



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, JUNE 18, 2025, 8:15 AM
TRANSIT
901 University Ave**

A. ROLL CALL.

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

Present: Roger Kolb, Michael Conley-Kuhagen, Randy Scannell, and Terri Refsguard

Excused: Kevin Kuehn, Hector Rodriguez, and Alderman Craig Stevens

Chair Roger Kolb called the meeting to order at 8:16 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, June 18, 2025, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Terri Refsguard to approve the June 18, 2025 agenda. Motion carried.

Yes – Roger Kolb and Michael Conley-Kuhagen

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of the minutes from the May 21, 2025, meeting.

Moved by Randy Scannell, seconded by Terri Refsguard to approve the May 21, 2025, minutes. Motion carried.

Yes – Roger Kolb and Michael Conley-Kuhagen

No – None, Abstain - None

D. REGULAR BUSINESS.

I. Discussion/Action: Green Bay Metro Severe Weather Policy

Director Kiewiz shared that this policy is reviewed annually. The main section we've updated this year was the potential shelter locations along each route.

No further comments were made.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen, to approve the Green Bay Metro's Sever Weather Policy as presented. Motion carried.

Yes - Roger Kolb and Terri Refsguard

No- None, Abstain- None

E. INFORMATIONAL.

I. 2024 WisDOT Transit System Management Performance Final Review

Director Kiewiz stated that the WisDOT audit takes place every five years. This is a complete audit of the whole system which includes policy, procedures and service. Staff and Lisa Conard, Brown County Planning MPO, worked on this audit. Many changes, specifically to service, have occurred since the last review.

P. Kiewiz noted that upon receipt of the draft report, it is shared with the MPO staff for review and comment.

L. Conard noted that Green Bay Metro received very favorable ratings but confirmed P. Kiewiz's assertion that the peer system comparisons used to evaluate the system can be misleading as it is not a true apples-to-apples comparison.

L. Conard provided a review of two of the metrics used in the report.

Green Bay Metro's Operating Ratio (percent of operating cost recovered by fares) has been 13-17% in recent years. If the Transit Commission chose to cut fares, the operating ratio would likely drop as it would be unlikely that the fare decrease would result in a significant increase in ridership. The report would give this a negative rating, although the local climate may support low fares for passengers.

L. Conard noted that the approximate population of the service area is 176,000. During the study period, Metro provided an average of 71,000 hours of service per year for Revenue Hours per Capita rate of .41. Now picture a peer community with the same population but that population is spread out over a larger area. That community would have to provide more service hours to offer the same level of service as Green Bay Metro. Since the other community would be providing more service hours for the same population, the other community would receive a higher score. Important factors such as the size of the area served and the density of the community are not considered.

L. Conard stated that the valuable portion of the audit is the recommendations section. The recommendations contained in the report, many of which were suggested by staff, can be used as support/justification in grant applications and provide general guidance to staff.

The review team concluded that Green Bay Metro is a well-managed transit system that delivers effective service while proactively planning for the future.

Terri Refsguard commented if this is used for grant money considerations?

P. Kiewiz shared that this is required by Wisconsin state statute, but we can use the recommendations when applying for grants.

2. Operational Reports

Director Kiewiz stated ridership has been adjusted through May with the corrections we found.

No further discussion was held.

3. Financial Reports

Director Kiewiz provided an overview of the financial report. No concerns or comments at this time, we are on track. It has been a slow process with grants, because of the changes made.

No further discussion was held.

4. Director's Report

Director Kiewiz stated grants have been our big focus. The BEB has been out on routes frequently and excited to start pulling and looking at data.

We currently have 3 vacant Operator positions and 1 Dispatch position that we are currently going through applicants now.

5. Next Transit Commission Meeting: July 23, 2025 at 8:15am.

F. ADJOURNMENT.

1. Adjournment for the Wednesday, June 18, 2025, meeting of the Transit Commission.

Motion by Randy Scannell, seconded by Terri Refsguard, to adjourn at 8:33 a.m. Motion carried.

Yes – Roger Kolb and Michael Conley-Kuhagen

No – None. Abstain - None