



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 19, 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, Terri Refsguard, and Alderperson Craig Stevens

Excused: Kevin Kuehn, Hector Rodriguez

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, June 19, 2024 Transit Commission Agenda.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the June 19, 2024, agenda. Motion carried.

Yes – Roger Kolb, Alderperson Craig Stevens, Terri Refsguard

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from May 15, 2024.

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

Yes – Roger Kolb, Alderperson Craig Stevens, Terri Refsguard

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Appointment of Recording Secretary for the Green Bay Transit Commission

Director Kiewiz stated recommended Becky Fleck as the recording secretary.

Moved by Craig Stevens seconded by Randy Scannell to approve Becky Fleck as the recording secretary for Green Bay Metro.

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

No – None, Abstain - None

2. Discussion/Action: Green Bay Metro's 2025 Transit Asset Management Plan

Director Kiewiz briefly went over the TAM plan and the updates that were added regarding Metro's equipment's useful life. Green Bay Metro will be disposing approximately 10 buses that have exceeded their useful life.

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's 2025 Transit Asset Management Plan.

Yes –Roger Kolb, Alderperson Craig Stevens. Terri Refsguard.

No – None. Abstain - None

3. Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

Director Kiewiz explained this policy is required to be updated per 49 CFR. The largest change was updating Becky Fleck as the Assistant Drug and Alcohol Program Manager.

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

Moved by Michael Conley-Kuhagen, seconded by Craig Stevens to approve the Green Bay Metro's Drug and Alcohol Policy.

Yes –Roger Kolb, Randy Scannell, Terri Refsguard.

No – None. Abstain – None

4. Discussion/Action: 2024 Real Property Inventory

Director Kiewiz stated this is a document that requires Commission action. She stated there has been no change since the new driveway and fencing was installed.

No further discussion was held.

Moved by Randy Scannell, seconded by Terri Refsguard to approve the 2024 Real Property Inventory.

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

No – None. Abstain – None

5. Discussion/Action: Purchase Replacement Surveillance Camera System

Director Kiewiz stated that we're planning on replacing all 74 cameras in the facility. The current cameras are 6 years old. The current software is unable to be updated. Heartland was the vendor that scored the highest.

Alder Craig Stevens asked about the difference in price of the agenda vs. the attachment. P. Kiewiz shared that federal grants do not allow annual maintenance to be included and that is covered through Metro's annual operating budget.

Terri Refsguard asked if this would include locks on the doors. P. Kiewiz shared that this will only be for the 74 cameras we're replacing, and the facility security is done through LaForce.

Moved by Craig Stevens, seconded by Michael Conley-Kuhagen to approve the purchase of the surveillance camera system.

Yes – Roger Kolb, Alderperson Craig Stevens, Terri Refsguard,

No – None. Abstain – None

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz shared that ridership is increasing by about 1,300 trips and school is now out. The staff continue to see more people riding.

Randy Scannell asked if we needed to, could we increase hours based on ridership?

P. Kiewiz stated that we continue to monitor wait times for microtransit. The goal is to keep the average under 30 minutes based on how our fixed routes run. If we need to look at increasing fixed routes, we could; but we are still short a few drivers.

Randy Scannell asked if we could bring more vehicles on board with VIA to help with the increase in ridership. P. Kiewiz shared they would provide extra vehicles if we requested. However, there would be additional cost for Metro. The current contract expires in March 2025.

2. Financial Reports

Director Kiewiz provided an overview of the financial report. The staff has no concerns at this time.

No further discussion was held.

3. Director's Report

Director Kiewiz said that we're working on hiring operators, and we have 1 driver starting soon. We do expect some retirements this year. Staff has seen an increase in applications with various efforts. P. Kiewiz also stated Metro is looking to hire one more mechanic.

We started the Request for Proposal for the Paratransit and Microtransit program; the contract ends in March 2025.

Terri Refsguard asked if we had any updates regarding the draft and if they could be informed.

P. Kiewiz stated that there isn't a lot of discussion happening yet. Everyone is still in the process of planning, but we will contribute and help bring in others. P. Kiewiz will provide updates as they come available.

Alder Craig Stevens shared that more information will be available in August.

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

F. ADJOURNMENT.

Motion by Randy Scannell, seconded by Terri Refsguard, to adjourn at 9:05 a.m. Motion carried.

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

No – None. Abstain - None