



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 17, 2026, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

- I. Members: Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alder Alyssa Proffitt, Michael Conley-Kuhagen, Terri Refsguard and Dr. Hector Rodriguez.

Present: Roger Kolb, Alder Alyssa Proffitt, Randy Scannell, Kevin Kuehn, Michael Conley-Kuhagen and Dr. Hector Rodriguez

Excused: Terri Refsguard

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, June 17, 2026, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Hector Rodriguez to approve the June 17, 2026, agenda. Motion carried.

Yes – Roger Kolb, Hector Rodriguez, Randy Scannell, Alder Alyssa Proffitt, Kevin Kuehn, and Michael Conley-Kuhagen

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of the minutes from the May 27, 2026, meeting.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the May 27, 2026, minutes. Motion carried.

Yes – Roger Kolb, Randy Scannell, Hector Rodriguez, Kevin Kuehn, Michael Conley-

Kuhagen, and Alder Alyssa Proffitt
No – None, Abstain — None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro's 2027 Transit Asset Management Plan

Director Kiewiz shared a review of the updates on the Transit Asset Management Plan. It provides an overview of the condition of our assets, equipment, and age. Green Bay Metro also provides information on Curative vehicles as they are a subrecipient of the 5310 program that GBM oversees.

Nothing of concern as staff does a great job replacing aging equipment and other assets.

Moved by Randy Scannell, seconded by Kevin Kuehn, to approve the Green Bay Metro's 2027 Transit Asset Management Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

2. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz shared the compliance coordinator works with the operations and maintenance managers to update the Public Transit Agency Safety Plan (PTASP). This policy will go through the Safety Committee for approval before the commission approves. This working document tracks accidents and incidents for any safety adjustments or additional training that might need to be looked at.

Moved by Alder Alyssa Proffitt, seconded by Kevin Kuehn, to approve Green Bay Metro's Public Transit Agency Safety Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

3. Discussion/Action: Cost Allocation Plan

Director Kiewiz stated the Cost Allocation plan is a document that provides supporting information on chargebacks from the city to departments receiving outside funding sources. This plan is signed off by the City Finance Director.

No other concerns or comments.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen, to approve the Cost Allocation Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin

Kuehn and Alder Alyssa Proffitt
No — None, Abstain — None

4. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

Director Kiewiz provided a summary of the Financial Management & Administrative Procedures plan. The plan provides a general review of staff's duties, responsibilities, and approvals as they pertain to transit finances.

No other comments or concerns.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Green Bay Metro's Financial Management & Administrative Procedures. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

5. Discussion/Action: Green Bay Metro's Fare and Fee Policy

Director Kiewiz shared the updates to the Fare and Fee policy. This is to ensure accuracy with our procedures and to prep for the new fare collection system.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen, to approve the Green Bay Metro's Fare and Fee Policy. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

6. Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

Director Kiewiz provided an overview of the Drug and Alcohol Policy. The main changes were the Medical Review officers and safety-sensitive positions.

No other concerns or questions.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Green Bay Metro's Drug & Alcohol Policy. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

E. INFORMATIONAL.

I. Operational Reports

No concerns at this time.

2. Financial Reports

Working on grants currently, no concerns at this time.

3. Director's Report

Director Kiewiz shared we will be working on the general budget soon.

No other concerns at this time.

4. Next Transit Commission Meeting: July 15, 2026 at 8:15am.

F. ADJOURNMENT.

1. Adjournment of the Wednesday, June 17, 2026, meeting of the Transit Commission.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 8:51 a.m. Motion carried.
Yes – Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn
and Alder Alyssa Proffitt

No – None. Abstain — None