AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JANUARY 15, 2025, 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, January 15, 2025 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from November 20, 2024.

D. Regular Business.

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: February 19, 2025 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
January 15, 2025	

AGENDA ITEM # B.1

Approval of the Januaray 15, 2025 Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for January 15, 2025.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Transit Commission of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
January 15, 2025	Becky Fleck, Transit Staff

AGENDA ITEM # C.1

Approval of Transit Commission minutes from November 20, 2024.

BACKGROUND

Minutes from the meeting held on November 20, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the November 20, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

1. Transit Commission 11-20-2024

MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, NOVEMBER 20, 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, Alderman Craig Stevens, and Hector Rodriguez

   Excused: Terri Refsguard

   Chair Roger Kolb called the meeting to order at 8:17 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of the Wednesday, November 20, 2024 Transit Commission Agenda.

   Moved by Randy Scannell, seconded by Hector Rodriguez to approve the November 20, 2024, agenda. Motion carried.
   Yes – Roger Kolb, Michael Conley-Kuhagen, Kevin Kuehn, and Alderman Craig Stevens
   No – None, Abstain - None

C. APPROVAL OF MINUTES.

1. Approval of Transit Commission minutes from October 16, 2024.

   Moved by Kevin Kuehn, seconded by Randy Scannell to approve the October 16, 2024, minutes. Motion carried.
   Yes – Roger Kolb, Michael Conley-Kuhagen, Randy Scannell, Kevin Kuehn, Hector Rodriguez, and Alderman Craig Stevens
   No – None, Abstain - None

D. PUBLIC HEARING.

1. Public Hearing: Proposed Fare Increase for Fixed Route, Microtransit, and ADA Paratransit Agency Fares

   Chair Roger Kolb opened the public hearing for comment.

   Chair Roger Kolb asked if anyone wished to speak. No comments, Chair Roger Kolb closed the public hearing.

   Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to close the public hearing.
   Motion carried.
   Yes- Roger Kolb, Kevin Kuehn, Hector Rodriguez, and Alderman Craig Stevens
   No- None, Abstain- None

E. REGULAR BUSINESS.

1. Discussion/Action: Proposed Fare Increase for Fixed Route, Microtransit and ADA Paratransit Agency Fares.

   Director Kiewiz stated we are looking to increase Adult 30-Day, Student 30-Day, Reduced 30-Day and Agency fare passes by $2 and Adult Weekly pass by a $1. The Public Hearing has been posted on our website and no comments were received. The last fare increase we had was in 2020.

   Hector Rodriquez asked how much of an increase this is since 2020.

   P. Kiewiz shared it is a 5% increase from 2020. The next closest transit is 30 miles south of Green Bay and their 30-Day pass starts at $60.

   Moved by Randy Scannell, seconded by Hector Rodriguez to approve the Fare Increase for Fixed Route, Microtransit, and ADA Paratransit Agency Fares.
   Motion carried.
   Yes- Roger Kolb, Michael Conley-Kuhagen, Kevin Kuehn, and Alderman Craig Stevens
   No- None, Abstain- None

2. Discussion: Homeland Security Review

   Director Kiewiz did a short review of the Homeland Security report. We are obligated to use 1-1.5% of our budget on safety. This report will help with what we need to focus on.

   Hector Rodriguez commented that he appreciates our preventative measures to ensure everyone's safety.

3. Discussion/Action: Proposed Increase of Incremental Usage Fee

Director Kiewiz stated we are looking to increase the cost per use to $8.44 of the facility used of their passengers. Currently cost is $7.52 every time they pull in.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the increase of Incremental usage fee. Motion carried.
Yes - Roger Kolb, Kevin Kuehn, Hector Rodriguez, and Alderman Craig Stevens
No - None, Abstain- None

4. Discussion/Action: 2025 Green Bay Metro Budget

Director Kiewiz presented the budget. Bellevue has some concerns for the rates on the municipalities. The budget is up about $300,000 from the previous year. We are still waiting to see how the GASB pension effects the 2025 budget.

Randy Scannell asked if the city has approved this budget?

P. Kiewiz stated that the city has approved it and is comfortable with our budget.

Moved by Kevin Kuehn, seconded by Randy Scannell to approve the fiscal year 2025 budget. Motion carried.
Yes - Roger Kolb, Michael Conley-Kuhagen, Hector Rodriguez, and Alderman Craig Stevens
No - None, Abstain- None

F. INFORMATIONAL.

1. Operational Reports

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

Kevin Kuehn asked when we will be receiving the battery electric bus.

P. Kiewiz stated that it is expected to be here by the end of January.

K. Kuehn asked what we will do with the batteries once they reach their disposal date. Director Kiewiz will confirm where they are discposed of.

P. Kiewiz stated that we will work with the city Fire Department on training and procedures.

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 shared that we will be disposing a couple buses, and one will be donated to the Fire Department for training. State management review ocurrs every 5 years and ours will be today.

No further discussion was had.

4. Next Transit Commission Meeting: December 18, 2024 at 8:15am.

G. ADJOURNMENT.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 9:02 a.m. Motion carried.
Yes – Roger Kolb, Michael Conley-Kuhagen, Randy Scannell, Kevin Kuehn, Hector Rodriguez, and Alderman Craig Stevens
No – None. Abstain - None

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
January 15, 2025	Patricia 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

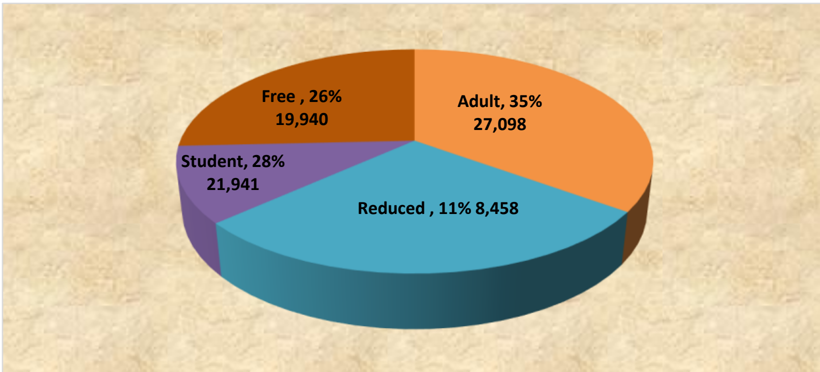
1. 11.Nov Ridership
2. 11.Nov Micro KPIs
3. 10.Oct Ridership
4. 10.Oct Micro KPIs

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
November 2023	26,399	23,962	8,247	15,688	74,296	689,493
November 2024	22,347	21,441	8,081	19,894	71,763	720,455
Difference	(4,052)	(2,521)	(166)	4,206	(2,533)	
	-15%	-11%	-2%	27%	-3%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
November 2023	4,557	513	349	18	5,437	54,571
November 2024	4,751	500	377	46	5,674	63,713
	194	(13)	28	28	237	
	4%	-3%	8%	156%	4%	



YTD PASSENGERS
784,168

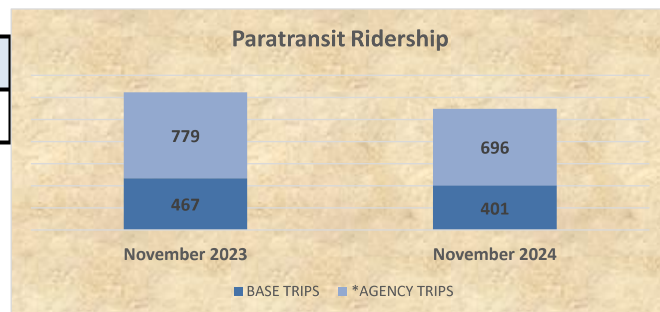
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

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

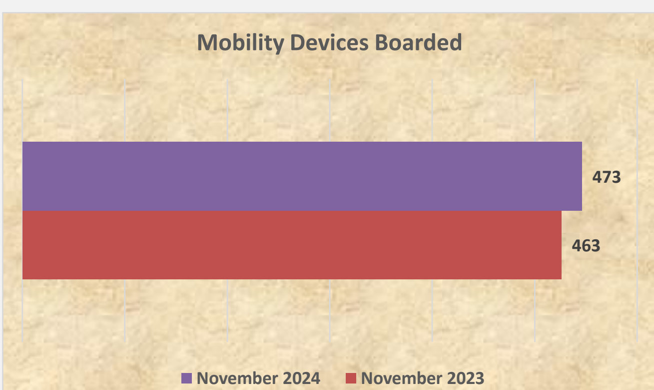
Paratransit Ridership

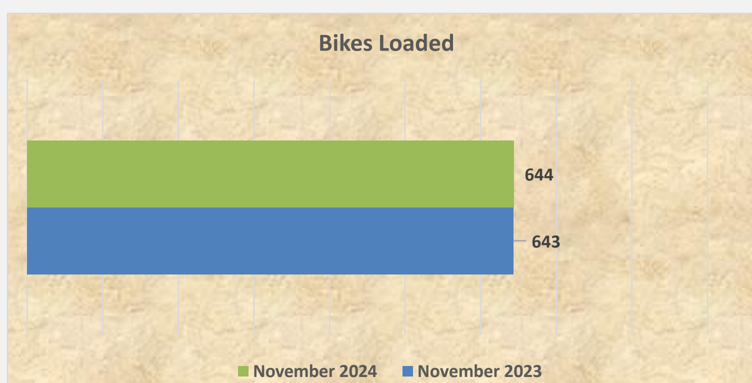
	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
November 2023	467	779	1,246	14,052
November 2024	401	696	1,097	12,866
Difference	(66)	(83)	(149)	
	-14.1%	-10.7%	-12.0%	

**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).*



On Time Performance:	***97.5%***
Completed Trips:	*1097*
Completed On Time Trips:	*1070*
Completed Late Trips - 0-6 mins	*20*
Completed Late Trips - 6-30 mins	*7*
Completed Late Trips > 30 mins	*0*



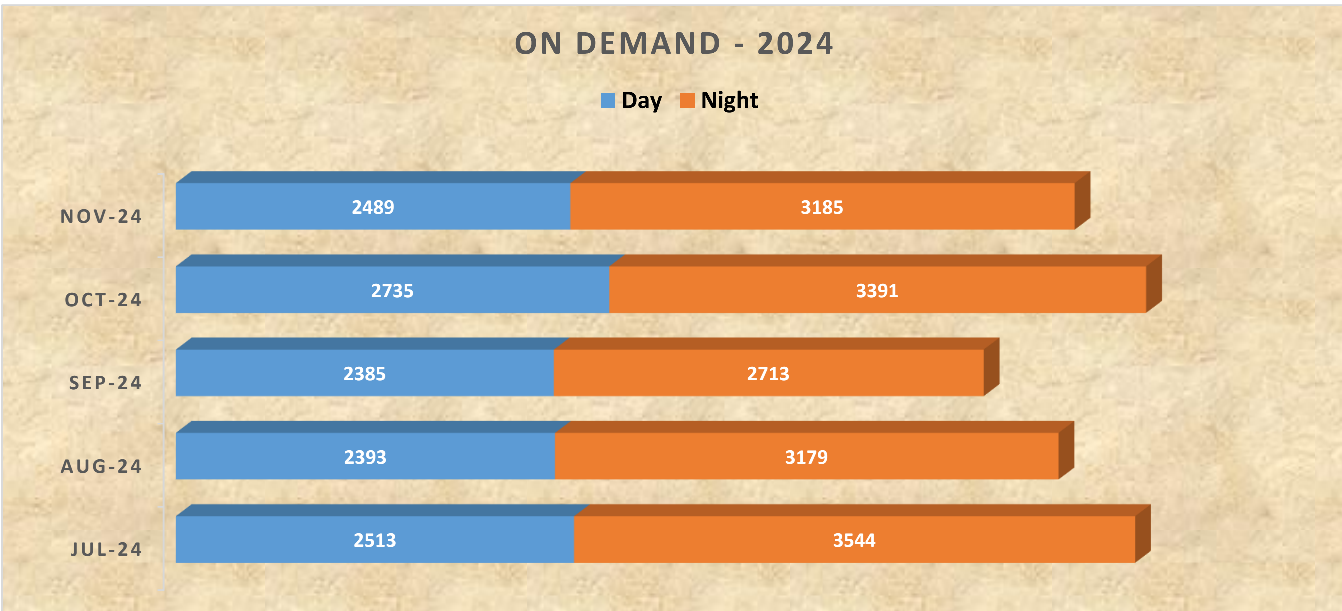


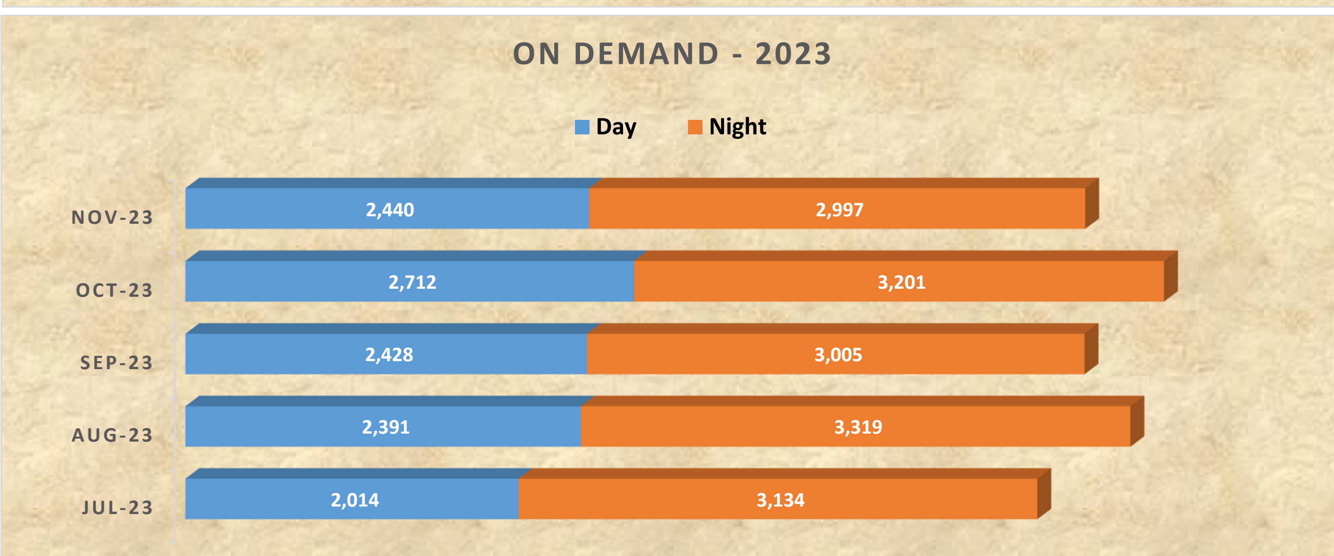
49 CRF 37.131 - Service Criteria for Complementary paratransit (c) (4) The entity may charge a fare higher than otherwise permitted by this parapraph to a social service agency or other organization for agency trips (i.e., trips guaranteed to the organization).

GBM ON DEMAND RIDERSHIP - KPIs

NOVEMBER 2024

	Day Service	Night Service	Total	YTD	Target
Passengers	2,489	3,185	5,674	63,713	
Operating Hours	1,320.0	433.7	1,753.7	20,170	
Passengers per Operating Hour	1.89	7.34	3.24	3.16	3.0
Average Customer Wait Time (minutes)	15.25	28.95	22.78		<20.0
On-Time Pickups	87%	63%	74%		95%





Day Service	Monday - Friday	5:15am - 6:45pm	Saturday	7:45am - 1:45pm
Night Service	Monday - Friday	6:45 pm - 11:30pm	Saturday	1:45pm - 7:45 pm

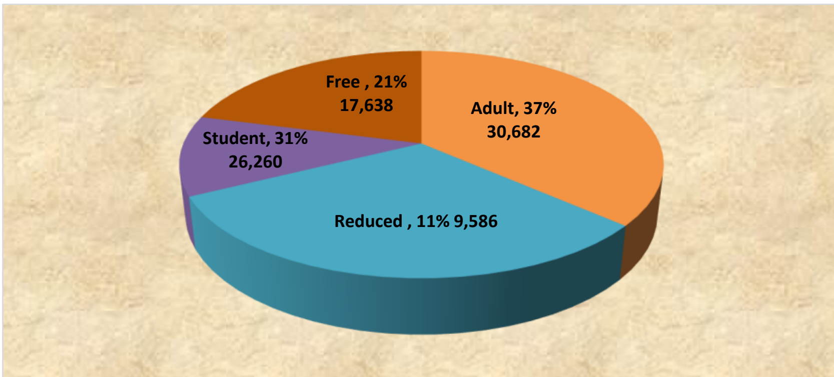
*Key Performance Indicators (KPI)

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
October 2023	26,918	26,084	8,464	14,994	76,460	615,197
October 2024	25,558	25,806	9,106	17,570	78,040	648,692
Difference	(1,360)	(278)	642	2,576	1,580	
	-5%	-1%	8%	17%	2%	

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
October 2023	4,936	548	377	52	5,913	49,134
October 2024	5,124	454	480	68	6,126	58,039
	188	(94)	103	16	213	
	4%	-17%	27%	31%	4%	



YTD PASSENGERS
706,731

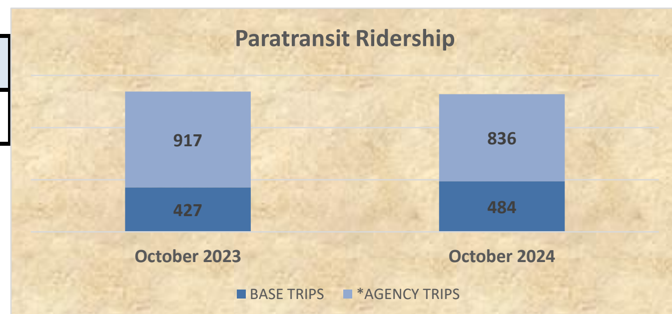
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

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

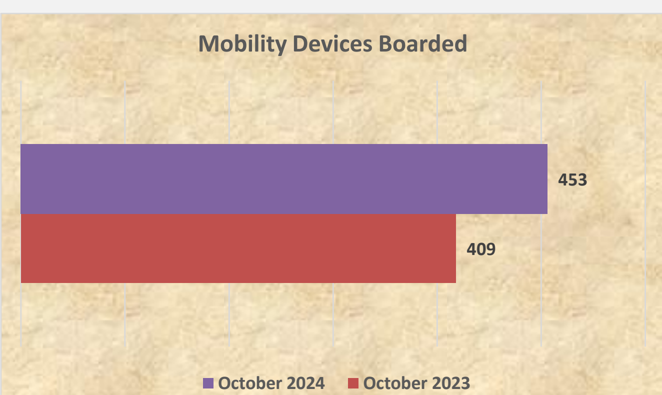
Paratransit Ridership

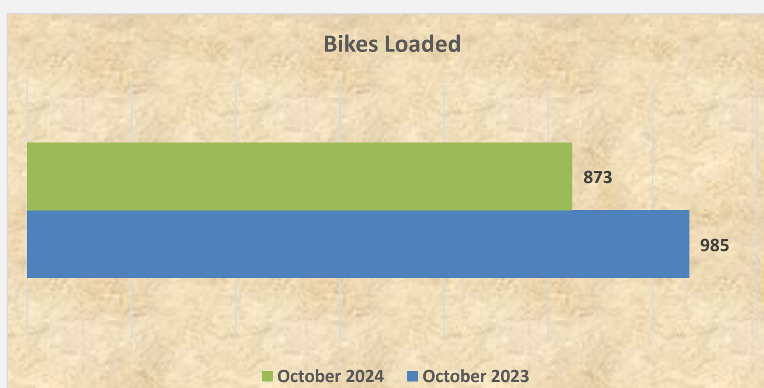
	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
October 2023	427	917	1,344	12,806
October 2024	484	836	1,320	11,769
Difference	57	(81)	(24)	
	13.3%	-8.8%	-1.8%	

**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).*



On Time Performance:	***97.60%***
Completed Trips:	*1320*
Completed On Time Trips:	*1288*
Completed Late Trips - 0-6 mins	*25*
Completed Late Trips - 6-30 mins	*7*
Completed Late Trips > 30 mins	0

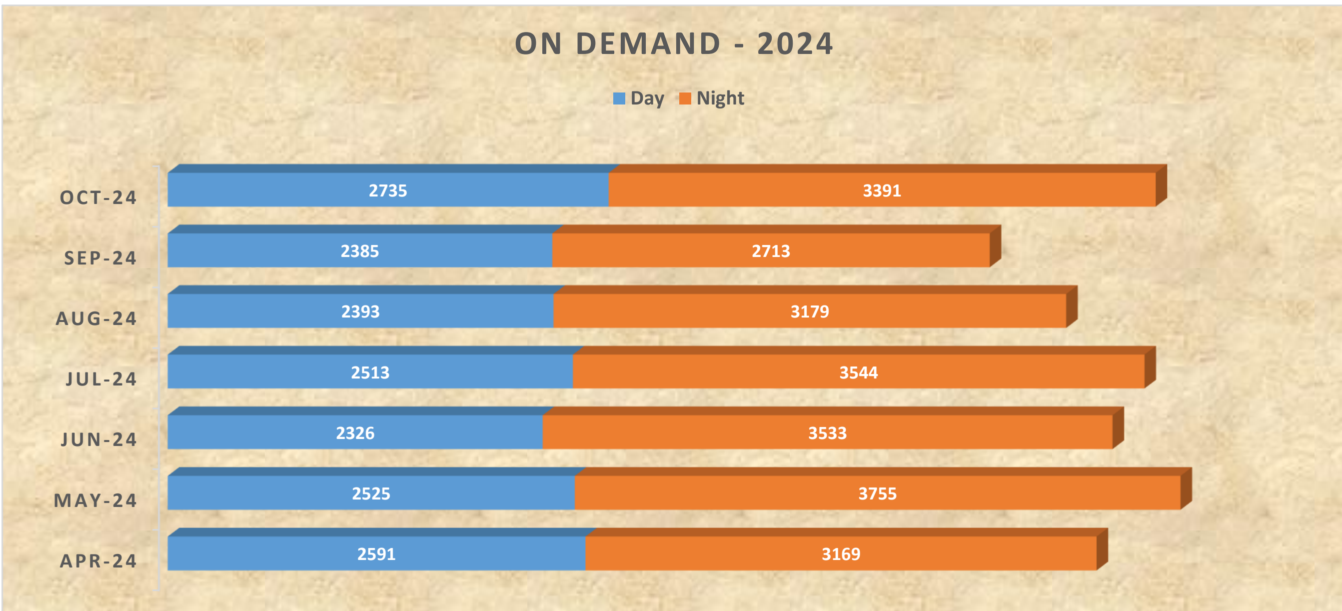


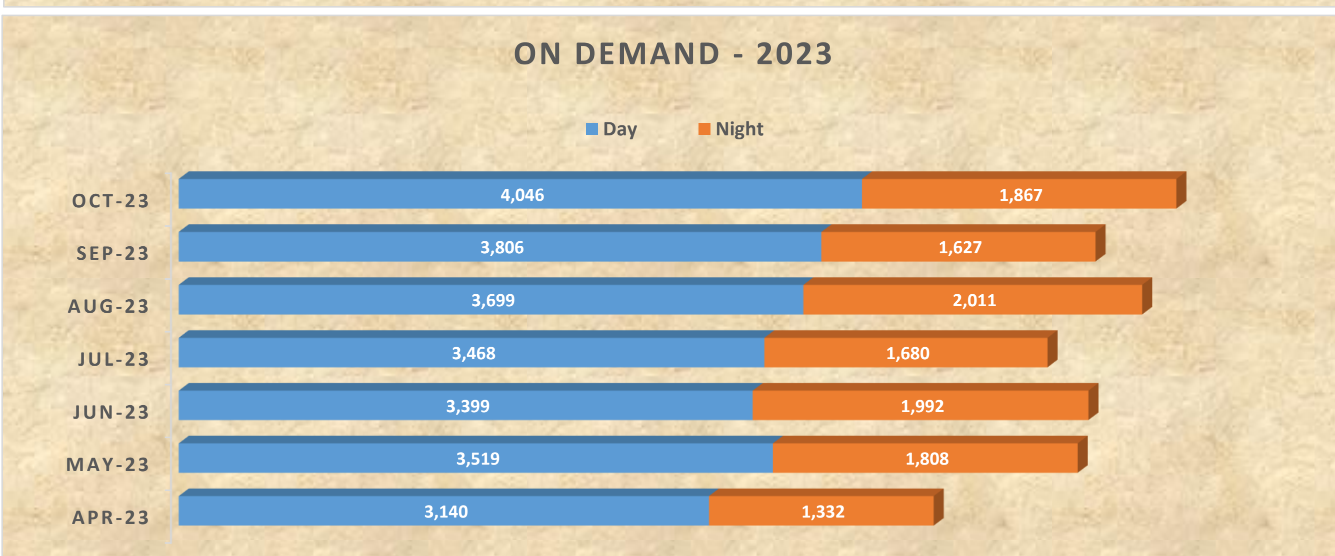


GBM ON DEMAND RIDERSHIP - KPIs

OCTOBER 2024

	Day Service	Night Service	Total	YTD	Target
Passengers	2,735	3,391	6,126	58,039	
Operating Hours	1,359.0	481.3	1,840.3	18,416	
Passengers per Operating Hour	2.01	7.05	3.33	3.15	3.0
Average Customer Wait Time (minutes)	15.58	26.11	21.33		<20.0
On-Time Pickups	85%	65%	74%		95%





Day Service	Monday - Friday	5:15am - 6:45pm	Saturday	7:45am - 1:45pm
Night Service	Monday - Friday	6:45 pm - 11:30pm	Saturday	1:45pm - 7:45 pm

*Key Performance Indicators (KPI)

Report to the
Transit Commission
of the City of Green Bay

Green Bay METRO

MEETING DATE	PREPARED BY
January 15, 2025	Patricia Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

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

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

1. 10.Oct Financials
2. 11.Nov Financials

Green Bay Metro Transit Commission
Financial Report
October 2024

EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Oct	2023 Jan-Oct	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	**2,172,203.44**	**1,906,583.00**	265,620	13.9%	**2,639,789**	**82.3%**
Fringe Benefits	**940,338.94**	**843,197.33**	97,142	11.5%	**1,546,634**	**60.8%**
Other Employment Expenses	**38,631.91**	**98,259.26**	(59,627)	-60.7%	**81,600**	**47.3%**
Contract Services	**163,563.09**	**143,595.27**	19,968	13.9%	**473,177**	**34.6%**
Materials & Supplies	**364,751.46**	**367,675.44**	(2,924)	-0.8%	**672,991**	**54.2%**
Building & Equip Maintenance	**286,784.35**	**227,854.87**	58,929	25.9%	**246,900**	**116.2%**
Utilities	**138,674.62**	**129,710.24**	8,964	6.9%	**220,002**	**63.0%**
Insurance	**130,736.00**	**154,483.34**	(23,747)	-15.4%	**166,207**	**78.7%**
Miscellaneous	**179.84**	**164.40**	15	9.4%	**250**	**71.9%**
Paratransit Services	**395,507.29**	**389,240.26**	6,267	1.6%	**705,817**	**56.0%**
Microtransit Services	**1,359,023.63**	**1,368,200.94**	(9,177)	-0.7%	**2,488,935**	**54.6%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**5,990,394.57**	**5,628,964.35**	**361,430**	**6.4%**	**9,242,302**	**64.8%**

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Oct	2023 Jan-Oct	+/-	%	ORIGINAL BUDGET 2024 BUDGET	% OF BUDGET
Federal Operating Asst	**-**	**146,740.00**	(146,740)	-100.0%	**2,840,609**	**0.0%**
State Operating Asst	**2,445,465.00**	**1,913,579.00**	531,886	27.8%	**2,726,479**	**89.7%**
Other Local Municipalities	**482,698.08**	**485,093.00**	(2,395)	-0.5%	**550,930**	**87.6%**
Green Bay	**1,083,333.30**	**1,040,000.00**	43,333	4.2%	**1,708,675**	**63.4%**
Farebox Revenue-Fixed Route	**389,575.90**	**325,033.71**	64,542	19.9%	**775,000**	**50.3%**
Farebox Revenue-Paratransit	**162,482.00**	**168,440.00**	(5,958)	-3.5%	**292,600**	**55.5%**
Farebox Revenue-Microtransit	**19,467.00**	**17,889.00**	1,578	8.8%	**-**	**0.0%**
College Program Fares	**6,983.00**	**5,205.00**	1,778	34.2%	**-**	**0.0%**
TMI Refund	**9,454.00**	**24,485.00**	(15,031)	-61%	**-**	**0.0%**
Non-Transportation Revenue	**59,700.84**	**263,812.52**	(204,112)	-77.4%	**9,101**	**656.0%**
State Fuel Refund	**11,236.76**	**9,992.74**	1,244	12.4%	**-**	**0.0%**
Advertising	**92,989.38**	**92,553.96**	435	0.5%	**100,000**	**93.0%**
Intercity Bus Commissions	**5,000.00**	**5,431.84**	(432)	-8.0%	**6,000**	**83.3%**
Partnership Contributions	**146,590.00**	**107,020.00**	39,570	37.0%	**232,908**	**62.9%**
TOTAL	**4,914,975.26**	**4,605,275.77**	**309,699**	**6.7%**	**9,242,302**	**53.2%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	258	257	1.0	0.4%	308
Revenue Miles	545,532	547,344	(1,812)	-0.3%	693,821
Revenue Hours	37,191	36,373	818	2.2%	45,838
Unlinked Passenger Trips	648,692	615,197	33,495	5.4%	910,060
Revenue / Cost	**82.0%**	**81.8%**			100%
Farebox Revenue / Mile	0.71	0.59	0.12	20.3%	1.12
Farebox Revenue / Pass Trip	0.60	0.53	0.07	13.7%	0.85
Farebox Revenue / Hour	10.48	8.94	1.54	17.2%	16.91
Passenger / Mile	1.19	1.12	0.07	5.8%	1.31
Cost / Mile	7.76	7.07	0.69	9.8%	8.72
Cost / Passenger Trip	6.53	6.29	0.24	3.8%	6.65

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

Green Bay Metro Transit Commission
Financial Report
November 2024

EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Nov	2023 Jan-Nov	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	**2,410,763.79**	**2,210,122.12**	200,642	9.1%	**2,639,789**	**91.3%**
Fringe Benefits	**1,030,420.81**	**946,174.30**	84,247	8.9%	**1,546,634**	**66.6%**
Other Employment Expenses	**43,848.63**	**110,831.51**	(66,983)	-60.4%	**81,600**	**53.7%**
Contract Services	**175,235.80**	**152,368.81**	22,867	15.0%	**473,177**	**37.0%**
Materials & Supplies	**383,580.65**	**424,496.52**	(40,916)	-9.6%	**672,991**	**57.0%**
Building & Equip Maintenance	**306,066.98**	**249,919.70**	56,147	22.5%	**246,900**	**124.0%**
Utilities	**149,439.83**	**141,785.20**	7,655	5.4%	**220,002**	**67.9%**
Insurance	**130,736.00**	**154,483.34**	(23,747)	-15.4%	**166,207**	**78.7%**
Miscellaneous	**191.84**	**203.00**	(11)	-5.5%	**250**	**76.7%**
Paratransit Services	**441,671.64**	**477,904.97**	(36,233)	-7.6%	**705,817**	**62.6%**
Microtransit Services	**1,510,757.00**	**1,515,745.35**	(4,988)	-0.3%	**2,488,935**	**60.7%**
Subrecipient Expenses	**-**	**-**	-	0.0%	**-**	**0.0%**
TOTAL	**6,582,712.97**	**6,384,034.82**	**198,678**	**3.1%**	**9,242,302**	**71.2%**

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Nov	2023 Jan-Nov	+/-	%	2024 BUDGET	% OF BUDGET
Federal Operating Asst	**2,189,269.00**	**146,740.00**	2,042,529	1391.9%	**2,840,609**	**77.1%**
State Operating Asst	**2,445,465.00**	**1,913,579.00**	531,886	27.8%	**2,726,479**	**89.7%**
Other Local Municipalities	**505,367.99**	**518,922.50**	(13,555)	-2.6%	**550,930**	**91.7%**
Green Bay	**1,083,333.30**	**1,144,000.00**	(60,667)	-5.3%	**1,708,675**	**63.4%**
Farebox Revenue-Fixed Route	**427,348.26**	**350,965.77**	76,382	21.8%	**775,000**	**55.1%**
Farebox Revenue-Paratransit	**177,336.00**	**184,189.00**	(6,853)	-3.7%	**292,600**	**60.6%**
Farebox Revenue-Microtransit	**21,380.00**	**19,466.00**	1,914	9.8%	**-**	**0.0%**
College Program Fares	**6,983.00**	**5,205.00**	1,778	34.2%	**-**	**0.0%**
TMI Refund	**9,454.00**	**24,485.00**	(15,031)	-61%	**-**	**0.0%**
Non-Transportation Revenue	**65,531.60**	**323,586.33**	(258,055)	-79.7%	**9,101**	**720.0%**
State Fuel Refund	**15,835.88**	**13,738.38**	2,098	15.3%	**-**	**0.0%**
Advertising	**96,913.38**	**96,773.96**	139	0.1%	**100,000**	**96.9%**
Intercity Bus Commissions	**5,514.00**	**5,931.84**	(418)	-7.0%	**6,000**	**91.9%**
Partnership Contributions	**147,007.00**	**144,722.00**	2,285	1.6%	**232,908**	**63.1%**
TOTAL	**7,196,738.41**	**4,892,304.78**	**2,304,434**	**47.1%**	**9,242,302**	**77.9%**

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	283	282	1.0	0.4%	308
Revenue Miles	599,178	603,320	(4,142)	-0.7%	693,821
Revenue Hours	40,857	40,112	744	1.9%	45,838
Unlinked Passenger Trips	720,455	689,493	30,962	4.5%	910,060
Revenue / Cost	**109.3%**	**76.6%**			100%
Farebox Revenue / Mile	0.71	0.58	0.13	22.6%	1.12
Farebox Revenue / Pass Trip	0.59	0.51	0.08	16.5%	0.85
Farebox Revenue / Hour	10.46	8.75	1.71	19.5%	16.91
Passenger / Mile	1.20	1.14	0.06	5.2%	1.31
Cost / Mile	7.73	7.28	0.45	6.2%	8.72
Cost / Passenger Trip	6.43	6.37	0.06	0.9%	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
January 15, 2025	Patricia 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