



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 16, 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, October 16, 2024 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from September 18, 2024.

D. Regular Business.

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: November 20, 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



MEETING DATE

October 16, 2024

PREPARED BY

AGENDA ITEM # B.I

Approval of the October 16, 2024 Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for October 16, 2024.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

October 16, 2024

PREPARED BY

Becky Fleck, Transit Staff

AGENDA ITEM # C.I

Approval of Transit Commission minutes from September 18, 2024.

BACKGROUND

Minutes from the meeting held on September 18, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the September 18, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 9-18-2024



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 18, 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, Terri Refsguard, Hector Rodriguez, and Alderperson Craig Stevens

Excused: Kevin Kuehn, 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, September 18, 2024 Transit Commission Agenda.

Moved by Hector Rodriguez, seconded by Terri Refsguard to approve the September 18, 2024, agenda. Motion carried.

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

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from July 17, 2024.

Moved by Hector Rodriguez, seconded by Alderperson Craig Stevens to approve the minutes from the July 17, 2024, meeting. Motion carried.

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

No – None, Abstain - None

D. INFORMATIONAL.

1. Operational Reports

Director Kiewiz stated that there are no changes and ridership continues to increase. We will continue to look at the wait times for On Demand service, as Micro ridership increases.

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 another low emission federal grant and was awarded an additional \$3.9 million. With this grant, Green Bay Metro will be getting three additional electric buses. Installation of the charging station started this week. The first bus is expected to be here by the end of January. P. Kiewiz and K. Hofer (maintenance manager) will be going to California beforehand to inspect the bus.

P. Kiewiz stated that there is about a 3% increase in the 2025 budget, and we will also be renewing our Micro/Para transit contract next year.

P. Kiewiz shared that we currently have 5 vacant bus driver positions open due to a couple of drivers retiring. Maintenance is about to be fully staffed for the first time in 3 years.

Terri Refsguard asked what challenges we experience with hiring.

P. Kiewiz shared they need to have an excellent driving record, and pass the Fed Med physical. Wages have not been an issue with hiring for us.

4. Next Transit Commission Meeting: October 16, 2024, at 8:15am.

E. ADJOURNMENT.

Motion by Hector Rodriguez, seconded by Terri Refsguard, to adjourn at 8:27 a.m. Motion carried.

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

No – None. Abstain - None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

October 16, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.I

Operational Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

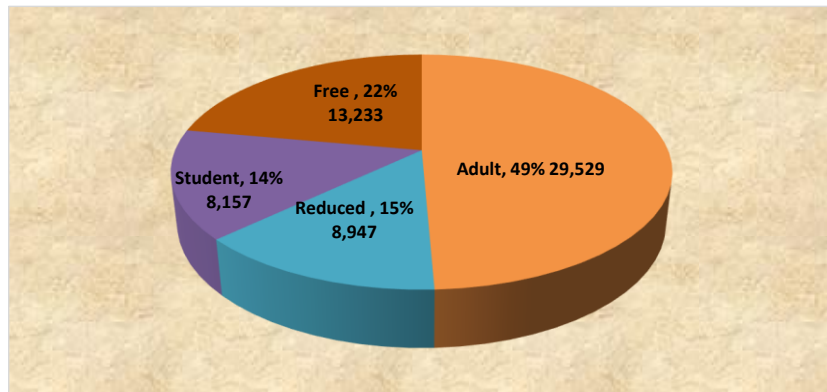
FISCAL IMPACT

ATTACHMENTS

- I. 08.Aug Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
August 2023	26,475	5,739	8,769	16,257	57,240	471,364
August 2024	24,883	7,697	8,537	13,177	54,294	503,617
Difference	(1,592)	1,958	(232)	(3,080)	(2,946)	
	-6%	34%	-3%	-19%	-5%	



Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
August 2023	4,567	668	436	39	5,710	37,788
August 2024	4,646	460	410	56	5,572	46,815
Difference	79	(208)	(26)	17	(138)	
	2%	-31%	-6%	44%	-2%	

YTD PASSENGERS
550,432

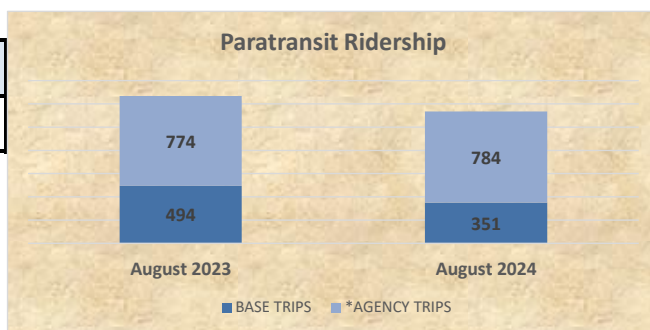
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

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

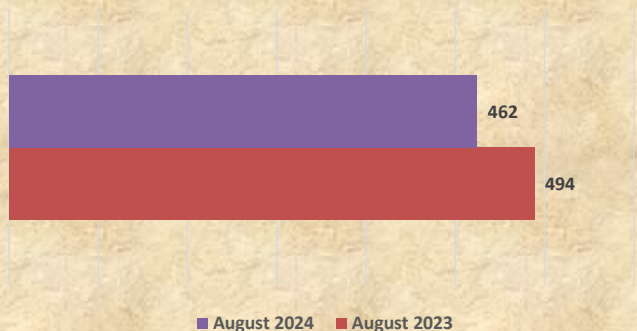
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
August 2023	494	774	1,268	10,289
August 2024	351	784	1,135	9,349
Difference	(143)	10	(133)	
	-28.9%	1.3%	-10.5%	

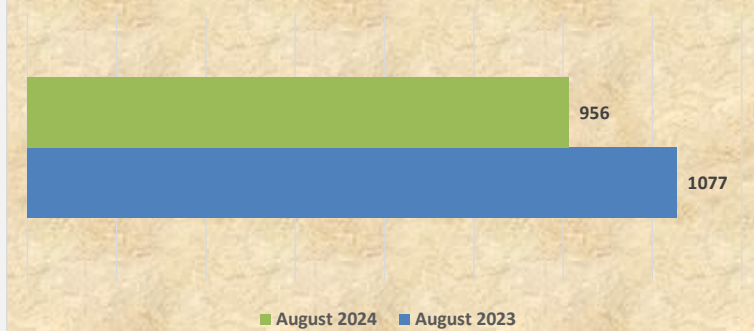
**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CFR 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



Mobility Devices Boarded



Bikes Loaded





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

October 16, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 08.Aug Financials



EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Aug	2023 Jan-Aug	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	1,622,566.99	1,524,985.29	97,582	6.4%	2,639,789	61.5%
Fringe Benefits	727,307.93	676,273.56	51,034	7.5%	1,546,634	47.0%
Other Employment Expenses	30,391.18	76,516.69	(46,126)	-60.3%	81,600	37.2%
Contract Services	155,571.27	170,748.97	(15,178)	-8.9%	473,177	32.9%
Materials & Supplies	296,916.91	286,518.49	10,398	3.6%	672,991	44.1%
Building & Equip Maintenance	246,271.00	182,169.74	64,101	35.2%	246,900	99.7%
Utilities	111,051.02	110,218.63	832	0.8%	220,002	50.5%
Insurance	130,736.00	142,987.60	(12,252)	-8.6%	166,207	78.7%
Miscellaneous	137.20	125.20	12	9.6%	250	54.9%
Paratransit Services	275,435.52	337,273.31	(61,838)	-18.3%	705,817	39.0%
Microtransit Services	1,068,420.48	1,074,146.55	(5,726)	-0.5%	2,488,935	42.9%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	4,664,805.50	4,581,964.03	82,841	1.8%	9,242,302	50.5%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Aug	2023 Jan-Aug	+/-	%	2024 BUDGET	% OF BUDGET
Federal Operating Asst	-	49,227.00	(49,227)	-100.0%	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	379,081.63	380,734.50	(1,653)	-0.4%	550,930	68.8%
Green Bay	866,666.64	832,000.00	34,667	4.2%	1,708,675	50.7%
Farebox Revenue-Fixed Route	307,921.47	272,727.15	35,194	12.9%	775,000	39.7%
Farebox Revenue-Paratransit	129,649.00	134,664.00	(5,015)	-3.7%	292,600	44.3%
Farebox Revenue-Microtransit	13,244.00	15,051.00	(1,807)	-12.0%	-	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	37,126.84	266,613.87	(229,487)	-86.1%	9,101	407.9%
State Fuel Refund	11,236.76	6,283.84	4,953	78.8%	-	0.0%
Advertising	53,530.32	59,859.00	(6,329)	-10.6%	100,000	53.5%
Intercity Bus Commissions	4,000.00	4,431.84	(432)	-9.7%	6,000	66.7%
Partnership Contributions	103,901.00	101,616.00	2,285	2.2%	232,908	44.6%
TOTAL	2,593,637.66	2,689,987.20	(96,350)	-3.6%	9,242,302	28.1%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	207	206	1.0	0.5%	308
Revenue Miles	434,359	435,386	(1,027)	-0.2%	693,821
Revenue Hours	29,589	28,894	695	2.4%	45,838
Unlinked Passenger Trips	503,617	471,364	32,253	6.8%	910,060
Revenue / Cost	55.6%	58.7%			100%
Farebox Revenue / Mile	0.71	0.63	0.08	13.2%	1.12
Farebox Revenue / Pass Trip	0.61	0.58	0.03	5.7%	0.85
Farebox Revenue / Hour	10.41	9.44	0.97	10.3%	16.91
Passenger / Mile	1.16	1.08	0.08	7.1%	1.31
Cost / Mile	7.65	7.28	0.36	5.0%	8.72
Cost / Passenger Trip	6.59	6.73	(0.13)	-2.0%	6.65

*Insurance is [NET] TMI

August = 66.7%

**Diesel fuel is included in materials and supplies subtotal.

2024



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

October 16, 2024

PREPARED BY

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