not expected that the Village of Howard will proceed with public transportation for their community.

5. Next Transit Commission Meeting: Wednesday, October 19, 2022

The Transit Commission meeting will not be held on Wednesday, October 19, 2022, due to staff attending the WIPTA fall conference. The meeting has been scheduled for October 26, 2022.

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Kevin Kuehn to adjourn at 9:11 a.m. Motion carried.

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