

MINUTES— FOX CITIES TRANSIT COMMISSION
January 22, 2014

Commissioners Present

Vice Chairperson Carolyn Mewhorter
Aldersperson Kyle Lobner
Kevin Vonck
Lynn Erickson
Rick Detienne

Valley Transit Staff

Deborah Wetter, General Manager
Sal LaPuma, Assistant General Manger
Nikki Voelzke, Community Relations Specialist
Lisa Laughlin, Communications Technician

Commissioners Excused

Chairperson Chuck Rundquist
Aldersperson Jeff Jirschele
Carol Kasimor

Others Present

Chris Behrens, Assistant City Attorney

Vice Chairperson Carolyn Mewhorter called the meeting to order at 3:02p.m.

APPROVAL OF MINUTES

There being no questions or corrections to the minutes of the December 11, 2013 meeting, Commissioner Rick Detienne moved that the minutes be approved which was seconded by Commissioner Kevin Vonck. The minutes were approved (5/0).

APPEARANCES

Public Participation of Agenda Items

There were no public appearances.

ACTION ITEMS

Approval of Payments

General Manger Deborah Wetter provided a brief summary of the check register covering 12/01/13 through 12/27/13. A motion was made by Commissioner Rick Detienne and seconded by Aldersperson Kyle Lobner to accept the payments 12/01/13 through 12/27/13. The motion carried (5/0).

Valley Transit Policy – Emergency and Evacuation Procedures

Assistant General Manager Sal LaPuma presented the Emergency and Evacuation Procedures for Valley Transit. A motion was made by Aldersperson Kyle Lobner and seconded by Commissioner Lynn Erickson. The motion carried (5/0).

Valley Transit Policy – Lost and Found Procedures (Revised)

Assistant General Manager Sal LaPuma presented the Revised Lost and Found Procedures for Valley Transit. A motion was made by Aldersperson Kyle Lobner and seconded by Commissioner Lynn Erickson. The motion carried (5/0).

Valley Transit Policy – Assisting Passengers

Assistant General Manager Sal LaPuma presented the Assisting Passengers Policy for Valley Transit. A motion was made by Alderperson Kyle Lobner and seconded by Commissioner Lynn Erickson. The motion carried (5/0).

Valley Transit Policy – Passenger Interaction and Information

Assistant General Manager Sal LaPuma presented the Passenger Interaction and Information Policy for Valley Transit. A motion was made by Alderperson Kyle Lobner and seconded by Commissioner Lynn Erickson. The motion carried (5/0).

Valley Transit Policy – Service Animals

Assistant General Manager Sal LaPuma presented the Service Animals Policy for Valley Transit. A motion was made by Alderperson Kyle Lobner and seconded by Commissioner Lynn Erickson. The motion carried (5/0).

INFORMATION ITEMS**Update on the Use of Social Media**

Community Relations Specialist Nikki Voelzke presented an overview of social media tools being used by passengers and Valley Transit. At present Valley Transit is using Facebook and Twitter as an outlet to inform riders of detours, dates Valley Transit will not be operating and if bus routes are running late due to certain conditions. YouTube is a way for Valley Transit to present video content, such as any commercials Valley Transit does as well as how-to videos. Instagram is being used to target out younger riders.

November Financials

Ms. Wetter reported that Valley Transit continues to be slightly under budget as of November 30, 2013.

November Ridership and Revenue

Ms. Wetter reported that ridership for November was down 7.8% and revenue was slightly up 1.1% over 2012. The year-to-date figures show a slight .2% rise in ridership and revenue at a marginal 1.6% above 2012.

Legislative Update

Ms. Wetter reported that there was a public hearing for the Fox Cities RTA enabling legislation (SB259) on December 19, 2013. Ms. Wetter gave the Transit Commission a copy of the amendment the was being proposed to the Fox Cities RTA bill currently in the Senate Committee on Transportation, Public Safety, and Veterans and Military Affairs. Ms. Wetter sent an email to the Transit Commission on January 23, 2014 to let them know that the Senate Committee voted on the bill as amended that morning. The bill passed 4/1 with bi-partisan support.

Pending Items

Ms. Wetter reported that there are no new pending items. The update on social media will be presented to the Commission on a semi-annual basis along with the Paratransit Monitoring Program progress. The current rider survey will begin next week and the VT mission/community needs will be addressed in the strategic plan.

ADJOURNMENT

The next meeting will be on Wednesday, February 12, 2014 at 3:00 p.m. The meeting adjourned at 4:18 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'D. Wetter', with a long horizontal flourish extending to the right.

Mrs. Deborah Wetter
General Manager