AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 18, 2024, 8:15 AM
TRANSIT
901 University Ave

A. Roll Call.

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

B. Approval of the Agenda.

1. Approval of the Wednesday, September 18, 2024 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from July 17, 2024.

D. Regular Business.

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: October 16, 2024, at 8:15am.

F. Adjournment.

1) 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

Green Bay METRO

MEETING DATE	PREPARED BY
September 18, 2024	

AGENDA ITEM # B.1

Approval of the September 18, 2024 Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for September 18, 2024.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
September 18, 2024	

AGENDA ITEM # C.1

Approval of Transit Commission minutes from July 17, 2024.

BACKGROUND

Minutes from the meeting held on July 17, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the July 17, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission 7-17-2024

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 17, 2024, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

1. 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, Kevin Kuehn, Randy Scannell, 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.

1. Approval of the Wednesday, July 17, 2024 Transit Commission Agenda.

   Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the July 17, 2024, agenda. Motion carried.
   Yes – Roger Kolb, Alderperson Craig Stevens, Keven Kuehn, Hector Rodriguez
   No – None, Abstain - None

C. APPROVAL OF MINUTES.

1. Approval of Transit Commission minutes from June 19, 2024.

   Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the minutes from the June 19, 2024, meeting. Motion carried.
   Yes – Kevin Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens
   No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro's 2025-2027 DBE Program

   Director Kiewiz stated the staff had worked hard on the Disadvantaged Business Enterprise (DBE) Program. On June 27th, Finance Manager Sherry Schuh held a consultation session for small businesses. Unfortunately, no one besides MPO staff attended. Typically, GBM falls short of reaching our DBE goal.

   Kevin Kuehn asked about the difference between DBE and HUD.

   P. Kiewiz stated DBE is a federal requirement, similar to the same requirement as HUD. GBM can encourage businesses to sign up, but it's a lengthy process and not everyone chooses to participate.

   Hector Rodriguez asked where he could get information to share the DBE program.

   P. Kiewiz shared that you can find it on our website.

   Moved by Kevin Kuehn, seconded by Randy Scannell to approve Green Bay Metro's 2025-2027 DBE Program.
   Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.
   No – None. Abstain – None

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

   Director Kiewiz briefly went over the changes made to the Public Transit Safety Plan (PTASP).

   Kevin Kuehn asked who was on the Safety Solution team?

   P. Kiewiz shared where the PTASP document states who participates and attends the meetings.

   Moved by Randy Scannell, seconded by Craig Stevens to approve Green Bay Metro's Public Transit Agency Safety Plan (PTASP).
   Yes – Michael Conley-Kuhagen, Keven Kuehn, Roger Kolb, Hector Rodriguez
   No – None. Abstain – None

3. Discussion/Action: Creative Outdoor Advertising Contract

   Director Kiewiz shared briefly the background of Creative Outdoor Advertising. Creative Outdoor pays for the shelters, and in return they sell advertisements on them. GBM receives approximately $300 a year in revenue.

Kevin Kuehn asked who typically maintains the shelters.

P. Kiewiz stated they do, and we take care of snow removal around the shelters.

Moved by Hector Rodriguez, seconded by Randy Scannell to approve and place on file.
Yes – Michael Conley-Kuhagen, Keven Kuehn, Roger Kolb, Alderperson Craig Stevens.
No – None. Abstain – None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz stated that there are no changes and ridership continues to increase.

No further discussion was held.

2. Financial Reports

Director Kiewiz provided an overview of the financial report. The staff have no concerns.

No further discussion was held.

3. Director's Report

Director Kiewiz applied for a low emission federal grant and was awarded with $3.1 million. With this grant, Green Bay Metro will be getting two electric buses with charging equipment.

Hector Rodriguez asked how long it would take for the buses to arrive?

P. Kiewiz stated the first bus should arrive at the beginning of next year and the two buses purchased with these dollars are predicted to be delivered in 2026.

Kevin Kuehn asked if there is a hybrid option?

P. Kiewiz stated that there is, but they're still going through testing. This is a vision for the city of Green Bay to have cleaner energy in the future.

Kevin asked, would this be useful?

P. Kiewiz stated that GBM will be tracking usage and other analytical data.

4. Next Transit Commission Meeting: August 21, 2024 at 8:15am.

F. ADJOURNMENT.

Motion by Randy Scannell, seconded by Michael Conley-Kuhagen, to adjourn at 8:40 a.m. Motion carried.
Yes – Keven Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.
No – None. Abstain - None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
September 18, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

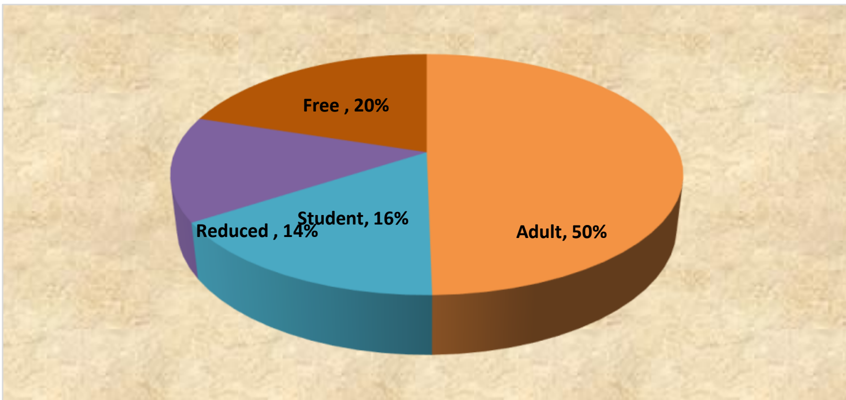
1. 06.Jun Ridership
2. 07.Jul Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
June 2023	23,614	11,417	8,418	11,700	55,149	366,716
June 2024	23,663	8,698	7,713	11,470	51,544	398,462
Difference	49	(2,719)	(705)	(230)	(3,605)	
	0%	-24%	-8%	-2%	-7%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
June 2023	4,289	629	416	57	5,391	26,930
June 2024	4,879	549	369	62	5,859	35,186
	590	(80)	(47)	5	468	
	14%	-13%	-11%	9%	9%	



YTD PASSENGERS
433,648

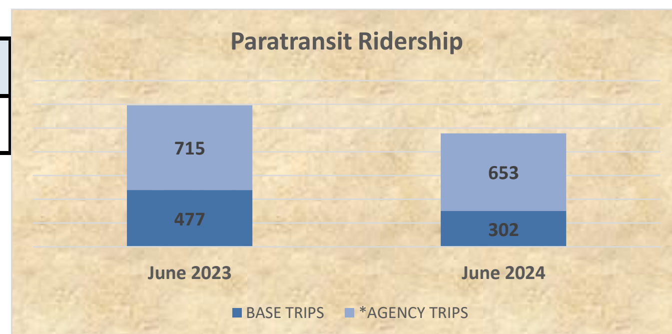
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

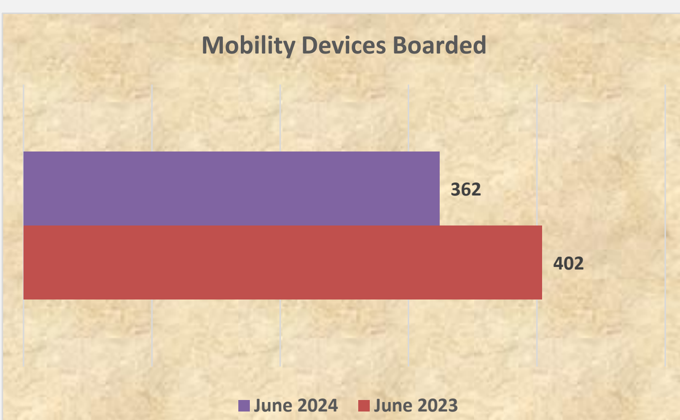
**Free is comprised of game day, children 4 & under, promos, etc.*

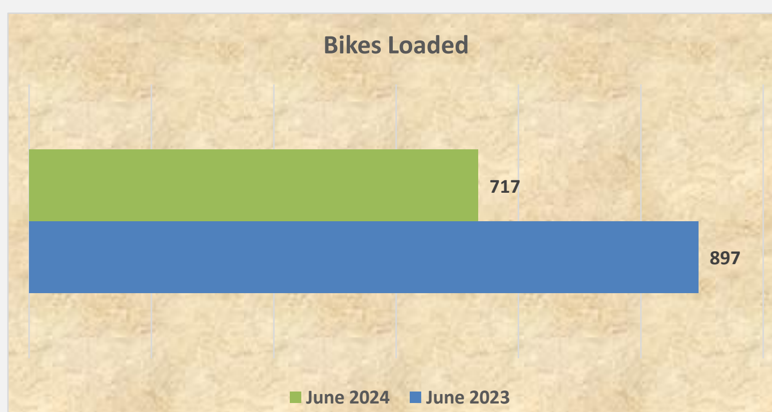
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
June 2023	477	715	1,192	7,899
June 2024	302	653	955	7,171
Difference	(175)	(62)	(237)	
	-36.7%	-8.7%	-19.9%	

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





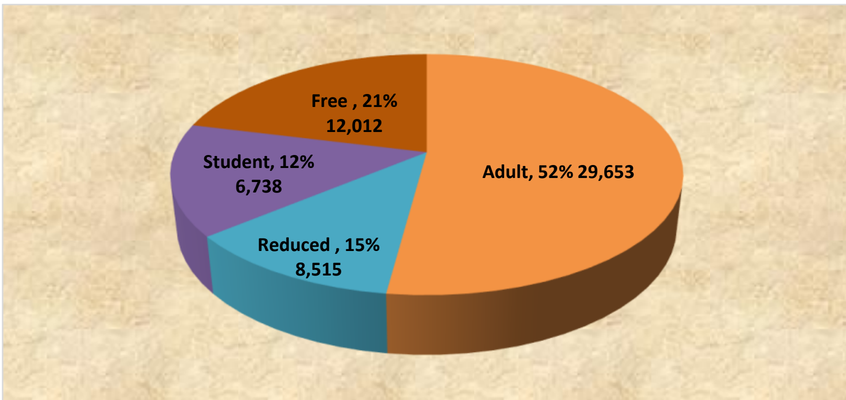


Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
July 2023	22,780	6,780	7,539	10,309	47,408	414,124
July 2024	24,620	6,178	8,076	11,987	50,861	449,323
Difference	1,840	(602)	537	1,678	3,453	
	8%	-9%	7%	16%	7%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
July 2023	4,000	701	393	54	5,148	32,078
July 2024	5,033	560	439	25	6,057	41,243
	1,033	(141)	46	(29)	909	
	26%	-20%	12%	-54%	18%	



YTD PASSENGERS
490,566

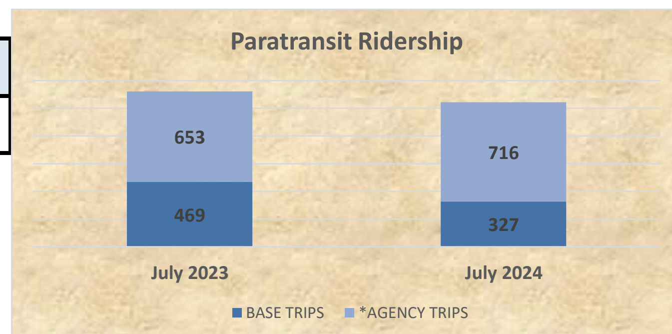
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

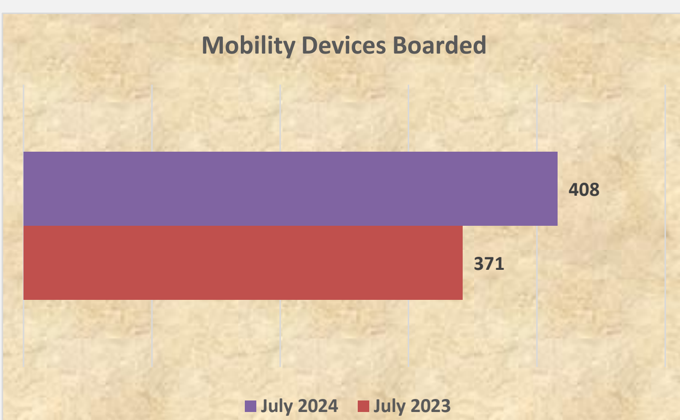
**Free is comprised of game day, children 4 & under, promos, etc.*

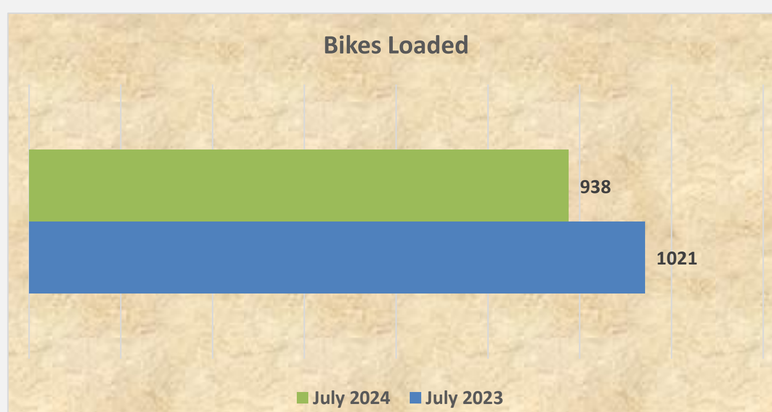
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
July 2023	469	653	1,122	9,021
July 2024	327	716	1,043	8,214
Difference	(142)	63	(79)	
	-30.3%	9.6%	-7.0%	

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







Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
September 18, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro finances through July 2024.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 06.Jun Financials
2. 07.Jul Financials

Green Bay Metro Transit Commission
Financial Report
JUNE 2024

EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Jun	2023 Jan-Jun	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	**1,226,996.01**	**1,175,665.23**	51,331	4.4%	**2,639,789**	**46.5%**
Fringe Benefits	**538,473.00**	**504,561.83**	33,911	6.7%	**1,546,634**	**34.8%**
Other Employment Expenses	**19,736.66**	**53,975.65**	(34,239)	-63.4%	**81,600**	**24.2%**
Contract Services	**41,568.31**	**120,386.14**	(78,818)	-65.5%	**473,177**	**8.8%**
Materials & Supplies	**227,336.79**	**207,018.35**	20,318	9.8%	**672,991**	**33.8%**
Building & Equip Maintenance	**174,084.61**	**148,337.42**	25,747	17.4%	**246,900**	**70.5%**
Utilities	**98,945.54**	**90,427.31**	8,518	9.4%	**220,002**	**45.0%**
Insurance	**130,736.00**	**140,778.81**	(10,043)	-7.1%	**166,207**	**78.7%**
Miscellaneous	**98.00**	**98.00**	-	0.0%	**250**	**39.2%**
Paratransit Services	**232,952.32**	**250,741.55**	(17,789)	-7.1%	**705,817**	**33.0%**
Microtransit Services	**748,415.29**	**766,239.88**	(17,825)	-2.3%	**2,488,935**	**30.1%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**3,439,342.53**	**3,458,230.17**	**(18,888)**	**-0.5%**	**9,242,302**	**37.2%**

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Jun	2023 Jan-Jun	+/-	%	2024 BUDGET	% OF BUDGET
Federal Operating Asst	**-**	**-**	-	0.0%	**2,840,609**	**0.0%**
State Operating Asst	**673,185.00**	**540,564.00**	132,621	24.5%	**2,726,479**	**24.7%**
Other Local Municipalities	**310,849.35**	**276,376.00**	34,473	12.5%	**550,930**	**56.4%**
Green Bay	**649,999.98**	**624,000.00**	26,000	4.2%	**1,708,675**	**38.0%**
Farebox Revenue-Fixed Route	**226,637.40**	**210,597.32**	16,040	7.6%	**775,000**	**29.2%**
Farebox Revenue-Paratransit	**98,380.00**	**105,656.00**	(7,276)	-6.9%	**292,600**	**33.6%**
Farebox Revenue-Microtransit	**9,100.00**	**12,251.00**	(3,151)	-25.7%	**-**	**0.0%**
College Program Fares	**4,641.00**	**1,730.00**	2,911	168.3%	**-**	**0.0%**
TMI Refund	**9,454.00**	**24,485.00**	(15,031)	-61%	**-**	**0.0%**
Non-Transportation Revenue	**28,367.71**	**60,242.69**	(31,875)	-52.9%	**9,101**	**311.7%**
State Fuel Refund	**7,378.08**	**6,283.84**	1,094	17.4%	**-**	**0.0%**
Advertising	**58,128.88**	**47,936.52**	10,192	21.3%	**100,000**	**58.1%**
Intercity Bus Commissions	**3,000.00**	**3,434.84**	(435)	-12.7%	**6,000**	**50.0%**
Partnership Contributions	**98,497.00**	**96,212.00**	2,285	2.4%	**232,908**	**42.3%**
TOTAL	**2,177,618.40**	**2,009,769.21**	**167,849**	**8.4%**	**9,242,302**	**23.6%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	154	154	-	0.0%	308
Revenue Miles	327,082	326,142	940	0.3%	693,821
Revenue Hours	22,005	21,589	416	1.9%	45,838
Unlinked Passenger Trips	398,462	366,716	31,746	8.7%	910,060
Revenue / Cost	**63.3%**	**58.1%**			100%
Farebox Revenue / Mile	0.69	0.65	0.05	7.3%	1.12
Farebox Revenue / Pass Trip	0.57	0.57	(0.01)	-1.0%	0.85
Farebox Revenue / Hour	10.30	9.75	0.54	5.6%	16.91
Passenger / Mile	1.22	1.12	0.09	8.3%	1.31
Cost / Mile	7.51	7.49	0.03	0.4%	8.72
Cost / Passenger Trip	6.17	6.66	(0.49)	-7.3%	6.65

*Insurance is [NET] TMI
**Diesel fuel is included in materials and supplies subtotal.

Green Bay Metro Transit Commission
Financial Report
JULY 2024

EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Jul	2023 Jan-Jul	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	**1,418,237.49**	**1,340,956.40**	77,281	5.8%	**2,639,789**	**53.7%**
Fringe Benefits	**636,301.62**	**595,903.81**	40,398	6.8%	**1,546,634**	**41.1%**
Other Employment Expenses	**27,129.37**	**63,774.30**	(36,645)	-57.5%	**81,600**	**33.2%**
Contract Services	**149,715.60**	**128,675.69**	21,040	16.4%	**473,177**	**31.6%**
Materials & Supplies	**255,206.00**	**253,707.68**	1,498	0.6%	**672,991**	**37.9%**
Building & Equip Maintenance	**210,771.67**	**163,658.35**	47,113	28.8%	**246,900**	**85.4%**
Utilities	**108,585.40**	**100,060.21**	8,525	8.5%	**220,002**	**49.4%**
Insurance	**130,736.00**	**140,778.81**	(10,043)	-7.1%	**166,207**	**78.7%**
Miscellaneous	**117.60**	**106.60**	11	10.3%	**250**	**47.0%**
Paratransit Services	**270,312.55**	**294,737.39**	(24,425)	-8.3%	**705,817**	**38.3%**
Microtransit Services	**903,240.86**	**931,914.91**	(28,674)	-3.1%	**2,488,935**	**36.3%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**4,110,354.16**	**4,014,274.15**	**96,080**	**2.4%**	**9,242,302**	**44.5%**

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Jul	2023 Jan-Jul	+/-	%	2024 BUDGET	% OF BUDGET
Federal Operating Asst	**-**	**-**	-	0.0%	**2,840,609**	**0.0%**
State Operating Asst	**673,185.00**	**540,564.00**	132,621	24.5%	**2,726,479**	**24.7%**
Other Local Municipalities	**344,965.49**	**346,905.00**	(1,940)	-0.6%	**550,930**	**62.6%**
Green Bay	**758,333.31**	**728,000.00**	30,333	4.2%	**1,708,675**	**44.4%**
Farebox Revenue-Fixed Route	**263,395.50**	**235,924.87**	27,471	11.6%	**775,000**	**34.0%**
Farebox Revenue-Paratransit	**113,318.00**	**119,021.00**	(5,703)	-4.8%	**292,600**	**38.7%**
Farebox Revenue-Microtransit	**10,885.00**	**13,622.00**	(2,737)	-20.1%	**-**	**0.0%**
College Program Fares	**4,641.00**	**1,730.00**	2,911	168.3%	**-**	**0.0%**
TMI Refund	**9,454.00**	**24,485.00**	(15,031)	-61%	**-**	**0.0%**
Non-Transportation Revenue	**31,275.50**	**265,523.66**	(234,248)	-88.2%	**9,101**	**343.6%**
State Fuel Refund	**11,236.76**	**6,283.84**	4,953	78.8%	**-**	**0.0%**
Advertising	**48,490.88**	**54,065.04**	(5,574)	-10.3%	**100,000**	**48.5%**
Intercity Bus Commissions	**3,500.00**	**3,934.84**	(435)	-11.1%	**6,000**	**58.3%**
Partnership Contributions	**101,199.00**	**98,914.00**	2,285	2.3%	**232,908**	**43.5%**
TOTAL	**2,373,879.44**	**2,438,973.25**	**(65,094)**	**-2.7%**	**9,242,302**	**25.7%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	180	179	1.0	0.6%	308
Revenue Miles	379,456	376,487	2,969	0.8%	693,821
Revenue Hours	25,613	24,950	664	2.7%	45,838
Unlinked Passenger Trips	449,323	414,124	35,199	8.5%	910,060
Revenue / Cost	**57.8%**	**60.8%**			100%
Farebox Revenue / Mile	0.69	0.63	0.07	10.8%	1.12
Farebox Revenue / Pass Trip	0.59	0.57	0.02	2.9%	0.85
Farebox Revenue / Hour	10.28	9.46	0.83	8.8%	16.91
Passenger / Mile	1.18	1.10	0.08	7.7%	1.31
Cost / Mile	7.74	7.40	0.34	4.5%	8.72
Cost / Passenger Trip	6.54	6.73	(0.20)	-2.9%	6.65

*Insurance is [NET] TMI
**Diesel fuel is included in materials and supplies subtotal.

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
September 18, 2024	Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

Director Kiewiz will provide the Commission with an update on Green Bay Metro.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None