



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, November 11, 2025

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

Present: 10 - Kasimor, Dearborn, Dexter, Wurdinger, Thao, Patza, Brown, Holzschuh, Smith and Meltzer

Excused: 2 - VandeHey and Torrance

4. Approval of minutes from previous meeting

[25-1363](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 100725.pdf](#)

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

5. Public Hearing/Appearances

[25-1364](#)

Public Participation on Agenda Items

No public participation on agenda items.

6. Action Items

[25-1365](#)

Authorization to Execute Contract with Affirm Agency for Public Relations & Marketing Services

Attachments: [PR Marketing RFP Award Recommendation Memo.pdf](#)

Commissioner Brown moved, seconded by Commissioner Kasimor, that the authorization to execute a contract with Affirm Agency be recommended for approval. Voice Vote. Motion Carried.

[25-1366](#)

Authorization to Execute a Memorandum of Understanding with CS Appleton, LLC for preliminary design of the Transit Center

Attachments: [Memo for Transit Facility Design Agreement MOU with VT.pdf](#)
[Transit Facility Design Agreement MOU with VT- 2025-1017.pdf](#)

Memo distributed at meeting.

Commissioner Brown moved, seconded by Commissioner Smith, that the Memorandum of Understanding be recommended for approval. Voice Vote.
Motion Carried.

7. Information Items

[25-1367](#)

Financial Report

Attachments: [Sept 2025 Income Statement.pdf](#)

The September financials were presented.

[25-1368](#)

Request for Future Agenda Items

Future agenda items were requested.

8. Next Meeting Date & Time - December 9, 2025, 2:50PM

9. Adjournment

A motion was made by Commissioner Patza, seconded by Commissionerl Brown, that this meeting was adjourned.. The motion carried unanimously.