



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, NOVEMBER 23, 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, Michael Conley-Kuhagen

Excused: Kevin Kuehn, Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

I. Approval of November 23, 2022 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the November 23, 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 October 26, 2022 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Michael Conley-Kuhagen to approve the minutes from the October 26, 2022 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Presentation of the Green Bay Metro Annual System Review and Analysis Report, by Brown County Planning Commission.

Brown County MPO, Lisa Conard provided a review of the report, noting that the ridership data collected indicates that the service restructure implemented in August of 2021 continues to be successful. A good balance between fixed route bus and microtransit services has been achieved. Lisa noted that the bus fleet is in the best condition (age and mileage) it has been in decades. She informed the commission that staff will be preparing a new five-year Transit Development Plan in 2023 and discussed some of the opportunities associated with that process.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to receive and place on file the Green Bay Metro Annual System Review and Analysis report, by Brown County Planning. Motion carried.

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

2. Discussion/Action: Green Bay Metro's 2023 Budget

Director Kiewiz stated we have provided several different documents in your packets. The documents show how Metro dollars are split up according to what is paid by the federal, state and each municipality. Green Bay Metro will be utilizing the new funding structure compared to previous years. Green Bay Metro has entered into a public comment period for potential service hour changes. The proposed changes will provide riders with more direct transportation options.

The local share of the 2023 Green Bay Metro budget has been approved by the City Council and all partnering municipalities. Director Kiewiz stated if the Commission had any questions she would be more than happy to answer them.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve Green Bay Metro's 2023 Budget. Motion carried.

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

3. Discussion/Action: Reclassification of the Accountant Position

Director Kiewiz gave a brief overview of the Accountant position. The responsibilities have changed significantly due to the evolving nature of our transit services. Along with the implementation of microtransit, Green Bay Metro became part of a large urban system which comes with different financial regulations and reporting. This position oversees the Disadvantaged Business Enterprise (DBE) program and Title VI compliance to ensure that purchases and services are equitable. Green Bay Metro is requesting that the Accountant position be reclassified to a new Finance Manager to ensure appropriate compensation for the work that is being performed and the additional responsibilities.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the reclassification of the Accountant position to Finance Manager effective November 6, 2022. Motion carried.

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

4. Discussion/Action: Tire Leasing Contract

Director Kiewiz stated that staff had worked with the city Purchasing Department to secure a contract for tire leasing for the transit buses. The current contract expires 12/31/2022. Based on the Federal Transit Administration guidelines, Metro conducts a full procurement process every five years. Staff recommends the award of the Tire Leasing contract to Bridgestone Americas Tire, the vendor with the overall lowest cost to Metro Transit for the five (5) year tire leasing contract for the projected total amount of \$142,898.85.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the award of the Tire Leasing contract to Bridgestone Americas Tire for (5) years for the projected total amount of \$142,898.85. Motion carried.

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

5. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz stated that per the regulation of the Federal Transit Administration (FTA) 49 CFR Part 673, Green Bay Metro is required to submit a Public Transit Agency Safety Plan ensuring compliance. Page three (3) of the document summarizes the changes. Updated the Bipartisan Infrastructure Law requirements along with expanded definitions of the Safety Solutions Team. Modifications and revisions have been made to meet the new requirements.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP) . Motion carried.

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

E. INFORMATIONAL.

1. Service Hour Changes

Director Kiewiz stated Green Bay Metro has entered into a public comment period for potential service hour changes due to staffing levels. The public comment period will be conducted from November 18 through December 17, 2022. The proposed changes will provide riders with more direct transportation options.

Proposed service hours are as follows:

Monday – Friday:

Fixed route (includes Paratransit): 5:45am – 6:45pm

Microtransit (all zones): 6:45pm – 10:45pm

Saturday:

Fixed route (includes Paratransit): 7:45am – 1:45pm

Microtransit (all zones): 1:45pm – 7:45pm

Paratransit riders have been sent letters informing them of the proposed service hour changes.

2. Operational Reports

Director Kiewiz stated packets included ridership reports for fixed route, paratransit and microtransit. An overview of ridership was provided. Staff continues to see an increase in ridership.

Director Kiewiz stated she would be happy to answer any questions the Commission might have.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through September. A brief overview of the revenue and expense reports was provided. No questions from the Transit Commission.

4. Director's Report

Director Kiewiz stated she would like to update the Commissioners on a few items:

- Green Bay Metro has been notified of the Federal Triennial review which is conducted every three (3) years.
- The next meeting will be Wednesday, December 21, 2022. We will need a quorum for our action items at the next meeting.

5. Next Transit Commission Meeting: Wednesday, December 21, 2022

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:52 a.m.
Motion carried.

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