



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, FEBRUARY 19, 2025, 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, Terri Refsguard, Kevin Kuehn, Randy Scannell, Alderman Craig Stevens, and Hector Rodriguez

Excused: Michael Conley - Kuhagen

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the February 19, 2025 Transit Commission Agenda.

Moved by Randy Scannell, seconded by Alderman Craig Stevens to approve the February 19, 2025, agenda. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Hector Rodriguez, and Kevin Kuehn

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from November 20, 2024.

Moved by Kevin Kuehn, seconded by Randy Scannell to approve the November 20, 2024, minutes. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Hector Rodriguez, and Alderman Craig Stevens

No – None, Abstain - None

2. Approval of Transit Commission minutes from January 15, 2025.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the January 15, 2025, minutes. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Hector Rodriguez, and Alderman Craig Stevens

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Passenger Waiting Shelters

Director Kiewiz stated Green Bay Metro was awarded \$35,000 from Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities. Staff worked with city purchasing on issuing RFB 2025-01 GBM Passenger Waiting Shelters.

Green Bay Metro will be receiving (5) five bus shelters for \$32,510, which is 100% funded through the Section 5310 program. Duo-Gard Industries, Inc is recommended for the award for the lowest responsible vendor.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the purchase of the additional passenger waiting shelters to Duo-Gard Industries, Inc. for \$32,510. Motion carried.

Yes - Roger Kolb, Terri Refsguard, Hector Rodriguez, and Alderman Craig Stevens

No - None, Abstain- None

2. Discussion/Action: Contract extension with VIA for Microtransit and Paratransit Services

Director Kiewiz shared that federal regulations require no more than 5 years for procurements. Current Para/Micro contract expires in March. Due to potential vendor changes that may occur with the winter climate in Wisconsin, Green Bay Metro doesn't want to get in a bind with changing services when the weather can be challenging. Going forward with any new contract, we propose that it starts in June.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the extension through May 31, 2025. Motion carried.

Yes - Roger Kolb, Terri Refsguard, Hector Rodriguez, and Alderman Craig Stevens

No - None, Abstain - None

3. Discussion/Action: Microtransit & Paratransit Service RFP 2024-28

Director Kiewiz stated on December 19, 2025, that Green Bay Metro Staff worked along with the city purchasing department to release RFP #2024-28 for Microtransit and Paratransit Services.

Three (3) bid proposals were received on January 30, 2025, from the following vendors:
MV Transportation
Carepool
Tidewater Transit (VIA)

Roger K. commented that they have been doing an excellent job for Green Bay Metro.

Director Kiewiz is seeking approval to award the five (5) year contract to Tidewater Transit (Via). The estimated cost of \$13,112,253. Implementation would be June 1, 2025.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the five (5) year contract award to Tidewater Transit (Via). The estimated cost of \$13,112,253. Motion carried.
Yes - Roger Kolb, Terri Refsguard, Hector Rodriguez, and Alderman Craig Stevens
No - None, Abstain- None

4. Presentation: Green Bay Metro – Annual System Review and Analysis Report, December 2024, by Brown County Planning Commission/Green Bay Metropolitan Planning Organization (MPO).

L. Conard noted that the Brown County Planning Commission/Green Bay MPO staff prepares a system review annually.

Each mode of the system is evaluated; fixed route bus, microtransit, and paratransit. The report also addresses items such as funding, bus and other equipment needs, fares, etc. The report also includes what the system is doing well and what might need to be improved.

L. Conard continued that each of the 11 full-service bus routes is examined. The measure used to evaluate bus route performance is passengers per hour of service. The fixed route bus system averages approximately 19 passengers per hour during months when school is in session, which is very good.

L. Conard noted that as she was preparing for the meeting, she pulled an annual report (2017) from before the pandemic. In 2017, the fixed route bus system was averaging just under 15 passengers per hour during months when school is in session.

As shown in the report on page 8, ridership has been down since the pandemic, as it is almost everywhere. However, Green Bay Metro's rate (passengers per hour) is much higher (19) than before the pandemic (15). This means Green Bay Metro is operating more efficiently and, by operating more efficiently, it allows Metro to do things like expand service hours, implement the LIFT program, raise fares at a rate below inflation, etc.

L. Conard referenced the image chosen for the cover. It is a copy of an advertisement Metro has used to recruit bus drivers. L. Conard noted that the driver shortage has influenced decisions on how Green Bay Metro delivers service. L. Conard provided an example as included on page 8 of the report. The service level on the #6 Red route on Saturday was reduced last summer from every 30 minutes to every 60 minutes to help alleviate the need for drivers. L. Conard noted that it is hopeful that this service can be

restored in the future.

P. Kiewiz addressed the driver shortage, noting that there are still a couple of bus driver vacancies, but the forced work has been eliminated.

Moved by Randy Scannell, seconded by Alderman Craig Stevens to place the Annual System Review and Analysis Report on file. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Hector Rodriguez, and Kevin Kuehn

No – None, Abstain - None

5. Discussion/Action: Incidental Use Request - FlixBus

Director Kiewiz shared that FlixBus is looking to utilize our facility for picking and dropping off passengers. Green Bay Metro is looking for approval to allow staff to finalize the agreement with the city's Legal Department. FlixBus is requesting to start mid-April.

Moved by Randy Scannell, seconded by Alderman Craig Stevens to approve the Incidental Use Request and complete the agreement with FlixBus. Motion carried.

Yes – Roger Kolb, Terri Refsguard, Hector Rodriguez, and Kevin Kuehn

No – None, Abstain - None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz stated that there are no concerns and ridership is doing good.

No further discussion was held.

2. Financial Reports

No financial reports at this time, due to the year-end audit. Auditors will present in April.

No further discussion was held.

3. Director's Report

Director Kiewiz shared that we received the BEB about 2 weeks ago and maintenance has been going through training.

Kevin Kuehn stated there is a lot of electricity that those buses hold, and he wants to make sure everyone is safe.

P. Kiewiz shared that we have been training and getting the necessary equipment and PPE for the electric bus. We have also been working with the local Police and Fire departments on safety precautions and training. Everyone will need to be signed off before they can even use it and there will always be two employees working on it at a time for safety reasons.

P. Kiewiz shared an update on federal funding. At this point, we are status quo and have been awarded money through the low no grant for the BEB.

P. Kiewiz shared an update on the bus operators' contract agreement. The contract expired in December, and we have been meeting since August. There hasn't been a final agreement at this time.

P. Kiewiz shared a NFL Draft update. During the week of the draft, there will be alot of road closures. We will be making route modifications for that week to adjust to the street closures. We are going to extend service hours during the draft from the Titledown District to downtown Green Bay to help with the draft when our service would normally end.

P. Kiewiz shared Green Bay Metro's transit highlights of 2024 with the commission. Highlighting the varying total trips, operations budget, our mission and vision, and the new Battery-Electric Bus.

No further discussion was had.

4. Next Transit Commission Meeting: April 16, 2025 at 8:15am.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 9:17 a.m. Motion carried.

Yes – Roger Kolb, Hector Rodriguez, Terri Refsguard, and Alderman Craig Stevens

No – None. Abstain - None

F. ADJOURNMENT.