



AGENDA OF THE TRANSIT COMMISSION

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

B. Approval of the Agenda.

- I. Approval of the November 15, 2023 Transit Commission Agenda

C. Approval of Minutes.

- I. Approval of Transit Commission minutes from October 18, 2023.

D. Regular Business.

- I. Discussion/Action: The 2024-2028 Transit Development Plan for the Green Bay Metro System, by Brown County Planning Commission/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area.

E. Informational.

- I. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: Wednesday, December 13, 2023 at 8:15am

F. Adjournment.

- I) 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

November 15, 2023

PREPARED BY

AGENDA ITEM # B.1

Approval of the November 15, 2023 Transit Commission Agenda

BACKGROUND

Enclosed is the agenda for the Transit Commission meeting being held on November 15, 2023.

RECOMMENDATION

Staff recommends the approval of the agenda for November 15, 2023.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 15, 2023

PREPARED BY

AGENDA ITEM # C.I

Approval of Transit Commission minutes from October 18, 2023.

BACKGROUND

Enclosed are the proposed minutes from the Transit Commission meeting that was held on October 18, 2023.

RECOMMENDATION

Staff recommends the approval of the minutes for October 18, 2023.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 10-18-23



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.

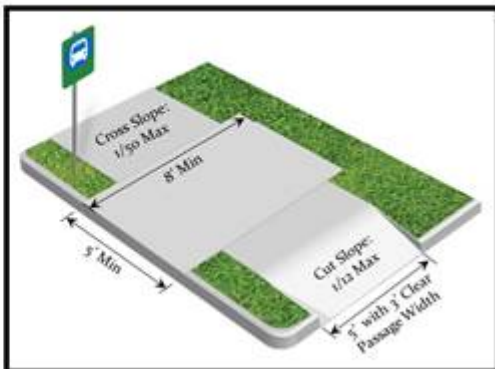
C. Krasselt provided a high-level overview of the study, noting the primary objectives of the study included:

- 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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 15, 2023

PREPARED BY

AGENDA ITEM # D.I

Discussion/Action: The 2024-2028 Transit Development Plan for the Green Bay Metro System, by Brown County Planning Commission/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area.

BACKGROUND

Lisa Conard, from Brown County Planning, will present the summary of Public Comments regarding the Draft 2024-2028 Transit Development Plan (TDP) for the Green Bay Metro System by Brown County Planning Commission (BCPC)/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area.

RECOMMENDATION

Staff recommends the approval of the 2024-2028 Transit Development Plan (TDP) for the Green Bay Metro System by Brown County Planning Commission (BCPC)/Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area.

FISCAL IMPACT

ATTACHMENTS

- I. Staff Report - Transit Commission

**Summary of Public Comments regarding the
Draft 2024-2028 Transit Development Plan (TDP)
for the Green Bay Metro System
by Brown County Planning Commission (BCPC)/
Metropolitan Planning Organization (MPO)
for the Green Bay Urbanized Area
November 15, 2023**

Draft TDP Development

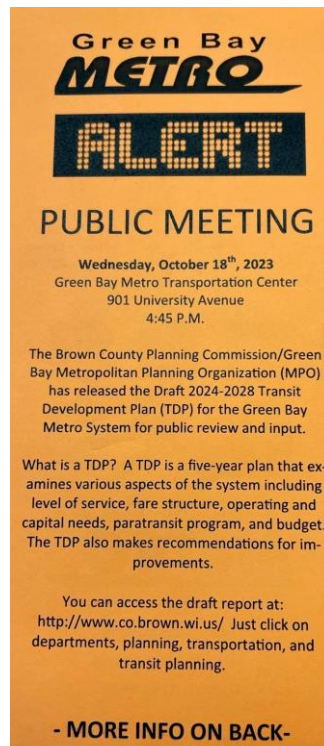
In early 2023, the MPO staff engaged riders, non-riders, drivers, and others to provide comment on existing services as well as how they would like to see the system develop over the next five-year period. After receiving over 250 comments, the MPO staff worked with a core team of Metro staff members to prepare the Draft Transit Development Plan.

Draft Transit Development Plan issued to the Public

On October 6, 2023, MPO staff issued the Draft TDP to the public. In addition, MPO staff presented the draft report to the Transit Commission on October 18, 2023.

Request for Public Review and Comment Period

A 30-day public review period was held from October 6, 2023 to November 6, 2023. In addition to legal notices, Metro Rider Alerts were posted in vehicles and at the Transportation Center and via the MPO and Metro's social media (Facebook and X formerly known as Twitter). Members of the public were invited to comment on the draft TDP.



**Green Bay
METRO**

ALERT

PUBLIC MEETING

Wednesday, October 18th, 2023
Green Bay Metro Transportation Center
901 University Avenue
4:45 P.M.

The Brown County Planning Commission/Green Bay Metropolitan Planning Organization (MPO) has released the Draft 2024-2028 Transit Development Plan (TDP) for the Green Bay Metro System for public review and input.

What is a TDP? A TDP is a five-year plan that examines various aspects of the system including level of service, fare structure, operating and capital needs, paratransit program, and budget. The TDP also makes recommendations for improvements.

You can access the draft report at:
<http://www.co.brown.wi.us/> Just click on departments, planning, transportation, and transit planning.

- MORE INFO ON BACK-

Public Informational Meeting/Public Hearing

Members of the public were invited to a public informational meeting and hearing held on October 18, 2023 at the Transportation Center. Planning staff presented an overview of the TDP, answered questions, and held a formal public hearing.

Comments Received from the Public

Comments presented verbally at public informational meeting, via phone, in writing via comment form, email, online via QR code, and verbally during the formal public hearing.

- Drivers are appreciated by the passengers (multiple comments received).
- The service is appreciated by the passengers (multiple comments received).
- Trains and boats cause significant delays causing missed connections and/or arrive late to destination.
- The #6 Red route has multiple standing loads each day (more passengers than seats).
- Request that Metro offer fixed route service Saturday afternoon in lieu of the Microtransit all-zone service after 1:45 p.m.
- Microtransit was unavailable to accommodate a rider on a particular Saturday (due to all vehicles at capacity).
- Drivers wait too long (to accommodate passenger bathroom breaks etc.) before pulling out of transitway. This results in passengers arriving at their destinations later than expected (multiple comments received).
- Hopeful mid-day half hour frequency will return to the #7 Lime route (serving UW-Green Bay).
- Plan does not address the option of having Brown County act as lead jurisdiction for the system.
- Plan does not include service to areas such as the Centennial Center development (newer) in the Village of Hobart.
- Lack of service proposal connecting Valley Transit (Appleton) with Green Bay Metro services.
- Plan does not address economic equity in the region (including outside of the area served by Metro).
- Plan should be more ambitious. (15 minutes service frequency, expand service beyond the urban area, etc.) .
- Plan is well written.

Green Bay Transit Commission Action

The Green Bay Transit Commission is scheduled to take action on the plan on November 15, 2023.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 15, 2023

PREPARED BY

AGENDA ITEM # E.I

Operational Reports

BACKGROUND

Operational reports included. Staff will present the reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

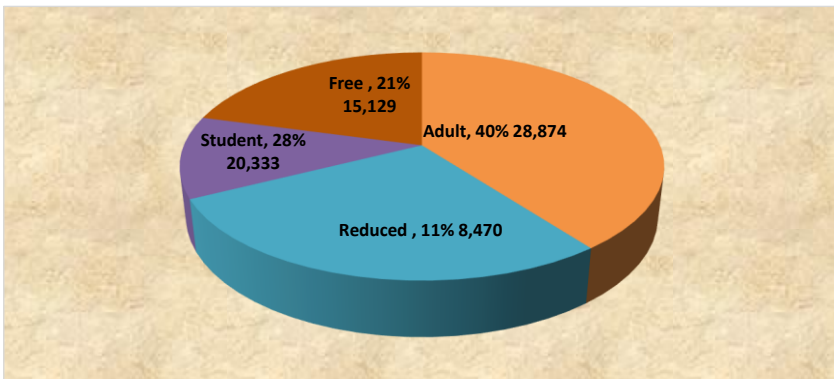
1. 09-Sept Ridership
2. 09-Sept Micro KPIs

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
September 2022	25,737	18,264	8,826	14,017	66,844	476,801
September 2023	24,470	19,758	8,046	15,099	67,373	538,737
Difference	(1,267)	1,494	(780)	1,082	529	
	-5%	8%	-9%	8%	1%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
September 2022	2,186	151	204	101	2,642	20,889
September 2023	4,404	575	424	30	5,433	43,221
	2,218	424	220	(71)	2,791	
	101%	281%	108%	-70%	106%	



YTD PASSENGERS
581,958

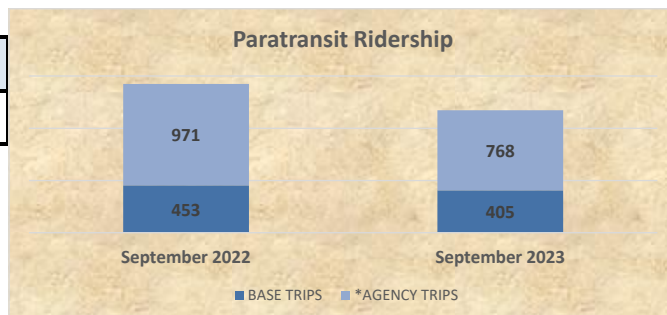
*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.

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

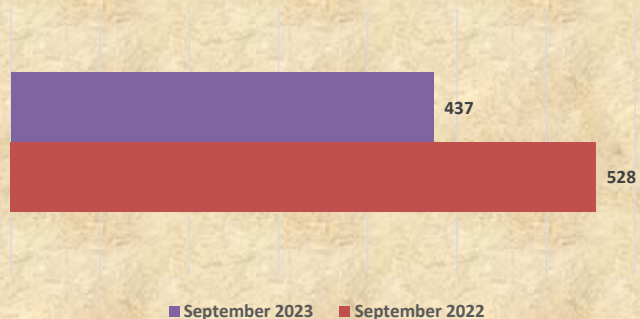
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
September 2022	453	971	1,424	12,275
September 2023	405	768	1,173	11,462
Difference	(48)	(203)	(251)	
	-10.6%	-20.9%	-17.6%	

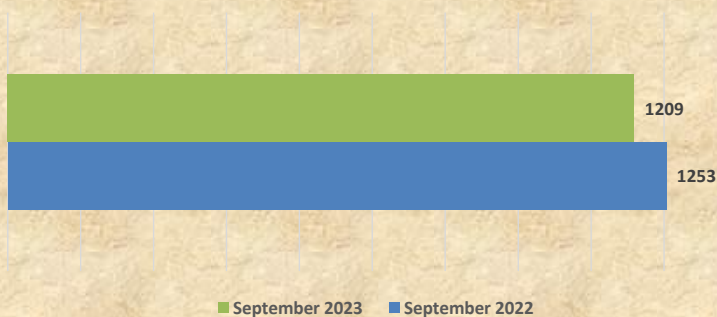
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CFR 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).



Mobility Devices Boarded



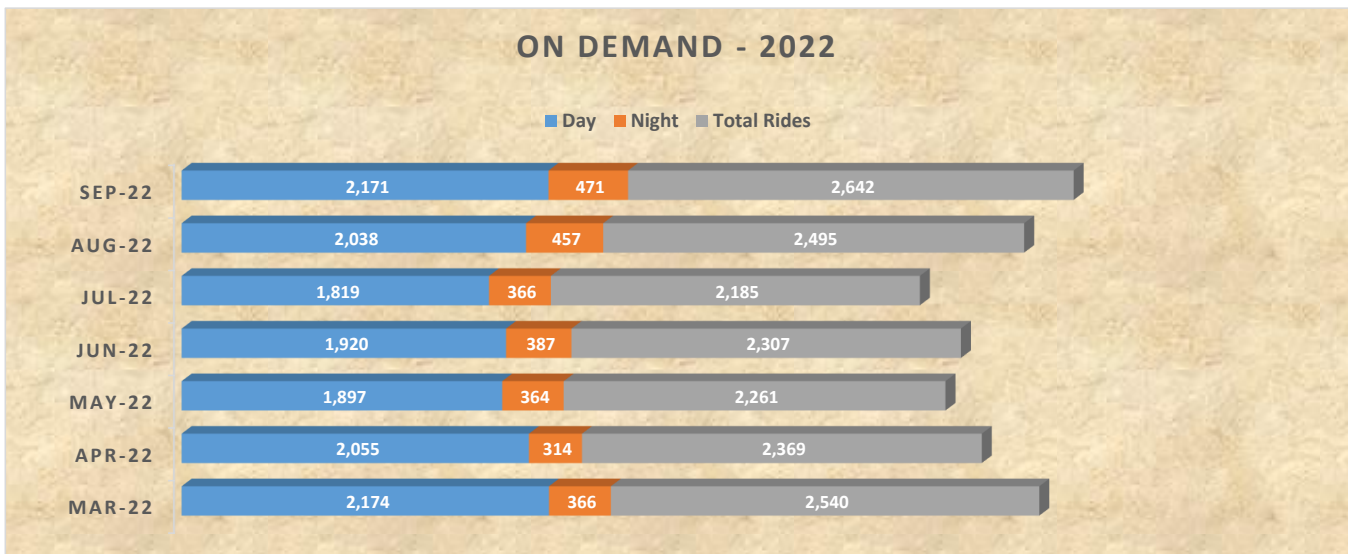
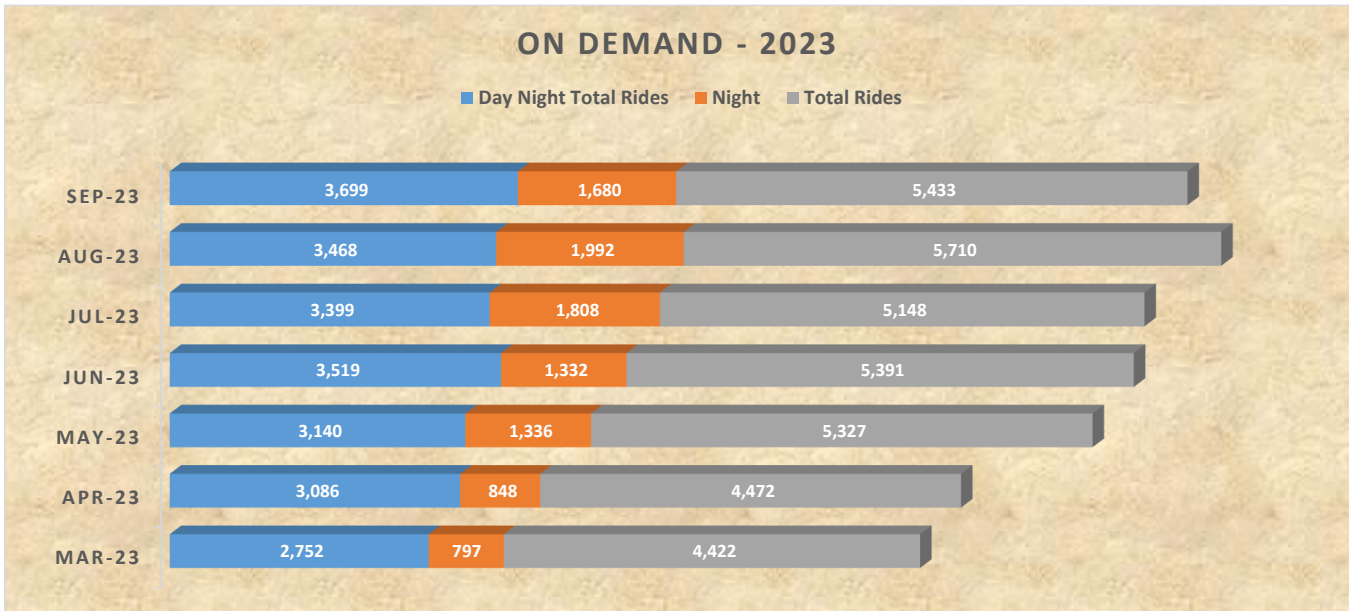
Bikes Loaded



GBM ON DEMAND RIDERSHIP - KPIs

SEPTEMBER 2023

	Day Service	Night Service	Total	YTD	Target
Passengers	3,806	1,627	5,433	43,221	
Operating Hours	1,316.0	436.4	1,752.4	15,850	
Passengers per Operating Hour	2.89	3.73	3.10	2.73	3.0
Average Customer Wait Time (minutes)	22.83	27.97			<20.0
On-Time Pickups	76%	69%			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

*Key Performance Indicators (KPI)



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 15, 2023

PREPARED BY

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 09.Sept Financials



EXPENSES

ACCOUNT DESCRIPTION	2023 Jan-Sept	2022 Jan-Sept	+/-	%	2023 BUDGET	% OF BUDGET
Wages & Salaries	1,704,907.11	1,845,887.95	(140,981)	-7.6%	2,660,944	64.1%
Fringe Benefits	768,722.75	1,001,480.64	(232,758)	-23.2%	1,645,874	46.7%
Other Employment Expenses	82,823.65	49,779.71	33,044	66.4%	67,600	122.5%
Contract Services	180,226.90	154,304.28	25,923	16.8%	401,799	44.9%
Materials & Supplies	350,905.51	483,442.13	(132,537)	-27.4%	871,811	40.3%
Building & Equip Maintenance	205,323.79	179,925.00	25,399	14.1%	211,900	96.9%
Utilities	119,272.93	72,248.14	47,025	65.1%	123,731	96.4%
Insurance	142,987.60	170,891.62	(27,904)	-16.3%	160,492	89.1%
Miscellaneous	144.80	175.80	(31)	-17.6%	250	57.9%
Paratransit Services	383,863.99	415,780.11	(31,916)	-7.7%	946,034	40.6%
Microtransit Services	1,227,232.00	735,344.39	491,888	66.9%	1,659,500	74.0%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	5,166,411.03	5,109,259.77	57,151	1.1%	8,749,935	59.0%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2023 Jan-Sept	2022 Jan-Sept	+/-	%	2023 BUDGET	% OF BUDGET
Federal Operating Asst	49,227.00	1,255,614.00	(1,206,387)	-96.1%	2,574,289	1.9%
State Operating Asst	540,564.00	2,366,052.00	(1,825,488)	-77.2%	2,449,982	22.1%
Other Local Municipalities	414,564.00	483,198.75	(68,635)	-14.2%	552,752	75.0%
Green Bay	936,000.00	936,000.00	-	0.0%	1,683,788	55.6%
Farebox Revenue-Fixed Route	300,757.97	333,970.05	(33,212)	-9.9%	775,000	38.8%
Farebox Revenue-Paratransit	149,686.00	168,989.00	(19,303)	-11.4%	385,000	38.9%
Farebox Revenue-Microtransit	16,433.00	10,769.00	5,664	52.6%	-	0.0%
College Program Fares	5,205.00	5,627.00	(422)	-7.5%	-	0.0%
TMI Refund	24,485.00	50,038.00	(25,553)	-51%	-	0.0%
Non-Transportation Revenue	266,974.09	38,232.02	228,742	598.3%	9,699	2752.6%
State Fuel Refund	9,992.74	8,520.56	1,472	17.3%	-	0.0%
Advertising	68,137.00	91,357.42	(23,220)	-25.4%	100,000	68.1%
Intercity Bus Commissions	4,931.84	4,071.21	861	21.1%	6,000	82.2%
Partnership Contributions	104,318.00	138,346.00	(34,028)	-24.6%	213,424	48.9%
TOTAL	2,891,275.64	5,890,785.01	(2,999,509)	-50.9%	8,749,935	33.0%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	231	230	1.0	0.4%	305
Revenue Miles	489,819	567,874	(78,055)	-13.7%	663,084
Revenue Hours	32,535	38,097	(5,562)	-14.6%	43,783
Unlinked Passenger Trips	538,737	476,801	61,936	13.0%	817,802
Revenue / Cost	56.0%	115.3%			100%
Farebox Revenue / Mile	0.61	0.59	0.03	4.4%	1.17
Farebox Revenue / Pass Trip	0.56	0.70	(0.14)	-20.3%	0.95
Farebox Revenue / Hour	9.24	8.77	0.48	5.5%	17.70
Passenger / Mile	1.10	0.84	0.26	31.0%	1.23
Cost / Mile	7.26	6.97	0.29	4.1%	9.27
Cost / Passenger Trip	6.60	8.30	(1.70)	-20.5%	7.51

*Insurance is [NET] TMI

September = 75%

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

2023



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

November 15, 2023

PREPARED BY

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

November 15, 2023

PREPARED BY

AGENDA ITEM # E.4

Next Transit Commission Meeting: Wednesday, December 13, 2023 at 8:15am

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None