



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 15, 2024, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

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

Present: Roger Kolb, Michael Conley - Kuhagen, Randy Scannell, Kevin Kuehn, Hector Rodriguez, and Alderperson Craig Stevens

Excused: Terri Refsguard

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, May 15, 2024 Transit Commission Agenda.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the May 15, 2024, agenda. Motion carried.

Yes – Keven Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from April 16, 2024.

Moved by Randy Scannell seconded by Kevin Kuehn to approve the minutes from the April 17, 2024, meeting. Motion carried.

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro Performance Measures and Standards

Director Kiewiz stated this was the first time that she brought Performance Measures and Standards to the Transit Commission. Performance Measures and Standards have been in place for many years and are a federal requirement. P. Kiewiz stated Lisa Conard from Brown County Planning has done a lot of work on this. It addresses each service mode. The services are ment to compliment each other. We used Fixed Route as the base service, and the other services to compliment it. The report gives measures for schedule adherence, farebox recovery, etc.

P. Kiewiz stated she could answer any questions. No further discussion was held.

Moved by Randy Scannell seconded by Michael Conley-Kuhagen to approve the GBM Performance Measures and Standards.

Yes – Keven Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None

2. Discussion/Action: Green Bay Metro's 2024 Title VI Plan

Director Kiewiz stated that a Title VI Plan is required under federal regulations, and needs to be updated every three years. It covers all aspects of discrimination, and how to file a complaint. The plan covers all service modes. The plan includes various maps showing how we service specific areas. The maps have been prepared by Brown County Planning staff. Our subreipients, such as Curative Connections, are required to have a similar plan.

Commissioner Rodriguez asked how many complaints we have had? P. Kiewiz stated zero for Metro and for subreipients.

Commissioner Rodriguez stated the plan has a chart with racial demographic numbers and noted the diversity changes in the city. He stated that Metro has a welcoming environment and asked how this information is updated. P. Kiewiz stated the information comes from the MPO, Brown County Planning. She stated there have been some increases in the diversity, but it hasn't been drastic. Depending on the information will determine what documentation needs to be translated into other languages. Spanish is the second most needed, but we also provide some documents in Hmong and Somali. The city encourages minority employment.

Commissioner Kuehn asked where does the LGBTQ community fall? He stated we wants to make sure we are in compliance not only with race, but with gender. P. Kiewiz stated that it is not specifically called out in this plan. However, the city does not discriminate against LGBTQ and all employment policies and procedures go through human resources.

Moved by Randy Scannell seconded by Hector Rodriguez to approve the GBM Title VI Plan.
Motion carried.

Yes – Keven Kuehn, Roger Kolb, Michael Conley-Kuhagen, Alderperson Craig Stevens.

No – None. Abstain - None

3. Discussion/Action: Purchase of (1) 35' Gillig Bus (7-Pack)

Director Kiewiz stated that the purchase of the Gillig electric bus was discussed at the meeting last month. Staff has been busy writing grants for the VW electric bus money. Gillig and New Flyer are current manufacturers of electric and we are about a 75% Gillig fleet. Proterra has sold to other transit's in the state, but they filed for bankruptcy last year.

Commissioner Kuehn asked if this bus was made by Gillig or a lower LLC. P. Kiewiz stated that it is made by Gillig. Additional information was provided about the charger. She stated our buses travel about 210 miles per day, so we should not experience issues with range. The charging station would be located inside the building and not available to the public.

Commissioner Rodriguez said that he was glad that Metro was experimenting with electric buses and asked how many we may see in the future? P. Kiewiz stated she is uncertain at this time, technology is always changing. She did state, depending on funding, maybe a few more. Charging stations are a big issue with demand. If approved, this will be the first Gillig electric bus in Wisconsin.

Moved by Kevin Kuehn, seconded by Randy Scannell to approve the purchase of (1) 35' Gillig Bus (7-Pack).

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None

4. Discussion/Action: Table of Organization - Maintenance Division

Director Kiewiz stated that currently in the Maintenance Division, we have three (3) Service Techs. Prior, we had 2 plus a cleaner until a long-time employee retired. Kenny Hofer, Maintenance Manager, has requested to reclass a Service Tech to a Mechanic Assistant. P. Kiewiz stated she fully supports this because it allows for advancement within the department. She stated she had previously promoted an employee from Service Tech to a mechanic. This change would allow a steppingstone to get there. P. Kiewiz stated she anticipates the pay range to be between the Service Tech and Mechanic position, and she will work with the Human Resource Dept. on the rate of pay.

Moved by Randy Scannell and seconded by Michael Conley-Kuhagen to approve the new Maintenance Table of Organization.

Yes – Kevin Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig 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 staff continues to see ridership increase.

No other discussion.

2. Financial Reports

Director Kiewiz stated packets include April's financial report. P. Kiewiz stated the staff had no concerns.

No other discussion was held.

3. Director's Report

Director Kiewiz stated that staffing is doing better. Two new operators have started. P. Kiewiz stated we have 4 full-time vacancies yet. Staff are conducting interviews soon for a dispatcher. Transit is also going to serve as a pilot for the city for a program called Skillbridge. The program is like an apprenticeship for military personnel to transition back into civilian life that is paid for by the government.

No other discussion was held.

4. Next Transit Commission Meeting: June 19, 2024, at 8:15am.

F. ADJOURNMENT.

Motion by Kevin Kuehn, seconded by Randy Scannell to adjourn at 9:01 a.m. Motion carried.

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None