



## **AGENDA OF THE TRANSIT COMMISSION**

**WEDNESDAY, JULY 23, 2025, 8:15 AM**  
**TRANSIT**  
**901 University Ave**

**A. Roll Call.**

1. Members: 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 agenda for the Wednesday, July 23, 2025, meeting of the Transit Commission.

**C. Approval of Minutes.**

1. Approval of the minutes from the June 18, 2025 meeting.

**D. Regular Business.**

1. Discussion/Action: Purchase of Transit Radio Communication Equipment
2. Discussion/Action: Purchase of Solar-Powered E-Paper Displays and Audio Annunciators

**E. Informational.**

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: August 20, 2025, at 8:15am.

**F. Adjournment.**

1. Adjournment for the Wednesday, July 23, 2025, meeting of the Transit Commission.

- 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

July 23, 2025

## PREPARED BY

Becky Fleck, Transit Staff

## AGENDA ITEM # C.1

Approval of the minutes from the June 18, 2025 meeting.

## BACKGROUND

Minutes from the meeting held on June 18, 2025.

## RECOMMENDATION

Staff recommends approval of the minutes from the June 18, 2025, meeting.

## FISCAL IMPACT

## ATTACHMENTS

- I. Transit Commission 6-18-2025



# 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



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

July 23, 2025

## PREPARED BY

## AGENDA ITEM # D.I

Discussion/Action: Purchase of Transit Radio Communication Equipment

## BACKGROUND

Green Bay Metro staff worked with the city Purchasing Department on RFP #2025-12, Purchase of Transit Radio Communication Equipment. This is to replace radios due to age and many near there end of life. Funds have been obtained from Section 5339 Federally Funded Capital.

## RECOMMENDATION

Staff recommends awarding to the lowest responsive, responsible bidder, not to exceed \$190,000.00

## FISCAL IMPACT

## ATTACHMENTS

None



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

July 23, 2025

## PREPARED BY

## AGENDA ITEM # D.2

Discussion/Action: Purchase of Solar-Powered E-Paper Displays and Audio Annunciators

## BACKGROUND

Green Bay Metro has been awarded \$49,626 through the Enhanced Mobility for Seniors and Individuals with Disabilities grant program - 5310, for audio equipment. Awards have been made available through the Brown County Planning Commission. In addition, the Surface Transportation Block Grant (STBG) will be used to fund approximately \$110,000 for the display project.

This is to enhance the passenger experience through real-time departures, alerts, service changes, delays and public announcements. The annunciator provides multi-language voice announcements for next bus arrivals in an ADA-compliant housing.

## RECOMMENDATION

Staff recommends the approval of the Solar Powered E-Paper Displays and Audio Annunciator to Metro's current CAD/AVL vendor, Equans/Navineo, not to exceed the total amount of \$170,000.

## FISCAL IMPACT

## ATTACHMENTS

None



Report to the  
Transit Commission  
of the City of Green Bay



## MEETING DATE

July 23, 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 monthly operational reports.

## RECOMMENDATION

No action is necessary.

## FISCAL IMPACT

## ATTACHMENTS

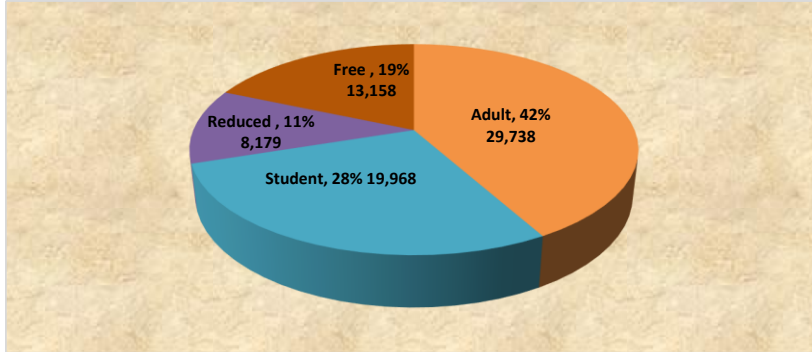
1. 05.May 2025 Ridership
2. 05.May 2025 Micro KPIs

### Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
May 2024	28,242	22,063	9,293	13,117	72,715	357,016
May 2025	25,337	22,013	8,301	13,239	68,890	343,674
Difference	(2,905)	(50)	(992)	122	(3,825)	(13,342)
	-10%	0%	-11%	1%	-5%	-3.7%

### Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
May 2024	5,205	578	418	79	6,280	29,327
May 2025	3,812	1,922	732	83	6,549	29,781
Difference	(1,393)	1,344	314	4	269	454
	-27%	233%	75%	5%	4%	1.5%



**YTD PASSENGERS**  
**373,455**

\*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.

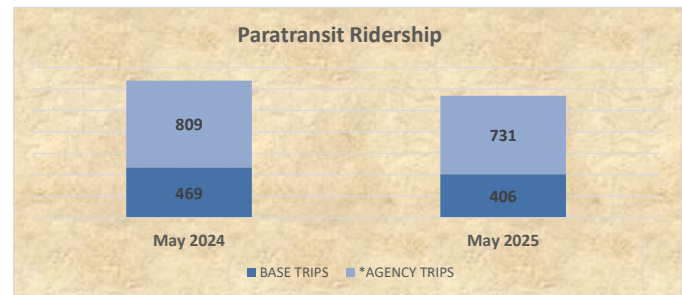
### Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
May 2024	469	809	1,278	6,216
May 2025	406	731	1,137	5,495
Difference	(63)	(78)	(141)	(721)
	-13.4%	-9.6%	-11.0%	-11.6%

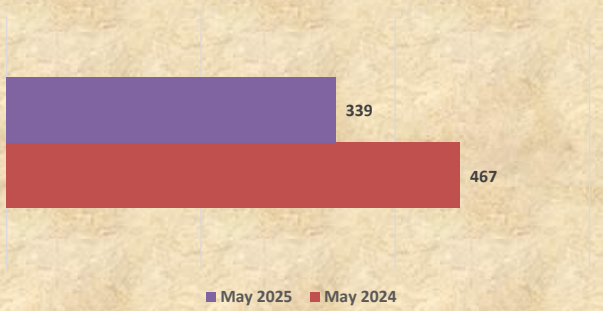
\*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).

**On Time Performance: 97.0%**

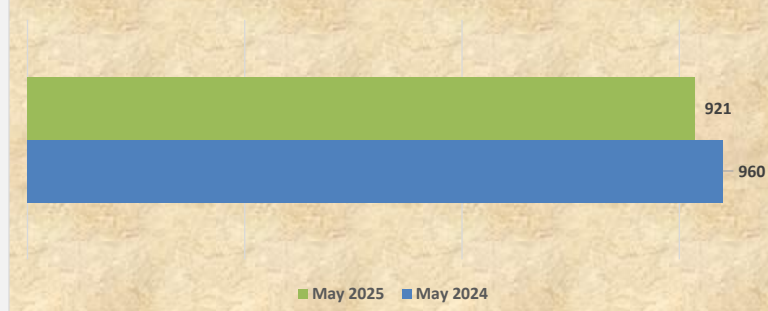
- Completed Trips: 1137
- Completed On Time Trips: 1102
- Completed Late Trips - 0-6 mins: 26
- Completed Late Trips - 6-30 mins: 9
- Completed Late Trips > 30 mins: 0
- Completed Late Trips > 30 mins: 20



### Fixed Route Mobility Devices Boarded



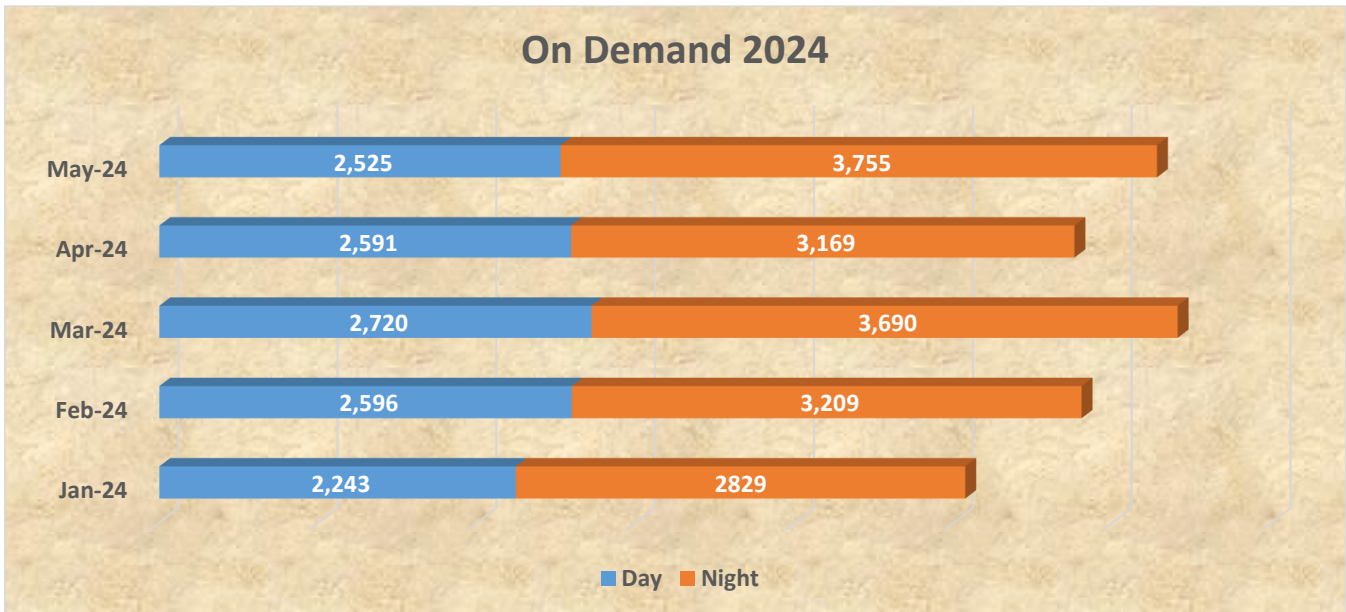
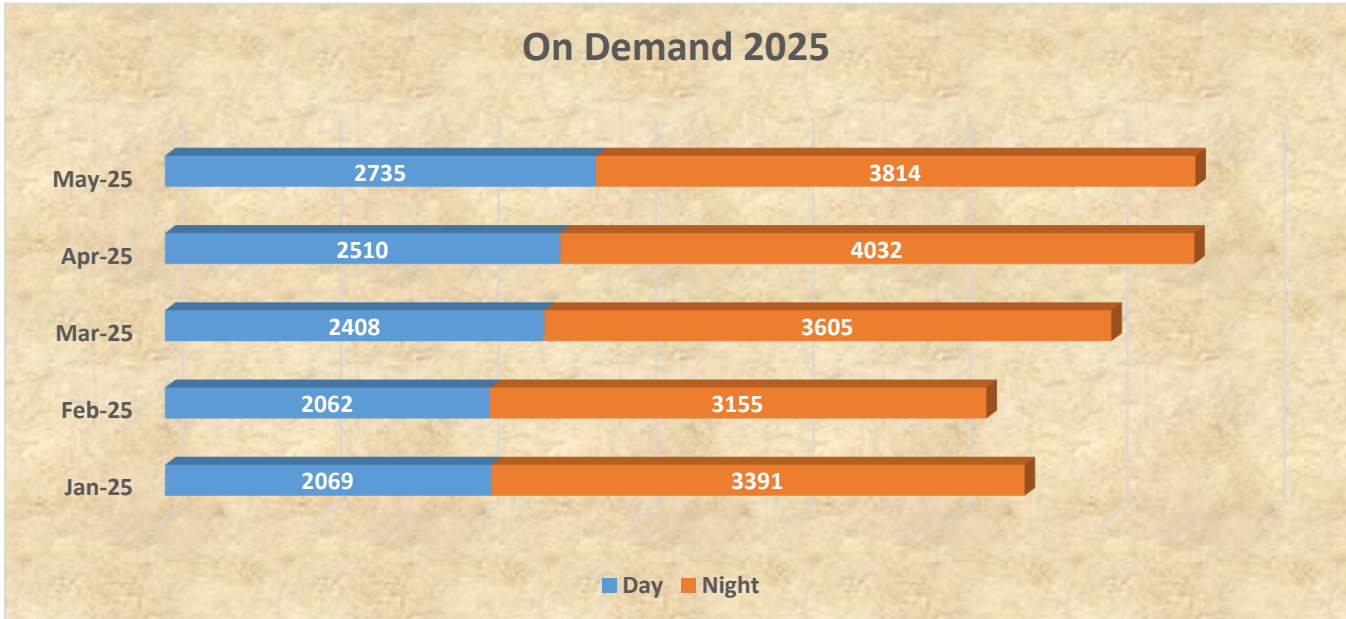
### Fixed Route Bikes Loaded



# GBM On Demand Ridership

May 2025

	<u>Day Service</u>	<u>Night Service</u>	<u>Total</u>	<u>YTD</u>	<u>Target</u>
Passengers	2,735	3,814	6,549	29,781	
Operating Hours	1,545	542	2,088	9,689	
Passengers per Operating Hour	1.77	7.04	3.14	3.07	3.0
Average Customer Wait Time (minutes)	13.13	31.55	23.69		<20.0



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

July 23, 2025

## PREPARED BY

Patricia Kiewiz, Transit Director

## AGENDA ITEM # E.2

Financial Reports

## BACKGROUND

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

## RECOMMENDATION

No action is necessary.

## FISCAL IMPACT

## ATTACHMENTS

- I. 05.May - Financials



**EXPENSES**

ACCOUNT DESCRIPTION	2025 Jan-Apr	2024 Jan-Apr	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	1,076,526.63	1,029,483.66	47,043	4.6%	2,765,438	38.9%
Fringe Benefits	480,639.62	442,558.17	38,081	8.6%	1,830,692	26.3%
Other Employment Expenses	31,370.07	17,937.46	13,433	74.9%	68,932	45.5%
Contract Services	33,739.31	40,571.79	(6,832)	-16.8%	424,140	8.0%
Materials & Supplies	158,348.57	204,590.97	(46,242)	-22.6%	643,436	24.6%
Building & Equip Maintenance	90,271.66	143,199.25	(52,928)	-37.0%	234,100	38.6%
Utilities	63,363.97	88,279.23	(24,915)	-28.2%	235,106	27.0%
Insurance	133,524.71	130,736.00	2,789	2.1%	158,827	84.1%
Miscellaneous	86.00	78.40	8	9.7%	250	34.4%
Paratransit Services	167,577.36	187,767.01	(20,190)	-10.8%	1,072,447	15.6%
Microtransit Services	637,518.05	588,979.05	48,539	8.2%	2,170,063	29.4%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
<b>TOTAL</b>	<b>2,872,965.95</b>	<b>2,874,180.99</b>	<b>(1,215)</b>	<b>0.0%</b>	<b>9,603,432</b>	<b>29.9%</b>

ORIGINAL BUDGET

**REVENUES**

ACCOUNT DESCRIPTION	2025 Jan-Apr	2024 Jan-Apr	+/-	%	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	292,361.22	241,349.04	51,012	21.1%	665,249	43.9%
Green Bay	541,666.65	541,666.65	-	0.0%	1,934,650	28.0%
Farebox Revenue-Fixed Route	214,566.11	191,164.17	23,402	12.2%	710,000	30.2%
Farebox Revenue-Paratransit	66,063.00	84,757.00	(18,694)	-22.1%	269,500	24.5%
Farebox Revenue-Microtransit	8,214.00	7,860.00	354	4.5%	-	0.0%
College Program Fares	3,823.00	2,536.00	1,287	50.7%	-	0.0%
TMI Refund	9,548.00	9,454.00	94	1%	-	0.0%
Non-Transportation Revenue	48,395.93	24,565.39	23,831	97.0%	9,100	531.8%
State Fuel Refund	8,043.28	7,378.08	665	9.0%	-	0.0%
Advertising	38,233.16	35,153.44	3,080	8.8%	110,000	34.8%
Intercity Bus Commissions	2,120.10	2,500.00	(380)	-15.2%	6,000	35.3%
Partnership Contributions	13,602.15	15,795.00	(2,193)	-13.9%	232,908	5.8%
<b>TOTAL</b>	<b>1,246,636.60</b>	<b>1,164,178.77</b>	<b>82,458</b>	<b>7.1%</b>	<b>9,603,432</b>	<b>13.0%</b>

**KEY PERFORMANCE INDICATORS (KPI)**

Operating Days	128	129	(1.0)	-0.8%	307
Revenue Miles	270,520	277,734	(7,214)	-2.6%	672,554
Revenue Hours	18,414	18,613	(199)	-1.1%	45,552
Unlinked Passenger Trips	343,674	357,016	(13,342)	-3.7%	934,849
Revenue / Cost	<b>43.4%</b>	<b>40.5%</b>			100%
Farebox Revenue / Mile	0.79	0.69	0.10	15.2%	1.06
Farebox Revenue / Pass Trip	0.62	0.54	0.09	16.6%	0.76
Farebox Revenue / Hour	11.65	10.27	1.38	13.5%	15.59
Passenger / Mile	1.27	1.29	(0.02)	-1.2%	1.39
Cost / Mile	7.64	7.55	0.09	1.2%	9.46
Cost / Passenger Trip	6.02	5.87	0.14	2.4%	6.80

\*Insurance is [NET] TMI

May = 41.7%

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

2025



Report to the  
Transit Commission  
of the City of Green Bay



#### MEETING DATE

July 23, 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