



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 21, 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, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez

B. Approval of the Agenda.

- I. Approval of June 21, 2023 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of the May 17, 2023 Transit Commission Minutes

D. Regular Business.

E. Informational.

- I. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: Wednesday July 19, 2023 at 8:15am

F. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.1

Approval of June 21, 2023 Transit Commission Agenda

BACKGROUND

Agenda enclosed for the June 21, 2023 Transit Commission meeting.

RECOMMENDATION

Staff recommends the approval of the agenda for June 21, 2023.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # C.I

Approval of the May 17, 2023 Transit Commission Minutes

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting that was held on May 17, 2023.

RECOMMENDATION

Staff recommends the approval of the minutes for May 17, 2023.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 5-17-23



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 17, 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, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez

Present: Roger Kolb, Hector Rodriguez, Emily Ysebaert, Kevin Kuehn, and Terri Refsguard

Excused: Randy Scannell, and Michael Conley-Kuhagen

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

B. APPROVAL OF THE AGENDA.

I. Approval of May 17, 2023 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the agenda for May 17, 2023. Motion carried.

Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the March 22, 2023 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the minutes for March 22, 2023. Motion carried.

Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

2. Approval of the April 19, 2023 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the minutes for April 19, 2023. Motion carried.

Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Presentation/Discussion/Action: 2022 Annual Financial Audit

Jodi Dobson from Baker Tilly presented the 2022 financial audit. No material misstatements were found throughout the audit.

Commissioner Kuehn asked for examples of checks and balances. Payroll was an example provided.

Director Kiewiz thanked Finance Manager Sherry Schuh for doing an excellent job.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to receive and place on file the FY 2022 financial audit. Motion carried.

Yes- Roger Kolb, Terri Refsguard, Hector Rodriguez, No- None, Abstain- None

2. Discussion/Action: Incidental Use Request - Greyhound

Director Kiewiz provided background regarding previous Greyhound services in Green Bay. Director Kiewiz is seeking concurrence from FTA for Greyhound's request to utilize the facility twice per day. FTA is still processing the request. However, staff is seeking approval to proceed if concurrence is received.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Terri Refsguard to approve incidental use request for Greyhound. Motion carried.

Yes- Roger Kolb, Emily Ysebert, Hector Rodriguez, No- None, Abstain- None

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

Director Kiewiz reviewed the recent changes to the PTASP.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Terri Refsguard to approve the revised PTASP as presented. Motion carried.

Yes- Roger Kolb, Kevin Kuehn, Hector Rodriguez, No- None, Abstain- None

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

Director Kiewiz provided an update on the revised GBM Drug and Alcohol Policy.

Discussion was held regarding the modification of the use of oral fluid.

Moved by Commissioner Terri Refsguard, seconded by Commissioner Emily Ysebaert to approve the revised GBM Drug and Alcohol policy as presented. Motion carried.

Yes- Roger Kolb, Kevin Kuehn, Hector Rodriguez, No- None, Abstain- None

5. Discussion/Action: Green Bay Metro ADA Paratransit Service Policy

Director Kiewiz stated staff had conducted the annual review of the Paratransit Policy. Changes are highlighted.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the GBM Paratransit Policy as presented. Motion carried.

Yes- Terri Refsguard, Roger Kolb, Hector Rodriguez, No- None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided an update on ridership for all modes. Ridership continues to increase.

2. Financial Report

Director Kiewiz presented monthly financial reports.

3. Director's Report

Director Kiewiz provided an update on Green Bay Metro.

- ARPA fund status

- With the vacancy of the Paratransit Coordinator, Director Kiewiz will be reviewing the department's needs before posting.

4. Next Transit Commission Meeting: Wednesday, June 21, 2023 at 8:15 a.m.

The next Transit Commission meeting will be held on June 21, 2023 at 8:15 a.m.

F. ADJOURNMENT.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

AGENDA ITEM # E.I

Operational Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the operational reports.

RECOMMENDATION

No action is necessary.

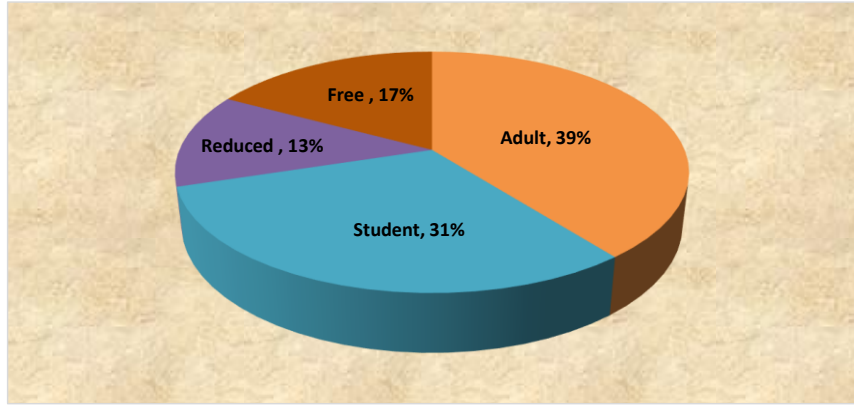
FISCAL IMPACT

ATTACHMENTS

1. 04.Apr Ridership
2. 04.Apr Micro KPIs

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
April 2022	21,156	14,149	8,407	9,553	53,265	195,518
April 2023	21,556	19,536	7,951	11,023	60,066	243,329
Difference	400	5,387	(456)	1,470	6,801	
	2%	38%	-5%	15%	13%	



Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
April 2022	2,038	140	108	83	2,369	8,999
April 2023	3,863	328	244	37	4,472	16,212
	1,825	188	136	(46)	2,103	
	90%	134%	126%	-55%	89%	

**YTD
PASSENGERS
259,541**

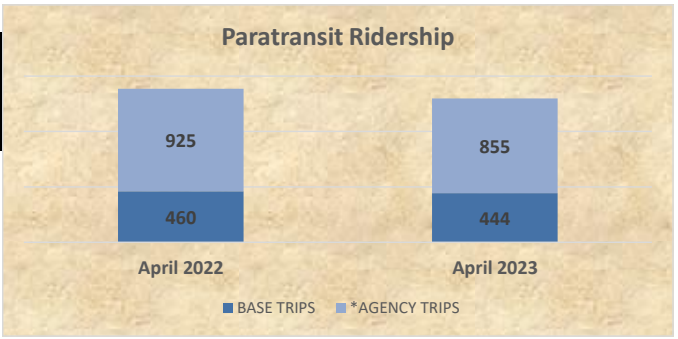
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

**Free is comprised of game day, children 4 & under, promos, etc.*

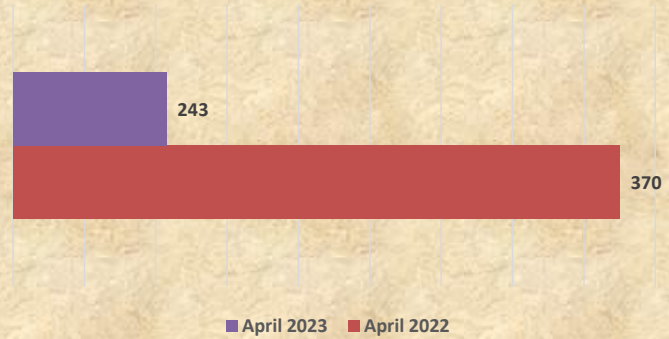
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
April 2022	460	925	1,385	5,265
April 2023	444	855	1,299	5,388
Difference	(16)	(70)	(86)	
	-3.5%	-7.6%	-6.2%	

**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



Mobility Devices Boarded



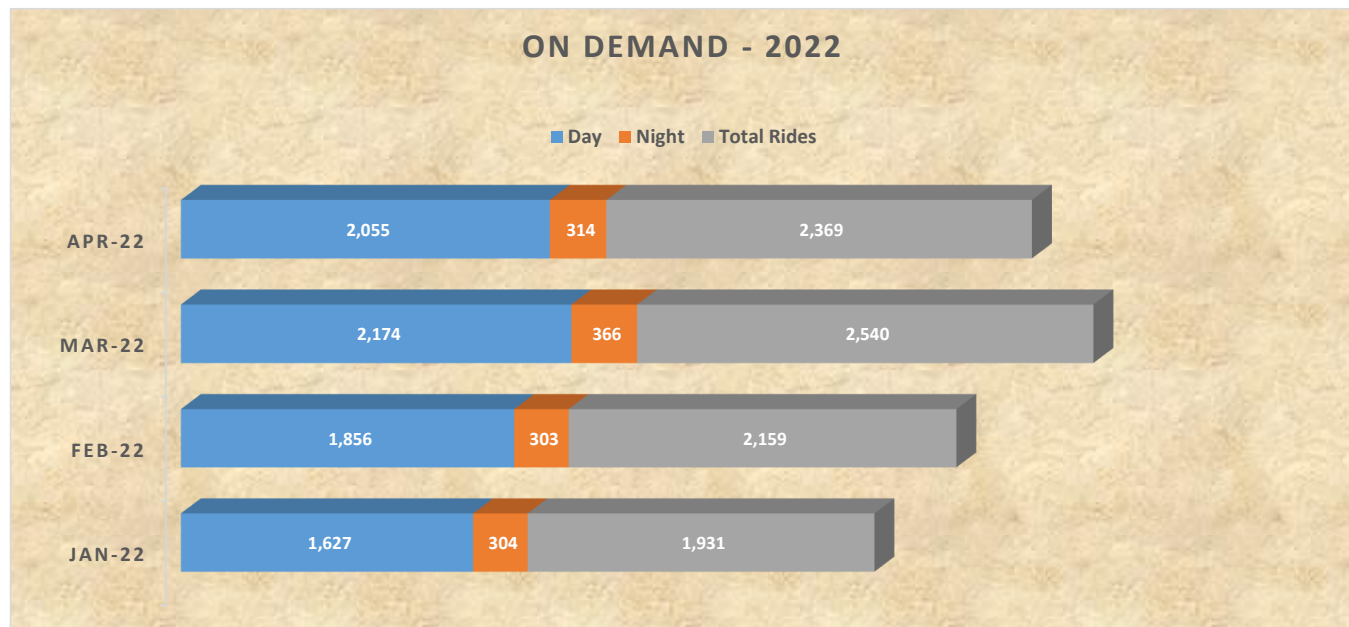
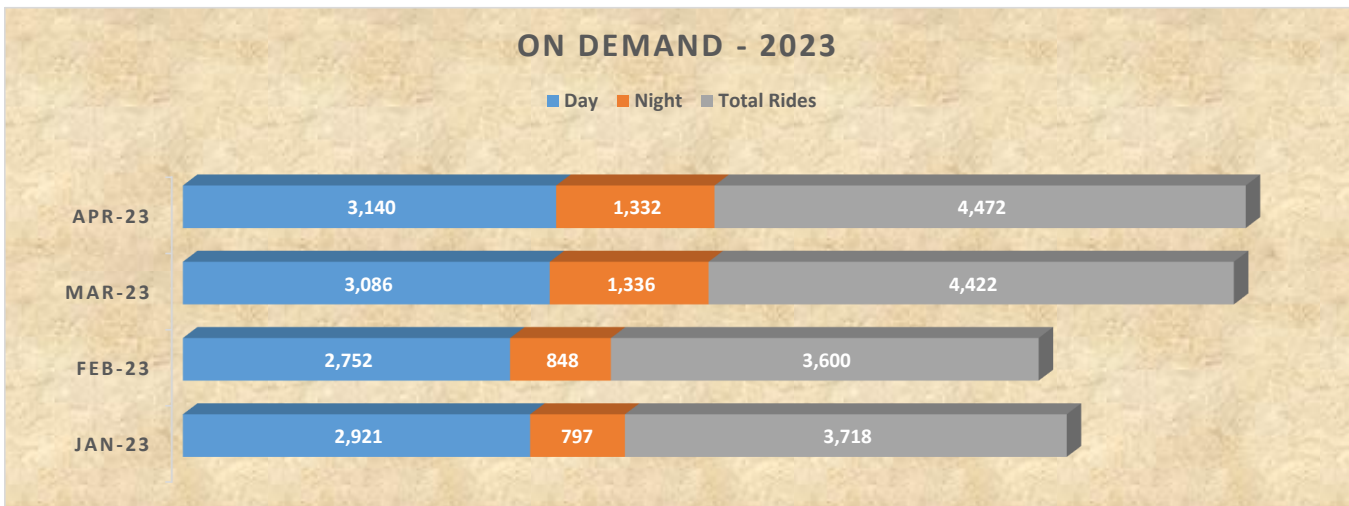
Bikes Loaded



GBM On Demand Ridership

April 2023

	Day Service	Night Service	Total	YTD	Target
Passengers	3,140	1,332	4,472	16,212	
Operating Hours	1,605.0	416.8	2,021.8	6,010	
Passengers per Operating Hour	1.96	3.20	2.21	2.70	3.0
Average Customer Wait Time (minutes)	12.64	14.78			<20.0
On-Time Pickups	91%	87%			95%



Day Service	Monday - Friday	5:15am - 6:45pm	Saturday	7:45am - 1:45pm
Night Service	Monday - Friday	6:45 pm - 11:30pm	Saturday	1:45pm - 7:45 pm



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the financial reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 04-Apr Financials



EXPENSES

ACCOUNT DESCRIPTION	2023 Jan-Apr	2022 Jan-Apr	+/-	%	2023 BUDGET	% OF BUDGET
Wages & Salaries	694,284.40	759,661.49	(65,377)	-8.6%	2,660,944	26.1%
Fringe Benefits	299,456.38	374,409.86	(74,953)	-20.0%	1,645,874	18.2%
Other Employment Expenses	28,290.25	6,445.84	21,844	338.9%	67,600	41.8%
Contract Services	25,777.39	45,456.83	(19,679)	-43.3%	401,799	6.4%
Materials & Supplies	154,301.20	181,984.97	(27,684)	-15.2%	871,811	17.7%
Building & Equip Maintenance	92,423.17	62,871.19	29,552	47.0%	211,900	43.6%
Utilities	63,403.20	33,209.95	30,193	90.9%	123,731	51.2%
Insurance	140,778.81	170,891.62	(30,113)	-17.6%	160,492	87.7%
Miscellaneous	58.80	73.80	(15)	-20.3%	250	23.5%
Paratransit Services	154,290.16	152,232.36	2,058	1.4%	946,034	16.3%
Microtransit Services	288,508.44	268,887.57	19,621	7.3%	1,659,500	17.4%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	1,941,572.20	2,056,125.48	(114,553)	-5.6%	8,749,935	22.2%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2023 Jan-Apr	2022 Jan-Apr	+/-	%	2023 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,574,289	0.0%
State Operating Asst	-	-	-	0.0%	2,449,982	0.0%
Other Local Municipalities	208,717.00	240,127.10	(31,410)	-13.1%	552,752	37.8%
Green Bay	416,000.00	416,000.00	-	0.0%	1,683,788	24.7%
Farebox Revenue-Fixed Route	150,203.99	151,845.53	(1,642)	-1.1%	775,000	19.4%
Farebox Revenue-Paratransit	74,980.00	72,352.00	2,628	3.6%	385,000	19.5%
Farebox Revenue-Microtransit	8,655.00	4,753.00	3,902	82.1%	-	0.0%
College Program Fares	1,730.00	1,569.00	161	10.3%	-	0.0%
TMI Refund	24,485.00	50,038.00	(25,553)	-51%	-	0.0%
Non-Transportation Revenue	36,910.74	10,601.15	26,310	248.2%	9,699	380.6%
State Fuel Refund	2,874.49	2,877.34	(3)	-0.1%	-	0.0%
Advertising	33,892.72	32,156.46	1,736	5.4%	100,000	33.9%
Intercity Bus Commissions	2,431.84	-	2,432	0.0%	6,000	40.5%
Partnership Contributions	10,808.00	9,836.00	972	9.9%	213,424	5.1%
TOTAL	971,688.78	992,155.58	(20,467)	-2.1%	8,749,935	11.1%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	102	102	-	0.0%	305
Revenue Miles	215,099	254,320	(39,221)	-15.4%	663,084
Revenue Hours	14,196	16,994	(2,798)	-16.5%	43,783
Unlinked Passenger Trips	243,211	195,518	47,693	24.4%	817,802
Revenue / Cost	50.0%	48.3%			100%
Farebox Revenue / Mile	0.70	0.60	0.10	17.0%	1.17
Farebox Revenue / Pass Trip	0.62	0.78	(0.16)	-20.5%	0.95
Farebox Revenue / Hour	10.58	8.94	1.65	18.4%	17.70
Passenger / Mile	1.13	0.77	0.36	47.1%	1.23
Cost / Mile	6.97	6.43	0.54	8.4%	9.27
Cost / Passenger Trip	6.16	8.36	(2.20)	-26.3%	7.51

*Insurance is [NET] TMI

April = 33.3%

**Diesel fuel is included in materials and supplies subtotal.

2023



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

Director Kiewiz will provide the Transit Commission with a system update.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 21, 2023

PREPARED BY

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday July 19, 2023 at 8:15am

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None