



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, FEBRUARY 15, 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, Michael Conley-Kuhagen

Excused: Kevin Kuehn, Terri Refsguard, Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:20 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of February 15, 2023 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the agenda for February 15, 2023. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of the January 18, 2023 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from the January 18, 2023 meeting. Motion carried.

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

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro's Maintenance Policy and Procedure Manual

Director Kiewiz stated the Maintenance Policy and Procedure Manual has been updated to continue being in compliance with the Federal Transit Administration. The manual includes all inspections and checklists for all buses, support vehicles, machinery, equipment and facilities. This manual assists

employees with knowing expectations and requirements. The changes made were updating several inspections and referencing other policies that apply to maintenance personnel.

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

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

E. INFORMATIONAL.

1. 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.

2. Director's Report

Lisa Conard, Brown County Planning, has provided an update on TDP. Draft TDP document will be coming this fall. Brown County issued public online surveys along with an online mapping tool. Public informational meetings are scheduled for March 9th and 14th.

Director Kiewiz provided an overall update:

Staff update. We have hired two operators; one has started and the other will be starting shortly. We have four 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 assisting as needed.

On Friday, March 3, 2023, from 11 a.m. until 1 p.m. we will be celebrating " Employee Appreciation Day". The Commissioners are welcome to come and celebrate.

Staff will be attending the Federal Drug and Alcohol Conference from March 13 - 17.

3. Next Transit Commission Meeting: Wednesday, March 15, 2023 at 8:15 a.m.

The March 15th meeting will be cancelled. The next Transit Commission meeting will be held on April 19, 2023 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 8:35 a.m. Motion carried.

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