



# **AGENDA OF THE TRANSIT COMMISSION**

**WEDNESDAY, APRIL 16, 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, April 16, 2025 Transit Commission Agenda.

**C. Approval of Minutes.**

1. Approval of Transit Commission minutes from February 19, 2025.

**D. Regular Business.**

1. Presentation/Discussion/Action: 2024 Annual Financial Audit
2. Discussion/Action: 2025 - 2027 Labor Agreement between the City of Green Bay and ATU, Local 857 Amalgamated Transit Union.
3. Discussion/Action: Bus Purchase

**E. Informational.**

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: May 21, 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



#### MEETING DATE

April 16, 2025

#### PREPARED BY

#### AGENDA ITEM # B.1

Approval of the April 16, 2025 Transit Commission Agenda.

#### BACKGROUND

#### RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for April 16, 2025

#### FISCAL IMPACT

#### ATTACHMENTS

None



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

April 16, 2025

## PREPARED BY

Becky Fleck, Transit Staff

## AGENDA ITEM # C.1

Approval of Transit Commission minutes from February 19, 2025.

## BACKGROUND

Minutes from the meeting held on February 19, 2025.

## RECOMMENDATION

Staff recommends approval of the minutes from the February 19, 2025, meeting.

## FISCAL IMPACT

## ATTACHMENTS

- I. Transit Commission 2-19-2025



# **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 a lot 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 Tiletown 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.**



Report to the  
Transit Commission  
of the City of Green Bay



#### MEETING DATE

April 16, 2025

#### PREPARED BY

Patricia Kiewiz, Transit Director

#### AGENDA ITEM # D.1

Presentation/Discussion/Action: 2024 Annual Financial Audit

#### BACKGROUND

Baker Tilly, LLC will present the Annual Financial Report for fiscal year 2024.

#### RECOMMENDATION

Receive and place on file.

#### FISCAL IMPACT

#### ATTACHMENTS

None



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

April 16, 2025

## PREPARED BY

Patricia Kiewiz, Transit Director

## AGENDA ITEM # D.2

Discussion/Action: 2025 - 2027 Labor Agreement between the City of Green Bay and ATU, Local 857 Amalgamated Transit Union.

## BACKGROUND

The City of Green Bay has reached an agreement with the Local 857 Amalgamated Transit Union. Director Kiewiz will discuss the proposed changes.

## RECOMMENDATION

Staff recommends the approval of the 2025-2027 Local 857 Amalgamated Transit Union Labor Agreement.

## FISCAL IMPACT

## ATTACHMENTS

1. Transit Bus Operator Agreement - 2025-2027 - Clean Version
2. Transit Bus Operator Agreement - 2025-2027 - Strikethrough Version

AGREEMENT

Between

CITY OF GREEN BAY

And

CITY OF GREEN BAY  
AMALGAMATED TRANSIT UNION  
LOCAL 857, ATU, AFL-CIO

January 1, 2025 through December 31, 2027

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## AGREEMENT

This Agreement made and entered into by and between the City of Green Bay, operating a bus transportation service serving the Green Bay Metropolitan area, party of the first part, hereinafter referred to as the “City” and Amalgamated Transit Union, Local Division 857, party of the second part, hereinafter referred to as the “Union”.

### ARTICLE 1 RECOGNITION

- 1.1 The City of Green Bay recognizes representatives of Amalgamated Transit Union Local Division 857, as the collective bargaining representative for all issues specifically addressed in this Agreement for all bus operators.
- 1.2 Dues Deduction:
  - 1.2.1 The City agrees that its employees of the transit department as described in 1.1 may become and remain members of the Union and agrees not to interfere with or prevent, either directly or indirectly, any such employee becoming or continuing as a member of the Union. All employees in the unit may pay, as provided in this Article, their proportionate share of the costs of representation by the Union. No employee will be required to join the Union, but membership shall be made available to all employees who apply and no employee will be denied membership because of race, color, creed, sex, or handicap. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an employee membership because of race, color, creed, sex, or handicap.
  - 1.2.2 The Union will represent all of the employees in the Bargaining Unit, members and non-members, fairly and equally.
  - 1.2.3 The City agrees to deduct the amount of dues authorized by each Union member certified by the Union and pay the amount deducted to the Union on or before the end of the month in which the deduction is made. Payroll deduction of dues will begin with the pay period following receipt by the City of the Union’s written notice authorizing dues deductions for current and/or new employees. The City will not be responsible for retroactively deducting dues for any time prior to receipt of the Union’s written notice.
  - 1.2.4 The Union agrees to hold harmless the City from any disputes between the Employee and the Union regarding dues.
- 1.3 Bus operators who are officers or committee members of the Union will be provided unpaid leave of absence not to exceed 15-total work days in a calendar year for all officers or committee members, unless otherwise agreed to by the parties. Such leave must be

approved in advance by the Transit Director or designee, may be cancelled in the event of unforeseen circumstances, and will not require the rescheduling or modification of the transit schedule. An employee may use available vacation, personal or compensatory time while on leave. The bus operator will suffer no loss of rights or benefits for such absence.

- 1.4 The Union may maintain a bulletin board for their use in the lunchroom. The City retains the right to remove inappropriate at its discretion.

As an example, the following types of postings will not be tolerated:

- Commercial solicitation for an outside organization.
- Material that is otherwise in violation of City policy, such as obscene, sexually harassing or libelous materials.
- Political or campaign literature.
- Lotteries, sports pools or similar activities.

## ARTICLE 2 MANAGEMENT RIGHTS

- 2.1 The City retains all rights, powers or authority except as modified by this Agreement. The City retains the right to determine and schedule working hours and determine assignments.
- 2.2 The City will have the right at all times during the existence of this Agreement, and subject to provisions herein, to conduct its affairs according to its best judgment and the orders of competent authority, including the power of establishing policy to hire all employees, to dismiss and discipline for just cause, to lay off in accordance with section 7.3 and to determine the methods, means and personnel by which City operations are to be conducted.
- 2.3 The City agrees it will not use these rights to interfere with the employee's rights established by law or by this Agreement.
- 2.4 The City agrees to provide notice to the Union and an opportunity to meet and discuss any anticipated changes to the Bus Operators Policy and Procedure manual prior to implementation.

## ARTICLE 3 MEMBER RIGHTS

- 3.1 The City agrees not to discharge or discriminate against any member of the Union because of lawful Union activities or to bargain individually with any member of the Union.

ARTICLE 4  
EMPLOYMENT STATUS

- 4.1 Upon resignation by an employee, the City will pay all money due the employee, and upon request, may furnish the employee with a letter of recommendation insofar as circumstances permit.
- 4.2 An employee who is physically and mentally able to work but fails to do so for 3- consecutive work days or more, unless on approved leave or due to circumstances beyond the employee's control, will be considered to have voluntarily resigned from employment.
- 4.3 New employees who do not possess required licenses or certifications prior to the end of probation may be discharged from employment.
- 4.4 All employees who drive a commercial vehicle at any time must have a Commercial Driver's License and the appropriate endorsements required to operate that equipment. Loss or suspension of license and/or endorsements may subject the employee to disciplinary action up to and including discharge.
- 4.5 The City of Green Bay has implemented a Drug and Alcohol policy in accordance with the requirements of State and Federal regulations. Green Bay bus operators will be subject to this policy.

ARTICLE 6  
LEAVES

- 6.1 Leaves of absence may be granted at the discretion of the Human Resources Director in accordance with applicable rules, policies and legal requirements.
- 6.2 A bus operator will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

ARTICLE 7  
SENIORITY

- 7.1 Seniority Date: Seniority will commence upon an employee's most recent date of hire as a full time regular employee by the City.
- 7.2 Master List: There will be one master seniority list for all employees of the Union. The master seniority list will be maintained and updated on a regular basis, and a copy provided to the Union. Employees starting on the same day will have their starting times varied (as determined by the flip of a coin) so that there will be no ties in terms of seniority.
- 7.3 Lay Off: The City may lay off an employee whenever such action is necessary. In the event of multiple layoffs in the same position/job title within a department, lay off will be based on the inverse order of seniority in that position/job title within the department.

A laid off employee will have rights to recall to the same position from which the employee was laid off for up to 1-year following the lay off. Recall will be based on seniority in that position/job title within the department.

- 7.4 Probation: New employees will be considered probationary employees for the first 12-months or the first 2080 hours of their employment, whichever occurs first. Any employee on probation may be terminated at the sole discretion of the City without any reference to recall or rehire. After new employees have completed probation, they will be considered regular employees.
- 7.5 Seasonal Employees: Seasonal employees are those hired for less than 6-months of employment in any calendar year. Seasonal employees are not represented under this Agreement.
- 7.6 Transfer: A City employee transferring into a bargaining unit position with seniority as described in 7.1 will be eligible to use seniority for route selection as follows:
- 7.6.1 During the first 12-consecutive months of employment under this Agreement, the transferring employee may use their seniority on the Extra-Board.
- 7.6.2 Upon completion of the first 12-consecutive months as described in 7.6.1, the bus operator may use their seniority to bid on a Regular Run during the next regular operator bid time. The employee may continue to use seniority for the Extra-Board while waiting for the Regular Run operator bid.

ARTICLE 8  
GRIEVANCE PROCEDURE

- 8.1 Definition: A grievance is defined as a dispute or misunderstanding regarding the interpretation or application of a specific provision of this Agreement.

- 8.2 Procedure: A regular employee represented under this Agreement, may file a grievance in accordance with the following:
- 8.2.1 Prior to filing a written grievance, employees should discuss any problem or complaint with their immediate supervisor to see if settlement is possible. If the problem is not resolved, then the aggrieved party may file a written grievance with the department head, but not later than 10-work days from the date the grievant first became aware of the condition causing the grievance. The department head will respond in writing no later than 10-work days from the date the grievance was received.
  - 8.2.2 If the grievance cannot be settled by the department head or designee, the grievance may be submitted in writing to the Human Resources Director or designee within 10-work days from receiving the department head's decision. The meeting to discuss the grievance will be held at a mutually agreeable time. Following this meeting, the Human Resources Director will respond within 10-work days, in writing.
  - 8.2.3 If the grievant is not satisfied with the Human Resources Director's response, the grievant may file an appeal for a hearing before an impartial hearing officer within 10-work days from receiving the Director's response. The appeal must be put in writing and filed with the Human Resources Department. The impartial hearing officer will be selected from a list of 5-hearing officers provided by the WERC. The Union will strike the first name from the list, the City will strike the second name, the Union will strike the third name, the City will strike the fourth name and the remaining individual will serve as the hearing officer. Any costs for the impartial hearing officer's services will be borne equally by the parties.
  - 8.2.4 The decision of the Hearing Officer concerning any matter referred to it will be final and conclusive upon the employees, the Union, and the City.
- 8.4 Time Limits: All of the time limits set forth in this Article may be extended by mutual agreement of the parties.

## ARTICLE 9 DISCIPLINE, SUSPENSION, AND DISCHARGE

- 9.1 The City will not discipline, suspend or discharge any employee without just cause. Suspension or discharge will be in writing with a copy to the Union and to the employee affected.
- 9.2 When an employee is to be disciplined in any manner, including a discussion of the circumstances of accidents, a union representative may be present if the employee so desires.

ARTICLE 10  
ALTERNATIVE DUTY

10.1 The parties agree to implement the City's Alternative Duty Program in accordance with the City's Personnel Policies and Procedures and as it may be modified by the City.

ARTICLE 11  
HOLIDAYS

11.1 Following are the recognized paid holidays for bus operators:

- New Year's Day
- ½ Martin Luther King Jr. Day
- ½ Day Friday Before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- ½ Christmas Eve Day
- Christmas Day
- ½ New Year's Eve Day
- 2 floating holiday (in lieu of Juneteenth and the Day after Thanksgiving)

11.2 Full-time bus operators will be allowed 8-hours for full day holidays and 4-hours for half day holidays at the employee's straight time rate of pay.

ARTICLE 12  
VACATIONS

12.1 An eligible employee will accumulate vacation leave with pay to a maximum of 240-hours. Generally vacations will not be permitted during an employee's first 6-months of service with the City unless approved by the Supervisor. Vacations will be scheduled to meet the operating requirements of the City, and, as practical, the preferences of employees. Vacation leaves with pay may be used only with the prior approval of the supervisor.

- Start through end of 5<sup>th</sup> year                      80 hours
- 6<sup>th</sup> through end of 10<sup>th</sup> year                      120 hours
- 11<sup>th</sup> through end of 15<sup>th</sup> year                      136 hours
- 16<sup>th</sup> through end of 20<sup>th</sup> year                      160 hours
- 21<sup>st</sup> year plus    200 hours

12.2 A bus operator whose normal workweek run is more than 40-hours may choose to take either 8-hours or the normal scheduled hours for a vacation day or days provided the bus operator has a minimum of 40-hours for the workweek.

- 12.3 Vacation will be appropriately prorated for employees who work less than a calendar year.
- 12.4 An employee cannot carryover more than 240-hours of vacation at the end of the calendar year. Employees who have vacations canceled due to emergency call-ins or illness will be allowed to reschedule such vacation during the first 3-months of the following year or add it to their carryover balance provided that balance remains at or below 240-hours.
- 12.5 Upon separation from City service, an employee will be paid for any unused accumulation of vacation leave.
- 12.6 Employees who are earning more than 200 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at their current amount of vacation accumulation while employed by the City.
- 12.7 An employee employed prior to March 25, 2011, may during their last three years of employment convert up to 80-hours per year of earned vacation days to an escrow account, said conversion of vacation to be at the current salary at the time of conversion. In addition, at the time an employee separates from City service by eligibility and acceptance to the State Retirement system, the employee may escrow all or a part of their accumulated vacation leave. This provision will not apply to those employees employed after March 25, 2011.
- 12.8 Personal Leave: Regular full time employees will be eligible for 24-hours of personal leave annually. Personal leave must be used during the calendar year earned and may not accumulate from year to year. Personal leave will be scheduled in the same manner as vacation. Personal leave may not be converted to escrow. Personal leave will be appropriately prorated for employees who work less than a calendar year.

ARTICLE 13  
SICK LEAVE OR EMERGENCY LEAVE

- 13.1 Accumulation: Each full-time employee of the City will accumulate sick leave at the rate of one day per month for each month of service to a maximum of 1152-hours.
- 13.2 Notification and Verification: Employees who intend to be absent from work due to illness or injury must notify their supervisor prior to the start of the workday. If the absence continues beyond one day, the employee is expected to keep the supervisor informed of his/her condition and anticipated return date. At the employer's discretion, the employee may be required to provide medical verification.

The City reserves the right to have an employee examined by the City's medical professional, at City cost, to determine fitness for duty. The City's right to have employees examined by the City's medical professional does not in any way limit the employee's rights to be treated by a medical professional of their choice.

Nothing in this article will limit the City's right to deem leave taken as leave provided for

under the State or Federal Family Medical Leave Acts.

- 13.3 Use: An employee may use accumulated sick leave for absences necessitated by the employee's injury or illness or an immediate family member's serious illness/injury or hospitalization. For purposes of this article, "immediate family" will mean spouse, parents, stepparent, child, stepchild, guardian, foster child or sibling.
- 13.4 Medical Appointments: Employees, when possible, will schedule medical appointments outside of normal working hours. When medical appointments are scheduled during normal working hours, employees will be charged sick leave for actual time lost for the medical appointment. However, employees will not be charged from sick leave for absences from work necessitated by follow-up doctor visits due to workers compensation related injuries or illnesses.
- 13.5 Escrow Account: Employees employed prior to March 25, 2011 who terminate employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688-hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011.

#### ARTICLE 14 WORKER'S COMPENSATION

- 14.1 An employee injured on the job will be made whole for the remainder of the working day in which the injury occurred based on medical verification that the employee is unable to perform available work. The injured employee, at his/her option, can make himself/herself whole for the difference between the payment from Worker's Compensation and the regular rate of pay through use of sick leave or vacation for all subsequent days off due to the work related injury as long as the payment does not exceed the normal rate of pay.

#### ARTICLE 15 FUNERAL LEAVE

- 15.1 Employees will be allowed 3-days off with pay for absences necessitated by a death in the employee's immediate family including spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, ward, parent-in-law, child-in-law, grandchild or grandparent. In circumstances which require an employee to travel distance a in excess of 300 miles from Green Bay due to the death of an immediate family member, 2-additional days to be used consecutively (one time use per death) will be granted. A request for additional vacation, personal, comp time or other leave time must be communicated to the immediate supervisor as soon as practicable.

Employees will be allowed 1-day off with pay upon the death of the spouse's grandparents or sister-in-law, brother-in-law, aunt or uncle of the employee or spouse.

- 15.2 In the event of the death of a current co-worker, employees working in the same department and location having a close working relationship and others who worked closely with this individual on a regular basis, in the sole discretion of the department head, may be allowed up to 3 hours of administrative leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using compensatory time or personal leave or other appropriate accumulated leave with the approval of the Supervisor.

ARTICLE 16  
HEALTH AND DENTAL INSURANCE

- 16.1 Selection of any provider for health and dental insurance and determination of coverage and benefit levels will be at the discretion of the City.
- 16.2 Employees will pay 15% and the City will pay 85% of the single or family premium for health care insurance benefits.
- 16.3 Employees will pay 12.5% and the City will pay 87.5% of the single or family premium for dental insurance benefits.
- 16.4 Employees regularly scheduled to work less than 37.5 hours per week will have the City's contribution appropriately prorated.
- 16.5 Employees will be entitled to reduce their health insurance premium contribution by 2.5% per year by successfully participating in the Wellness Incentive Program. All Wellness Incentives must be completed in the prior year to receive the 2.5% reduction in the following year.

To receive the health insurance premium reduction, the spouse of an employee must participate in the Wellness Incentive Program. The spouse of an employee will not be required to participate in the Wellness Incentive Program if the spouse has a health risk assessment screening conducted at the spouse's employer, however, the spouse must comply with the age-specific requirements. If the spouse of an employee or an employee with family coverage does not participate in the Wellness Incentive Program, the health insurance premium reduction will be 1.25%.

- 16.6 Employees may participate in the City's Health 1265 program as outlined in Appendix B.
- 16.7 Life Insurance: The City will provide and carry, at no cost to the employee, life insurance for each regular full-time employee in an amount equal to the employee's base salary for all employee's regularly scheduled to work a minimum of 37½ hours per week. Employees will have the option to purchase supplemental life insurance for self, spouse and eligible dependent(s). Employees will pay all premium costs for the optional supplemental life insurance through payroll deduction.

- 16.8 Fed Med Card: When a Transit driver in the process of obtaining or renewing a Fed Med card is required to undergo additional medical testing specifically due to previous heart history or sleep apnea screening, or is required to purchase and maintain medical devices not otherwise required except for obtaining the Fed Med card, the City will reimburse the employee for actual expenses by depositing up to a maximum of \$200 per year into the employee's Personal Benefit Account (PBA) for out of pocket expenses for such testing and/or purchase and upkeep of required equipment. Out of pocket expense will be determined by the statement from the insurance company. The Transit driver is responsible for requesting the PBA reimbursement and providing appropriate documentation of the expense.

ARTICLE 17  
RETIREMENT CONTRIBUTION

- 17.1 Employees are subject to a retirement contribution in an amount equal to one-half of all actuarially required contributions approved by WRS.

ARTICLE 18  
WAGES AND RATES

- 18.1 Attached hereto and marked Schedule A is the schedule showing the classifications and wage rates of the employees covered by this Agreement. It is mutually agreed that said Schedule and the contents hereof will constitute a part of this Agreement.
- 18.2 All members of the bargaining unit will be subject to mandatory direct deposit of their paychecks.
- 18.3 An employee that is called in for work outside of the regular work day will be paid for a minimum of 2-hours pay.
- 18.3.1 If a bus operator is scheduled the day before for a Limited Service piece of work the driver will be paid a minimum of 1½ hours and will not be required to stay for standby unless notified by dispatch. If the bus operator is scheduled on the same day as the Limited Service piece of work the operator will receive a minimum of 2-hours pay.
- 18.4 All work for NFL Green Bay Packers games on Sundays shall be paid at double the employee's regular rate of pay. If the Green Bay Packers game is on an observed holiday, including an observed holiday that falls on a Sunday, then the employee will receive holiday pay and be paid at double the employee's regular rate of pay for actual hours of work.

ARTICLE 19  
HOURS OF WORK

- 19.1 The City will establish the hours of work for employees in the bargaining unit.

- 19.2 In accordance with the Fair Labor Standards Act (FLSA) overtime at the rate of 1½ times the employee's regular hourly rate will be paid for all hours actually worked in excess of 40-hours per week. Vacation, personal days, compensatory time, holiday time, funeral leave and jury duty will be considered actual hours worked for the purposes of determining eligibility for overtime.
- 19.3 Overtime hours are subject to prior supervisory approval.
- 19.4 Employees working holiday hours, in accordance with Article 11, will be eligible to receive double time pay.
- 19.5 Per calendar year, employees may bank up to 80 hours of overtime earned in a compensatory time bank. Employees may request the use of compensatory time off at the rate at which such time is earned.
- 19.6 In the event that compensatory time is not used prior to the end of the calendar year in which it is earned, the employee's compensatory time will be paid out at the employee's current rate of pay.
- 19.7 All benefits covered by this Agreement will be appropriately prorated for employees who work less than fulltime.
- 19.8 Whenever the Transit Department is closed due to a weather emergency, all employees will be required to use vacation, personal day or leave without pay for the day in question. Employees who report to work prior to being notified of the closing will receive a minimum of 2-hours pay. If the department does not close completely, the Transit Director may retain employees for the full shift or send them home prior to the end of the shift and require them to use vacation, personal day or leave without pay. Unless a weather emergency is declared by the Transit Director or designee all employees will be required to report to work.

## ARTICLE 20 CLOTHING ALLOWANCE/REIMBURSEMENT

- 20.1 The City will provide the initial compliment of clothing which will include: shirts or polo shirts, turtleneck, trousers, jackets, sweaters, walking shorts, culottes for females, or sweater, and winter parkas or bomber jackets or vests. The City will pay 100% of the cost. Parkas may be purchased by limited service employees and the City will pay 50% of the cost. Transit uniforms will be turned into the Transit Department when an employee terminates employment. The City will pay \$100, to be included with the first paycheck of each year of this Agreement, to cover the cost of footwear. Shoes will be a solid black or brown. This will be an annual allowance. Belts will be considered part of the uniform while ties will not be.
- 20.2 Clothing will be replaced by the City as needed. Management will outfit probationary employees with at least 3 shirts after training and other items as it deems necessary.

20.3 The City will provide the initial compliment of clothing which will include:

- 5 shirts (long or short sleeve or polo shirts)
- 3 trousers
- 1 jacket with liner
- 1 sweater (pullover or cardigan) or
- 3 turtlenecks
- 1 belt
- 2 shorts/culottes (either or)
- 1 parka or bomber jacket or vest

20.4 Shorts will be considered part of the uniform however; they may only be worn from April 15 to October 15. Black or white tennis shoes and laces may also be worn during this period, but will be worn at the employees' expense.

20.5 The City will, upon submission of a receipt, reimburse drivers for half the Commercial Drivers License (CDL) renewal fee.

#### ARTICLE 21 PICK OF RUNS

21.1 Pick of runs will be held 3-times a year to be effective in January, May and September. The runs will be posted for at least a minimum of 10-calendar days prior to the effective date. There will be a 24-hour time limit (excluding Saturday, Sunday and holidays) for individual operators in seniority order to make their pick of runs in the choice book. If an operator does not pick a run within the allowed time, the operator will be allowed to pick a run anytime thereafter in seniority order from the choice book openings remaining at the time of the selection but not to bump a driver of lesser seniority who has chosen within the set schedule.

21.2 If an operator makes an error in signing for a run, the operator may contact the supervisor and will be allowed to pick a run anytime thereafter in seniority order from the choice book openings remaining at the time of the selection but not to bump a driver of lesser seniority who has chosen within the set schedule.

21.3 If an operator is not going to be available during the time the pick of runs is occurring, the operator may provide their supervisor or union officer with a priority list of run selections however only a supervisor may record the selection on the run bid form.

#### ARTICLE 22 EXTRA BOARDS

22.1 Whenever practically possible, the City will post the daily extra board worksheet by 1:00 p.m. the day prior to the scheduled work day.

- 22.2 Changes to the assigned work schedule will be made on the dispatcher's copy in the office. Drivers will be notified by the dispatcher of changes made after schedule has been posted.
- 22.3 Selection of the extra board work assignments will be made in rotating seniority order.
- 22.4 When an extra board driver has worked 40-hours by the end of the work day on Friday, any additional Saturday hours will be granted to other drivers on the extra board according to their rotating seniority order.
- 22.5 In the event of an emergency, the City reserves the right to exercise policies as it sees fit.

ARTICLE 23  
SEPARABILITY AND SAVINGS CLAUSE

- 23.1 If any Article or Section of this Agreement or of any Rider thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination to its validity, the remainder of this Agreement and of any Rider hereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, will not be affected thereby.
- 23.2 In the event that any Article or Section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby will enter into immediate collective bargaining negotiations, upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement. Either party will be permitted all legal or economic recourse in support of its demands, notwithstanding any provision in this Agreement to the contrary.

ARTICLE 24  
DURATION OF AGREEMENT

- 24.1 This Agreement will become effective as of January 1, 2025 or date of signature if after January 1, 2025, and will remain in force and effect to and including December 31, 2027.
- 24.2 This Agreement and the provisions thereof supersede the previous Collective Bargaining Agreement of the parties and will be in full force and effect until December 31, 2027 and from year to year thereafter unless written notice of termination or amendment or change in the terms thereof is given by either part to the other 90-days prior the expiration of this Agreement or any subsequent anniversary date of this Agreement.

This Agreement was approved on March 8, 2025 by the Transit Union and March 18, 2025 by the City Council.

**For the Union**

**For the City of Green Bay**

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Transit Director

Attest:

\_\_\_\_\_  
City Clerk

**APPENDIX A  
WAGE RATES**

<b>CLASSIFICATION</b>	<b>*Varies 10/01/25</b>	<b>2.5% 10/1/26</b>	<b>2.5% 10/1/27</b>
Starting Wage	\$25.00	\$25.63	\$26.27
Beginning of Year 2	\$27.65	\$28.34	\$29.05
Beginning of Year 3	\$28.15	\$28.85	\$29.58
Beginning of Year 4	\$29.00	\$29.73	\$30.47

- This wage schedule incorporates longevity payments.
- Operators who work a shift consisting of 7 to 9 hours, beginning after 12:30 PM will receive \$0.50 per hour premium pay for work performed.
- The increases will occur on the first date of the pay period in which October 1 occurs.
- If during the term of this contract the general municipal employees receive a general wage increase that exceeds the amounts listed in this appendix, the bus operators will receive the additional general wage increase.
- Only employees actively employed on the date of Union ratification of the Agreement will be eligible for any retroactive provisions.
- \*10/01/25 Wage Rate Increases
  - Starting Wage: 9.2% increase
  - Beginning of Year 2: 13.9% increase
  - Beginning of Year 3: 4.80% increase
  - Beginning of Year 4: 6.10% increase

## **APPENDIX B**

### **Health 1265**

Members of the Amalgamated Transit Union, Local Division 857, AFL-CIO who carry City sponsored insurance may participate in the City's Health 1265 program for the following periods and will be eligible to receive a reduced premium contribution of 11.5% for the following calendar year if they achieve 1265 points and meet all of the requirements under the City's program.

- January 1, 2022 - October 31, 2025 – 11.5% reduced premium contribution for the 2020 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.
- November 1, 2023 - October 31, 2026 – 11.5% reduced premium contribution for the 2021 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.
- November 1, 2024 - October 31, 2027 – 11.5% reduced premium contribution for the 2022 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.

Upon enrollment in myInertia as part of the Health 1265 program, eligible employees will receive \$55 toward the cost of a fitness tracker and be eligible for the incentives under the program.

AGREEMENT

Between

CITY OF GREEN BAY

And

CITY OF GREEN BAY  
AMALGAMATED TRANSIT UNION  
LOCAL 857, ATU, AFL-CIO

January 1, 2025 through December 31, 2027

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## AGREEMENT

This Agreement made and entered into by and between the City of Green Bay, operating a bus transportation service serving the Green Bay Metropolitan area, party of the first part, hereinafter referred to as the "City" and Amalgamated Transit Union, Local Division 857, party of the second part, hereinafter referred to as the "Union".

### ARTICLE 1 RECOGNITION

- 1.1 The City of Green Bay recognizes representatives of Amalgamated Transit Union Local Division 857, as the collective bargaining representative for all issues specifically addressed in this Agreement for all bus operators.
- 1.2 Dues Deduction:
  - 1.2.1 The City agrees that its employees of the transit department as described in 1.1 may become and remain members of the Union and agrees not to interfere with or prevent, either directly or indirectly, any such employee becoming or continuing as a member of the Union. All employees in the unit may pay, as provided in this Article, their proportionate share of the costs of representation by the Union. No employee will be required to join the Union, but membership shall be made available to all employees who apply and no employee will be denied membership because of race, color, creed, sex, or handicap. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an employee membership because of race, color, creed, sex, or handicap.
  - 1.2.2 The Union will represent all of the employees in the Bargaining Unit, members and non-members, fairly and equally.
  - 1.2.3 The City agrees to deduct the amount of dues authorized by each Union member certified by the Union and pay the amount deducted to the Union on or before the end of the month in which the deduction is made. Payroll deduction of dues will begin with the pay period following receipt by the City of the Union's written notice authorizing dues deductions for current and/or new employees. The City will not be responsible for retroactively deducting dues for any time prior to receipt of the Union's written notice.
  - 1.2.4 The Union agrees to hold harmless the City from any disputes between the Employee and the Union regarding dues.
- 1.3 Bus operators who are officers or committee members of the Union will be provided unpaid leave of absence not to exceed 15-total work days in a calendar year for all officers or committee members, unless otherwise agreed to by the parties. Such leave must be

approved in advance by the Transit Director or designee, may be cancelled in the event of unforeseen circumstances, and will not require the rescheduling or modification of the transit schedule. An employee may use available vacation, personal or compensatory time while on leave. The bus operator will suffer no loss of rights or benefits for such absence.

- 1.4 The Union may maintain a bulletin board for their use in the lunchroom. The City retains the right to remove inappropriate at its discretion.

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As an example, the following types of postings will not be tolerated:

- Commercial solicitation for an outside organization.
- Material that is otherwise in violation of City policy, such as obscene, sexually harassing or libelous materials.
- Political or campaign literature.
- Lotteries, sports pools or similar activities.

## ARTICLE 2 MANAGEMENT RIGHTS

- 2.1 The City retains all rights, powers or authority except as modified by this Agreement. The City retains the right to determine and schedule working hours and determine assignments.
- 2.2 The City will have the right at all times during the existence of this Agreement, and subject to provisions herein, to conduct its affairs according to its best judgment and the orders of competent authority, including the power of establishing policy to hire all employees, to dismiss and discipline for just cause, to lay off in accordance with section 7.3 and to determine the methods, means and personnel by which City operations are to be conducted.
- 2.3 The City agrees it will not use these rights to interfere with the employee's rights established by law or by this Agreement.
- 2.4 The City agrees to provide notice to the Union and an opportunity to meet and discuss any anticipated changes to the Bus Operators Policy and Procedure manual prior to implementation.

## ARTICLE 3 MEMBER RIGHTS

- 3.1 The City agrees not to discharge or discriminate against any member of the Union because of lawful Union activities or to bargain individually with any member of the Union.

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ARTICLE 4  
EMPLOYMENT STATUS

- 4.1 Upon resignation by an employee, the City will pay all money due the employee, and upon request, may furnish the employee with a letter of recommendation insofar as circumstances permit.
- 4.2 An employee who is physically and mentally able to work but fails to do so for 3- consecutive work days or more, unless on approved leave or due to circumstances beyond the employee's control, will be considered to have voluntarily resigned from employment.
- 4.3 New employees who do not possess required licenses or certifications prior to the end of probation may be discharged from employment.
- 4.4 All employees who drive a commercial vehicle at any time must have a Commercial Driver's License and the appropriate endorsements required to operate that equipment. Loss or suspension of license and/or endorsements may subject the employee to disciplinary action up to and including discharge.
- 4.5 The City of Green Bay has implemented a Drug and Alcohol policy in accordance with the requirements of State and Federal regulations. Green Bay bus operators will be subject to this policy.

ARTICLE 6  
LEAVES

- 6.1 Leaves of absence may be granted at the discretion of the Human Resources Director in accordance with applicable rules, policies and legal requirements.
- 6.2 A bus operator will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

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UNION COOPERATION¶  
¶  
5.1 The Union agrees at all times, as far as it is within its power, to further the interest of the City.¶

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ARTICLE 7  
SENIORITY

- 7.1 Seniority Date: Seniority will commence upon an employee's most recent date of hire as a full time regular employee by the City.
- 7.2 Master List: There will be one master seniority list for all employees of the Union. The master seniority list will be maintained and updated on a regular basis, and a copy provided to the Union. Employees starting on the same day will have their starting times varied (as determined by the flip of a coin) so that there will be no ties in terms of seniority.
- 7.3 Lay Off: The City may lay off an employee whenever such action is necessary. In the event of multiple layoffs in the same position/job title within a department, lay off will be based on the inverse order of seniority in that position/job title within the department.

A laid off employee will have rights to recall to the same position from which the employee was laid off for up to 1-year following the lay off. Recall will be based on seniority in that position/job title within the department.

- 7.4 Probation: New employees will be considered probationary employees for the first 12-months or the first 2080 hours of their employment, whichever occurs first. Any employee on probation may be terminated at the sole discretion of the City without any reference to recall or rehire. After new employees have completed probation, they will be considered regular employees.
- 7.5 Seasonal Employees: Seasonal employees are those hired for less than 6-months of employment in any calendar year. Seasonal employees are not represented under this Agreement.
- 7.6 Transfer: A City employee transferring into a bargaining unit position with seniority as described in 7.1 will be eligible to use seniority for route selection as follows:
- 7.6.1 During the first 12-consecutive months of employment under this Agreement, the transferring employee may use their seniority on the Extra-Board.
- 7.6.2 Upon completion of the first 12-consecutive months as described in 7.6.1, the bus operator may use their seniority to bid on a Regular Run during the next regular operator bid time. The employee may continue to use seniority for the Extra-Board while waiting for the Regular Run operator bid.

ARTICLE 8  
GRIEVANCE PROCEDURE

- 8.1 Definition: A grievance is defined as a dispute or misunderstanding regarding the interpretation or application of a specific provision of this Agreement.

8.2 Procedure: A regular employee represented under this Agreement, may file a grievance in accordance with the following:

8.2.1 Prior to filing a written grievance, employees should discuss any problem or complaint with their immediate supervisor to see if settlement is possible. If the problem is not resolved, then the aggrieved party may file a written grievance with the department head, but not later than 10-work days from the date the grievant first became aware of the condition causing the grievance. The department head will respond in writing no later than 10-work days from the date the grievance was received.

8.2.2 If the grievance cannot be settled by the department head or designee, the grievance may be submitted in writing to the Human Resources Director or designee within 10-work days from receiving the department head's decision. The meeting to discuss the grievance will be held at a mutually agreeable time. Following this meeting, the Human Resources Director will respond within 10-work days, in writing.

8.2.3 If the grievant is not satisfied with the Human Resources Director's response, the grievant may file an appeal for a hearing before an impartial hearing officer within 10-work days from receiving the Director's response. The appeal must be put in writing and filed with the Human Resources Department. The impartial hearing officer will be selected from a list of 5-hearing officers provided by the WERC. The Union will strike the first name from the list, the City will strike the second name, the Union will strike the third name, the City will strike the fourth name and the remaining individual will serve as the hearing officer. Any costs for the impartial hearing officer's services will be borne equally by the parties.

8.2.4 The decision of the Hearing Officer concerning any matter referred to it will be final and conclusive upon the employees, the Union, and the City.

8.4 Time Limits: All of the time limits set forth in this Article may be extended by mutual agreement of the parties.

ARTICLE 9  
DISCIPLINE, SUSPENSION, AND DISCHARGE

9.1 The City will not discipline, suspend or discharge any employee without just cause. Suspension or discharge will be in writing with a copy to the Union and to the employee affected.

9.2 When an employee is to be disciplined in any manner, including a discussion of the circumstances of accidents, a union representative may be present if the employee so desires.

ARTICLE 10  
ALTERNATIVE DUTY

10.1 The parties agree to implement the City's Alternative Duty Program in accordance with the City's Personnel Policies and Procedures and as it may be modified by the City.

ARTICLE 11  
HOLIDAYS

11.1 Following are the recognized paid holidays for bus operators:

- New Year's Day
- ½ Martin Luther King Jr. Day
- ½ Day Friday Before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- ½ Christmas Eve Day
- Christmas Day
- ½ New Year's Eve Day
- 2 floating holiday (in lieu of Juneteenth and the Day after Thanksgiving)

11.2 Full-time bus operators will be allowed 8-hours for full day holidays and 4-hours for half day holidays at the employee's straight time rate of pay.

ARTICLE 12  
VACATIONS

12.1 An eligible employee will accumulate vacation leave with pay to a maximum of 240-hours. Generally vacations will not be permitted during an employee's first 6-months of service with the City unless approved by the Supervisor. Vacations will be scheduled to meet the operating requirements of the City, and, as practical, the preferences of employees. Vacation leaves with pay may be used only with the prior approval of the supervisor.

- Start through end of 5<sup>th</sup> year                      80 hours
- 6<sup>th</sup> through end of 10<sup>th</sup> year                      120 hours
- 11<sup>th</sup> through end of 15<sup>th</sup> year                      136 hours
- 16<sup>th</sup> through end of 20<sup>th</sup> year                      160 hours
- 21<sup>st</sup> year plus    200 hours

12.2 A bus operator whose normal workweek run is more than 40-hours may choose to take either 8-hours or the normal scheduled hours for a vacation day or days provided the bus operator has a minimum of 40-hours for the workweek.

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- 12.3 Vacation will be appropriately prorated for employees who work less than a calendar year.
- 12.4 An employee cannot carryover more than 240-hours of vacation at the end of the calendar year. Employees who have vacations canceled due to emergency call-ins or illness will be allowed to reschedule such vacation during the first 3-months of the following year or add it to their carryover balance provided that balance remains at or below 240-hours.
- 12.5 Upon separation from City service, an employee will be paid for any unused accumulation of vacation leave.
- 12.6 Employees who are earning more than 200 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at their current amount of vacation accumulation while employed by the City.
- 12.7 An employee employed prior to March 25, 2011, may during their last three years of employment convert up to 80-hours per year of earned vacation days to an escrow account, said conversion of vacation to be at the current salary at the time of conversion. In addition, at the time an employee separates from City service by eligibility and acceptance to the State Retirement system, the employee may escrow all or a part of their accumulated vacation leave. This provision will not apply to those employees employed after March 25, 2011.
- 12.8 Personal Leave: Regular full time employees will be eligible for 24-hours of personal leave annually. Personal leave must be used during the calendar year earned and may not accumulate from year to year. Personal leave will be scheduled in the same manner as vacation. Personal leave may not be converted to escrow. Personal leave will be appropriately prorated for employees who work less than a calendar year.

ARTICLE 13  
SICK LEAVE OR EMERGENCY LEAVE

- 13.1 Accumulation: Each full-time employee of the City will accumulate sick leave at the rate of one day per month for each month of service to a maximum of 1152-hours.
- 13.2 Notification and Verification: Employees who intend to be absent from work due to illness or injury must notify their supervisor prior to the start of the workday. If the absence continues beyond one day, the employee is expected to keep the supervisor informed of his/her condition and anticipated return date. At the employer's discretion, the employee may be required to provide medical verification.

The City reserves the right to have an employee examined by the City's medical professional, at City cost, to determine fitness for duty. The City's right to have employees examined by the City's medical professional does not in any way limit the employee's rights to be treated by a medical professional of their choice.

Nothing in this article will limit the City's right to deem leave taken as leave provided for

under the State or Federal Family Medical Leave Acts.

13.3 Use: An employee may use accumulated sick leave for absences necessitated by the employee's injury or illness or an immediate family member's serious illness/injury or hospitalization. For purposes of this article, "immediate family" will mean spouse, parents, stepparent, child, stepchild, guardian, foster child or sibling,

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13.4 Medical Appointments: Employees, when possible, will schedule medical appointments outside of normal working hours. When medical appointments are scheduled during normal working hours, employees will be charged sick leave for actual time lost for the medical appointment. However, employees will not be charged from sick leave for absences from work necessitated by follow-up doctor visits due to workers compensation related injuries or illnesses.

13.5 Escrow Account: Employees employed prior to March 25, 2011 who terminate employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688-hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011.

#### ARTICLE 14 WORKER'S COMPENSATION

14.1 An employee injured on the job will be made whole for the remainder of the working day in which the injury occurred based on medical verification that the employee is unable to perform available work. The injured employee, at his/her option, can make himself/herself whole for the difference between the payment from Worker's Compensation and the regular rate of pay through use of sick leave or vacation for all subsequent days off due to the work related injury as long as the payment does not exceed the normal rate of pay.

#### ARTICLE 15 FUNERAL LEAVE

15.1 Employees will be allowed 3-days off with pay for absences necessitated by a death in the employee's immediate family including spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, ward, parent-in-law, child-in-law, grandchild or grandparent. In circumstances which require an employee to travel distance a in excess of 300 miles from Green Bay due to the death of an immediate family member, 2-additional days to be used consecutively (one time use per death) will be granted. A request for additional vacation, personal, comp time or other leave time must be communicated to the immediate supervisor as soon as practicable.

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Employees will be allowed 1-day off with pay upon the death of the spouse's grandparents or sister-in-law, brother-in-law, aunt or uncle of the employee or spouse.

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15.2 In the event of the death of a current co-worker, employees working in the same department and location having a close working relationship and others who worked closely with this individual on a regular basis, in the sole discretion of the department head, may be allowed up to 3 hours of administrative leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using compensatory time or personal leave or other appropriate accumulated leave with the approval of the Supervisor.

ARTICLE 16  
HEALTH AND DENTAL INSURANCE

16.1 Selection of any provider for health and dental insurance and determination of coverage and benefit levels will be at the discretion of the City.

16.2 Employees will pay 15% and the City will pay 85% of the single or family premium for health care insurance benefits.

16.3 Employees will pay 12.5% and the City will pay 87.5% of the single or family premium for dental insurance benefits.

16.4 Employees regularly scheduled to work less than 37.5 hours per week will have the City's contribution appropriately prorated.

16.5 Employees will be entitled to reduce their health insurance premium contribution by 2.5% per year by successfully participating in the Wellness Incentive Program. All Wellness Incentives must be completed in the prior year to receive the 2.5% reduction in the following year.

To receive the health insurance premium reduction, the spouse of an employee must participate in the Wellness Incentive Program. The spouse of an employee will not be required to participate in the Wellness Incentive Program if the spouse has a health risk assessment screening conducted at the spouse's employer, however, the spouse must comply with the age-specific requirements. If the spouse of an employee or an employee with family coverage does not participate in the Wellness Incentive Program, the health insurance premium reduction will be 1.25%.

16.6 Employees may participate in the City's Health 1265 program as outlined in Appendix B.

16.7 Life Insurance: The City will provide and carry, at no cost to the employee, life insurance for each regular full-time employee in an amount equal to the employee's base salary for all employee's regularly scheduled to work a minimum of 37½ hours per week. Employees will have the option to purchase supplemental life insurance for self, spouse and eligible dependent(s). Employees will pay all premium costs for the optional supplemental life insurance through payroll deduction.

16.8 Fed Med Card: When a Transit driver in the process of obtaining or renewing a Fed Med card is required to undergo additional medical testing specifically due to previous heart history or sleep apnea screening, or is required to purchase and maintain medical devices not otherwise required except for obtaining the Fed Med card, the City will reimburse the employee for actual expenses by depositing up to a maximum of \$200 per year into the employee's Personal Benefit Account (PBA) for out of pocket expenses for such testing and/or purchase and upkeep of required equipment. Out of pocket expense will be determined by the statement from the insurance company. The Transit driver is responsible for requesting the PBA reimbursement and providing appropriate documentation of the expense.

ARTICLE 17  
RETIREMENT CONTRIBUTION

17.1 Employees are subject to a retirement contribution in an amount equal to one-half of all actuarially required contributions approved by WRS.

ARTICLE 18  
WAGES AND RATES

18.1 Attached hereto and marked Schedule A is the schedule showing the classifications and wage rates of the employees covered by this Agreement. It is mutually agreed that said Schedule and the contents hereof will constitute a part of this Agreement.

18.2 All members of the bargaining unit will be subject to mandatory direct deposit of their paychecks.

18.3 An employee that is called in for work outside of the regular work day will be paid for a minimum of 2-hours pay.

18.3.1 If a bus operator is scheduled the day before for a Limited Service piece of work the driver will be paid a minimum of 1½ hours and will not be required to stay for standby unless notified by dispatch. If the bus operator is scheduled on the same day as the Limited Service piece of work the operator will receive a minimum of 2-hours pay.

18.4 All work for NFL Green Bay Packers games on Sundays shall be paid at double the employee's regular rate of pay. If the Green Bay Packers game is on an observed holiday, including an observed holiday that falls on a Sunday, then the employee will receive holiday pay and be paid at double the employee's regular rate of pay for actual hours of work.

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ARTICLE 19  
HOURS OF WORK

19.1 The City will establish the hours of work for employees in the bargaining unit.

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- 19.2 In accordance with the Fair Labor Standards Act (FLSA) overtime at the rate of 1½ times the employee’s regular hourly rate will be paid for all hours actually worked in excess of 40-hours per week. Vacation, personal days, compensatory time, holiday time, funeral leave and jury duty will be considered actual hours worked for the purposes of determining eligibility for overtime.
- 19.3 Overtime hours are subject to prior supervisory approval.
- 19.4 Employees working holiday hours, in accordance with Article 11, will be eligible to receive double time pay.
- 19.5 Per calendar year, employees may bank up to 80 hours of overtime earned in a compensatory time bank. Employees may request the use of compensatory time off at the rate at which such time is earned.
- 19.6 In the event that compensatory time is not used prior to the end of the calendar year in which it is earned, the employee’s compensatory time will be paid out at the employee’s current rate of pay.
- 19.7 All benefits covered by this Agreement will be appropriately prorated for employees who work less than fulltime.
- 19.8 Whenever the Transit Department is closed due to a weather emergency, all employees will be required to use vacation, personal day or leave without pay for the day in question. Employees who report to work prior to being notified of the closing will receive a minimum of 2-hours pay. If the department does not close completely, the Transit Director may retain employees for the full shift or send them home prior to the end of the shift and require them to use vacation, personal day or leave without pay. Unless a weather emergency is declared by the Transit Director or designee all employees will be required to report to work.

ARTICLE 20  
CLOTHING ALLOWANCE/REIMBURSEMENT

- 20.1 The City will provide the initial compliment of clothing which will include: shirts or polo shirts, turtleneck, trousers, jackets, sweaters, walking shorts, culottes for females, or sweater, and winter parkas or bomber jackets or vests. The City will pay ~~100%~~ of the cost. Parkas may be purchased by limited service employees ~~and the City will pay 50% of the cost.~~ Transit uniforms will be turned into the Transit Department when an employee terminates employment. The City will pay ~~\$100,~~ to be included with the first paycheck of each year of this Agreement, to cover the cost of footwear. Shoes will be a solid black or brown. This will be an annual allowance. Belts will be considered part of the uniform while ties will not be.
- 20.2 Clothing will be replaced by the City as needed. Management will outfit probationary employees ~~with at least 3 shirts after training and other items~~ as it deems necessary.

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- Deleted:** and the footwear will be worn only on the job.
- Deleted:** However, no employee will wear any part of the uniform for any reason other than performing their duties as Transit employees. ...
- Deleted:** 2022-2024

20.3 The City will provide the initial compliment of clothing which will include:

- 5 shirts (long or short sleeve or polo shirts)
- 3 trousers
- 1 jacket with liner
- 1 sweater (pullover or cardigan) or
- 3 turtlenecks
- 1 belt
- 2 shorts/culottes (either or)
- 1 parka or bomber jacket or vest

20.4 Shorts will be considered part of the uniform however; they may only be worn from April 15 to October 15. Black or white tennis shoes and laces may also be worn during this period, but will be worn at the employees' expense.

20.5 The City will, upon submission of a receipt, reimburse drivers for half the Commercial Drivers License (CDL) renewal fee.

ARTICLE 21  
PICK OF RUNS

21.1 Pick of runs will be held 3-times a year to be effective in January, May and September. The runs will be posted for at least a minimum of 10-calendar days prior to the effective date. There will be a 24-hour time limit (excluding Saturday, Sunday and holidays) for individual operators in seniority order to make their pick of runs in the choice book. If an operator does not pick a run within the allowed time, the operator will be allowed to pick a run anytime thereafter in seniority order from the choice book openings remaining at the time of the selection but not to bump a driver of lesser seniority who has chosen within the set schedule.

21.2 If an operator makes an error in signing for a run, the operator may contact the supervisor and will be allowed to pick a run anytime thereafter in seniority order from the choice book openings remaining at the time of the selection but not to bump a driver of lesser seniority who has chosen within the set schedule.

21.3 If an operator is not going to be available during the time the pick of runs is occurring, the operator may provide their supervisor or union officer with a priority list of run selections however only a supervisor may record the selection on the run bid form.

ARTICLE 22  
EXTRA BOARDS

22.1 Whenever practically possible, the City will post the daily extra board worksheet by 1:00 p.m. the day prior to the scheduled work day.

- 22.2 Changes to the assigned work schedule will be made on the dispatcher’s copy in the office. Drivers will be notified by the dispatcher of changes made after schedule has been posted.
- 22.3 Selection of the extra board work assignments will be made in rotating seniority order.
- 22.4 When an extra board driver has worked 40-hours by the end of the work day on Friday, any additional Saturday hours will be granted to other drivers on the extra board according to their rotating seniority order.
- 22.5 In the event of an emergency, the City reserves the right to exercise policies as it sees fit.

ARTICLE 23  
SEPARABILITY AND SAVINGS CLAUSE

- 23.1 If any Article or Section of this Agreement or of any Rider thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination to its validity, the remainder of this Agreement and of any Rider hereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, will not be affected thereby.
- 23.2 In the event that any Article or Section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby will enter into immediate collective bargaining negotiations, upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement. Either party will be permitted all legal or economic recourse in support of its demands, notwithstanding any provision in this Agreement to the contrary.

ARTICLE 24  
DURATION OF AGREEMENT

- 24.1 This Agreement will become effective as of January 1, 202~~5~~, or date of signature if after January 1, 202~~5~~, and will remain in force and effect to and including December 31, 202~~7~~.
- 24.2 This Agreement and the provisions thereof supersede the previous Collective Bargaining Agreement of the parties and will be in full force and effect until December 31, 202~~7~~, and from year to year thereafter unless written notice of termination or amendment or change in the terms thereof is given by either part to the other 90-days prior the expiration of this Agreement or any subsequent anniversary date of this Agreement.

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This Agreement was approved on March 8, 2025 by the Transit Union and March 18, 2025 by the City Council.

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**For the Union**

**For the City of Green Bay**

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Transit Director

Attest:

\_\_\_\_\_  
City Clerk

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**APPENDIX A  
WAGE RATES**

CLASSIFICATION	*Varies <u>10/01/25</u>	2.5% <u>10/1/26</u>	2.5% <u>10/1/27</u>
<u>Starting Wage</u>	\$ <u>25.00</u>	\$ <u>25.63</u>	\$ <u>26.27</u>
<u>Beginning of Year 2</u>	\$ <u>27.65</u>	\$ <u>28.34</u>	\$ <u>29.05</u>
<u>Beginning of Year 3</u>	\$ <u>28.15</u>	\$ <u>28.85</u>	\$ <u>29.58</u>
Beginning of <u>Year 4</u>	\$ <u>29.00</u>	\$ <u>29.73</u>	\$ <u>30.47</u>
▼	▼	▼	▼
▼	▼	▼	▼

- This wage schedule incorporates longevity payments.
- Operators who work a shift consisting of 7 to 9 hours, beginning after 12:30 PM will receive \$0.50 per hour premium pay for work performed.
- The increases will occur on the first date of the pay period in which October 1 occurs.
- If during the term of this contract the general municipal employees receive a general wage increase that exceeds the amounts listed in this appendix, the bus operators will receive the additional general wage increase.
- Only employees actively employed on the date of Union ratification of the Agreement will be eligible for any retroactive provisions.
- \*10/01/25 Wage Rate Increases
  - Starting Wage: 9.2% increase
  - Beginning of Year 2: 13.9% increase
  - Beginning of Year 3: 4.80% increase
  - Beginning of Year 4: 6.10% increase

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- ~~Deleted: 25.81~~
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- ~~Deleted: 4th Year~~
- ~~Deleted: 25.77~~
- ~~Deleted: 26.28~~
- ~~Deleted: 26.92~~
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- ~~Deleted: \$26.35~~
- ~~Deleted: \$26.99~~
- ~~Deleted: Beginning of 6th Year~~
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Beginning of 6th year: 3.20% increase¶~~
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## APPENDIX B Health 1265

Members of the Amalgamated Transit Union, Local Division 857, AFL-CIO who carry City sponsored insurance may participate in the City's Health 1265 program for the following periods and will be eligible to receive a reduced premium contribution of 11.5% for the following calendar year if they achieve 1265 points and meet all of the requirements under the City's program.

- January 1, 2022 - October 31, 202~~5~~<sub>6</sub> – 11.5% reduced premium contribution for the 2020 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.
- November 1, 2023 - October 31, 202~~6~~<sub>7</sub> – 11.5% reduced premium contribution for the 2021 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.
- November 1, 2024 - October 31, 202~~7~~<sub>8</sub> – 11.5% reduced premium contribution for the 2022 calendar year if the employee achieves 1265 points and meets all of the requirements under the program.

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Upon enrollment in myInertia as part of the Health 1265 program, eligible employees will receive \$55 toward the cost of a fitness tracker and be eligible for the incentives under the program.

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Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

April 16, 2025

**PREPARED BY**

Patricia Kiewiz, Transit Director

**AGENDA ITEM # D.3**

Discussion/Action: Bus Purchase

**BACKGROUND**

Green Bay Metro has received an award from the third round from the VW settlement with the State of WI. The award is for three Battery Electric Buses (BEB). The purchase will be covered 80% federal and 20% local match.

**RECOMMENDATION**

Staff recommends the approval for the purchase of three(3) new buses from Gillig, LLC. with an amount not to exceed \$4,000,000.00 This price may need to be adjusted due to recent tariffs. The purchase will be made utilizing the State of Wisconsin Heavy Duty Bus Procurement contract.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

April 16, 2025

## PREPARED BY

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. 01.Jan 2025 Ridership
2. 01.Jan 2025 Micro KPIs
3. 02.Feb 2025 Ridership
4. 02.Feb 2025 Micro KPIs

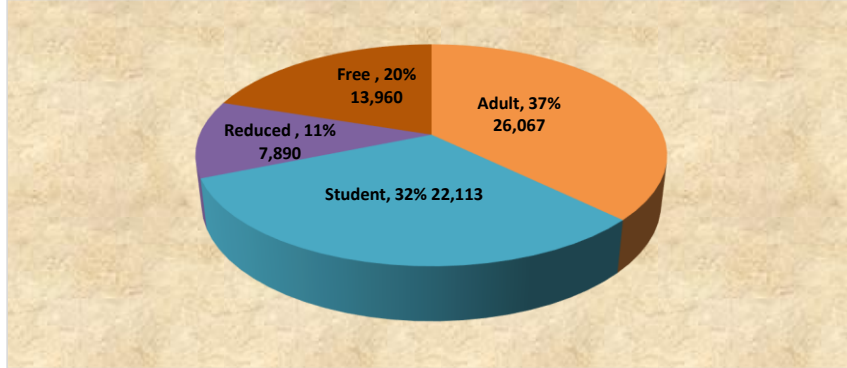
# January

## Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
January 2024	26,928	20,489	7,521	14,401	69,339	69,339
January 2025	21,359	21,728	7,550	13,933	64,570	64,570
Difference	(5,569)	1,239	29	(468)	(4,769)	(4,769)
	-21%	6%	0%	-3%	-7%	-6.9%

## Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
January 2024	4,247	525	287	13	5,072	5,072
January 2025	4,708	385	340	27	5,460	5,460
Difference	461	(140)	53	14	388	388
	11%	-27%	18%	108%	8%	7.6%



**YTD PASSENGERS**  
**70,030**

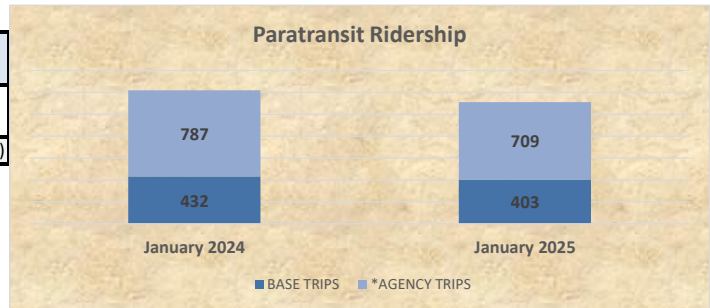
*\*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

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

## Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
January 2024	432	787	1,219	1,219
January 2025	403	709	1,112	1,112
Difference	(29)	(78)	(107)	(107)
	-6.7%	-9.9%	-8.8%	-8.8%

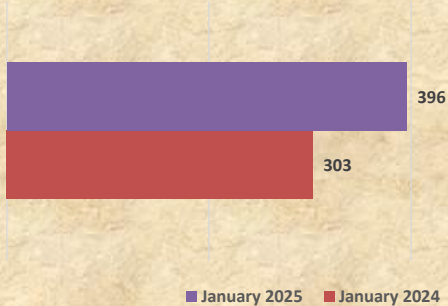
*\*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



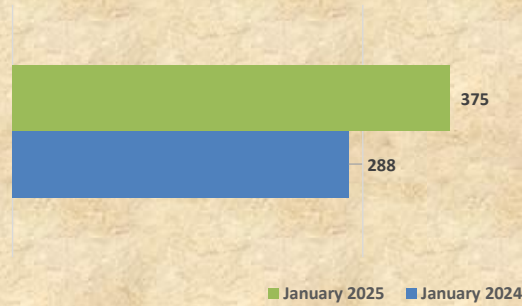
**On Time Performance: 96.2%**

Completed Trips:	1112
Completed On Time Trips:	1070
Completed Late Trips - 0-6 mins	31
Completed Late Trips - 6-30 mins	11
Completed Late Trips > 30 mins	0

## Fixed Route Mobility Devices Boarded



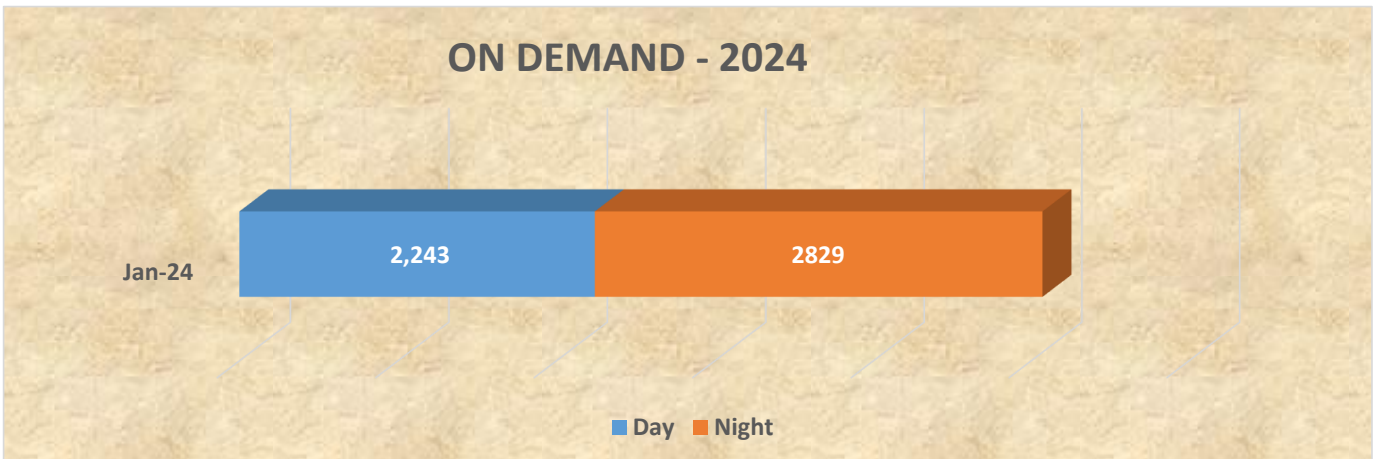
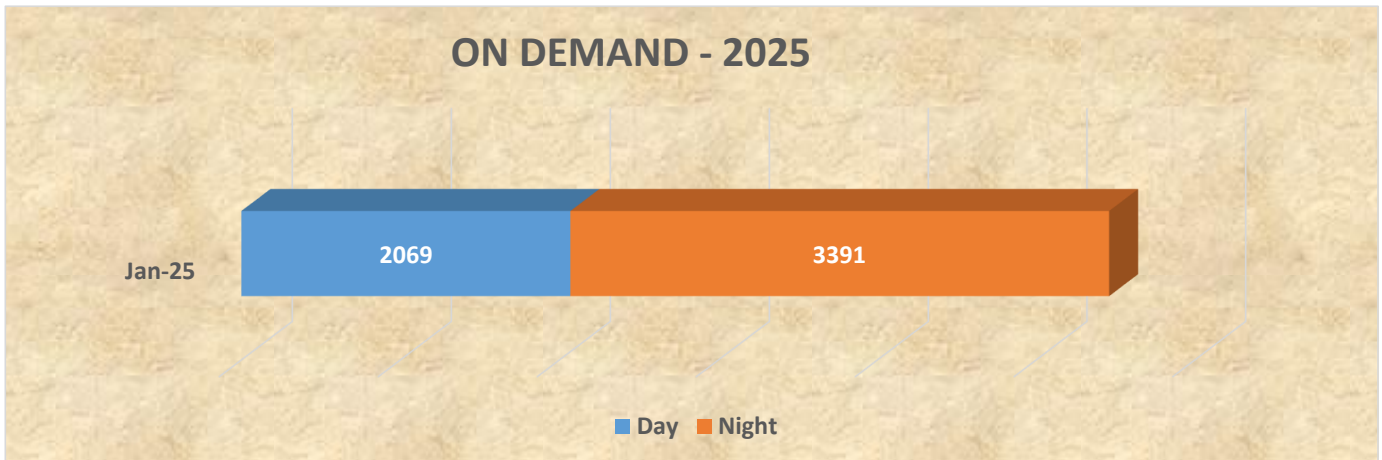
## Fixed Route Bikes Loaded



## GBM On Demand Ridership

January 2025

	Day Service	Night Service	Total	<u>Target</u>
Passengers	2,069	3,391	5,460	
Operating Hours	1,290	499	1,789	
Passengers per Operating Hour	1.60	6.79	3.05	3.0
Average Customer Wait Time (minutes)	14.43	29.87	23.92	<20.0
On-Time Pickups	88%	66%	75%	95%



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

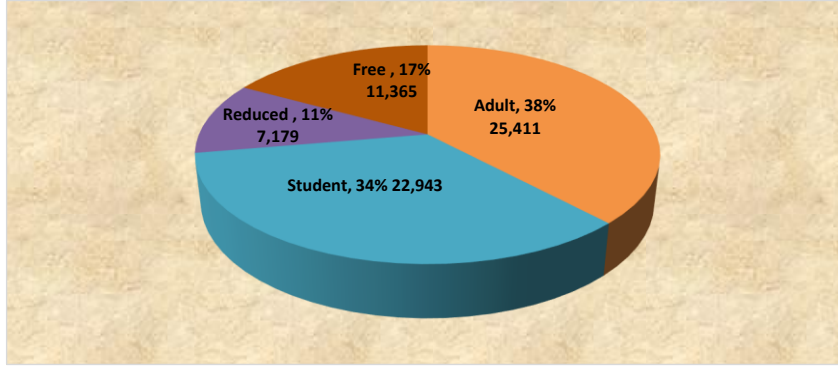
# February

## Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
February 2024	28,099	23,756	8,203	12,576	72,634	141,973
February 2025	20,867	22,622	6,859	11,333	61,681	126,251
Difference	(7,232)	(1,134)	(1,344)	(1,243)	(10,953)	(15,722)
	-26%	-5%	-16%	-10%	-15%	-11.1%

## Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
February 2024	4,959	501	323	22	5,805	10,877
February 2025	4,544	321	320	32	5,217	10,677
Difference	(415)	(180)	(3)	10	(588)	(200)
	-8%	-36%	-1%	45%	-10%	-1.8%



**YTD PASSENGERS**  
136,928

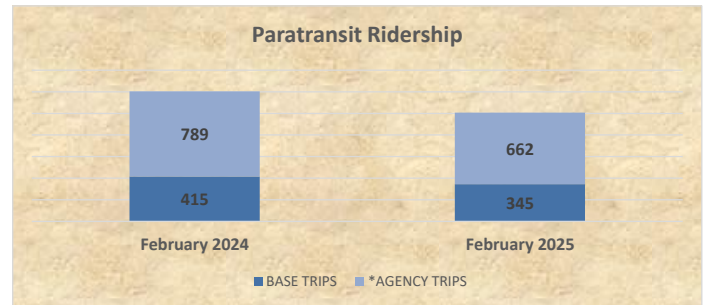
\*Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.

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

## Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
February 2024	415	789	1,204	2,423
February 2025	345	662	1,007	2,119
Difference	(70)	(127)	(197)	(304)
	-16.9%	-16.1%	-16.4%	-12.5%

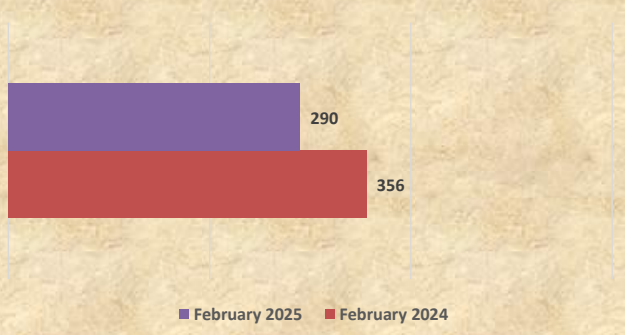
\*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).



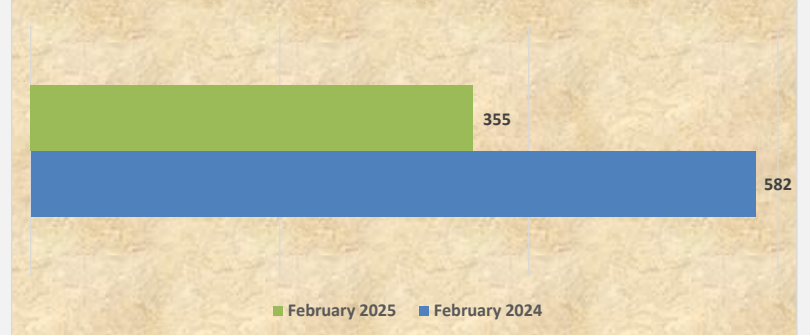
**On Time Performance: 96.1%**

Completed Trips:	1007
Completed On Time Trips:	968
Completed Late Trips - 0-6 mins	19
Completed Late Trips - 6-30 mins	20
Completed Late Trips > 30 mins	0

## Fixed Route Mobility Devices Boarded



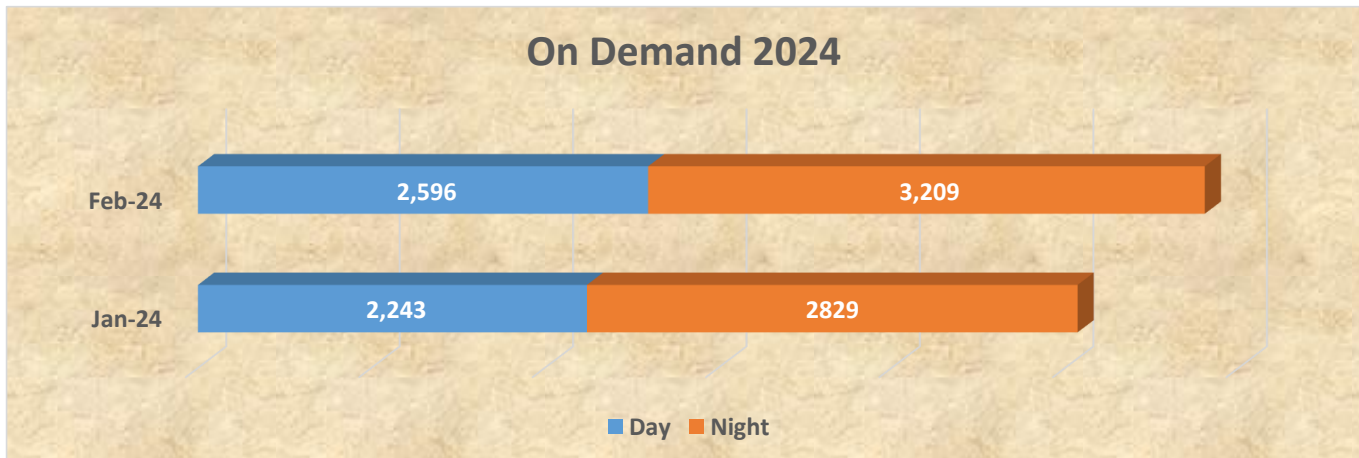
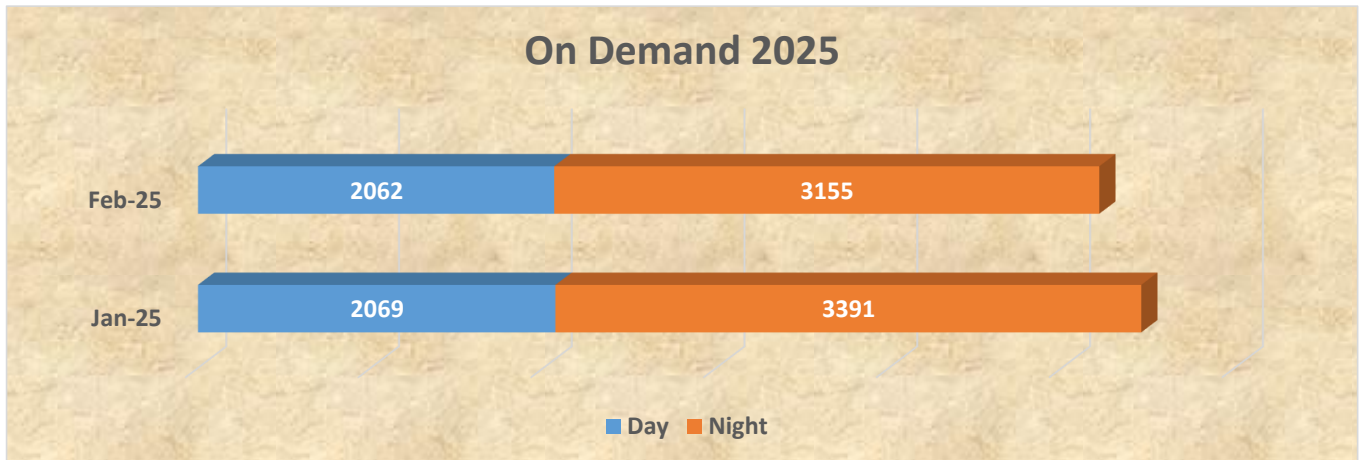
## Fixed Route Bikes Loaded



## GBM On Demand Ridership

February 2025

	Day Service	Night Service	Total	YTD	<u>Target</u>
Passengers	2,062	3,155	5,217	10,677	
Operating Hours	1,193	477	1,669	3,458	
Passengers per Operating Hour	1.73	6.62	3.13	3.09	3.0
Average Customer Wait Time (minutes)	15.69	33.16	26.16		<20.0
On-Time Pickups	86%	56%	68%		95%



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



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

April 16, 2025

## PREPARED BY

Patricia Kiewiz, Transit Director

## AGENDA ITEM # E.2

Financial Reports

## BACKGROUND

Director Kiewiz will provide an update on Metro finances through February 2025.

## RECOMMENDATION

No action is necessary.

## FISCAL IMPACT

## ATTACHMENTS

1. 01.Jan - Financials
2. 02.Feb - Financials



**EXPENSES**

ACCOUNT DESCRIPTION	2025 Jan	2024 Jan	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	85,957.38	92,653.24	(6,696)	-7.2%	2,765,438	3.1%
Fringe Benefits	73,055.08	73,993.99	(939)	-1.3%	1,830,692	4.0%
Other Employment Expenses	3,969.67	879.96	3,090	351.1%	68,932	5.8%
Contract Services	1,132.78	1,566.87	(434)	-27.7%	424,140	0.3%
Materials & Supplies	22,436.13	22,692.08	(256)	-1.1%	643,436	3.5%
Building & Equip Maintenance	16,798.95	36,589.63	(19,791)	-54.1%	234,100	7.2%
Utilities	1,156.60	12,514.80	(11,358)	-90.8%	235,106	0.5%
Insurance	122,934.00	126,729.00	(3,795)	-3.0%	158,827	77.4%
Miscellaneous	(3.00)	-	(3)	0.0%	250	-1.2%
Paratransit Services	4,734.81	4,234.93	500	11.8%	1,072,447	0.4%
Microtransit Services	9,404.03	7,131.42	2,273	31.9%	2,170,063	0.4%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>341,576.43</b>	<b>378,985.92</b>	<b>(37,409)</b>	<b>-9.9%</b>	<b>9,603,432</b>	<b>3.6%</b>

ORIGINAL BUDGET

**REVENUES**

ACCOUNT DESCRIPTION	2025 Jan	2024 Jan	+/-	%	2025 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,833,013	0.0%
State Operating Asst	-	-	-	0.0%	2,833,013	0.0%
Other Local Municipalities	85,785.33	69,500.31	16,285	23.4%	665,249	12.9%
Green Bay	108,333.33	108,333.33	-	0.0%	1,934,650	5.6%
Farebox Revenue-Fixed Route	40,033.08	32,223.04	7,810	24.2%	710,000	5.6%
Farebox Revenue-Paratransit	16,770.00	16,697.00	73	0.4%	269,500	6.2%
Farebox Revenue-Microtransit	2,131.00	1,550.00	581	37.5%	-	0.0%
College Program Fares	-	-	-	0.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	9,378.59	1,939.67	7,439	383.5%	9,100	103.1%
State Fuel Refund	-	-	-	0.0%	-	0.0%
Advertising	8,302.00	8,330.68	(29)	-0.3%	110,000	7.5%
Intercity Bus Commissions	500.00	500.00	-	0.0%	6,000	8.3%
Partnership Contributions	2,702.00	2,702.00	-	0.0%	232,908	1.2%
<b>TOTAL</b>	<b>273,935.33</b>	<b>241,776.03</b>	<b>32,159</b>	<b>13.3%</b>	<b>9,603,432</b>	<b>2.9%</b>

**KEY PERFORMANCE INDICATORS (KPI)**

Operating Days	26	26	-	0.0%	307
Revenue Miles	55,870	56,639	(769)	-1.4%	672,554
Revenue Hours	3,807	3,800	8	0.2%	45,552
Unlinked Passenger Trips	64,570	69,339	(4,769)	-6.9%	934,849
Revenue / Cost	<b>80.2%</b>	<b>63.8%</b>			100%
Farebox Revenue / Mile	0.72	0.57	0.15	25.9%	1.06
Farebox Revenue / Pass Trip	0.62	0.46	0.16	33.4%	0.76
Farebox Revenue / Hour	10.52	8.48	2.03	24.0%	15.59
Passenger / Mile	1.16	1.22	(0.07)	-5.6%	1.39
Cost / Mile	5.86	6.49	(0.63)	-9.7%	9.46
Cost / Passenger Trip	5.07	5.30	(0.23)	-4.4%	6.80

\*Insurance is [NET] TMI

January = 8.3%

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



**EXPENSES**

ACCOUNT DESCRIPTION	2025 Jan-Feb	2024 Jan-Feb	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	303,505.10	296,277.91	7,227	2.4%	2,765,438	11.0%
Fringe Benefits	162,927.98	160,813.48	2,114	1.3%	1,830,692	8.9%
Other Employment Expenses	7,973.10	5,463.36	2,510	45.9%	68,932	11.6%
Contract Services	10,671.03	12,107.83	(1,437)	-11.9%	424,140	2.5%
Materials & Supplies	50,503.43	69,918.37	(19,415)	-27.8%	643,436	7.8%
Building & Equip Maintenance	33,408.11	73,141.75	(39,734)	-54.3%	234,100	14.3%
Utilities	19,267.19	37,532.43	(18,265)	-48.7%	235,106	8.2%
Insurance	122,934.00	126,729.00	(3,795)	-3.0%	158,827	77.4%
Miscellaneous	19.00	19.60	(1)	-3.1%	250	7.6%
Paratransit Services	46,049.86	48,557.03	(2,507)	-5.2%	1,072,447	4.3%
Microtransit Services	157,386.16	144,167.23	13,219	9.2%	2,170,063	7.3%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>914,644.96</b>	<b>974,727.99</b>	<b>(60,083)</b>	<b>-6.2%</b>	<b>9,603,432</b>	<b>9.5%</b>

ORIGINAL BUDGET

**REVENUES**

ACCOUNT DESCRIPTION	2025 Jan-Feb	2024 Jan-Feb	+/-	%	2025 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,833,013	0.0%
State Operating Asst	-	-	-	0.0%	2,833,013	0.0%
Other Local Municipalities	126,048.85	103,616.45	22,432	21.6%	665,249	18.9%
Green Bay	216,666.66	216,666.66	-	0.0%	1,934,650	11.2%
Farebox Revenue-Fixed Route	73,914.79	66,920.84	6,994	10.5%	710,000	10.4%
Farebox Revenue-Paratransit	31,877.00	33,236.00	(1,359)	-4.1%	269,500	11.8%
Farebox Revenue-Microtransit	3,840.00	3,131.00	709	22.6%	-	0.0%
College Program Fares	-	-	-	0.0%	-	0.0%
TMI Refund	-	-	-	0%	-	0.0%
Non-Transportation Revenue	10,691.18	7,180.33	3,511	48.9%	9,100	117.5%
State Fuel Refund	3,959.82	3,736.30	224	6.0%	-	0.0%
Advertising	14,362.54	13,370.68	992	7.4%	110,000	13.1%
Intercity Bus Commissions	1,000.00	1,000.00	-	0.0%	6,000	16.7%
Partnership Contributions	5,404.00	5,404.00	-	0.0%	232,908	2.3%
<b>TOTAL</b>	<b>487,764.84</b>	<b>454,262.26</b>	<b>33,503</b>	<b>7.4%</b>	<b>9,603,432</b>	<b>5.1%</b>

**KEY PERFORMANCE INDICATORS (KPI)**

Operating Days	50	51	(1.0)	-2.0%	307
Revenue Miles	106,077	111,184	(5,107)	-4.6%	672,554
Revenue Hours	7,230	7,415	(185)	-2.5%	45,552
Unlinked Passenger Trips	126,251	141,973	(15,722)	-11.1%	934,849
Revenue / Cost	<b>53.3%</b>	<b>46.6%</b>			100%
Farebox Revenue / Mile	0.70	0.60	0.09	15.8%	1.06
Farebox Revenue / Pass Trip	0.59	0.47	0.11	24.2%	0.76
Farebox Revenue / Hour	10.22	9.02	1.20	13.3%	15.59
Passenger / Mile	1.19	1.28	(0.09)	-6.8%	1.39
Cost / Mile	6.70	7.03	(0.33)	-4.7%	9.46
Cost / Passenger Trip	5.63	5.51	0.13	2.3%	6.80

\*Insurance is [NET] TMI



Report to the  
Transit Commission  
of the City of Green Bay



#### MEETING DATE

April 16, 2025

#### PREPARED BY

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