MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 22, 2023, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

1. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Michael Conley-Kuhagen and Terri Refsguard

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

Chair Roger Kolb called the meeting to order at 8:18 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of March 22, 2023 Transit Commission Agenda

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the agenda for March 22, 2023. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of the February 15, 2023 Transit Commission Minutes

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the minutes from the February 15, 2023 meeting. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Lease Accounting Policy

Director Kiewiz stated the staff is working with Baker Tilley on our annual audit. One item that came up while prepping for the audit was that the City nor Green Bay Metro had a lease accounting policy. This is going to be a policy required under new governmental accounting standards. We currently do

not have any leases that would fall into this at this point. This policy will confirm compliance as required under governmental accounting requirements.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to approve the Lease Accounting Policy. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None

2. Discussion/Action: Potential Expansion of Service Hours

Director Kiewiz stated service has had several changes since COVID. The staff is requesting to begin services at 5:15 a.m. Monday through Friday and to expand GBM On Demand to 11:30 p.m. Monday through Friday, this would help with third shift workers.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve expanding service hours as described, effective April 3, 2023. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None

3. Discussion/Action: Ride Green Bay Metro Promotion

Director Kiewiz stated that the past few years have come with many challenges. Green Bay Metro has increased route frequency, made route changes and introduced a new mode of transportation, GBM On Demand. Staff continue to see ridership increase. The staff want to encourage people to try all the new opportunities public transit has to offer. Green Bay Metro will be introducing many new technologies, such as a seamless fare option between modes, a new customer interface, and many new bus stops will include real-time bus information along with audio announcements for the disabled.

Green Bay Metro's goal is to increase ridership and meet the community's transportation needs. In order to do this, we need to educate, encourage and promote the service.

Promotion to include:
Reduce Adult Full Fare and Reduced Fare 30-day passes by $20 per month for the remainder of 2023.
Reduce the basic one-way Paratransit fare to $2.
Effective April 1, 2023 through December 31, 2023.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the RIDE GREEN BAY METRO Promotion, with the effective date of April 1, 2023 through December 31, 2023. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Packets include ridership reports for fixed route, microtransit and paratransit. Staff is seeing an increase in ridership on fixed route and microtransit. The GBM On Demand is averaging a 14 minute

ETA. No concerns.

2. Financial Report

Director Kiewiz provided a brief overview of the revenue and expense reports. No concerns.

Director Kiewiz commented that Baker Tilley will be conducting our Annual Financial Audit and they will do a presentation of the final audit to the commission in the near future.

3. Director's Report

Director Kiewiz provided an update:

Staff did not attend the FTA Drug and Alcohol Training due to the snow storm and delayed flights.

Director Kiewiz provided each Commissioner a Busline Magazine that Green Bay Metro was featured in.

Staff update: 2 new operators have started, 1 operator applicant is in the process. No progress on mechanic or fuelers at this time.

Bus accident on 3/25/23.

April 3rd is Green Bay Metro's 50th birthday. Please join us for snacks, trivia and prizes.

No changes to transit security. Transit buses and the facility do have video surveillance, including audio on buses and in the customer service area. This has been the case for 20+ years. Transit is required to spend a specific percentage of all federal dollars received on safety and security. Signage of all surveillance is visible in all areas.

4. Next Transit Commission Meeting: Wednesday, April 19, 2023 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Kevin Kuehn to adjourn at 8:53. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Terri Refsguard, No- None, Abstain- None