



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, AUGUST 20, 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, August 20, 2025, meeting of the Transit Commission.

C. Approval of Minutes.

1. Approval of the minutes from the July 23, 2025, meeting.

D. Regular Business.

1. Discussion/Action: Purchase of Facility Alarm System

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: September, 17, 2025 at 8:15am.

F. Adjournment.

1. Adjournment of the Wednesday, August 20, 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

August 20, 2025

PREPARED BY

Becky Fleck, Transit Staff

AGENDA ITEM # C.1

Approval of the minutes from the July 23, 2025, meeting.

BACKGROUND

Minutes from the meeting held on July 23, 2025.

RECOMMENDATION

Staff recommends approval of the minutes from the July 23, 2025, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 7-23-2025 (3)



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, JULY 23, 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, Kevin Kuehn, and Hector Rodriguez

Excused: Terri Resguard and Alderman Craig Stevens

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

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, July 23, 2025, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Kevin Kuehn to approve the July 23, 2025, agenda. Motion carried.

Yes – Roger Kolb, Hector Rodriguez, and Michael Conley-Kuhagen

No – None, Abstain - None

C. APPROVAL OF MINUTES.

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

Moved by Randy Scannell, seconded by Hector Rodriguez to approve the June 18, 2025, minutes. Motion carried.

Yes – Roger Kolb, Kevin Kuehn, and Michael Conley-Kuhagen

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Purchase of Transit Radio Communication Equipment

Director Kiewiz shared that we have over exceeded our end of life for the Transit Radio System. It has been hard to find replacement parts for our current radios. Nielson is our lowest responsive and responsible bidder, but they are a different brand of radio than we are currently using. We are following up on their references.

Roger Kolb stated that Kenwood is a great brand and has been an established product for many years.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Purchase of Transit Radio Communication Equipment. Motion carried.

Yes - Roger Kolb, Hector Rodriguez, and Michael Conley-Kuhagen

No- None, Abstain - None

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

Director Kiewiz shared that Brown County Planning has 5310 funds available from the federal grant program. These funds are to solely be used towards helping the needs of older adults and people with disabilities. Green Bay Metro is looking to purchase bus stop signs that will give real-time alerts including service changes, delays, or public service announcements. This will also come with an audio annunciator button you can push if you can't read the signs. The text-to-speech button provides multi-language voice announcements for next bus arrivals in an ADA-compliant housing.

Kevin Kuehn stated to make certain where they're going, that they're secure and not going to break.

P. Kiewiz shared that we will be selective about the locations to which they will be going and ensure they're in beneficial locations for our riders and in high-impact stops.

Moved by Kevin Kuehn, seconded by Michael Conley-Kuhagen, to approve the Purchase of Solar-Powered E-Displays and Audio Annunciators. Motion carried.

Yes - Roger Kolb, Hector Rodriguez, and Randy Scannell

No- None, Abstain - None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz stated that there are no concerns.

No further discussion was held.

2. 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.

3. Director's Report

Director Kiewiz shared that the team has a lot of projects they have been working on and that it's been a busy time.

Service is going well.

No further discussion was held.

4. Next Transit Commission Meeting: August 20, 2025, at 8:15am.

Motion by Kevin Kuehn, seconded by Randy Scannell, to adjourn at 9:07 a.m. Motion carried.
Yes – Roger Kolb, Hector Rodriguez, and Michael Conley-Kuhagen
No – None. Abstain - None

F. ADJOURNMENT.

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



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 20, 2025

PREPARED BY

AGENDA ITEM # D.1

Discussion/Action: Purchase of Facility Alarm System

BACKGROUND

Green Bay Metro staff are requesting to purchase a facility alarm system. The system would be connected with our current facility access system. GBM is required to utilize 1% of 5307 Urbanized Formula Funds for safety and security each year. This project will be funded through these funds.

Director Kiewiz will provide a summary of the project.

RECOMMENDATION

Staff recommends the approval of a Facility Alarm System, not to exceed the total amount of \$135,000.

FISCAL IMPACT

ATTACHMENTS

- I. Laforce Quote 452580QU - Signed

08/11/2025

QUOTATION

Green Bay Metro Transit
Attn: Patty Kiewiz
901 University Ave
Green Bay, WI 54302

RE: SI - METRO TRANSIT INTRUSION
Quote#: 452580QU
Contact: Heather Wirz
920.491.5929 or 1.800.236.8858 ext. 292901
Heather.Wirz@laforceinc.com

Resideo Intrusion System for Office:

- Resideo Vista 128BPT Commercial Burglary Alarm panel with cellular communicator, power supply and battery back-up (1)
- Resideo 6160C alphanumeric keypad (4)
- Resideo 4204 relay module (4)
- Resideo 5800 series wireless receiver (2)
- Resideo 5800 series wireless glass break sensor (17)
- Resideo 5800 series wireless sounder (4)
- Resideo 4208U zone expander (4)
- Resideo DT8000 series dual tech motion sensor (10)
- GRI 3/4" DPDT recessed door contact (22)
- GRI track mounted overhead door contact (8)
- Wire / cable, connectors, and miscellaneous supplies necessary for fully functional, proper installation of the components included in this quotation
- Assembly, programming, and testing of intrusion system in the LaForce Security Integration Lab
- Installation and termination of the equipment included in this quotation by LaForce, Inc.
- Administrative and maintenance training to ensure proper operation and maintenance of your intrusion system
- **Price excludes yearly monitoring fees. See below.**

Total Price for Resideo Intrusion System for Office = \$29,789.43

Yearly Alarm Monitoring Fees = \$384.00

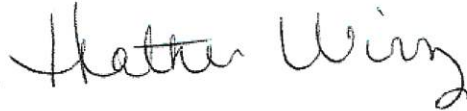
Proposal Qualifications:

1. Please allow up to 8-12 weeks from written approval of this proposal for installation to begin. Please keep in mind that occasional shipping delays may further impact this timeline.
2. Our pricing is based on the assumption that adequate 120VAC electrical power is already in place or will be installed by others.
3. Our pricing is based on the assumption that any required conduit / raceway systems are already in place or will be installed by others. However, we will install short conduit / wiremold runs where conditions require them.
4. Our proposal does not include any specialty cable such as plenum-rated, wet-rated, fire-rated, direct burial, etc.
5. Our proposal does include the provision and / or rental of any electrical / mechanical lift equipment.

6. Our proposal does not include the provision and / or installation of any doors, door frames, and / or mechanical door hardware unless explicitly listed in this document.
7. Our pricing is based on the assumption that any currently installed electronic locking hardware, electronic locking hardware power supplies, and field cable are in working order and will continue to be utilized.
8. The acceptance of this proposal is dependent upon approved credit and / or current account status with LaForce, Inc.
9. This proposal does not include union labor and / or prevailing wage rates.
10. This proposal DOES include all applicable shipping and handling costs.

THIS PROPOSAL INCLUDES AND IS SUBJECT TO THE PAGE OF TERMS AND CONDITIONS LOCATED AT THE END OF THIS DOCUMENT.

Sincerely,



Heather Wirz
LaForce, Inc. – Green Bay
Security Integration Division
Phone: (920) 491-5929
Email: Heather.Wirz@lforceinc.com

ACCEPTED BY	
Company:	<u>Green Bay Metro</u>
Date:	<u>8/13/25</u>
Signature:	<u>[Handwritten Signature]</u>

TERMS AND CONDITIONS

1. This quotation is subject to prompt acceptance within 30 calendar days from the date on this quotation. If not accepted by that date, it may be withdrawn or modified by LaForce without notice.
2. No sales, use or other taxes are included unless otherwise stated herein. No installation, utilities or bonding are included unless otherwise stated herein.
3. To approved credit, payment terms are Net 30 days from the date of Seller's invoice without retainage. Any invoice or part of invoice, which is not paid when due shall bear interest at the rate of 1½% per month.
4. Buyer is solely responsible for all necessary building permits from government authorities and associated fees.
5. Installation, programming, and training, if any, will be performed during normal business hours of 7:30 am to 4:30 pm Monday through Friday excluding holidays. If other than normal business hours are required, additional charges will apply.
6. Seller shall only be required to furnish material, labor, or services, which are explicitly described in this quotation, or which are, in the Seller's sole judgment, explicitly described in those portions of the plans, drawings, and specifications explicitly referenced in this quotation. Any items not so explicitly described herein or not in Seller's sole judgment so explicitly described in such portions of the plans and specifications are not offered to be sold or furnished under this quotation.
7. Deliveries will be made based upon manufacturer's delivery schedule at the time when final approved shop drawings and schedules describing the materials have been furnished by Buyer to Seller and Buyer has furnished Seller with all other information required by the manufacturers of the materials being furnished including but not limited to field dimensions and hardware and door schedules. Seller shall not be liable for delay due to fire, war, natural catastrophes, sabotage, civil insurrection, acts of God, labor disputes, material shortages, or other unforeseeable occurrences, which are beyond the reasonable control of the Seller.
8. Seller has no responsibility for field conditions whether or not concealed, or conditions preventing or interfering with delivery of materials and performance of work. Buyer is obligated to provide access to the jobsite so that the materials can be delivered in a commercially reasonable manner. If there shall be any alteration in the schedule of deliveries or work so as to increase the Seller's cost, Seller shall be entitled to compensation thereof.
9. If the material or work is covered by a change order or order for extra work or materials, no material need be ordered and no work need be performed or scheduled unless or until, Buyer has furnished Seller with a written change order thereof or other written authorization signed by the Buyer and by the Owner or someone authorized to sign on behalf of the Owner describing the extra materials to be provided and the extra work to be performed and stating the agreed price thereof.
10. Seller warrants only that a) the goods provided by Seller will be free from defects in material for a period of one (1) year after delivery and b) installation rendered by Seller, if any, will be free from defects in workmanship for a period of one (1) year from the date of installation, except for installation of electrical or motorized goods rendered by Seller in which case the warranty period is reduced to ninety (90) days from the date of installation. Seller's warranty does not cover defects due to neglect, misuse, abuse, structural settlement, improper installation, lack of proper maintenance or any cause other than defects directly attributable to Seller. **SELLER DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN SELLER'S QUOTATION UNLESS SPECIFICALLY MADE IN WRITING AND SIGNED BY SELLER.** Notice of any defect in goods or installation or nonconformity of same with the requirements of the contract between the parties shall be given to Seller by Buyer within three (3) days of discovery by Buyer, and Seller shall be given a reasonable time to cure the defect, or nonconformity, or the defect or nonconformity shall be deemed waived. Use of any defective or nonconforming items without notice of the defect or nonconformity shall waive all claims on account of such defect or nonconformity. Seller shall in no event be liable for any incidental, special, liquidated, or consequential damages.
11. This quotation is made in accordance with the provisions appearing in this quotation, but only in accordance with these Terms and Conditions. All contrary or additional terms appearing in any document previously received by Seller or in an acknowledgement or response hereto are rejected. In the event this quotation is referred to or in any way becomes a part of the contract between the parties, the provisions of this quotation including but not limited to these Terms and Conditions shall have priority over any conflicting provisions of any other document. No term in any form used by Buyer shall be binding upon Seller unless Seller has consented in writing thereto. Any response to this quotation which does not expressly reject it, and any order for any of the work, labor, or material described herein shall constitute acceptance of all of the provisions, terms and conditions of this quotation, including but not limited to these Terms and Conditions.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 20, 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

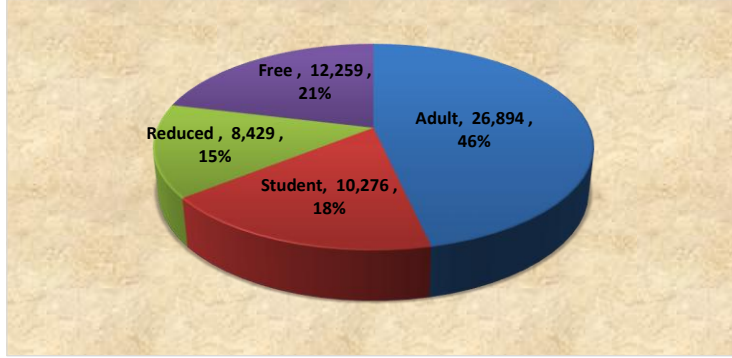
1. 06.Jun 2025 Ridership
2. 06.Jun 2025 Micro KPIs

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
June 2024	24,762	9,504	8,081	12,096	54,443	411,459
June 2025	23,052	8,473	7,762	12,176	51,463	394,728
Difference	(1,710)	(1,031)	(319)	80	(2,980)	(16,731)
	-7%	-11%	-4%	1%	-5%	-4.1%

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
June 2024	4,879	549	369	62	5,859	35,186
June 2025	3,842	1,803	667	83	6,395	36,176
Difference	(1,037)	1,254	298	21	536	990
	-21%	228%	81%	34%	9%	2.8%



YTD PASSENGERS
430,904

*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
June 2024	302	653	955	7,171
June 2025	364	638	1,002	6,497
Difference	62	(15)	47	(674)
	20.5%	-2.3%	4.9%	-9.4%

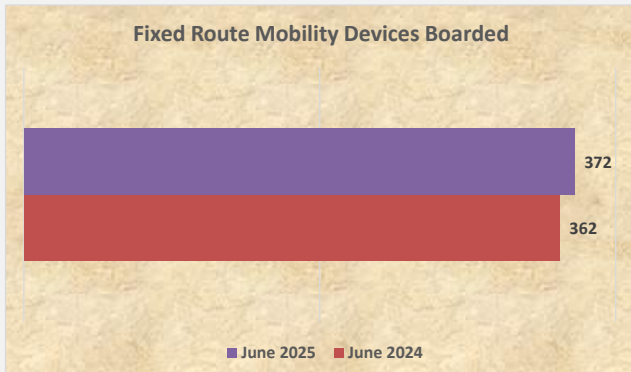
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).

On Time Performance: 97.5%

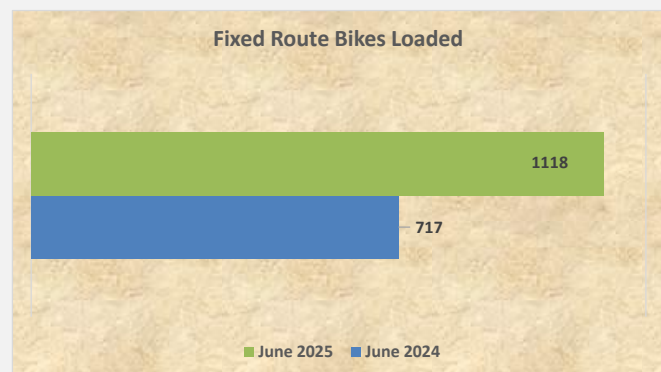
Completed Trips: 1002
 Completed On Time Trips: 977
 Completed Late Trips - 0-6 mins: 19
 Completed Late Trips - 6-30 mins: 6
 Completed Late Trips > 30 mins: 17



Fixed Route Mobility Devices Boarded



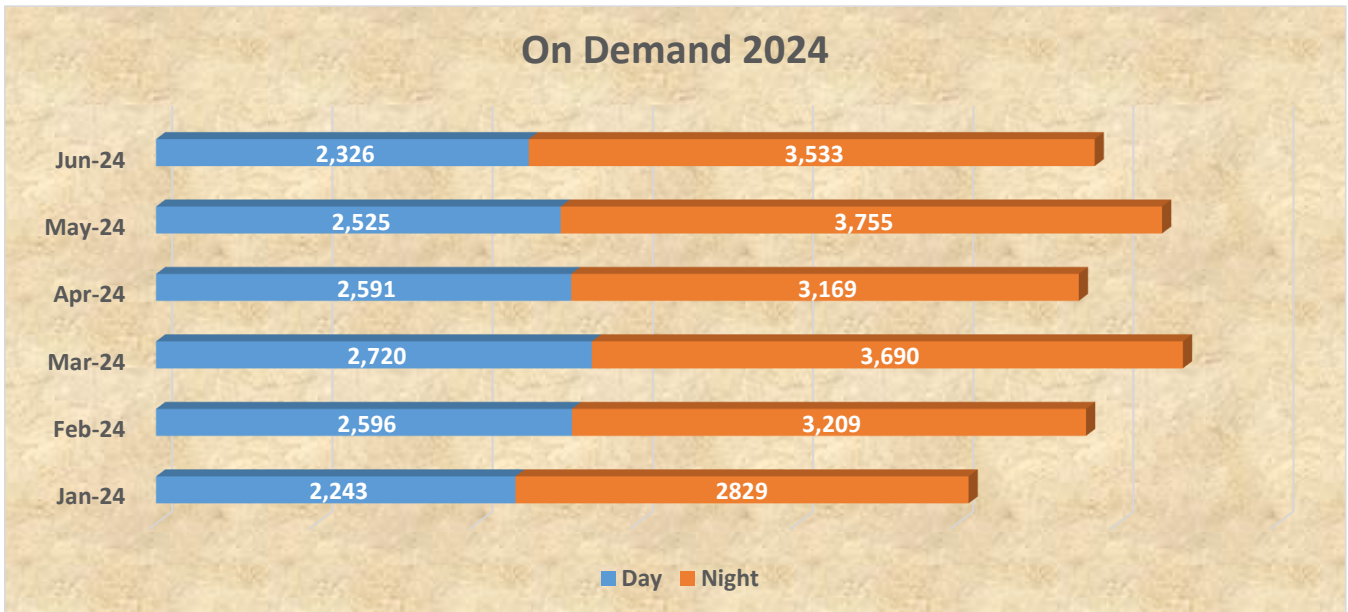
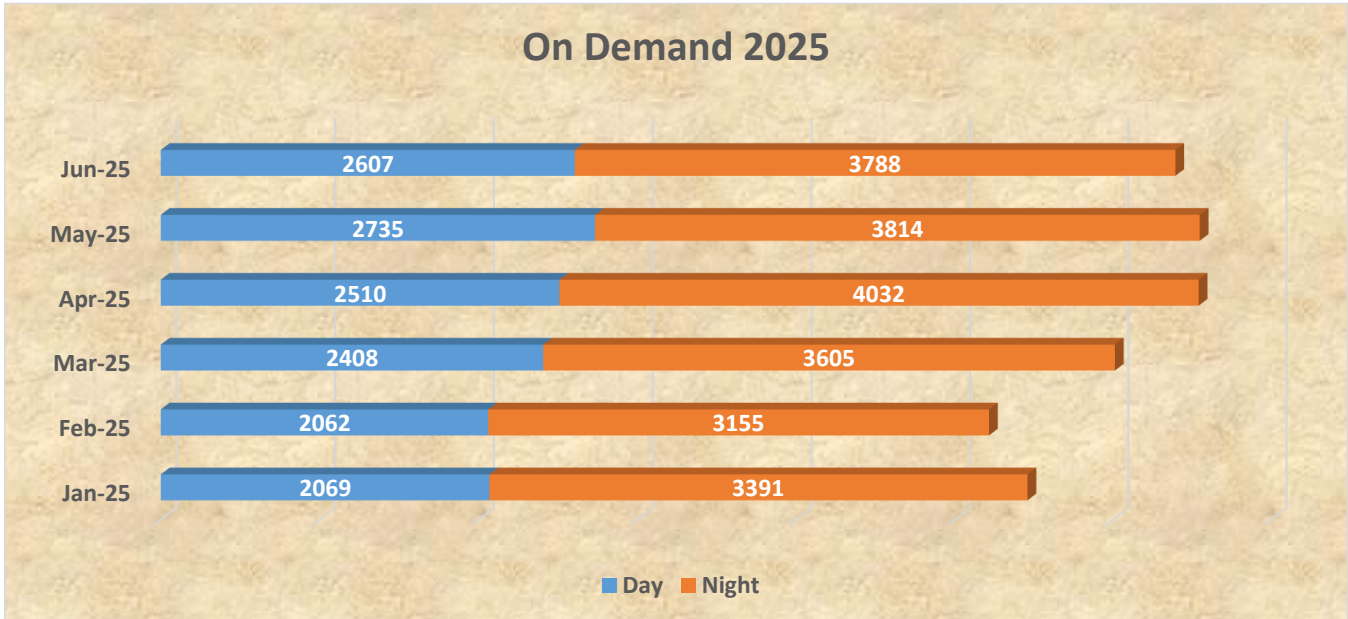
Fixed Route Bikes Loaded



GBM On Demand Ridership

June 2025

	Day Service	Night Service	Total	YTD	Target
Passengers	2,607	3,788	6,395	36,176	
Operating Hours	1,500	563	2,063	11,752	
Passengers per Operating Hour	1.74	6.73	3.10	3.08	3.0
Average Customer Wait Time (minutes)	13.02	29.20	22.5		<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

August 20, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro's finances through June 2025.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 06.Jun - Financials



EXPENSES

ACCOUNT DESCRIPTION	2025 Jan-Jun	2024 Jan-Jun	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	1,283,624.80	1,226,996.01	56,629	4.6%	2,765,438	46.4%
Fringe Benefits	581,242.67	538,473.00	42,770	7.9%	1,830,692	31.7%
Other Employment Expenses	32,274.47	19,736.66	12,538	63.5%	68,932	46.8%
Contract Services	97,262.84	41,568.31	55,695	134.0%	424,140	22.9%
Materials & Supplies	214,337.29	227,336.79	(13,000)	-5.7%	643,436	33.3%
Building & Equip Maintenance	116,775.55	174,084.61	(57,309)	-32.9%	234,100	49.9%
Utilities	73,278.69	98,945.54	(25,667)	-25.9%	235,106	31.2%
Insurance	133,524.71	130,736.00	2,789	2.1%	158,827	84.1%
Miscellaneous	108.00	98.00	10	10.2%	250	43.2%
Paratransit Services	170,869.45	232,952.32	(62,083)	-26.7%	1,072,447	15.9%
Microtransit Services	645,676.42	748,415.29	(102,739)	-13.7%	2,170,063	29.8%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	3,348,974.89	3,439,342.53	(90,368)	-2.6%	9,603,432	34.9%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2025 Jan-Jun	2024 Jan-Jun	+/-	%	2025 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,833,013	0.0%
State Operating Asst	-	673,185.00	(673,185)	-100.0%	2,833,013	0.0%
Other Local Municipalities	332,624.74	310,849.35	21,775	7.0%	665,249	50.0%
Green Bay	649,999.98	649,999.98	-	0.0%	1,934,650	33.6%
Farebox Revenue-Fixed Route	257,353.91	227,877.40	29,477	12.9%	710,000	36.2%
Farebox Revenue-Paratransit	97,656.50	98,380.00	(724)	-0.7%	269,500	36.2%
Farebox Revenue-Microtransit	8,214.00	7,860.00	354	4.5%	-	0.0%
College Program Fares	7,672.00	4,641.00	3,031	65.3%	-	0.0%
TMI Refund	9,548.00	9,454.00	94	1%	-	0.0%
Non-Transportation Revenue	50,232.01	28,367.71	21,864	77.1%	9,100	552.0%
State Fuel Refund	8,043.28	7,378.08	665	9.0%	-	0.0%
Advertising	47,648.70	58,128.88	(10,480)	-18.0%	110,000	43.3%
Intercity Bus Commissions	3,000.00	3,000.00	-	0.0%	6,000	50.0%
Partnership Contributions	96,841.15	98,497.00	(1,656)	-1.7%	232,908	41.6%
TOTAL	1,568,834.27	2,177,618.40	(608,784)	-28.0%	9,603,432	16.3%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	153	154	(1.0)	-0.6%	307
Revenue Miles	321,724	327,082	(5,358)	-1.6%	672,554
Revenue Hours	21,881	22,005	(125)	-0.6%	45,552
Unlinked Passenger Trips	394,728	411,459	(16,731)	-4.1%	934,849
Revenue / Cost	46.8%	63.3%			100%
Farebox Revenue / Mile	0.80	0.70	0.10	14.8%	1.06
Farebox Revenue / Pass Trip	0.65	0.55	0.10	17.7%	0.76
Farebox Revenue / Hour	11.76	10.36	1.41	13.6%	15.59
Passenger / Mile	1.23	1.26	(0.03)	-2.5%	1.39
Cost / Mile	7.87	7.51	0.36	4.7%	9.46
Cost / Passenger Trip	6.42	5.97	0.44	7.4%	6.80

*Insurance is [NET] TMI



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

August 20, 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