



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MARCH 20, 2024, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

- I. Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

Present: Roger Kolb, Michael Conley Kuhagen, Hector Rodriguez, and Terri Refsguard

Excused: Kevin Kuehn and Alder Randy Scannell

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, March 20, 2024 Transit Commission Agenda.

Moved by Commissioner Rodriguez, seconded by Commissioner Conley Kuhagen to approve the March 20, 2024, agenda. Motion carried.

Yes – Roger Kolb, Terri Refsguard

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from February 21, 2024.

Moved by Commissioner Terri Refsguard, seconded by Commissioner Michael Conley Kuhagen to approve the minutes from the February 21, 2024 meeting. Motion carried.

Yes – Roger Kolb, Hector Rodriguez

No – None, Abstain, None

D. CLOSED SESSION.

- I. Update: Collective Bargaining Agreement, Local 420 Operating Engineers.

Commissioner Kolb stated a closed session was not necessary. Director Kiewiz stated that labor agreements are approved by the City Council and the city's Human Resource Manager, Melanie Falk, is present to answer any questions. Melanie stated that a market analysis was done for the city to determine if the pay plan was in line with the market and there was a survey done of other transit systems to ensure wages were in line. Director Kiewiz stated that these positions are covered by the city pay plan, and it's important that they stay on the same scale as the DPW positions. Director Kiewiz asked for any questions. No other discussion was held.

No action is necessary.

E. REGULAR BUSINESS.

- I. Discussion/Action: Purchase Replacement Air Compressor

Director Kiewiz discussed the need for the replacement of the air compressor. She stated that only one company bid on the project. That company did provide quotes for 3 different options. Director Kiewiz stated they are requesting option one, with a cost of \$29,685. The current air compressor is well past its useful life and is about 24 years old. Quotes are included in the packets.

Moved by Commissioner Conley Kuhagen, seconded by Commissioner Refsguard to approve replacement of the air compressor in the amount of \$29,685.

Yes – Roger Kolb, Hector Rodriguez

No – None, Abstain, None

2. Discussion/Action: Joist Repair - Transit Garage

Director Kiewiz stated that the facility is in need of a joist repair in the transit garages. She stated that staff worked with Berner Schober and the Department of Public Works (DPW) to determine the specifications. Two bids were received. DPW will oversee the project to ensure the project is completed to expectations.

Moved by Commissioner Conley Kuhagen, seconded by Commissioner Refsguard to approve repairs to the lowest, responsible responsive bidder, Mills Coating, for the amount of \$52,975.

Yes – Roger Kolb, Hector Rodriguez

No – None, Abstain, None

3. Discussion/Action: Election of Transit Commission Officers

Director Kiewiz stated that the selection of officers is done statutorily. We have 7 commissioners and one must be a City Council member, which has been Alder Scannell for the last 8 years. He is no longer seeking re-election, so there will be a new appointed Alderperson after the spring election. Randy Scannell will remain on the Transit Commission as a general member, once confirmed by the City Council. Metro staff member, Andrea Vlach, will serve as recording secretary for the Transit Commission.

Commissioner Kolb stated he is currently the Chair and would be open if someone else wanted to take the chair position. R. Kolb stated, Commissioner Alder Scannell is willing to serve as Vice Chair and Commissioner Kevin Kuehn is willing to remain as secretary. No other discussion or nominations were received. Motion to appoint as stated.

Moved by Commissioner Rodriguez, seconded by Commissioner Conley Kuhagen to appoint as stated.

Yes – Roger Kolb, Terrie Refsguard

No – None, Abstain, None

4. Discussion/Action: Additional Holidays for General Municipal Employees

Director Kiewiz stated that the City Council has approved additional holidays for general municipal employees. These holidays consist of an additional half-holiday for Christmas Eve and New Year's Eve and Martin Luther King, Jr. Day, all with an effective date of 3/20/24. Transit has historically reduced service on Christmas Eve and New Year's Eve and provided regular service on Martin Luther King, Jr. Day. Director Kiewiz stated these days are important days for Metro riders. It is important riders have transportation to and from work. She then stated she recommends giving general municipal employees additional holidays as floating holidays to ensure service is not affected.

Commissioner Kolb asked if employees had a problem with this. Director Kiewiz said no, they appreciate receiving the additional holidays. She confirmed this is for general municipal employees.

Moved by Commissioner Conley Kuhagen, seconded by Commissioner Refsguard to add additional holidays for Transit general municipal employees.

Yes – Roger Kolb, Hector Rodriguez

No – None, Abstain, None

F. INFORMATIONAL.

I. Operational Reports

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

Director Kiewiz stated the staff continues to work with HR on filling vacancies.

2. Financial Reports

Director Kiewiz stated in your packet you will find the financial report for January. The staff has no concerns. She stated next month the auditors will be at the meeting to provide an overview of 2023.

3. Director's Report

Director Kiewiz stated that we currently have an open position of Compliance Coordinator, and we are still hiring bus operators. We met with the Operation Supervisors and Human Resources to work on recruitment ideas and are planning a job fair.

Today is the first of two public meetings about the proposed route modification and reduction of the paratransit boundary. Most route changes proposed are minor, with one larger change to modify Route 4 Blue from 30 minutes to a 60-minute route. It is a heavily used route, but the Service Development Team determined that reliability and dependability is more important than frequency. Route #11 Sky will shrink by a few blocks, which will cause a slight reduction in the paratransit boundary. The proposed changes will not increase cost or resources. We will hold two meetings to get any comments and then bring the final proposals to the April meeting with a public hearing. Director Kiewiz stated she does not expect any major concerns.

4. Next Transit Commission Meeting: April 17, 2024, at 8:15am.

The next meeting of the Transit Commission is scheduled for Wednesday, April 17, 2024 at 8:15 a.m.

G. ADJOURNMENT.

The meeting adjourned at 8:49am.

Moved by Commissioner Conley Kuhagen, seconded by Commissioner Rodriguez to adjourn the meeting. Motion carried.

Yes – Roger Kolb, Terri Refsguard

No – None, Abstain, None

