



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, APRIL 17, 2024, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

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

Present: Roger Kolb, Michael Conley - Kuhagen, Hector Rodriguez, Alderperson Craig Stevens and Terri Refsguard

Excused: Kevin Kuehn

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, April 17, 2024 Transit Commission Agenda.

Moved by Commissioner Rodriguez, seconded by Commissioner Terri Refsguard to approve the April 17, 2024, agenda. Motion carried.

Yes – Roger Kolb, Michael Conley - Kuhagen, and Alderperson Craig Stevens

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from March 20, 2024.

Moved by Commissioner Rodriguez, seconded by Commissioner Refsguard to approve the April 17, 2024, minutes. Motion carried.

Yes – Roger Kolb, Michael Conley - Kuhagen, and Alderperson Craig Stevens

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Presentation/Discussion/Action: 2023 Annual Financial Audit

Jodi Dobson, Partner from Baker Tilly presented the fiscal year 2023 financial report and statements. J. Dobson discussed the responsibilities, audit status, approach, internal controls and the required communications. She stated there were no concerns and no adjusting entries required. J. Dobson stated the staff was very responsive to their requests.

Commissioner Rodriguez asked how Metro compares to other similar organizations. J. Dobson stated that transit is on top of things.

Moved by Alderperson Stevens, seconded by Commissioner Terri Refsguard to receive and place on file the 2023 Financial Audit as presented. Motion carried.

Yes – Roger Kolb, Michael Conley Kuhagen, and Commissioner Rodriguez

No – None, Abstain - None

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

Director Kiewiz provided background information on the PTASP. P. Kiewiz stated this is a working document and gets updated as needed. Changes can be due to federal regulations or from our department. Changes are summarized in the change log and highlighted within the document for easy review.

Discussion was held on accidents and defensive driving training that is provided to Metro staff.

P. Kiewiz stated this plan has been approved by the Safety Solutions Team this month.

Moved by Commissioner Rodriguez, seconded by Alderperson Stevens, to approve the PTASP as presented. Motion carried.

Yes – Roger Kolb, Michael Conley-Kuhagen, and Terri Refsguard

No – None, Abstain - None

3. Public Hearing: Fixed Route Restructuring Proposal and Modifications to the Paratransit Boundary

Director Kiewiz provided an overview of the proposed route changes and paratransit boundary change. She stated two public information meetings were conducted. No concerns were shared, just seeking information on route times. The majority of the changes are minor, except Route 4. This route is currently every 30 minutes, but is unable to stay on time. Staff recommended changing the route to every 60 minutes, due to ongoing train delays and the inability of passengers to make transfers. Director Kiewiz stated she would like to see this route have two buses similar to Route 6 and 7 in the future if resources allowed.

Motion to open the floor, moved by Commissioner Rodriguez, seconded by Alderperson Stevens. Motion carried.

Yes – Roger Kolb, Michael Conley - Kuhagen, and Terri Refsguard

No – None, Abstain - None

Chair R. Kolb asked if anyone in the audience was wishing to speak, anyone, and a third time, anyone?

No interested parties wanted to speak.

Motion to close the floor, moved by Commissioner Rodriguez, seconded by Alderperson Stevens. Motion carried.

Yes – Roger Kolb, Michael Conley-Kuhagen, and Terri Refsguard

No – None, Abstain - None

4. Discussion/Action: Fixed Route Restructuring Proposal and Modifications to the Paratransit Boundary

Commissioner Kolb requested a motion.

Moved by Commissioner Refsguard, seconded by Commissioner Rodriguez, to approve the fixed route restructuring and modification to the paratransit boundary, effective May 6, 2024. Motion carried.

Yes – Roger Kolb, Michael Conley - Kuhagen, and Alderperson Stevens

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. P. Kiewiz stated ridership continues to increase.

No other discussion.

2. Financial Reports

Director Kiewiz stated packets include the financial report for February. P. Kiewiz stated the staff had no concerns.

No other discussion was held.

3. Director's Report

Director Kiewiz shared an update on where staff were at since the approval of the Fleet Transition Plan. P. Kiewiz stated she received approval from the Brown County Planning Commission for reallocation of grant funds and will bring her request to the Transit Commission in May for approval.

P. Kiewiz stated the staff had worked with HR to hold a job fair for bus drivers. The fair will be on April 24th. The hope is to hire 4 more bus drivers.

P. Kiewiz provided an update on the Compliance Coordinator and Dispatcher position.

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

F. ADJOURNMENT.

Moved by Commissioner Refsguard, seconded by Commissioner Rodriguez, to adjourn the meeting at 9:17am. Motion carried.

Yes – Roger Kolb, Michael Conley-Kuhagen, and Alderperson Stevens

No – None, Abstain - None