

**MINUTES - FOX CITIES TRANSIT COMMISSION**  
February 25, 2015

**Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Carolyn Mewhorter  
Aldersperson Kyle Lobner  
Bob Buckingham  
Carol Kasimor  
George Dearborn  
Jeff McCabe  
Joel Gregozeski

**Valley Transit Staff**

Deborah Wetter, General Manager  
Debra Ebben, Administrative Services Manager  
Nikki Voelzke, Community Relations Specialist  
Lisa Laughlin, Communications Technician

**Others Present**

Emily Truman, Assistant City Attorney

**Commissioners Excused**

Aldersperson Christine Williams  
Bruce Sherman  
Linda Stoll  
Rick Detienne  
Travis Parish  
Trish Nau

Chairperson Chuck Rundquist called the meeting to order at 3:01 p.m.

**APPROVAL OF MINUTES**

There being no questions or corrections to the minutes of the January 28, 2015 meeting, Commissioner Bob Buckingham moved that the minutes be approved which was seconded by Commissioner George Dearborn. The minutes were approved (8/0).

**APPEARANCES**

**Public Participation of Agenda Items**

There was no public participation on the agenda items.

**ACTION ITEMS**

**Approval of Payments**

Debra Ebben presented the check register for the period 01/17/15 through 02/13/15. There being no questions or discussion of the items on the check register, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to accept the payments 01/17/15 through 02/13/15. The motion carried (8/0).

**Approval of Valley Transit Strategic Plan**

Ms. Wetter presented the final draft of the Valley Transit Strategic Plan for approval. Ms. Wetter pointed out some of the changes and suggestions from the last steering committee meeting that were added to the plan. She reported that the Valley Transit staff is putting together an action plan to address the near term recommendations and will present it for approval to the Commission in April. The plan, while a living document that can change as conditions change, will serve as a guide for Valley Transit activities for the next 10 years.

Over the next year Ms. Wetter and Ms. Voelzke plan to share this plan with a wide array of

community groups and stakeholders to share the future vision of Valley Transit and to garner their support.

A motion was made by Commissioner Carolyn Mewhorter and seconded by Commissioner George Dearborn to approve the Valley Transit Strategic Plan. The motion carried (8/0).

## **INFORMATION ITEMS**

### **January Ridership and Revenue**

Ms. Wetter reported that ridership for January was up 11.9% over last year. Special Fares were up significantly with 6000 rides attributed to the new Fox Valley Tech passes. The revenue was up 33.3% over last year.

### **January Financials**

Ms. Ebben presented the January financials. At this time Valley Transit revenue is on budget and expenses are under budget.

### **Neenah Industrial Park Employment Transportation Project**

Ms. Wetter reported that several manufacturers in the Neenah Industrial Park have approached Workforce Development because they are having trouble retaining employees because of employee issues with transportation. The nearest bus stop is approximately one mile away and requires people to walk down a frontage road with no sidewalks. Bobbi Miller from the Workforce Development Board has contacted Valley Transit to assist them in finding options to the long and potentially unsafe walk to their sites.

After meeting with the City of Neenah and three of the large manufacturers in the Industrial Park, Valley Transit proposed a shuttle route which the group reviewed and accepted. The group was presented with the annual cost for the service if Valley Transit were to operate the shuttle route. Valley Transit agreed to put out an RFP to private sector contractor to determine what the annual cost of the service would be if provided by the private sector.

### **Staffing Update**

Ms. Wetter reported that Valley Transit has three vacant positions, two road supervisors and one assistant general manager. At this time Valley Transit is offering one person a road supervisor position. We will be going back out to advertise the other road supervisor position. The interviews for the assistant general manager will begin March 13<sup>th</sup>.

### **Legislative Update**

The Mayor and 20 members of the community signed a letter to the Governor requesting that he put the Fox Cities RTA in his budget. Although he did not put it in the budget, the letter has opened the door to follow-up conversation with him and with key legislators which we will continue to pursue. We are working with our delegation to introduce Fox Cities RTA enabling legislation this year.

Ms. Wetter and Ms. Voelzke will be going to Washington, D.C. in March. There will be meetings with American Public Transportation Association committees, the Wisconsin delegation and our two senators. They also have a meeting scheduled with Congressman Ribble and hope to meet with Congressman Grothman's staff as well.

**Pending Items**

There are no new pending items.

**ADJOURNMENT**

The next meeting will be on Wednesday, March 25, 2015 at 3:00 p.m. The meeting adjourned at 3:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah Wetter".

Mrs. Deborah Wetter, General Manager