



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JANUARY 18, 2023, 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, Terri Refsguard and Michael Conley-Kuhagen

Present: Emily Ysebaert, Randy Scannell, Roger Kolb, Terri Refsguard, Michael Conley-Kuhagen

Excused: Kevin Kuehn

Absent: Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:14 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of January 18, 2023 Transit Agenda

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the agenda for January 18, 2023. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of the December 21, 2022 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the minutes from the December 21, 2022 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

P. Kiewiz stated that annually, Green Bay Metro staff reviews the Green Bay Metro Financial Management & Administrative Procedures. This policy is in compliance with the Federal Transit

Administration. Standard housekeeping changes and a new section for the City of Green Bay's Assistant Finance Director/Treasurer was made to the policy. This document provides the staff with the requirements and expectations for the department.

Moved by Michael Conley-Kuhagen, seconded by Commissioner Emily Ysebaert to approve Green Bay Metro's Financial Management & Administrative Procedures dated January 2023 . Motion carried. Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Terri Refsguard, No-None, Abstain- None

2. 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 updates were the service hours changes that went into effect 1/1/23 and the complaint section to ensure riders are aware of the process.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the updated ADA Paratransit Service Policy. Motion carried.

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

3. Discussion/Action: Green Bay Metro's Drug and Alcohol Policy

Director Kiewiz stated that annually, staff reviews the Green Bay Metro Drug and Alcohol Policy. The policy is reviewed to ensure compliance with the Federal Transit Administration. Changes are tracked within the document for review.

Moved by Michael Conley-Kuhagen, seconded by Ald. Randy Scannell to approve the Green Bay Metro's Drug and Alcohol Policy. Motion carried.

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

4. Discussion/Action: Green Bay Metro's System Security & Emergency Action Plan

Director Kiewiz stated this is a Federal Transit Administration (FTA) requirement to assure Metro is in compliance. We use this document for training to ensure all staff and employees are aware of expectations of them as well as what to do in an emergency. Standard housekeeping changes and a new section for active shooters was made to the policy.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the updated Green Bay Metro's System Security & Emergency Action Plan. Motion carried.

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

5. Discussion/Action: Green Bay Metro's Fare and Fee Policy

Director Kiewiz informed the commission that staff updated the Green Bay Metro's Fare and Fee Policy to include the service hour changes that went into effect 1/1/23.

Moved by Michael Conley-Kuhagen, seconded by Ald. Randy Scannell to approve the updated Green Bay Metro's Fare and Fee Policy. Motion carried.

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

6. Discussion/Action: LIFT Program

Director Kiewiz stated the LIFT Program is a self-certifying program where riders receive up to four (4) low income passes per month. The LIFT Program will be flexible and beneficial for riders who need to access medical and various other appointments where business hours are only Monday through Friday. The staff has seen limited use. However, the staff is working on ways to expand the program. The staff recommends continuing the monthly maximum of 500 daily passes.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve continuing with the monthly maximum 500 daily passes for the Lift Program. Motion carried.

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

7. Discussion/Action: Green Bay Metro's Transit Asset Management Plan (TAM)

Director Kiewiz stated in accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), Green Bay Metro (GBM) is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities sub-recipients (Appendix A -TAM Subrecipient List), or other federal grants received by GBM. This document presents Green Bay Metro's methodology for its performance target of capital assets. This document is reviewed and updated annually or as needed to reflect any capital changes. The change was that the Transit Director serves as the Accountable Executive, which is located on page I of Introduction.

Moved by Michael Conley-Kuhagen, seconded by Ald. Randy Scannell to approve the Transit Asset Management Plan (TAM). Motion carried.

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

8. Discussion/Action: 2019-2021 Fare And Service Equity Analysis

Director Kiewiz stated FTA Circular 4702.1B Chapter IV.7, requires Green Bay Metro to establish policies that will guide the analysis to determine whether major service and fare changes will have a disproportionately negative impact on minority or low-income populations. These reports were previously discussed when changes occurred. However, official Transit Commission action was not recorded. Staff are recommending the approval of the impact of the 2019 and 2021 fare analysis and 2021 service equity analysis reports.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the impact of the 2019 and 2021 fare analysis and 2021 service equity analysis reports. Motion carried.

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

E. INFORMATIONAL.

I. Marketing Report

Director Kiewiz provided the 2022 Annual Bus Advertising Comparison report. She said advertising

revenue is up from last year. No concerns.

2. Mobility Management Update

Director Kiewiz provided an update on the Mobility Management program. Andrea Vlach, Mobility Coordinator, has been busy with travel training, conducting presentations for area agencies. A. Vlach is the main contact for learning and using microtransit.

3. Operational Reports

Director Kiewiz provided a brief overview of the ridership reports for Fixed Route, Paratransit, and GBM On Demand. Staff are seeing an increase in ridership. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

4. Financial Report

Director Kiewiz provided an overview of the revenue and expense reports. Currently, Metro is under budget.

5. Director's Report

Director Kiewiz provided an overall update:

The staff is working on the FTA triennial review. This review is regularly scheduled every three years.

Staff update. We have not hired any positions since the last Commission Meeting. We have 7 operator positions open, and a retirement at the end of the month. We also still have a mechanic and three fueler positions open. The Operation Supervisors are currently driving to help cover operational hours.

6. Next Transit Commission Meeting: Wednesday, February 15, 2023.

F. ADJOURNMENT.

Moved by Michael Conley-Kuhagen, seconded by Commissioner Emily Ysebaert to adjourn at 9:12 a.m. Motion carried.

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