



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 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, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

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

Excused: Hector Rodriguez

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

B. APPROVAL OF THE AGENDA.

I. Approval of October 18, 2023 Transit Commission Agenda

Moved by Alder Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the agenda for October 18, 2023. Motion carried.

Yes - Roger Kolb, Terri Refsguard, Kevin Kuehn and Michael Conley-Kuhagen

No - None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of Transit Commission minutes from August 16, 2023.

Moved by Alder Randy Scannell, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from August 16, 2023. Motion carried.

Yes - Roger Kolb, Kevin Kuehn, and Terri Refsguard

No - None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Action: Reclass Paratransit Coordinator Position to Operations Manager

Director Kiewiz provided a history of the Paratransit Coordinator position. Discussion was held on what employees would report to the Operation Manager position. Director Kiewiz stated that the

IT Specialist, Operation Supervisors, Dispatchers and Custodian would report to this position. This position will also cover the paratransit duties that were done by the previous Paratransit Coordinator. Bus Operators will still report to the Operation Supervisors.

Commissioner Kuehn asked about the budget impact. Director Kiewiz stated this is not an increase in positions, but a reclass of the existing Paratransit Coordinator position. Supervisor Braatz is currently at a higher grade than the Paratransit Coordinator, so the over all impact is less then comparing the Paratransit Coordinndtor position to the Operations Manager position.

Moved by Commissioner Kevin Kuehn, seconded by Alder Randy Scannell to approve the reclass as presented. Motion carried.

Yes - Roger Kolb, Terri Resguard, Emily Ysebaert, and Michael Conley-Kuhagen

No - None, Abstain- None

2. Presentation and discussion regarding the 2023 Green Bay Metro Bus Stop Study, by Casey Krasselt, Brown County Planning Commission/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area

Casey Krasselt, Transportation Planner with the Brown County Planning Commission, introduced himself.

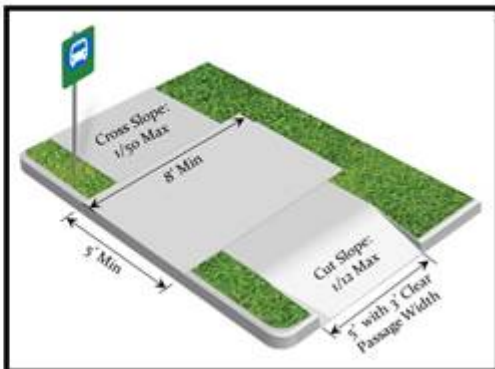
C. Krasselt provided a high-level overview of the study, noting the primary objectives of the study included:

- Complete a bus stop facility inventory.
- Identify ADA accessibility features that are associated with each bus stop.
- Collect images and assess the overall conditions of the bus stop.
- Collect ridership/boarding data.
- Identify the number of boardings for the month of September 2022
- Address any barriers at or around bus stops and make appropriate recommendations to improve the stop overall accessibility.

Discussion regarding accessibility occurred and shown in the following PowerPoint slide.

Accessibility

- Minimum ADA Bus Stop Guidelines
 - A firm stable surface
 - Concrete, Brick, Stone, etc.
 - ADA land pad
 - 8' x 5' area clear of obstructions
 - Often the pad includes part of the sidewalk
 - A cross slope no greater than 2%
 - Accessible connections to a street, sidewalk, or path
- Of the 486 stops, only 222 provide a firm stable surface with connections to a sidewalk



P. Kiewiz stated that she and her staff will use the report to inform where improvements should be made. In addition, one bus shelter is scheduled to be installed soon and she is hoping to have two others installed in the Village of Ashwaubenon soon if granted easements.

3. Presentation of the Draft 2024-2028 Transit Development Plan for the Green Bay Metro System, by Lisa Conard, Brown County Planning Commission/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Draft 2024-2028 Transit Development Plan (TDP) for the Green Bay Metro System.

L. Conard reminded the commission of the extensive public input that occurred prior to the developing the plan noting that staff received over 250 comments as summarized here:

- Riders/non-riders want more service (later in the evening, Sunday, & Village of Howard).
- Riders expressed appreciation for the service & helpful drivers.
- Many riders/non-riders have misconceptions or are unaware of the services offered.
- Many riders/non-riders resist technology/others want more.

L. Conard noted the four primary goals for the plan as follows:

- Develop a strategy for transit service that is realistic based on projected federal, state, local, and other funding conditions.
- Develop various strategies aimed at keeping existing riders and attracting new riders to the system.
- Maintain a safe transit system that serves Green Bay area residents.
- Meet the growing transportation needs of seniors and individuals with disabilities.

L. Conard noted the public review period began on October 6 and will continue for the required 30-day period.

L. Conard noted that she would be hosting a public informational meeting and public hearing this evening.

L. Conard stated that any feedback received during the review period would be summarized and presented to the Transit Commission at the November 15 meeting. At that time, staff will look for approval of the report.

4. Discussion/Action: Limited Term Operations Assistant

Director Kiewiz provided an overview of job vacancies. Currently, vacant positions are :

- 1 Dispatcher
- 1 Mechanic
- 1 Operations Supervisor
- 3 Bus Operators

Director Kiewiz stated that Operation Supervisors are having difficulty staying on top of required training since they are assisting with Dispatch and driving buses. She stated her request is to fill this temporarily so the position can be reviewed over the next year to determine if this would be feasible in the long term. This position would assist the Operation Supervisors in the dispatch office, driving when necessary, training, etc.

Commissioner Ysebaert asked if an employee took this position if they could return to their previous position if it was not made into a permanent position. Director Kiewiz stated, no they could not. This is a limited term position at this time and would come back to the Transit Commission at a future date if that request was to change.

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve the Limited Term Operations Assistant for one year to evaluate department needs. Motion carried.

Yes - Roger Kolb, Kevin Kuehn, Terri Refsguard, and Michael Conley-Kuhagen

No - None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the Fixed Route, Paratransit, and GBM On Demand services.

No further discussion was held.

2. Financial Reports

Director Kiewiz provided an overview of the financial statements. Metro is under budget at this time.

No further discussion was held.

3. Director's Report

Director Kiewiz provided a summary of department activities.

- The staff has completed the 2024 budget.
- All grant funds have been obligated and Sherry is finalizing grants.
- The Clean Action Plan is almost completed. It will be brought to the Commission once completed.

Alder Randy Scannell asked about staff levels. He mentioned a driver stated about working too many hours. Director Kiewiz stated there had been more forced work than she would have wanted to see. All forced work does get her approval to ensure she is aware. There were two Packers games that were back to back, which created a lot of additional work. She stated this is always tough on the department. However, supervisors and a maintenance position has been assisting with driving. Director Kiewiz stated that Operations continues to work with HR on filling positions.

Alder Randy Scannell discussed water routes, similar to the 'ducks' in WI Dells.

4. Next Transit Commission Meeting: Wednesday, November 15, 2023 at 8:15am

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Alder Randy Scannell to adjourn at 9:34 a.m.
Motion carried.

Yes - Roger Kolb, Emily Ysebaert, Michael Conley-Kuhagen, and Terri Refsguard

No - None, Abstain - None