



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, January 8, 2019

2:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-0040](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes 12-11-18.pdf](#)

4. **Public Hearings/Apearances**

[19-0041](#) Public Participation on Agenda Items

5. **Action Items**

[19-0042](#) Approval of Payments

Attachments: [December 2018 payments.pdf](#)

[19-0043](#) Authorization to Purchase Buses and Approve Subsequent Budget Amendment

Attachments: [Bus Purchase Memo.pdf](#)

[18-1821](#) Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial A Ride Service for 2019 Contingent on City of Neenah and the Village of Fox Crossing Approval

Attachments: [NW Dial-A-Ride - 2019 revised.pdf](#)

Legislative History

12/11/18	Fox Cities Transit Commission	held
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6. **Information Items**

- [19-0044](#) Financial Report
Attachments: [2018 FCTC Monthly Income Statement.pdf](#)
[2018 FCTC Monthly Income Statement \(PT\).pdf](#)
- [19-0045](#) Ridership and Revenue
Attachments: [November 2018 Ridership graphs.pdf](#)
- [19-0046](#) Wi-Fi discussion
- [19-0047](#) Valley Transit Bus App (Beta Test)
- [19-0048](#) Greenville Bus Route
Attachments: [Map for service to Greenville.pdf](#)
- [19-0049](#) Request for Future Agenda Items

7. Next Meeting Date & Time
- January 22, 2019, 2:00 PM
- February 12, 2019, 2:00 PM

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, December 11, 2018

2:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 11 - Kasimor, Detienne, Vice Chair Buckingham, Nau, Dearborn, Wurdinger, Brown, Wilson, Dexter, VandeHey and Lobner

Excused: 2 - Martin and Stephenson

3. Approval of minutes from previous meeting

[18-1815](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 10-23-18.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Detienne, that the Minutes be approved. Voice Vote. Motion Carried.

4. Public Hearings/Appearances

[18-1816](#)

Public Participation on Agenda Items

There was no public participation on the agenda.

5. Action Items

[18-1818](#)

Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2019 Contingent on Outagamie County Approval

Attachments: [2019 Outagamie County Contract.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Detienne, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[18-1819](#)

Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2019 Contingent on Winnebago County Approval

Attachments: [2019 Winnebago County Contract.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Detienne, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[18-1820](#)

Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2019 Contingent on Calumet County Approval

Attachments: [2019 Calumet County Contract.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner Detienne, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[18-1821](#)

Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial A Ride Service for 2019 Contingent on City of Neenah and the Village of Fox Crossing Approval

Attachments: [2019 NW Dial-A-Ride Local Share Contract.pdf](#)

Chairperson Lobner moved, seconded by Commissioner Dexter, that the Report Action Item be held. Voice Vote. Motion Carried.

[18-1823](#)

Approve the Memorandum of Understanding between the City of Appleton, Valley Transit and Community Care Inc. for 2019 Specialized Transportation Services

Attachments: [2019 Community Care Memorandum of Understanding.pdf](#)

Commissioner Detienne moved, seconded by Vice Chair Buckingham, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

6. Information Items

[18-1817](#)

Approval of Payments

Attachments: [October 2018 Check Register.pdf](#)
[October 2018 P-Card Report.pdf](#)
[November 2018 Check Register.pdf](#)
[November 2018 P-Card Report.pdf](#)

This action item was moved to information items.

Vice Chair Buckingham moved, seconded by Commissioner Nau, that the Report Action Item be approved. Voice Vote. Motion Carried.

[18-1824](#)

Financial Report

Attachments: [2018 FCTC Monthly Income Statement.pdf](#)
[2018 FCTC Monthly Income Statement \(PT\).pdf](#)

This Presentation was presented

[18-1825](#)

Ridership and Revenue

Attachments: [October Ridership.pdf](#)

This Presentation was presented

[18-1826](#)

Lease Agreement with Lamers

Attachments: [Lease Agreement with Lamers.pdf](#)

This Presentation was presented

[18-1827](#)

Grant discussion

Attachments: [VW Transit Capital Intent to Award \(2018-11-28\).pdf](#)
[Advisory Council Press Release 12.10.2018.pdf](#)

This Presentation was discussed

[18-1828](#)

Request for Future Agenda Items

This Presentation was discussed

7. **Next Meeting Date & Time**
- December 25, 2018, 2:00 PM - Cancelled
- January 8, 2019, 2:00 PM
- January 22, 2019, 2:00 PM

8. Adjournment

Commissioner Detienne moved, seconded by Commissioner Nau, that the meeting be adjourned. Voice Vote. Motion Carried.

01/02/2019 10:08
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City of Appleton
INVOICE LIST BY GL ACCOUNT



P 1
apinvgl

YEAR/PERIOD: 2018/12 TO 2018/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
580				Valley Transit				
580	160100			Prepaid Expenses				
001901	DOUBLEMAP, INC.	1805	0	2018 12 INV P	34,034.69	121918	554 its subscription fe	
				ACCOUNT TOTAL	34,034.69			
580	213100			Connector Ticket Sales				
001186	RUNNING, INC.	2136	0	2018 12 INV P	1,838.00	122618	704 connector service	
				ACCOUNT TOTAL	1,838.00			
				ORG 580 TOTAL	35,872.69			
58071000				VT 5307 Admin				
58071000	630100			Office Supplies				
999990	QUILL CORPORATION	2072	0	2018 12 INV P	102.11		Office supplies	
999990	MILLS FLEET FARM 100	2073	0	2018 12 INV P	43.25		TC decorations	
999990	HOBBY-LOBBY #0193	2074	0	2018 12 INV P	119.90		TC decorations	
999990	THE HOME DEPOT 4903	2076	0	2018 12 INV P	411.66		TC decorations	
					676.92			
				ACCOUNT TOTAL	676.92			
58071000	630300			Memberships & Licenses				
001588	THEDACARE, INC.	2069	0	2018 12 INV P	322.60		DOT Pool Annual Mem	
				ACCOUNT TOTAL	322.60			
58071000	640800			Contractor Fees				
001771	RED SHOES PR, INC.	1933	180008	2018 12 INV P	555.00	122618	703 Open PO for Marketi	
001771	RED SHOES PR, INC.	1934	180008	2018 12 INV P	3,981.38	122618	703 Open PO for Marketi	
001771	RED SHOES PR, INC.	1935	180008	2018 12 INV P	4,252.75	122618	703 Open PO for Marketi	
					8,789.13			
				ACCOUNT TOTAL	8,789.13			
58071000	641100			Temporary Help				
000221	CADRE OF PREMIER STA	1727	0	2018 12 INV P	801.66		Temporary Com Tech	
				ACCOUNT TOTAL	801.66			
58071000	641301			Electric				
001575	WE ENERGIES	53	0	2018 12 INV P	4,779.51	122618	724 ELEC 7216-827-232 T	
				ACCOUNT TOTAL	4,779.51			
58071000	641302			Gas				
001575	WE ENERGIES	53	0	2018 12 INV P	1,981.51	122618	724 GAS 7216-827-232 Tr	
				ACCOUNT TOTAL	1,981.51			

01/02/2019 10:08
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P 2
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YEAR/PERIOD: 2018/12 TO 2018/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION		
58071000 641307 000132 AT&T	1751	0	2018 12	INV P	314.72 121918	Telephone	540	920-730-0780 935 6
ACCOUNT TOTAL					314.72			
58071000 659900						Other Contracts/Obligation		
000531 FOX VALLEY COMMUNICA	1354	0	2018 12	INV P	22.00 121218			459 translation
000531 FOX VALLEY COMMUNICA	1355	0	2018 12	INV P	18.00 121218			459 translation
					40.00			
001885 IMAGE STUDIOS, INC.	1350	0	2018 12	INV P	420.00 121218			467 bus photography
ACCOUNT TOTAL					460.00			
ORG 58071000 TOTAL					18,126.05			
58072000						VT 5307 Vehicle Maintenance		
58072000 620100						Training/Conferences		
999990 GRANDSTAY ST CLOUD	2013	0	2018 12	INV P	245.52			Bus build
ACCOUNT TOTAL					245.52			
58072000 630901						Shop Supplies		
000035 AIRGAS USA, LLC	2075	0	2018 12	INV P	47.35			Cyl & gases
001003 NORTHSIDE HARDWARE,	1598	0	2018 12	INV P	149.97			Snow shovels
999990 PAW*AUTOMOTIVE SUPPL	1543	0	2018 12	INV P	5.03			Supplies
999990 PAW*AUTOMOTIVE SUPPL	1545	0	2018 12	INV P	6.31			Supplies
999990 PAW*AUTOMOTIVE SUPPL	1546	0	2018 12	INV P	67.20			Parts & Supplies
999990 PAW*AUTOMOTIVE SUPPL	1547	0	2018 12	INV P	308.70			Shop supplies and t
999990 PAW*AUTOMOTIVE SUPPL	1676	0	2018 12	INV P	30.18			ATF Dexron Full Syn
999990 PAW*AUTOMOTIVE SUPPL	2014	0	2018 12	INV P	868.07			Parts, supply & lub
999990 PAW*AUTOMOTIVE SUPPL	2015	0	2018 12	INV P	6.50			Supplies
999990 PAW*AUTOMOTIVE SUPPL	2017	0	2018 12	INV P	10.80			Parts & Supply
999990 PAW*AUTOMOTIVE SUPPL	2020	0	2018 12	INV P	2.69			Supplies
999990 JX TRUCK CENTER APPL	2022	0	2018 12	INV P	1,919.70			Supply
999990 IN *TECHGRAPHIC SOLU	2048	0	2018 12	INV P	90.52			50 3000-30 Black H
					3,315.70			
ACCOUNT TOTAL					3,513.02			
58072000 630902						Tools & Instruments		
999990 PAW*AUTOMOTIVE SUPPL	1547	0	2018 12	INV P	16.92			Shop supplies and t
ACCOUNT TOTAL					16.92			
58072000 632200						Gas Purchases		
000763 KWIK TRIP, INC	1297	0	2018 12	INV P	340.24 121218			475 fuel

01/02/2019 10:08
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P 3
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YEAR/PERIOD:	2018/12 TO 2018/12							
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL						340.24		
58072000	632601							Repair Parts
999990	PAW*AUTOMOTIVE SUPPL	1542	2018 12	INV	P			Parts
999990	PAW*AUTOMOTIVE SUPPL	1544	2018 12	INV	P			Parts
999990	PAW*AUTOMOTIVE SUPPL	1546	2018 12	INV	P			Parts & Supplies
999990	JX TRUCK CENTER APPL	1550	2018 12	INV	P			Alternator, turboch
999990	JX TRUCK CENTER APPL	1551	2018 12	INV	P			Chamber brake servi
999990	JX TRUCK CENTER APPL	1552	2018 12	INV	P			Kit-camshaft & brac
999990	PAW*AUTOMOTIVE SUPPL	1674	2018 12	INV	P			Transmission
999990	PAW*AUTOMOTIVE SUPPL	1675	2018 12	INV	P			Parts
999990	JX TRUCK CENTER APPL	1677	2018 12	INV	P			Kit-Repair Camshaft
999990	PAW*AUTOMOTIVE SUPPL	2014	2018 12	INV	P			Parts, supply & lub
999990	PAW*AUTOMOTIVE SUPPL	2016	2018 12	INV	P			Parts
999990	PAW*AUTOMOTIVE SUPPL	2017	2018 12	INV	P			Parts & Supply
999990	PAW*AUTOMOTIVE SUPPL	2019	2018 12	INV	P			Parts
999990	PAW*AUTOMOTIVE SUPPL	2021	2018 12	INV	P			Parts
999990	HOGLUND BUS & TRUCK	2062	2018 12	INV	P			BC071181 Compressor
999990	HOGLUND BUS & TRUCK	2063	2018 12	INV	P			2001030 Compressor
ACCOUNT TOTAL						14,668.76		
ACCOUNT TOTAL						14,668.76		
58072000	632700							Miscellaneous Equipment
999990	PAW*AUTOMOTIVE SUPPL	2018	2018 12	INV	P			Smart washer
ACCOUNT TOTAL						2,400.00		
58072000	641700							Vehicle Repairs & Maint
999990	JX TRUCK CENTER APPL	1548	2018 12	INV	P			Brake service
999990	JX TRUCK CENTER APPL	1549	2018 12	INV	P			Bus 403 service
ACCOUNT TOTAL						5,260.05		
ACCOUNT TOTAL						5,260.05		
58072000	641800							Equip Repairs & Maint
000172	BAYCOM, INC.	996	2018 12	INV	P		1,425.00	120518 334 tribonet plus add d
000660	HYDROCLEAN EQUIPMENT	2065	2018 12	INV	P		109.00	Preventive maintena
001194	SAFETY-KLEEN	2066	2018 12	INV	P		606.90	Solvent and waste o
ACCOUNT TOTAL						2,140.90		
58072000	642400							Software Support
999990	NOREGON SYSTEMS INC	2077	2018 12	INV	P		270.00	Allison software
ACCOUNT TOTAL						270.00		



01/02/2019 10:08
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INVOICE LIST BY GL ACCOUNT

P 4
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YEAR/PERIOD: 2018/12 TO 2018/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
58072000 643000			Health Services					
001588 THEDACARE, INC.	2068	0	2018 12	INV P		77.87	DOT Physical	
			ACCOUNT TOTAL			77.87		
58072000 680401 1800			Machinery & Equipment					
001901 DOUBLEMAP, INC.	1897	180032	2018 12	INV P		2,556.94	554 Realtime Passenger	
001901 DOUBLEMAP, INC.	1898	180026	2018 12	INV P		155,026.48	554 Intelligent Transit	
001901 DOUBLEMAP, INC.	1932	180032	2018 12	INV P		4,018.05	663 Realtime Passenger	
						161,601.47		
			ACCOUNT TOTAL			161,601.47		
58072000 680403 1800			Vehicles					
000089 NEW FLYER OF AMERICA	1908	180063	2018 12	INV P		451,506.53	593 New Flyer 40 ft. di	
			ACCOUNT TOTAL			451,506.53		
			ORG 58072000 TOTAL			642,041.28		
58073000			VT 5307 Building Maintenance					
58073000 641600			Build Repairs & Maint					
001453 VOE POWER & SYSTEMS	1791	0	2018 12	INV P		865.80	638 repair pipe	
			ACCOUNT TOTAL			865.80		
58073000 644000			Snow Removal Services					
000773 LAKESHORE CLEANERS,	1904	180042	2018 12	INV P		181.41	571 Snow removal servic	
000773 LAKESHORE CLEANERS,	1905	180042	2018 12	INV P		90.00	571 Snow removal servic	
						271.41		
			ACCOUNT TOTAL			271.41		
58073000 645100			Laundry Services					
000274 CINTAS CORPORATION	2078	0	2018 12	INV P		97.72	Mats	
000274 CINTAS CORPORATION	2079	0	2018 12	INV P		39.59	Mats	
000274 CINTAS CORPORATION	2080	0	2018 12	INV P		39.59	Mats	
000274 CINTAS CORPORATION	2081	0	2018 12	INV P		97.72	Mats	
000274 CINTAS CORPORATION	2082	0	2018 12	INV P		39.59	Mats	
000274 CINTAS CORPORATION	2083	0	2018 12	INV P		97.72	Mats	
000274 CINTAS CORPORATION	2084	0	2018 12	INV P		97.72	Mats	
000274 CINTAS CORPORATION	2085	0	2018 12	INV P		39.59	Mats	
						549.24		
			ACCOUNT TOTAL			549.24		
58073000 659900			Other Contracts/Obligation					
001394 ULTIMATE CLEANING, L	1348	0	2018 12	INV P		474.60	508 cleaning	
001394 ULTIMATE CLEANING, L	1349	0	2018 12	INV P		128.88	508 cleaning	

01/02/2019 10:08
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City of Appleton
INVOICE LIST BY GL ACCOUNT



P 5
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YEAR/PERIOD: 2018/12 TO 2018/12	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
	001394	ULTIMATE CLEANING, L 2292	0	2018 12	INV P	474.60 123118	777 cleaning
	001394	ULTIMATE CLEANING, L 2293	0	2018 12	INV P	128.88 123118	777 cleaning
						1,206.96	
					ACCOUNT TOTAL	1,206.96	
					ORG 58073000 TOTAL	2,893.41	
58074000					VT 5307 Operations		
58074000	615500				Unemployment Compensation		
	001643	WISCONSIN DEPARTMENT 1341	0	2018 12	INV P	493.32 121218	522 reimb unemployment
					ACCOUNT TOTAL	493.32	
58074000	630300				Memberships & Licenses		
	001611	FOX VALLEY TECHNICAL 2064	0	2018 12	INV P	450.00	CDL test - Ball, Da
	001649	WISCONSIN DEPARTMENT 1747	0	2018 12	INV P	74.50 121918	645 WI TITLE & LICENSE
					ACCOUNT TOTAL	524.50	
58074000	632101				Uniforms		
	000410	EJ ARENA SPORTS, INC 1022	0	2018 12	INV P	1,444.00 120518	347 uniforms
	999990	UFIRST *LAUNDRY SVCS 1584	0	2018 12	INV P	24.12	Direct Sales - pant
					ACCOUNT TOTAL	1,468.12	
58074000	632200				Gas Purchases		
	000763	KWIK TRIP, INC 1297	0	2018 12	INV P	1,292.42 121218	475 fuel
	000796	LEVENHAGEN OIL CORPO 1412	180083	2018 12	INV P	16,235.57 121218	476 #2 Ultra Low Sulfur
	001608	GARROW OIL CORPORATI 2312	180123	2018 12	INV P	13,763.05 123118	749 #2 Ultra Low Sulfur
					ACCOUNT TOTAL	31,291.04	
58074000	632602				Tires		
	001926	GOODYEAR TIRE AND RU 1900	180044	2018 12	INV P	739.87 121918	562 Tire Leasing Contra
	001926	GOODYEAR TIRE AND RU 1901	180044	2018 12	INV P	817.89 121918	562 Tire Leasing Contra
						1,557.76	
	001996	MATTHEWS TIRE, INC. 2071	0	2018 12	INV P	870.46	Tires - Two invoice
					ACCOUNT TOTAL	2,428.22	
58074000	632603				Lubricants		
	999990	PAW*AUTOMOTIVE SUPPL 2014	0	2018 12	INV P	29.40	Parts, supply & lub
					ACCOUNT TOTAL	29.40	

01/02/2019 10:08
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INVOICE LIST BY GL ACCOUNT



P 6
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YEAR/PERIOD: 2018/12 TO 2018/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58074000 632800				Signs					
001942 APPLETON SIGN COMPAN 1351		0	2018 12	INV P		1,263.99 121218	424 pdq graphics		
001942 APPLETON SIGN COMPAN 1352		0	2018 12	INV P		528.31 121218	424 goinsure graphics		
001942 APPLETON SIGN COMPAN 1353		0	2018 12	INV P		153.09 121218	424 remove fvtc graphic		
						1,945.39			
				ACCOUNT TOTAL		1,945.39			
58074000 643000				Health Services					
001588 THEDACARE, INC. 2067		0	2018 12	INV P		233.61	DOT Physical		
001588 THEDACARE, INC. 2068		0	2018 12	INV P		427.37	DOT Physical		
001588 THEDACARE, INC. 2070		0	2018 12	INV P		77.87	DOT Physical		
						738.85			
				ACCOUNT TOTAL		738.85			
				ORG 58074000 TOTAL		38,918.84			
58075000			VT 5307	ADA Paratransit					
58075000 487500				Farebox Revenue					
001186 RUNNING, INC. 2135		0	2018 12	INV P		-5,018.00 122618	704 nov vt II, elderly/		
				ACCOUNT TOTAL		-5,018.00			
58075000 640800				Contractor Fees					
001186 RUNNING, INC. 2135		0	2018 12	INV P		152,655.99 122618	704 nov vt II, elderly/		
				ACCOUNT TOTAL		152,655.99			
				ORG 58075000 TOTAL		147,637.99			
58076000			VT 5307	Ancillary Paratransit					
58076000 487500 1806				Farebox Revenue					
001186 RUNNING, INC. 2135		0	2018 12	INV P		-844.00 122618	704 nov vt II, elderly/		
				ACCOUNT TOTAL		-844.00			
58076000 487500 1807				Farebox Revenue					
001186 RUNNING, INC. 2135		0	2018 12	INV P		-1,144.00 122618	704 nov vt II, elderly/		
				ACCOUNT TOTAL		-1,144.00			
58076000 487500 1809				Farebox Revenue					
000750 KOBUSSEN BUSES, LTD 2138		0	2018 12	INV P		-3,528.00 122618	675 rural servcie		
				ACCOUNT TOTAL		-3,528.00			
58076000 487500 1813				Farebox Revenue					
000528 FOX VALLEY CAB 2139		0	2018 12	INV P		-2,124.50 122618	667 nwdar services neen		

01/02/2019 10:08
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City of Appleton
INVOICE LIST BY GL ACCOUNT



P 7
apinvgl

YEAR/PERIOD: 2018/12 TO 2018/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
000528 FOX VALLEY CAB	2140	0	2018 12	INV P	-213.50	122618	667 nwdar services heri	
000528 FOX VALLEY CAB	2141	0	2018 12	INV P	-644.00	122618	667 nwdar fox crossing	
					-2,982.00			
				ACCOUNT TOTAL	-2,982.00			
58076000 487500 1818				Farebox Revenue				
001621 CALUMET COUNTY	2116	0	2018 12	INV P	-977.36	122618	653 van service	
				ACCOUNT TOTAL	-977.36			
58076000 487500 1819				Farebox Revenue				
001186 RUNNING, INC.	2136	0	2018 12	INV P	-7,422.00	122618	704 connector service	
				ACCOUNT TOTAL	-7,422.00			
58076000 487500 1820				Farebox Revenue				
001186 RUNNING, INC.	2136	0	2018 12	INV P	-1,904.00	122618	704 connector service	
				ACCOUNT TOTAL	-1,904.00			
58076000 640800 1806				Contractor Fees				
001186 RUNNING, INC.	2135	0	2018 12	INV P	3,407.65	122618	704 nov vt II, elderly/	
				ACCOUNT TOTAL	3,407.65			
58076000 640800 1807				Contractor Fees				
001186 RUNNING, INC.	2135	0	2018 12	INV P	1,679.60	122618	704 nov vt II, elderly/	
				ACCOUNT TOTAL	1,679.60			
58076000 640800 1808				Contractor Fees				
000750 KOBUSSEN BUSES, LTD	2137	0	2018 12	INV P	42,192.70	122618	675 specialized transpo	
				ACCOUNT TOTAL	42,192.70			
58076000 640800 1809				Contractor Fees OC Demand Resp				
000750 KOBUSSEN BUSES, LTD	2138	0	2018 12	INV P	17,170.07	122618	675 rural servcie	
				ACCOUNT TOTAL	17,170.07			
58076000 640800 1813				Contractor Fees-Neenah DAR				
000528 FOX VALLEY CAB	2139	0	2018 12	INV P	8,498.00	122618	667 nwdar services neen	
000528 FOX VALLEY CAB	2140	0	2018 12	INV P	854.00	122618	667 nwdar services heri	
000528 FOX VALLEY CAB	2141	0	2018 12	INV P	2,576.00	122618	667 nwdar fox crossing	
					11,928.00			
				ACCOUNT TOTAL	11,928.00			
58076000 640800 1818				Contractor Fees-CC Rural				

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2018/12 TO 2018/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
001621 CALUMET COUNTY	2116	0	2018 12	INV P	2,222.22	122618	653 van service	
				ACCOUNT TOTAL	2,222.22			
58076000 640800 1819 001186 RUNNING, INC.	2136	0	2018 12	Contractor Fees-Connectr Hours INV P	32,187.05	122618	704 connector service	
				ACCOUNT TOTAL	32,187.05			
58076000 640800 1820 001186 RUNNING, INC.	2136	0	2018 12	Contractor Fees-Connector Area INV P	9,758.00	122618	704 connector service	
				ACCOUNT TOTAL	9,758.00			
				ORG 58076000 TOTAL	101,743.93			
=====								
FUND 580 Valley Transit			TOTAL:		987,234.19			
=====								

** END OF REPORT - Generated by Debra Ebben **



Date: January 3, 2019

To: City of Appleton
Common Council
Finance Committee
Fox Cities Transit Commission

From: Ron McDonald, General Manager *REM*

Re: Request to Purchase Transit Buses

Valley Transit is hereby requesting authorization to purchase seven (7) 35' New Flyer Xcelsior transit buses not to exceed \$3,500,000 inclusive of miscellaneous tools and parts.

The Federal Transit Administration will invest 80% (\$2,800,000) and local investment will be used for the remaining 20% (\$700,000).

The new buses will replace existing outdated Orion transit buses. The Federal Transit Administration requires heavy duty transit buses to be operated a minimum of 12 years or 500,000 miles. The Valley Transit buses scheduled for replacement have exceeded the minimum requirements set forth by the Federal Transit Administration.

It is the desire of Valley Transit to issue a purchase order to New Flyer through a Piggyback Procurement previously solicited by Connect Transit in Normal, IL. This is the procurement previously used by Valley Transit for the past two bus purchases.

RECOMMENDATION:

Authorize Valley Transit to enter into a contract with New Flyer to purchase seven (7) 35' New Flyer Xcelsior transit buses not to exceed \$3,500,000 inclusive of miscellaneous tools and parts with a budget adjustment utilizing \$2,800,000 federal grant funding and \$700,000 restricted cash.



**2019 INTERMUNICIPAL AGREEMENT PURSUANT TO SECTION 66.0301
OF THE WISCONSIN STATUTES BETWEEN THE CITIES OF
APPLETON AND NEENAH AND THE VILLAGE OF FOX CROSSING,
SAID AGREEMENT TO PROVIDE FOR COST-SHARING
OF TRANSIT SERVICES FOR THE ELDERLY**

WHEREAS, the City of Appleton, the owner of Valley Transit, assumes responsibility for and direction of its operations, and

WHEREAS, the City of Neenah and the Village of Fox Crossing operate Northern Winnebago Dial-A-Ride, a transportation program (hereinafter referred to as "DIAL-A-RIDE") for the benefit of the elderly of the Cities of Neenah and Menasha, and the Village of Fox Crossing, and

WHEREAS, the Cities of Appleton and Neenah and the Village of Fox Crossing wish to coordinate services to maximize outside revenue sources.

NOW, THEREFORE, the Cities of Appleton and Neenah and the Village of Fox Crossing by their respective representatives, do hereby agree as follows:

1. **COST-SHARING AGREEMENT.**

Expenses for the Dial-A-Ride program will be shared based on the following formula:

$$\begin{aligned}
 & \text{Dial-A-Ride x Contract Cost} \\
 & - \text{Federal Share} \\
 & - \text{State Share} \\
 & - \text{Farebox Revenues} \\
 & + \text{Administrative Charge} \\
 & = \text{City of Neenah and Village of Fox Crossing Estimated Contribution}
 \end{aligned}$$

Valley Transit, the City of Neenah and the Village of Fox Crossing estimate that there will be 10,000 rides in 2019. Cost estimates are as follows:

	<u>Total</u>	<u>Breakdown by Municipality of Total Cost</u>	
	<u>Program Cost</u>	<u>Neenah/Menasha</u>	<u>Village of Fox</u>
		<u>(8,000 rides)</u>	<u>Crossing (2000 rides)</u>
Cost for Dial-A-Ride (10,000 X \$14.00)	\$140,000	\$112,000	\$28,000
Federal Share	(26,785)	(21,428)	(5,357)
State Share	(39,200)	(31,360)	(7,840)
Fares (\$3.50)	(35,000)	(28,000)	(7,000)
Administrative Charge	<u>14,000</u>	<u>11,200</u>	<u>2,800</u>
City of Neenah and Village of Fox Crossing Estimated Contribution*	\$53,015	\$42,412	\$10,603

Actual costs will be based on actual ridership, federal share, state share, and fares in 2019.

*This cost figure is illustrative given that the amounts used in the formula are estimates.

2. **METHOD OF PAYMENT.** Payment by Valley Transit to the contractor will be made monthly based on ridership information provided by the City of Neenah and the Village of Fox Crossing to Valley Transit. Valley Transit will invoice the City of Neenah and the Village of Fox Crossing for its contribution on a monthly basis.

3. **LENGTH OF AGREEMENT.** This agreement shall be for the calendar year 2019. Renewal shall occur upon mutual agreement by the parties 30 days prior to the termination date of this contract.

4. **PROGRAM ADMINISTRATION AND REPORTING.** Valley Transit, the City of Neenah and the Village of Fox Crossing shall be responsible for administration of the Dial-A-Ride Program.

5. **INSPECTION.** Both parties agree to allow inspection of each other's records and books so far as permitted by law. Record inspection shall be allowed upon reasonable notice in order to confirm compliance with the terms and conditions of this agreement.

6. **AUDIT.** Any audits required for Dial-A-Ride services will be added to the total cost of those services, and the City of Neenah's and the Village of Fox Crossing's cost impact will be as described in Section 1 above. Valley Transit shall establish and maintain accounts for the specialized transportation services receiving funding under this agreement. The accounts shall distinguish the costs of this transportation service from any other service.

7. **INDEMNIFICATION.** Each party to this agreement agrees to indemnify, save harmless and defend the other party from and against all liability, loss, damage, costs or expenses which a signing party may sustain, incur or be required to pay by reason of the other party's acts, errors or omissions.

8. **INSURANCE.** The Cities of Appleton and Neenah and the Village of Fox Crossing agree at all times during the existence of this Agreement to keep in force the following insurance coverages:

<u>Coverage</u>	<u>Limit</u>
Worker's Compensation	Statutory Limit
Comprehensive General Liability	\$1,000,000 Each Occurrence
Auto Liability	\$1,000,000 CSL

9. **DISCRIMINATION.** In connection with the performance of work under this agreement, the Cities of Appleton and Neenah and the Village of Fox Crossing agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, development disability as defined in §5101 (5), Wis. Stats., national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this State. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other form of compensation; and section for training, including apprenticeship. Valley Transit further agrees to take affirmative action to ensure equal employment opportunities.

10. **CONDITIONS.** This agreement is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same affecting relevant funding, or authority of the Cities of Appleton and Neenah and the Village of Fox Crossing shall serve to terminate this agreement.

11. **MODIFICATION/TERMINATION.** Failure to comply with any material part of this agreement may be considered cause for revision, suspension, or termination.

Revision or modification of this agreement must be agreed to by all parties involved by a written addendum signed by the authorized representatives of each party.

IN WITNESS WHEREOF the parties have executed this Agreement this ____ day of _____, ____.

CITY OF APPLETON:

Approved as to form:

By: _____
Timothy Hanna, Mayor

BY: _____
James P. Walsh, City Attorney

BY: _____
Kami Lynch, City Clerk

Provision has been made to pay the liability, Which will accrue under this contract.

BY: _____
Anthony Saucerman, Director of Finance

CITY OF NEENAH:

Approved as to form:

BY: _____
Dean Kaufert, Mayor

BY: _____
James G. Godlewski, City Attorney

BY: _____
Patricia A. Sturn, City Clerk

VILLAGE OF FOX CROSSING:

Approved as to form:

BY: _____
Dale Youngquist, Village President

BY: _____
Andy Rossmeissl, Village Attorney

BY: _____
Karen Backman, Village Clerk

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2018

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2018 Amended Budget	2018 % of Total Budget
REVENUES						
Bus Fare Revenue	46,802	52,946	721,216	721,188	943,218	76.46%
Paratransit Fare Revenue	62,238	57,399	673,963	634,691	749,330	89.94%
Total Fare Revenue	109,040	110,345	1,395,179	1,355,879	1,692,548	82.43%
Other Charges for Service	10,934	6,467	57,407	64,242	55,000	104.38%
Other Revenues	3,617	4,022	27,868	24,773	14,000	199.06%
TOTAL REVENUES	<u>123,591</u>	<u>120,834</u>	<u>1,480,454</u>	<u>1,444,894</u>	<u>1,761,548</u>	<u>84.04%</u>
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	224,480	190,910	2,376,051	2,269,233	2,797,847	84.92%
Call Time	-	-	-	-	-	0.00%
Overtime	18,500	26,833	287,110	232,264	68,522	419.00%
Incentive Pay	-	-	-	-	315	0.00%
Other Compensation	-	-	1,962	1,962	-	-
Fringes	80,932	77,859	933,774	891,709	1,161,711	80.38%
Unemployment Compensation	-	-	5,571	11,931	-	-
Salaries & Fringe Benefits	<u>323,912</u>	<u>295,602</u>	<u>3,604,468</u>	<u>3,407,099</u>	<u>4,028,395</u>	<u>89.48%</u>
Training & Conferences	467	520	16,291	6,058	27,000	60.34%
Employee Recruitment	20	278	2,777	5,679	3,200	86.78%
Parking Permits	-	-	65	150	360	0.00%
Office Supplies	283	278	3,109	4,279	5,000	62.18%
Subscriptions	-	98	895	1,554	1,904	47.01%
Memberships & Licenses	-	254	6,820	5,925	5,947	114.68%
Postage & Freight	-	29	2,394	2,608	4,300	55.67%
Awards & Recognition	-	305	434	526	878	49.43%
Food & Provisions	8	-	1,482	1,513	1,170	126.67%
Insurance	15,641	17,475	240,195	237,940	227,006	75.79%
Insurance dividend & return of surplus	-	-	(68,141)	(45,714)	-	0.00%
Depreciation Expense	50,568	56,106	556,249	617,161	606,818	91.67%
Administrative Expenses	<u>66,987</u>	<u>75,343</u>	<u>762,570</u>	<u>837,679</u>	<u>883,583</u>	<u>86.30%</u>
Landscape Supplies	-	-	907	-	3,000	30.23%
Shop Supplies & Tools (& misc)	4,179	6,254	52,501	34,420	51,720	101.51%
Printing & Reproduction	118	2,561	17,957	10,739	27,136	66.17%
Uniforms	193	79	4,894	3,709	5,000	97.88%
Gas Purchases	20,280	45,941	394,983	298,693	605,000	65.29%
Safety Supplies	-	-	555	-	500	111.00%
Vehicle & Equipment Parts	36,781	23,379	277,347	215,903	237,700	116.68%
Miscellaneous Equipment	991	3,429	23,974	20,365	18,100	132.45%
Signs	170	-	3,250	-	2,000	162.50%
Supplies & Materials	<u>62,712</u>	<u>81,643</u>	<u>776,368</u>	<u>583,829</u>	<u>950,156</u>	<u>81.71%</u>
Accounting/Audit	7,194	-	7,194	9,652	11,500	62.56%
Bank Services	75	388	2,324	2,825	3,000	77.47%
Consulting Services	-	1,303	-	2,183	61,364	0.00%
Collection Services	-	199	2,999	2,438	4,600	65.20%
Contractor Fees	278,475	272,951	3,117,923	3,062,830	3,579,941	87.09%
Temp Help	5,793	3,711	10,125	7,945	5,000	202.50%
Advertising	446	200	11,541	22,006	50,309	22.94%
Health Services	967	1,341	7,998	11,281	9,200	86.93%

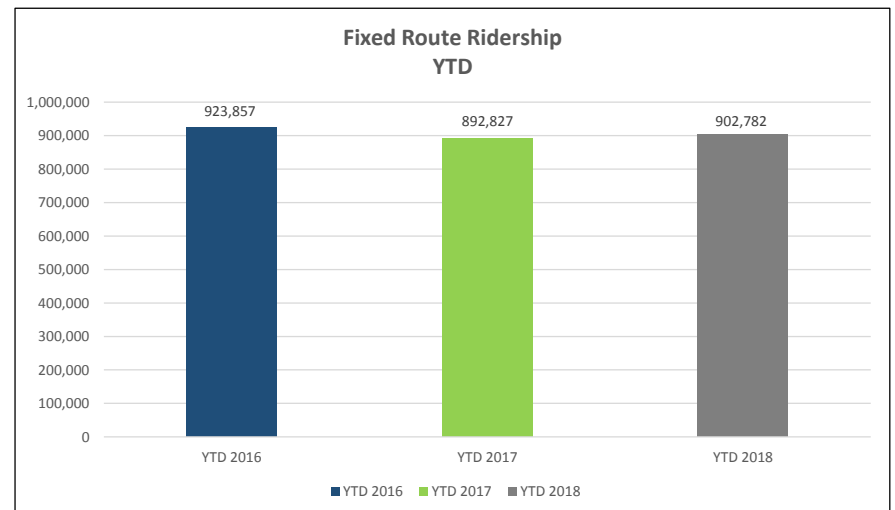
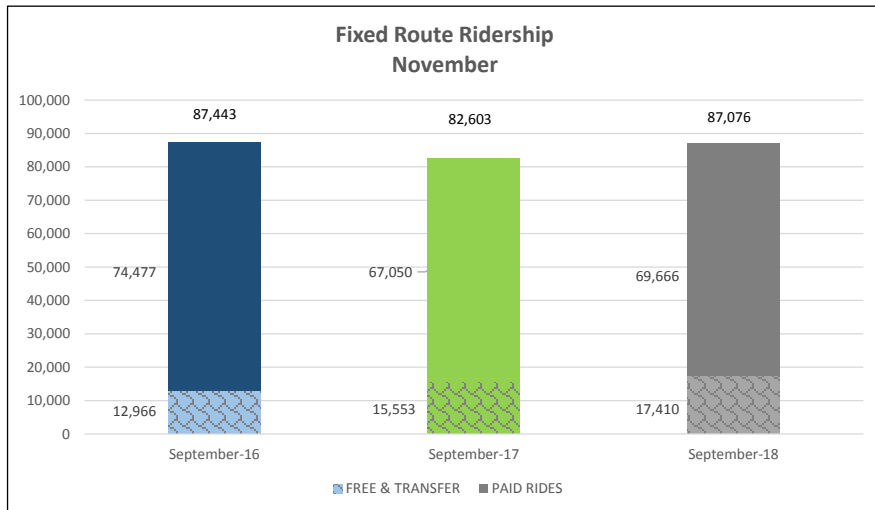
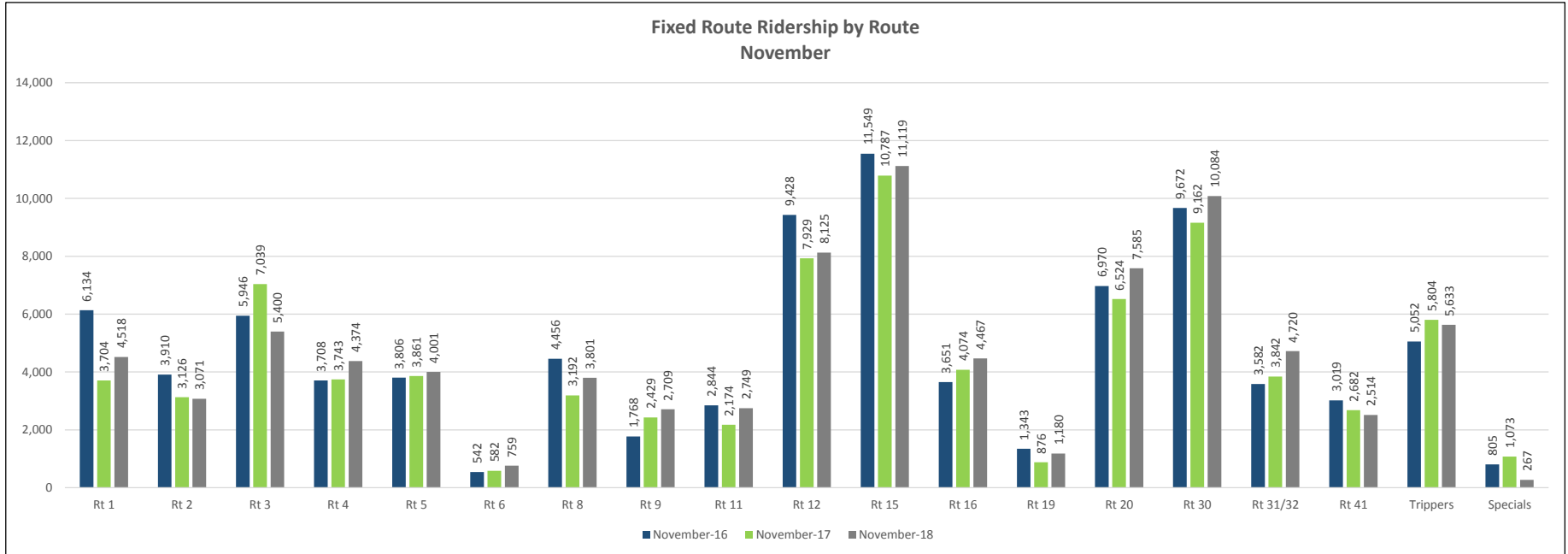
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2018

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2018 Amended Budget	2018 % of Total Budget
Snow Removal Services	3,558	-	21,977	10,271	15,000	146.51%
Laundry Services	904	321	5,962	4,566	6,100	97.74%
Other Contracts/Obligations	1,256	1,121	41,567	64,993	97,690	42.55%
Purchased Services	298,668	281,535	3,229,610	3,200,990	3,843,704	84.02%
Electric	3,361	3,192	44,090	41,171	61,900	71.23%
Gas	305	161	15,224	14,631	38,300	39.75%
Water	484	-	6,093	5,730	7,850	77.62%
Waste Disposal/Collection	56	-	2,140	2,130	2,975	71.93%
Stormwater	797	-	7,550	6,447	8,175	92.35%
Telephone	782	427	11,868	11,512	14,300	82.99%
Utilities	5,785	3,780	86,965	81,621	133,500	65.14%
Building/Grounds Repair & Maintenance	57	53	3,813	12,176	-	0.00%
Vehicle Repair & Maintenance	1,119	173	28,441	15,809	12,000	237.01%
Equipment Repair & Maintenance	1,889	294	14,952	10,017	8,950	167.06%
FMD Charges & Material	11,153	17,937	113,025	109,617	129,226	87.46%
Software Support	2,806	5,708	32,416	64,338	72,000	45.02%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	17,024	24,165	192,647	211,957	224,176	85.94%
Total Operating Expenses	775,088	762,068	8,652,628	8,323,175	10,063,514	85.98%
OPERATING INCOME (LOSS)	(651,497)	(641,234)	(7,172,174)	(6,878,281)	(8,301,966)	
NON-OPERATING REVENUES						
Federal Support	-	-	2,177,976	1,929,330	4,737,362	45.97%
State Support	-	-	2,686,456	2,379,798	2,736,001	98.19%
Appleton Support	(154,299)	241,656	1,622,555	1,915,796	660,829	245.53%
Other Local Support	(312,597)	278,652	2,133,335	2,713,647	1,610,003	132.51%
Investment Income	-	(7,264)	13,026	7,913	12,500	104.21%
Donations	4,167	4,167	46,863	47,112	62,678	74.77%
Fund Balance Applied	-	-	-	-	661,555	0.00%
TOTAL NON-OPERATING REVENUE	(462,729)	517,211	8,680,211	8,993,596	10,480,928	82.82%
Buildings	-	-	118,576	935	528,285	22.45%
Machinery & Equipment	-	-	193,708	-	341,999	56.64%
Infrastructure Construction	-	16,961	-	16,961	1,863,133	0.00%
Capital Expenditures	-	16,961	312,284	17,896	2,733,417	0.00%
NET INCOME (LOSS)	(1,114,226)	(140,984)	1,195,753	2,097,419	(554,455)	

City of Appleton
PURCHASED TRANSPORTATION
For Eleven Months Ending November 30, 2018

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2018 Amended Budget	2018 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	152,656	145,208	1,723,080	1,538,487	1,871,109	92.09%
VTII - Elderly	3,408	3,924	42,782	39,346	58,680	72.91%
PT - Optional (Sunday)	1,680	1,163	18,104	14,148	20,119	89.98%
Family Care Sheltered Workshop	42,193	41,754	488,268	476,822	535,991	91.10%
Outagamie County Demand Response Rural	17,170	18,449	168,730	198,272	220,906	76.38%
Outagamie County Human Services Transportation	-	-	4,649	2,713	11,418	40.72%
Neenah Dial - A - Ride	11,928	11,176	126,210	137,928	150,920	83.63%
Calumet County New Hope	-	15,850	89,559	181,457	192,011	46.64%
Calumet County Van Service	2,222	1,428	26,244	17,763	45,310	57.92%
Connector - Extended Service Hours	32,187	29,441	350,790	367,065	473,600	74.07%
Connector - Extended Service Area	9,758	8,917	101,372	89,298	112,750	89.91%
Downtown Trolley	-	5,422	33,073	35,333	30,024	110.16%
Total Purchased Transportation	273,202	282,732	3,172,861	3,098,632	3,722,838	85.23%

Valley Transit Ridership Report November 2018



Valley Transit Ridership Report November 2018

