



AGENDA OF THE TRANSIT COMMISSION

**WEDNESDAY, SEPTEMBER 17, 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 Dr. Hector Rodriguez.

B. Approval of the Agenda.

1. Approval of the agenda for the Wednesday, September 17, 2025, meeting of the Transit Commission.

C. Approval of Minutes.

1. Approval of the minutes from the August 20, 2025, meeting.

D. Regular Business.

1. Discussion/Action: Purchase of (2) 35' Battery Electric Low Floor Buses
2. Discussion/Action: Purchase of an Industrial Rider Floor Scrubber
3. Discussion/Action: Reclass the Operations Assistant Position to a full-time position from a temp position
4. Discussion/Action: Purchase of Upgraded Live Video Surveillance
5. Discussion/Action: Purchase of Security Barriers /Planters

E. Informational.

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

F. Adjournment.

I. Adjournment of the Wednesday, September 17, 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

September 17, 2025

PREPARED BY

Becky Fleck, Transit Staff

AGENDA ITEM # C.1

Approval of the minutes from the August 20, 2025, meeting.

BACKGROUND

Minutes from the meeting held on August 20, 2025.

RECOMMENDATION

Staff recommends approval of the minutes from the August 20, 2025, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 8-20-2025



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, AUGUST 20, 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, Randy Scannell, Kevin Kuehn, Alderman Craig Stevens, and Dr. Hector Rodriguez

Excused: Terri Resguard, and Michael Conley-Kuhagen

Chair Roger Kolb called the meeting to order at 8:14 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, August 20, 2025, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Hector Rodriguez to approve the August 20, 2025, agenda. Motion carried.

Yes – Roger Kolb, Kevin Kuehn, and Alderman Craig Stevens

No – None, Abstain - None

C. APPROVAL OF MINUTES.

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

Moved by Randy Scannell, seconded by Alderman Craig Stevens to approve the July 23, 2025, minutes. Motion carried.

Yes – Roger Kolb, Kevin Kuehn, and Hector Rodriguez

No – None, Abstain - None

D. REGULAR BUSINESS.

I. Discussion/Action: Purchase of Facility Alarm System

Director Kiewiz shared that Green Bay Metro always puts safety first and shares a concern if someone were to break in or be in the facility when staff opens in the morning. This project will be single sourced with our current vendor, LaForce. They currently provide our facility grounds and building door security access and this will tie into our existing system.

No further discussion was had.

Moved by Randy Scannel, seconded by Kevin Kuehn, to approve the Purchase of Facility Alarm System. Motion carried.

Yes - Roger Kolb, Hector Rodriguez, and Alderman Craig Stevenson

No- None, Abstain - None

E. INFORMATIONAL.

I. Operational Reports

Director Kiewiz stated that we have been working with Genfare on our ridership complications, as there have been some continued issues with on-demand. Our current fareboxes are no longer serviceable by our vendor and they have met their useful life. Our team is working on getting an RFP out soon to replace the exiting fare collection system.

There are no other 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, but they recently moved our low-no grant. The FTA fiscal year is at the end of September and things will start to slow down within that time frame.

No other concerns.

No further discussion was held.

3. Director's Report

Director Kiewiz shared that staff is working on the first round of the budget. Director Kiewiz stated she has no major concerns at this time. She expects it to be a normal budget

year.

No further discussion was held.

4. Next Transit Commission Meeting: September, 17, 2025 at 8:15am.

Motion by Kevin Kuehn, seconded by Randy Scannell, to adjourn at 8:40 a.m. Motion carried.

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

No – None. Abstain - None

F. ADJOURNMENT.

- I. Adjournment of the Wednesday, August 20, 2025, meeting of the Transit Commission.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.1

Discussion/Action: Purchase of (2) 35' Battery Electric Low Floor Buses

BACKGROUND

Green Bay Metro has received funding through the Low or No Emissions Grant for buses. This supports the Bipartisan Infrastructure Law that the City of Green Bay is making efforts to reduce our carbon footprint. The goal for the city is to be 100 percent clean energy by 2050. This is our continued effort to improve safety and decrease greenhouse gas emissions.

RECOMMENDATION

Staff recommends the approval for the purchase of two (2) new 35' Battery Electric Low floor buses from Gillig, LLC, along with necessary infrastructure, equipment and training detailed in the grant, with an amount not to exceed \$3,700,000.00. This price may need to be adjusted due to recent tariffs. The local share of \$566,743 will be funded by the City of Green Bay. The purchase will be made utilizing the State of Wisconsin Heavy Duty Bus Procurement contract.

FISCAL IMPACT

ATTACHMENTS

1. Green Bay, WI (2)BEB Quote Letter 5.6.25



5/6/2025

**Patricia Kiewiz
Transit Director
Green Bay Metro
901 University Avenue
Green Bay, WI 54302**

Dear Patricia,

Thank you for your interest in purchasing (2) 35' Battery Electric Low Floor Buses by utilizing the State of WI Department of Transportation Contract No. 510475.

Attached you will find the price variance/price summary that would pertain to your order. This price is based upon the original contract terms that went into effect 9/20/23.

(2) 35' BATTERY ELECTRIC LOW FLOOR BUSES

\$1,209,160.00 each

This price is valid for 90 days and is FOB Green Bay, WI. Prices exclude any taxes and license fees. The production start date of this order will begin within 18 – 20 months from receipt of purchase order.

The current Administration has recently placed substantial tariffs on goods imported into the United States, and there have been indications that additional or different tariffs may be imposed. Although we are actively working with our suppliers to determine the financial impact these tariffs may ultimately have on our material and production costs, we believe in some cases (bus configuration) it will add a significant cost to the bus price which GILLIG is unable to absorb. As a valued partner, you have our commitment and assurance that we will do everything possible to minimize the impact as we navigate this developing situation. However, contract modifications and price adjustments will likely be necessary to offset any cost increases due to these tariffs.

We thank you for this opportunity and appreciate your interest in GILLIG and our products. We at GILLIG look forward to building another order for Green Bay Metro and in so doing, continuing to build our lasting partnership. Working together, GILLIG is confident we can manage the tariff situation and continue to build and deliver the best transit buses in the industry along with the highest level of customer satisfaction.

Should you have any questions, please do not hesitate to contact me at (510) 876-6100.

Sincerely,

Dan Rudiger
Midwest Regional Sales Manager



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 2025

PREPARED BY

AGENDA ITEM # D.2

Discussion/Action: Purchase of an Industrial Rider Floor Scrubber

BACKGROUND

Green Bay Metro is requesting to replace the industrial rider floor scrubber. The current ride on scrubber has exceeded its useful life. The funding source is through our 5339 grants program for buses and bus facilities. Funding will be covered 80% federal and 20% local share.

RECOMMENDATION

Staff recommends the approval of an Industrial Rider Floor Scrubber, not to exceed the total amount of \$75,000.

FISCAL IMPACT

ATTACHMENTS

- I. RFB 2025-23 Bid Summary

CITY OF GREEN BAY BID SUMMARY
RFB# 2025-23 Industrial Rider Floor Scrubber
ISSUED: 8/5/2025 DUE: 9/2/2025
CC: 1436500,1448500

	VENDOR #1	VENDOR #2	VENDOR #3	VENDOR #4	VENDOR #5	VENDOR #6	VENDOR #7	VENDOR #8
	Global Equipment Company	Nassco	Nilfisk (Bid # 1)	Nilfisk (Bid # 2)	Nilfisk (Bid # 3)	Out the Mud Hauling	Staples	Tennant Company
DESCRIPTION								
Karcher B300	\$81,460.28	\$79,887.00						
CS7010 48D ECOFLEX DG			\$83,934.89					
CS7010 48LP DG				\$78,259.90				
SW8000 60 LPG ECOFLEX PKG					\$66,089.50			
Power Box Nautilus LD Sweeper / Scrubber						\$66,261.18		
T20 LPG Cylindrical Scrubber							\$87,526.04	
Tennant T20								\$73,276.62
Total Amount:	\$81,460.28	\$79,887.00	\$83,934.89	\$78,259.90	\$66,089.50	\$66,261.18	\$87,526.04	\$73,276.62
Delivery:	30-46 Days	25 Days	60-90 Days	60-90 Days	30 Days	6 Weeks	Up to 28 Days	21 Days

Recommendation: Award the lowest responsive, responsible, vendor: Nilfisk Bid # 3 (Vendor #5).



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 2025

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.3

Discussion/Action: Reclass the Operations Assistant Position to a full-time position from a temp position

BACKGROUND

Over the last approximate 18 months, Director Kiewiz has evaluated the Operations Assistant position and has made modifications to meet the department's needs. Director Kiewiz has worked with Human Resources throughout this process. Green Bay Metro is seeking approval to reclass the Operations Assistant Position from a full-time limited-term position to a full-time position. Director Kiewiz will provide a summary of the proposed changes to the position.

RECOMMENDATION

Staff recommends the approval of the reclass of the Operations Assistant position as presented.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 2025

PREPARED BY

AGENDA ITEM # D.5

Discussion/Action: Purchase of Security Barriers /Planters

BACKGROUND

Green Bay Metro has received funding through the Surface Transportation Block Grant (STBG) for transitway improvements. To assist us in protecting riders, employees and the facility, Green Bay Metro is looking to place security barriers/planters on the transitway.

RECOMMENDATION

Staff recommends the approval of the Purchase of Security Barriers/Planters, not to exceed the total amount of \$65,000.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 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

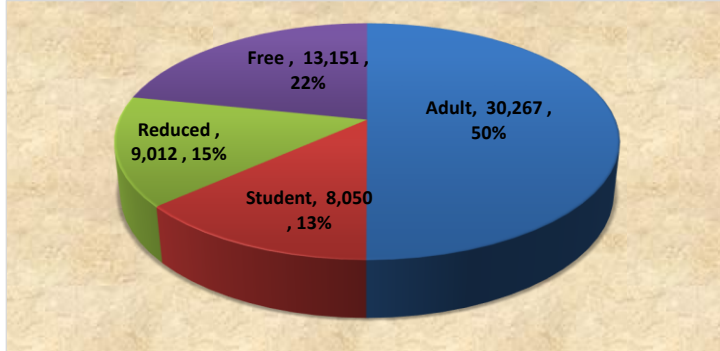
- I. 07.Jul 2025 Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
July 2024	25,762	7,015	8,458	12,637	53,872	465,331
July 2025	26,252	6,709	8,268	13,012	54,241	448,969
Difference	490	(306)	(190)	375	369	(16,362)
	2%	-4%	-2%	3%	1%	-3.5%

Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
July 2024	5,033	560	439	25	6,057	41,243
July 2025	4,015	1,341	744	139	6,239	42,415
Difference	(1,018)	781	305	114	182	1,172
	-20%	139%	69%	456%	3%	2.8%



YTD PASSENGERS
491,384

*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.

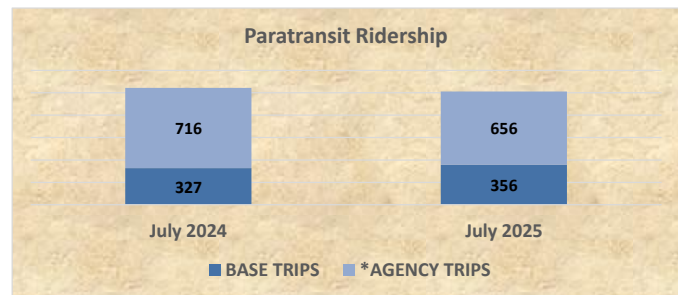
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
July 2024	327	716	1,043	8,214
July 2025	356	656	1,012	7,509
Difference	29	(60)	(31)	(705)
	8.9%	-8.4%	-3.0%	-8.6%

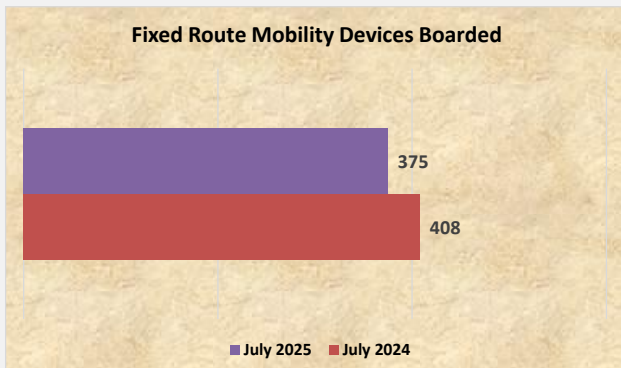
*Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).

On Time Performance: 95.0%

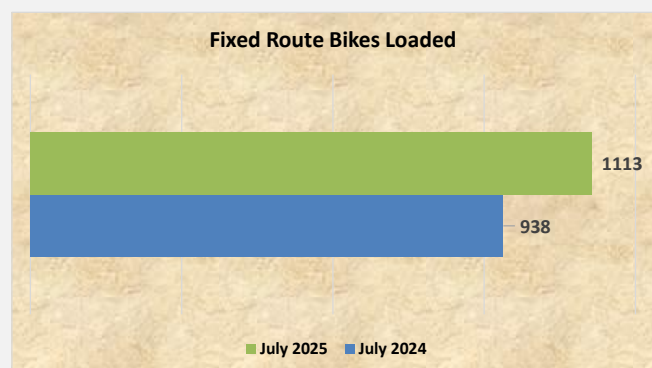
Completed Trips:	1012
Completed On Time Trips:	960
Completed Late Trips - 0-6 mins	33
Completed Late Trips - 6-30 mins	18
Completed Late Trips > 30 mins	1
Late Canc Late Cancellatio Show Trips	29



Fixed Route Mobility Devices Boarded



Fixed Route Bikes Loaded





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 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 July 2025.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 07.Jul - Financials



EXPENSES

ACCOUNT DESCRIPTION	2025 Jan-Jul	2024 Jan-Jul	+/-	%	2025 BUDGET	% OF BUDGET
Wages & Salaries	1,482,732.30	1,418,237.49	64,495	4.5%	2,765,438	53.6%
Fringe Benefits	718,036.47	636,301.62	81,735	12.8%	1,830,692	39.2%
Other Employment Expenses	34,745.47	27,129.37	7,616	28.1%	68,932	50.4%
Contract Services	141,449.72	149,715.60	(8,266)	-5.5%	424,140	33.3%
Materials & Supplies	240,949.66	255,206.00	(14,256)	-5.6%	643,436	37.4%
Building & Equip Maintenance	125,628.96	210,771.67	(85,143)	-40.4%	234,100	53.7%
Utilities	83,251.80	108,585.40	(25,334)	-23.3%	235,106	35.4%
Insurance	133,524.71	130,736.00	2,789	2.1%	158,827	84.1%
Miscellaneous	130.00	117.60	12	10.5%	250	52.0%
Paratransit Services	252,612.57	270,312.55	(17,700)	-6.5%	1,072,447	23.6%
Microtransit Services	974,618.57	903,240.86	71,378	7.9%	2,170,063	44.9%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	4,187,680.23	4,110,354.16	77,326	1.9%	9,603,432	43.6%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2025 Jan-Jul	2024 Jan-Jul	+/-	%	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	418,410.07	344,965.49	73,445	21.3%	665,249	62.9%
Green Bay	758,333.31	758,333.31	-	0.0%	1,934,650	39.2%
Farebox Revenue-Fixed Route	290,069.87	263,395.50	26,674	10.1%	710,000	40.9%
Farebox Revenue-Paratransit	112,742.50	113,318.00	(576)	-0.5%	269,500	41.8%
Farebox Revenue-Microtransit	17,282.00	10,885.00	6,397	58.8%	-	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	118,670.54	31,275.50	87,395	279.4%	9,100	1304.1%
State Fuel Refund	8,043.28	11,236.76	(3,193)	-28.4%	-	0.0%
Advertising	54,886.07	48,490.88	6,395	13.2%	110,000	49.9%
Intercity Bus Commissions	3,500.00	3,500.00	-	0.0%	6,000	58.3%
Partnership Contributions	102,902.15	101,199.00	1,703	1.7%	232,908	44.2%
TOTAL	1,902,059.79	2,373,879.44	(471,820)	-19.9%	9,603,432	19.8%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	179	180	(1.0)	-0.6%	307
Revenue Miles	374,688	379,456	(4,768)	-1.3%	672,554
Revenue Hours	25,467	25,613	(147)	-0.6%	45,552
Unlinked Passenger Trips	448,969	465,331	(16,362)	-3.5%	934,849
Revenue / Cost	45.4%	57.8%			100%
Farebox Revenue / Mile	0.77	0.69	0.08	11.5%	1.06
Farebox Revenue / Pass Trip	0.65	0.57	0.08	14.1%	0.76
Farebox Revenue / Hour	11.39	10.28	1.11	10.8%	15.59
Passenger / Mile	1.20	1.23	(0.03)	-2.3%	1.39
Cost / Mile	7.90	7.74	0.16	2.1%	9.46
Cost / Passenger Trip	6.59	6.31	0.28	4.5%	6.80

*Insurance is [NET] TMI



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

September 17, 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