



# City of Appleton

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

## Meeting Agenda - Final-revised Fox Cities Transit Commission

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Tuesday, April 27, 2021

3:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Welcome new members
  - Mike Patza, Town of Grand Chute
  - Maiyoua Thao, City of Appleton
  - Brad Firkus, City of Appleton
3. Roll call of membership
4. Approval of minutes from previous meeting

[21-0531](#) Approval of minutes from previous meeting  
**Attachments:** [MeetingMinutes 9-Mar-2021.pdf](#)
5. **Public Hearings/Appearances**

[21-0532](#) Public Participation on Agenda Items
6. **Action Items**

[21-0533](#) Election of Chair and Vic-Chair, Meeting Date and Time, Designate Ronald McDonald as the Contact Person for the Commission

[21-0534](#) Approval of Payments  
**Attachments:** [February 2021 payments.pdf](#)  
[March 2021 payments.pdf](#)

[21-0535](#) Approval to Award the Design Contract for the 2021 Valley Transit Whitman Avenue Facility Renovation Project to Kueny, LLC.  
**Attachments:** [2021 Valley Transit \(Whitman Ave\) Facility Remodeling Professional Services.p](#)

[21-0536](#) Approval to Issue a Purchase Order for 5-New Flyer Xcelsior Buses  
**Attachments:** [Request Authorization fo Issue PO for Buses 04.2021.pdf](#)

[21-0537](#) Approval to Issue a Purchase Order for Replacement Bus Stop Signs

**Attachments:** [Award Recommendation VT21-001 Signs.pdf](#)

[Bus Stop Sign Bid Matrix.pdf](#)

[21-0538](#) Authorization to Establish a Free-Fare for "Service Connected" Disabled Veterans

**Attachments:** [Memo for Disabled Vet Free Fare 04.21.2021.pdf](#)

[VA Ltr for VT.pdf](#)

## 7. Information Items

[21-0539](#) Financial Report

**Attachments:** [February 2021 Income Statement.pdf](#)

[March 2021 Income Statement.pdf](#)

[21-0540](#) Ridership and Revenue

**Attachments:** [2021 February Ridership.pdf](#)

[2021 March Ridership.pdf](#)

[21-0541](#) 2021 First Quarter KPI

**Attachments:** [2021 Q1.pdf](#)

[21-0542](#) Valley Transit COVID-19 Update - PASP Testing Results

**Attachments:** [PASP Testing Results.pdf](#)

[21-0543](#) Request for Future Agenda Items

## 8. Next Meeting Date & Time

- May 11, 2021, 3:00 PM

- May 25, 2021, 3:00 PM

## 9. 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  
www.appleton.org

## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, March 9, 2021

3:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 11 - Kasimor, Buckingham, Dexter, VandeHey, Meltzer, Chairperson Dearborn, Stephenson, Detienne, Nau, Mahoney and Leupold

**Excused:** 2 - Martin and Wurdinger

3. Approval of minutes from previous meeting

[21-0265](#)

Approval of minutes from previous meeting

**Attachments:** [Meeting Minutes 23-Feb-2021.pdf](#)

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

4. **Public Hearings/Appearances**

[21-0199](#)

Public Participation on Agenda Items

*No public participation on agenda items*

5. **Action Items**

6. **Information Items**

[21-0266](#)

CARES Act Fund Balance

**Attachments:** [2020 Cares Act Summary.pdf](#)

This Presentation was presented

[21-0267](#)

Valley Transit Facilities Condition Assessment and Master Plan Update

**Attachments:** [VT 3.9.2021 meeting kueny.pdf](#)

This Presentation was presented

[21-0268](#) Valley Transit COVID-19 Update

**This Presentation was presented**

[21-0269](#) Request for Future Agenda Items

**This Presentation was discussed**

7. **Next Meeting Date & Time**
  - **March 23, 2021, 3:00 PM - Cancelled**
  - **April 13, 2021, 3:00 PM - Cancelled**
  - **April 27, 2021, 3:00 PM**

8. **Adjournment**

**A motion was made by Commissioner Dexter, seconded by Commissioner Nau, that this meeting was adjourned.. The motion carried unanimously.**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58071000		VT 5307	Admin						
58071000 620500			Employee Recruitment						
002158 CAREERBUILDER	49533	0	2021 2	INV	P	286.88	021021	547002	Recruitment/Adverti
999990 TRANSITALENT.COM	51453	0	2021 2	INV	P	110.00	pcard		Recruitment/Adverti
			ACCOUNT TOTAL			396.88			
58071000 630100			Office Supplies						
001198 SAM'S CLUB	49848	0	2021 2	INV	P	158.60	pcard		Supplies
001669 J.J. KELLER & ASSOCI	50572	0	2021 2	INV	P	299.31	030321	547347	Office supplies
001983 AMAZON	50930	0	2021 2	INV	P	15.81	pcard		office supplies
001983 AMAZON	51270	0	2021 2	INV	P	35.99	pcard		Office supplies
						51.80			
999990 WALGREENS #5102	49819	0	2021 2	INV	P	19.56	pcard		Office supplies
999990 JACKSON HIRSH INC	49847	0	2021 2	INV	P	41.96	pcard		office supplies
999990 WALMART.COM AW	50935	0	2021 2	INV	P	23.18	pcard		Office supplies
999990 QUILL CORPORATION	50936	0	2021 2	INV	P	87.82	pcard		Office supplies
999990 WALMART.COM AY	50938	0	2021 2	INV	P	28.32	pcard		office supplies
999990 QUILL CORPORATION	51262	0	2021 2	INV	P	14.67	pcard		Office Supplies
999990 QUILL CORPORATION	51263	0	2021 2	INV	P	151.95	pcard		Office supplies
						367.46			
			ACCOUNT TOTAL			877.17			
58071000 630200			Subscriptions						
999990 YODECK.COM FLIPNODE	51242	0	2021 2	INV	P	355.73	pcard		Annual subscription
			ACCOUNT TOTAL			355.73			
58071000 630300			Memberships & Licenses						
001640 WISCONSIN EMERGENCY	50896	0	2021 2	INV	P	6.13	pcard		DMA EPAY SERVICE FE
001640 WISCONSIN EMERGENCY	50897	0	2021 2	INV	P	245.00	pcard		DMA EPAY EPCRA FEES
						251.13			
999990 WISCONSIN ASSOCIATIO	50149	0	2021 2	INV	P	35.00	pcard		MM Membership dues
			ACCOUNT TOTAL			286.13			
58071000 630400			Postage / Freight						
000460 FEDEX - FEDERAL EXPR	51260	0	2021 2	INV	P	17.37	pcard		Shipping
000460 FEDEX - FEDERAL EXPR	51261	0	2021 2	INV	P	36.78	pcard		Shipping
						54.15			
001583 UNITED STATES POSTAL	49849	0	2021 2	INV	P	2.20	pcard		Postage

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001583	UNITED STATES POSTAL	51259		0	2021	2	INV P		1.80 pcard	Postage
									4.00	
							ACCOUNT TOTAL		58.15	
58071000	632002						Outside Printing			
001121	QUICK PRINT CENTER,	51139		0	2021	2	INV P		201.00 pcard	Rack Cards
							ACCOUNT TOTAL		201.00	
58071000	640300						Bank Service Fees			
000814	LOOMIS ARMORED US, L	49872		0	2021	2	INV P	021021	138.02	547048 Armored Service
							ACCOUNT TOTAL		138.02	
58071000	640400						Consulting Services			
000377	DIVERSIFIED INVESTIG	49505		0	2021	2	INV P	021021	2,154.50	547014 Security consulting
							ACCOUNT TOTAL		2,154.50	
58071000	640800						Contractor Fees			
001771	RED SHOES PR, INC.	49515		0	2021	2	INV P	021021	4,211.50	547068 January PR work
							ACCOUNT TOTAL		4,211.50	
58071000	641200						Advertising			
001573	4IMPRINT, INC.	49838		0	2021	2	INV P		397.35 pcard	Marketing materials
001573	4IMPRINT, INC.	49839		0	2021	2	INV P		766.82 pcard	Marketing materials
									1,164.17	
							ACCOUNT TOTAL		1,164.17	
58071000	641308						Cellular Phones			
002272	U.S. CELLULAR	50934		0	2021	2	INV P		255.88 pcard	January 2021
							ACCOUNT TOTAL		255.88	
58071000	642400						Software Support			
999990	ASANA.COM	50931		0	2021	2	INV P		2,998.80 pcard	Software expense
999990	FIRE PIXEL LLC	50937		0	2021	2	INV P		225.00 pcard	February service
999990	MOODLE	51039		0	2021	2	INV P		62.19 pcard	Software expense
									3,285.99	
							ACCOUNT TOTAL		3,285.99	
58071000	659900						Other Contracts/Obligation			
001650	WISCONSIN DEPARTMENT	49842		0	2021	2	INV P		7.00 pcard	Online records
							ACCOUNT TOTAL		7.00	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ORG 58071000 TOTAL							13,392.12		
58072000	VT 5307 Vehicle Maintenance								
58072000	630901	Shop Supplies							
000615	HARTLAND LUBRICANTS	50246	0	2021	2	INV P	1,201.50	021721	547144 Shop supplies
001610	GARROW PROPANE CORPO	50537	0	2021	2	INV P	16.00	030321	547338 20 LBS propane
001655	AUTOMOTIVE SUPPLY CO	49789	0	2021	2	INV P	1,558.65	pcard	Supply, parts and l
001655	AUTOMOTIVE SUPPLY CO	51071	0	2021	2	INV P	1,026.56	pcard	Supply, parts and s
001655	AUTOMOTIVE SUPPLY CO	51204	0	2021	2	INV P	138.82	pcard	Supply
							2,724.03		
001987	EBAY	49820	0	2021	2	INV P	43.23	pcard	Supplies for staff
ACCOUNT TOTAL							3,984.76		
58072000	630902	Tools & Instruments							
001655	AUTOMOTIVE SUPPLY CO	49789	0	2021	2	INV P	34.10	pcard	Supply, parts and l
ACCOUNT TOTAL							34.10		
58072000	631603	Other Misc. Supplies							
001655	AUTOMOTIVE SUPPLY CO	51071	0	2021	2	INV P	63.84	pcard	Supply, parts and s
ACCOUNT TOTAL							63.84		
58072000	632200	Gas Purchases							
000763	KWIK TRIP, INC	49516	0	2021	2	INV P	256.69	021021	547044 Fuel
ACCOUNT TOTAL							256.69		
58072000	632601	Repair Parts							
000089	NEW FLYER OF AMERICA	50436	0	2021	2	INV P	1,074.15	022421	547262 Parts
000089	NEW FLYER OF AMERICA	50437	0	2021	2	INV P	680.98	022421	547262 Parts
000089	NEW FLYER OF AMERICA	50438	0	2021	2	INV P	1,279.15	022421	547262 Parts
							3,034.28		
000139	AUTOMOTIVE COMPUTER	50535	0	2021	2	INV P	859.11	030321	547315 Computer Mounts
000691	INTERSTATE POWER SYS	50544	0	2021	2	INV P	101.57	030321	547345 Parts
001595	JX TRUCK CENTER	49787	0	2021	2	INV P	53.16	pcard	Parts
001595	JX TRUCK CENTER	49788	0	2021	2	INV P	144.41	pcard	Parts
001595	JX TRUCK CENTER	50893	0	2021	2	INV P	1,305.00	pcard	Parts
001595	JX TRUCK CENTER	50894	0	2021	2	INV P	531.60	pcard	Parts
001595	JX TRUCK CENTER	51070	0	2021	2	INV P	507.60	pcard	Parts
							2,541.77		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
001655	AUTOMOTIVE SUPPLY CO	50895		0	2021	2 INV P			Parts return
001655	AUTOMOTIVE SUPPLY CO	51071		0	2021	2 INV P			Supply, parts and s
							-676.00	pcard	
							652.72	pcard	
							-23.28		
001791	RADIO ENGINEERING IN	50925		0	2021	2 INV P			Bus parts
001791	RADIO ENGINEERING IN	51113		0	2021	2 INV P			Camera equipment
							148.34	pcard	
							2,006.57	pcard	
							2,154.91		
ACCOUNT TOTAL							8,668.36		
58072000	641700								Vehicle Repairs & Maint
001597	NOLTE'S TOWING	50435		0	2021	2 INV P			547264 Towing
999990	ZIEBART OF APPLETON	50898		0	2021	2 INV P			Staff 20
							211.12	022421	
							604.95	pcard	
ACCOUNT TOTAL							816.07		
58072000	641800								Equip Repairs & Maint
000172	BAYCOM, INC.	49508		0	2021	2 INV P			546995 Radio work
000172	BAYCOM, INC.	49509		0	2021	2 INV P			546995 Radio work
							1,488.50	021021	
							165.00	021021	
							1,653.50		
001392	U.S. VENTURE, INC	50432		0	2021	2 INV P			547294 Equipment repairs
001392	U.S. VENTURE, INC	50551		0	2021	2 INV P			547384 Equipment repairs
							239.66	022421	
							145.00	030321	
							384.66		
ACCOUNT TOTAL							2,038.16		
58072000	643000								Health Services
001588	THEDACARE, INC.	50553		0	2021	2 INV P			547378 DOT Physicals
							65.45	030321	
ACCOUNT TOTAL							65.45		
58072000	645100								Laundry Services
001396	UNIFIRST CORPORATION	50939		0	2021	2 INV P			Uniforms & Laundry
							78.87	pcard	
ACCOUNT TOTAL							78.87		
ORG 58072000 TOTAL							16,006.30		
58073000									VT 5307 Building Maintenance
58073000	640700								Solid waste/Recycling Pickup
999990	GFL ENVIRONMENTAL IN	50322		0	2021	2 INV P			Recycling Jan 2021
999990	GFL ENVIRONMENTAL IN	50323		0	2021	2 INV P			Trash pickup Jan. 2
							104.00	pcard	
							179.00	pcard	
							283.00		



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL			283.00	
58073000 641600	000758 KUETTEL'S SEPTIC SER	50545	0	Build Repairs & Maint	2021 2 INV P		400.00 030321	547351 Floor pit cleaning
				ACCOUNT TOTAL			400.00	
58073000 644000	000773 LAKE SHORE CLEANERS, 50243		0	Snow Removal Services	2021 2 INV P		285.12 021721	547150 Snow removal - Janu
	000773 LAKE SHORE CLEANERS, 50244		0		2021 2 INV P		270.00 021721	547150 Snow Removal Januar
	000773 LAKE SHORE CLEANERS, 50245		0		2021 2 INV P		2,730.06 021721	547150 Snow removal - Janu
							3,285.18	
				ACCOUNT TOTAL			3,285.18	
58073000 645100	000274 CINTAS CORPORATION	51138	0	Laundry Services	2021 2 INV P		565.65 pcard	Mats - Multiple inv
				ACCOUNT TOTAL			565.65	
58073000 659900	002401 CLEAN POWER, LLC	49494	0	Other Contracts/Obligation	2021 2 INV P		844.04 021021	547005 ALL-February, 2021
				ACCOUNT TOTAL			844.04	
58073000 680300 1800	001021 WESTWOOD INFRASTRUCT	50242	0	Buildings	2021 2 INV P		2,339.25 021721	547221 valley Transit Phas
				ACCOUNT TOTAL			2,339.25	
				ORG 58073000 TOTAL			7,717.12	
58074000				VT 5307 Operations				
58074000 620100	002520 SPECIAL EVENTS CUSTO	50239	0	Training/Conferences	2021 2 INV P		50.00 021721	547178 New Employee CDL te
	002520 SPECIAL EVENTS CUSTO	50240	0		2021 2 INV P		50.00 021721	547179 New Employee CDL te
	002520 SPECIAL EVENTS CUSTO	50241	0		2021 2 INV P		50.00 021721	547180 New Employee CDL ch
							150.00	
				ACCOUNT TOTAL			150.00	
58074000 632101	001396 UNIFIRST CORPORATION	50939	0	Uniforms	2021 2 INV P		135.64 pcard	Uniforms & Laundry
				ACCOUNT TOTAL			135.64	
58074000 632200	000763 KWIK TRIP, INC	49516	0	Gas Purchases	2021 2 INV P		818.30 021021	547044 Fuel
	000796 LEVENHAGEN OIL CORPO	49962	210103		2021 2 INV P		13,951.04 021021	547045 #1 ultra Low Sulfur

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
							ACCOUNT TOTAL			14,769.34
58074000	632602	Tires								
001996	MATTHEWS TIRE, INC.	49517	0	2021	2	INV	P	32.95	021021	547050 Tires
001996	MATTHEWS TIRE, INC.	50547	0	2021	2	INV	P	86.00	030321	547356 Tires
001996	MATTHEWS TIRE, INC.	50548	0	2021	2	INV	P	101.50	030321	547356 Tires
001996	MATTHEWS TIRE, INC.	50549	0	2021	2	INV	P	33.67	030321	547356 Tires
001996	MATTHEWS TIRE, INC.	50550	0	2021	2	INV	P	60.00	030321	547356 Tires
										314.12
							ACCOUNT TOTAL			314.12
58074000	632603	Lubricants								
000615	HARTLAND LUBRICANTS	50439	0	2021	2	INV	P	2,023.90	022421	547244 ATF
000615	HARTLAND LUBRICANTS	50546	0	2021	2	INV	P	1,071.00	030321	547343 80W90 Gear Lube
										3,094.90
001655	AUTOMOTIVE SUPPLY CO	49789	0	2021	2	INV	P	93.96	pcard	Supply, parts and 1
							ACCOUNT TOTAL			3,188.86
58074000	632800	Signs								
001942	APPLETON SIGN COMPAN	50536	0	2021	2	INV	P	1,033.00	030321	547314 Vehicle Graphics
001942	APPLETON SIGN COMPAN	50563	0	2021	2	INV	P	74.25	030321	547314 Signs
										1,107.25
							ACCOUNT TOTAL			1,107.25
58074000	640800	Contractor Fees								
002229	STAR PROTECTION AND	49513	0	2021	2	INV	P	3,840.00	021021	547072 Security services 1
002229	STAR PROTECTION AND	50433	0	2021	2	INV	P	1,900.00	022421	547282 Security Services 2
002229	STAR PROTECTION AND	50434	0	2021	2	INV	P	1,900.00	022421	547282 Security services 1
										7,640.00
							ACCOUNT TOTAL			7,640.00
58074000	643000	Health Services								
001588	THEDACARE, INC.	49510	0	2021	2	INV	P	302.60	021021	547090 DOT Physicals
001588	THEDACARE, INC.	49511	0	2021	2	INV	P	79.05	021021	547091 DOT Physical
001588	THEDACARE, INC.	49512	0	2021	2	INV	P	79.05	021021	547092 DOT Physical
001588	THEDACARE, INC.	50552	0	2021	2	INV	P	174.25	030321	547377 DOT Physicals
001588	THEDACARE, INC.	50553	0	2021	2	INV	P	79.05	030321	547378 DOT Physicals
001588	THEDACARE, INC.	50554	0	2021	2	INV	P	158.10	030321	547379 DOT Physicals
										872.10
							ACCOUNT TOTAL			872.10

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 58074000	TOTAL			28,177.31
58075000			VT 5307	ADA	Paratransit			
58075000	640800				Contractor Fees			
001186	RUNNING, INC.	50274	0	2021	2 INV P			77,501.25 021721 547176 VTII, Elderly and s
					ACCOUNT TOTAL			77,501.25
				ORG 58075000	TOTAL			77,501.25
58076000			VT 5307	Ancillary	Paratransit			
58076000	640800 1806				Contractor Fees			
001186	RUNNING, INC.	50274	0	2021	2 INV P			1,163.40 021721 547176 VTII, Elderly and s
					ACCOUNT TOTAL			1,163.40
58076000	640800 1807				Contractor Fees			
001186	RUNNING, INC.	50274	0	2021	2 INV P			47.95 021721 547176 VTII, Elderly and s
					ACCOUNT TOTAL			47.95
58076000	640800 1808				Contractor Fees			
000750	KOBUSSEN BUSES, LTD	50263	0	2021	2 INV P			32,099.10 021721 547148 January Specialized
					ACCOUNT TOTAL			32,099.10
58076000	640800 1809				Contractor Fees OC Demand Resp			
000750	KOBUSSEN BUSES, LTD	50265	0	2021	2 INV P			15,097.54 021721 547148 January Rural Servi
					ACCOUNT TOTAL			15,097.54
58076000	640800 1810				Contractor Fees - OC TANF			
001186	RUNNING, INC.	50268	0	2021	2 INV P			408.00 021721 547176 January OCHST
					ACCOUNT TOTAL			408.00
58076000	640800 1813				Contractor Fees-Neenah DAR			
000528	FOX VALLEY CAB	50247	0	2021	2 INV P			5,113.50 021721 547137 Neenah January 2021
000528	FOX VALLEY CAB	50248	0	2021	2 INV P			378.00 021721 547137 Fox Crossing Januar
								5,491.50
					ACCOUNT TOTAL			5,491.50
58076000	640800 1819				Contractor Fees-Connectr Hours			
001186	RUNNING, INC.	50273	0	2021	2 INV P			18,695.75 021721 547176 January Connector s
					ACCOUNT TOTAL			18,695.75
58076000	640800 1820				Contractor Fees-Connector Area			
001186	RUNNING, INC.	50273	0	2021	2 INV P			8,453.50 021721 547176 January Connector s

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				8,453.50
58076000	659900				Other Contracts/Obligation				
001600	LUTHERAN SOCIAL SERV	49416		0	2021 2 INV P		15,316.00	020321	546931 MRH 5310 4th qtr op
					ACCOUNT TOTAL				15,316.00
					ORG 58076000 TOTAL				96,772.74
58079000					VT COVID-19 Response				
58079000	632002				Outside Printing				
001121	QUICK PRINT CENTER,	50926		0	2021 2 INV P		40.41	pcard	Cards - Face Masks
					ACCOUNT TOTAL				40.41
58079000	632300				Safety Supplies				
001573	4IMPRINT, INC.	51182		0	2021 2 INV P		157.58	pcard	Supplies
					ACCOUNT TOTAL				157.58
58079000	640800				Contractor Fees				
001771	RED SHOES PR, INC.	49514		0	2021 2 INV P		4,200.25	021021	547068 Covid 19 January PR
002401	CLEAN POWER, LLC	49506		0	2021 2 INV P		3,249.40	021021	547005 Bus cleaning
					ACCOUNT TOTAL				7,449.65
58079000	659900				Other Contracts/Obligation				
999990	ZOOM.US 888-799-9666	50928		0	2021 2 INV P		10.00	pcard	Monthly charge
					ACCOUNT TOTAL				10.00
					ORG 58079000 TOTAL				7,657.64
FUND 580		Valley Transit		TOTAL:					247,224.48

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
580							Valley Transit		
580	213300						Basic Paratransit Ticket		
999998	Amanda Lamine	51434	0	2021 3 INV P	40.00	031721		547546	Ticket reimbursemen
					ACCOUNT TOTAL			40.00	
					ORG 580		TOTAL	40.00	
58071000							VT 5307 Admin		
58071000	620100						Training/Conferences		
999990	WWW.PROJECTACTION.CO	51997	0	2021 3 INV P	25.00	pcard			Training
999990	WWW.PROJECTACTION.CO	51998	0	2021 3 INV P	25.00	pcard			Training
								50.00	
					ACCOUNT TOTAL			50.00	
58071000	620500						Employee Recruitment		
000466	FICO, JAMES	52779	0	2021 3 INV P	525.00	040721		547813	Evaluation
					ACCOUNT TOTAL			525.00	
58071000	630100						Office supplies		
001198	SAM'S CLUB	51950	0	2021 3 INV P	61.28	pcard			Office supplies
999990	QUILL CORPORATION	51337	0	2021 3 INV P	99.85	pcard			office supplies
999990	WALGREENS #10234	51949	0	2021 3 INV P	3.99	pcard			Office supplies
999990	QUILL CORPORATION	52739	0	2021 3 INV P	63.84	pcard			Office supplies
999990	QUILL CORPORATION	52740	0	2021 3 INV P	160.09	pcard			office supplie
								327.77	
					ACCOUNT TOTAL			389.05	
58071000	630400						Postage / Freight		
000460	FEDEX - FEDERAL EXPR	52738	0	2021 3 INV P	243.10	pcard			Shipping
001583	UNITED STATES POSTAL	51958	0	2021 3 INV P	7.95	pcard			Postage
					ACCOUNT TOTAL			251.05	
58071000	632002						Outside Printing		
001121	QUICK PRINT CENTER,	51338	0	2021 3 INV P	211.75	pcard			Printing - multiple
001121	QUICK PRINT CENTER,	51992	0	2021 3 INV P	218.10	pcard			SQ *QUICK PRINT CEN
								429.85	
					ACCOUNT TOTAL			429.85	
58071000	632700						Miscellaneous Equipment		
001619	CDW GOVERNMENT, INC.	51321	0	2021 3 INV P	49.49	pcard			CDW GOVT #8240901 v

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							49.49	
58071000	632800							
	001942	APPLETON SIGN COMPAN	50674	0	2021	3 INV P	1,080.00 031021	547400 FVTC Ads
	001942	APPLETON SIGN COMPAN	52784	0	2021	3 INV P	180.00 040721	547788 Curbside Ad
							1,260.00	
ACCOUNT TOTAL							1,260.00	
58071000	640300							
	000814	LOOMIS ARMORED US, L	50752	0	2021	3 INV P	139.32 031021	547438 Armored service
ACCOUNT TOTAL							139.32	
58071000	640800							
	001771	RED SHOES PR, INC.	50669	0	2021	3 INV P	2,091.25 031021	547461 Monthly marketing s
ACCOUNT TOTAL							2,091.25	
58071000	641200							
	001573	4IMPRINT, INC.	51364	0	2021	3 INV P	375.28 pcard	Marketing supplies
ACCOUNT TOTAL							375.28	
58071000	641301							
	001575	WE ENERGIES	530	0	2021	3 INV P	4,620.89 033121	547770 ELEC 707600246-0000
	001575	WE ENERGIES	531	0	2021	3 INV P	4,813.80 033121	547771 ELEC 707600246-0000
							9,434.69	
ACCOUNT TOTAL							9,434.69	
58071000	641302							
	001575	WE ENERGIES	530	0	2021	3 INV P	2,687.00 033121	547770 GAS 707600246-00001
	001575	WE ENERGIES	531	0	2021	3 INV P	3,295.28 033121	547771 GAS 707600246-00001
							5,982.28	
ACCOUNT TOTAL							5,982.28	
58071000	641308							
	002272	U.S. CELLULAR	51954	0	2021	3 INV P	237.00 pcard	cell phones
ACCOUNT TOTAL							237.00	
58071000	642400							
	999990	FIRE PIXEL LLC	51956	0	2021	3 INV P	225.00 pcard	FIRE PIXEL LLC
ACCOUNT TOTAL							225.00	
58071000	659900							other Contracts/Obligation

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	000864 MEMORIAL FLORIST AND	50685	0	2021	3	INV P	95.00	031021	547443 Flowers
						ACCOUNT TOTAL	95.00		
						ORG 58071000 TOTAL	21,534.26		
58072000						VT 5307 Vehicle Maintenance			
58072000	630901					Shop Supplies			
	000035 AIRGAS USA, LLC	51955	0	2021	3	INV P	52.24	pcard	Shop supplies
	000244 CCP INDUSTRIES	52293	0	2021	3	INV P	1,836.07	040721	547795 Shop supplies
	000615 HARTLAND LUBRICANTS	52297	0	2021	3	INV P	1,288.20	040721	547825 Shop supplies
	001003 NORTHSIDE HARDWARE,	51336	0	2021	3	INV P	11.68	pcard	Shop supplies
	001333 TARTAN SUPPLY CO., I	51333	0	2021	3	INV P	471.37	pcard	Feb Custodial Suppl
	001607 GRAINGER, INC.	52736	0	2021	3	INV P	18.04	pcard	Shop supplies
	001610 GARROW PROPANE CORPO	52067	0	2021	3	INV P	192.70	032421	547621 Propane
	001655 AUTOMOTIVE SUPPLY CO	51298	0	2021	3	INV P	302.88	pcard	Supplies
	001983 AMAZON	52663	0	2021	3	INV P	183.38	pcard	Shop supplies
	002052 SPEEDY METALS, LLC	52708	0	2021	3	INV P	63.51	pcard	Supplies
						ACCOUNT TOTAL	4,420.07		
58072000	630902					Tools & Instruments			
	999990 THE HOME DEPOT #4903	52690	0	2021	3	INV P	26.34	pcard	Tool
						ACCOUNT TOTAL	26.34		
58072000	632200					Gas Purchases			
	000763 KWIK TRIP, INC	50673	0	2021	3	INV P	386.44	031021	547434 February Gasoline
						ACCOUNT TOTAL	386.44		
58072000	632601					Repair Parts			
	000006 ABC BUS, INC.	50680	0	2021	3	INV P	1,284.67	031021	547399 Parts
	000006 ABC BUS, INC.	50682	0	2021	3	INV P	.25	031021	547399 Parts
	000006 ABC BUS, INC.	52070	0	2021	3	INV P	1.25	032421	547601 parts
	000006 ABC BUS, INC.	52071	0	2021	3	INV P	1.00	032421	547601 Part
	000006 ABC BUS, INC.	52073	0	2021	3	INV P	26.24	032421	547601 Parts
	000006 ABC BUS, INC.	52292	0	2021	3	INV P	3,396.46	040721	547783 Parts
							4,709.87		
	000089 NEW FLYER OF AMERICA	51830	0	2021	3	INV P	331.92	032421	547645 Parts
	000089 NEW FLYER OF AMERICA	51831	0	2021	3	INV P	479.03	032421	547645 Parts

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
000089	NEW FLYER OF AMERICA	51832	0	2021	3 INV P	3,256.25	032421	547645	Parts
000089	NEW FLYER OF AMERICA	51833	0	2021	3 INV P	401.82	032421	547645	Parts
000089	NEW FLYER OF AMERICA	51834	0	2021	3 INV P	653.91	032421	547645	Parts
000089	NEW FLYER OF AMERICA	51835	0	2021	3 INV P	26.86	032421	547645	Parts
000089	NEW FLYER OF AMERICA	52753	0	2021	3 INV P	405.64	040721	547848	Parts
000089	NEW FLYER OF AMERICA	52754	0	2021	3 INV P	54.78	040721	547848	Parts
000089	NEW FLYER OF AMERICA	52755	0	2021	3 INV P	19.79	040721	547848	Parts
						5,630.00			
000913	MOHAWK MANUFACTURING	52065	0	2021	3 INV P	1,308.38	032421	547641	Parts
000913	MOHAWK MANUFACTURING	52298	0	2021	3 INV P	532.52	040721	547843	Parts
						1,840.90			
001595	JX TRUCK CENTER	51297	0	2021	3 INV P	636.39	pcard		Parts
001595	JX TRUCK CENTER	51942	0	2021	3 INV P	961.24	pcard		Parts
001595	JX TRUCK CENTER	52760	0	2021	3 INV P	605.92	040721	547830	Parts
001595	JX TRUCK CENTER	52763	0	2021	3 INV P	106.32	040721	547830	Parts
001595	JX TRUCK CENTER	52778	0	2021	3 INV P	4,055.22	040721	547830	Parts
						6,365.09			
001791	RADIO ENGINEERING IN	51319	0	2021	3 INV P	-2,006.57	pcard		Return credit
001791	RADIO ENGINEERING IN	51981	0	2021	3 INV P	1,678.35	pcard		Cameras
						-328.22			
ACCOUNT TOTAL						18,217.64			
58072000	641800				Equip Repairs & Maint				
000561	GENFARE, DIVISION OF	52069	0	2021	3 INV P	580.01	032421	547622	TVM repairs
000561	GENFARE, DIVISION OF	52296	0	2021	3 INV P	818.36	040721	547820	TVM repair
						1,398.37			
001194	SAFETY-KLEEN	50668	0	2021	3 INV P	137.50	031021	547464	Equipment maintenanc
ACCOUNT TOTAL						1,535.87			
58072000	642400				Software Support				
000172	BAYCOM, INC.	50734	0	2021	3 INV P	1,275.00	031021	547402	TRBOnet srvc 9/12/2
002593	TRANSTRACK	50667	0	2021	3 INV P	3,000.00	031021	547483	Software support
ACCOUNT TOTAL						4,275.00			
58072000	680403 1801				vehicles				
000089	NEW FLYER OF AMERICA	51808	200550	2021	3 INV P	491,074.53	031721	547549	New Flyer 35ft. Hea
000089	NEW FLYER OF AMERICA	52162	200550	2021	3 INV P	491,074.53	032421	547644	New Flyer 35ft. Hea
000089	NEW FLYER OF AMERICA	52757	200550	2021	3 INV P	491,074.53	033121	547744	New Flyer 35ft. Hea
000089	NEW FLYER OF AMERICA	52758	200550	2021	3 INV P	491,074.53	033121	547744	New Flyer 35ft. Hea



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
								1,964,298.12
ACCOUNT TOTAL								1,964,298.12
ORG 58072000 TOTAL								1,993,159.48
58073000								VT 5307 Building Maintenance
58073000	640700							Solid waste/Recycling Pickup
999990	GFL ENVIRONMENTAL IN	52496	0	2021	3 INV P	104.00	pcard	March recycling
999990	GFL ENVIRONMENTAL IN	52497	0	2021	3 INV P	179.00	pcard	March trash disposa
								283.00
ACCOUNT TOTAL								283.00
58073000	644000							Snow Removal Services
000773	LAKE SHORE CLEANERS,	51758	0	2021	3 INV P	540.00	031721	547538 Snow removal - shel
000773	LAKE SHORE CLEANERS,	51759	0	2021	3 INV P	3,811.40	031721	547538 Snow removal - TC
000773	LAKE SHORE CLEANERS,	51760	0	2021	3 INV P	529.49	031721	547538 Snow removal - whit
								4,880.89
ACCOUNT TOTAL								4,880.89
58073000	645100							Laundry Services
000274	CINTAS CORPORATION	51334	0	2021	3 INV P	588.91	pcard	Mats - multiple inv
000274	CINTAS CORPORATION	51952	0	2021	3 INV P	302.01	pcard	Mats
000274	CINTAS CORPORATION	51953	0	2021	3 INV P	34.32	pcard	Mats
000274	CINTAS CORPORATION	52665	0	2021	3 INV P	304.70	pcard	Mats
000274	CINTAS CORPORATION	52666	0	2021	3 INV P	68.64	pcard	Mats
								1,298.58
ACCOUNT TOTAL								1,298.58
58073000	659900							Other Contracts/Obligation
002401	CLEAN POWER, LLC	50711	0	2021	3 INV P	844.04	031021	547410 ALL-March, 2021 Jan
ACCOUNT TOTAL								844.04
58073000	680300 1800							Buildings
001021	WESTWOOD INFRASTRUCT	51828	0	2021	3 INV P	4,000.00	032421	547692 Professional servic
002560	KUENY ARCHITECTS	50672	0	2021	3 INV P	4,637.00	031021	547433 Whitman constructio
ACCOUNT TOTAL								8,637.00
ORG 58073000 TOTAL								15,943.51

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58074000									VT 5307 Operations
58074000	611400								Sick Pay
002284	TASC	52129	0	2021	3	INV P	34,519.97	032421	547671 491806001898 PV 3/2
							ACCOUNT TOTAL		34,519.97
58074000	630300								Memberships & Licenses
001507	WILLIS TOWERS	52783	0	2021	3	INV P	100.00	040721	547884 Renewal license and
001649	WISCONSIN DEPARTMENT	52130	0	2021	3	INV P	169.50	032421	547694 Title & License Coa
001649	WISCONSIN DEPARTMENT	52131	0	2021	3	INV P	169.50	032421	547695 Title & License 213
001649	WISCONSIN DEPARTMENT	52132	0	2021	3	INV P	169.50	032421	547696 Title & License Coa
001649	WISCONSIN DEPARTMENT	52133	0	2021	3	INV P	169.50	032421	547697 Title & License coa
001649	WISCONSIN DEPARTMENT	52134	0	2021	3	INV P	169.50	032421	547698 Title & License coa
							847.50		
002520	SPECIAL EVENTS CUSTO	51425	0	2021	3	INV P	50.00	031721	547566 CDL test - driver
002520	SPECIAL EVENTS CUSTO	51426	0	2021	3	INV P	50.00	031721	547567 CDL test -driver
002520	SPECIAL EVENTS CUSTO	51433	0	2021	3	INV P	50.00	031721	547568 CDL test - driver
							150.00		
							ACCOUNT TOTAL		1,097.50
58074000	632200								Gas Purchases
000763	KWIK TRIP, INC	50673	0	2021	3	INV P	881.89	031021	547434 February Gasoline
001608	GARROW OIL CORPORATI	50640	210152	2021	3	INV P	16,814.82	030321	547337 #1 Ultra Low Sulfur
001608	GARROW OIL CORPORATI	51812	210185	2021	3	INV P	15,220.50	031721	547530 #2 Ultra Low Sulfur
							32,035.32		
							ACCOUNT TOTAL		32,917.21
58074000	632603								Lubricants
000615	HARTLAND LUBRICANTS	52066	0	2021	3	INV P	2,994.84	032421	547624 Lubricants
							ACCOUNT TOTAL		2,994.84
58074000	632800								Signs
001269	SPECTRA PRINT CORPOR	51756	0	2021	3	INV P	450.00	031721	547569 Interior signs
001269	SPECTRA PRINT CORPOR	51757	0	2021	3	INV P	430.00	031721	547569 Interior signs
							880.00		
001942	APPLETON SIGN COMPAN	51755	0	2021	3	INV P	229.50	031721	547503 vehicle graphics
							ACCOUNT TOTAL		1,109.50
58074000	640800								Contractor Fees

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002229	STAR PROTECTION AND	51829	0	2021	3	INV	P	3,800.00	032421	547666 Security service 2-
002229	STAR PROTECTION AND	52068	0	2021	3	INV	P	1,900.00	032421	547666 Security guard serv
002229	STAR PROTECTION AND	52781	0	2021	3	INV	P	1,900.00	040721	547860 Security services a
002229	STAR PROTECTION AND	52782	0	2021	3	INV	P	1,900.00	040721	547860 Security services a
								9,500.00		
ACCOUNT TOTAL								9,500.00		
58074000	643000			Health Services						
001588	THEDACARE, INC.	51836	0	2021	3	INV	P	510.00	032421	547676 DOT Physical
001588	THEDACARE, INC.	51837	0	2021	3	INV	P	447.10	032421	547677 DOT Physicals
001588	THEDACARE, INC.	51838	0	2021	3	INV	P	79.05	032421	547678 DOT Physical
								1,036.15		
ACCOUNT TOTAL								1,036.15		
ORG 58074000 TOTAL								83,175.17		
58075000	632002			VT 5307	ADA	Paratransit				
001121	QUICK PRINT CENTER,	51957	0	2021	3	INV	P	816.00	pcard	Tickets
ACCOUNT TOTAL								816.00		
58075000	640800			Contractor Fees						
001186	RUNNING, INC.	52122	0	2021	3	INV	P	79,310.85	032421	547662 February VTII, Elde
ACCOUNT TOTAL								79,310.85		
58075000	641308			Cellular Phones						
001442	VERIZON WIRELESS SER	51335	0	2021	3	INV	P	750.73	pcard	February Data plan
001442	VERIZON WIRELESS SER	52737	0	2021	3	INV	P	750.73	pcard	Data plan
								1,501.46		
ACCOUNT TOTAL								1,501.46		
ORG 58075000 TOTAL								81,628.31		
58076000	640800 1806			VT 5307	Ancillary	Paratransit				
001186	RUNNING, INC.	52122	0	2021	3	INV	P	1,412.70	032421	547662 February VTII, Elde
ACCOUNT TOTAL								1,412.70		
58076000	640800 1807			Contractor Fees						
001186	RUNNING, INC.	52122	0	2021	3	INV	P	54.80	032421	547662 February VTII, Elde
ACCOUNT TOTAL								54.80		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58076000	640800 1808	000750	KOBUSSEN BUSES, LTD	52109	0	Contractor Fees 2021 3 INV P	33,229.35 032421	547631 February specialize
						ACCOUNT TOTAL	33,229.35	
58076000	640800 1809	000750	KOBUSSEN BUSES, LTD	52110	0	Contractor Fees OC Demand Resp 2021 3 INV P	17,043.52 032421	547631 February Rural Serv
						ACCOUNT TOTAL	17,043.52	
58076000	640800 1810	001186	RUNNING, INC.	52120	0	Contractor Fees - OC TANF 2021 3 INV P	748.00 032421	547662 OCHST February serv
						ACCOUNT TOTAL	748.00	
58076000	640800 1813	000528	FOX VALLEY CAB	52111	0	Contractor Fees-Neenah DAR 2021 3 INV P	504.00 032421	547617 NWDAR February serv
		000528	FOX VALLEY CAB	52116	0	2021 3 INV P	5,061.00 032421	547617 NWDAR February serv
							5,565.00	
						ACCOUNT TOTAL	5,565.00	
58076000	640800 1818	001621	CALUMET COUNTY	52094	0	Contractor Fees-CC Rural 2021 3 INV P	590.30 032421	547606 February Van Servic
						ACCOUNT TOTAL	590.30	
58076000	640800 1819	001186	RUNNING, INC.	52121	0	Contractor Fees-Connectr Hours 2021 3 INV P	19,373.50 032421	547662 February Connector
						ACCOUNT TOTAL	19,373.50	
58076000	640800 1820	001186	RUNNING, INC.	52121	0	Contractor Fees-Connector Area 2021 3 INV P	7,887.50 032421	547662 February Connector
						ACCOUNT TOTAL	7,887.50	
						ORG 58076000 TOTAL	85,904.67	
58079000						VT COVID-19 Response		
58079000	632300	001983	AMAZON	52662	0	Safety Supplies 2021 3 INV P	66.94 pcard	Safety supplies
	999990		SP * SANITAIRE COMME	51991	0	2021 3 INV P	88.78 pcard	Safety supplies
	999990		GFS STORE #2029	52718	0	2021 3 INV P	61.99 pcard	Sanitizer
							150.77	
						ACCOUNT TOTAL	217.71	
58079000	640800					Contractor Fees		

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2021/3 TO 2021/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001771 RED SHOES PR, INC.	50670	0	2021 3	INV	P	3,714.25	031021	547461	February COVID work
ACCOUNT TOTAL						3,714.25			
58079000 659900			other contracts/Obligation						
002401 CLEAN POWER, LLC	50671	0	2021 3	INV	P	2,951.20	031021	547410	February bus cleani
999990 ZOOM.US 888-799-9666	51946	0	2021 3	INV	P	10.00	pcard		Software subscripti
ACCOUNT TOTAL						2,961.20			
ORG 58079000 TOTAL						6,893.16			
FUND 580 Valley Transit		TOTAL:				2,288,278.56			

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



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Fox Cities Transit Commission

FROM: Dean R. Gazza, Director, Parks Recreation and Facilities Management

DATE: 4/27/2021

RE: Action Item: Award the Design Contract for the “2021 Valley Transit Whitman Avenue Facility Renovation Project” to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed a project design cost of \$253,368.

**PROJECT**

The 2021 Valley Transit budget has allocated monies to implement a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. This renovation project will follow the fully adopted facility master plan that was completed in 2020. The renovation will include, but is not limited to a building addition, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This memo addresses selecting a design consultant to fully design, create construction documents, bid, and perform construction administration services for the Valley Transit Whitman Avenue Facility Remodeling Project.

**BACKGROUND**

The Valley Transit Whitman Avenue Facility was constructed in 1982 and has remained largely the same as it was in 1982. The facility is approximately 41,000 square feet. This includes an office area, bus maintenance shop, locker rooms, bus parking area, and a carwash. The facility is currently having issues with the plumbing waste lines and is also in need of a cosmetic update. Valley Transit operations has also outgrown the existing building footprint and an expansion is needed to accommodate operational needs.

**RFP PROCESS:**

The request for proposal was distributed via Vendornet and published on the City of Appleton’s website to potential consulting firms. Representatives from ten firms attended a pre-proposal meeting where the project was defined along with the project scope. All firms who attended the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD and Valley Transit staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

**Table 1: Engineering Firms and RFQ Results**

Firm:	<b>TOTAL PTS</b>
Westwood	<b>1085</b>
CGI/Dimension	<b>860</b>
Kueny Architects, LLC.	<b>1655</b>

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team found that Kueny Architects, LLC. was the most qualified firm. After Kueny Architects, LCC. was chosen based on qualifications, the evaluation team negotiated a fair contract price for the project.

The evaluation team then completed a reference check to ensure Kueny Architects, LLC. was the right choice for both Valley Transit and PRFMD for both quality of work and cost. The reference check demonstrated that Kueny Architects. LLC. is a responsible firm that will provide a quality product at a fair price.

**RECOMMENDATION**

Award the Design Contract for the “2021 Valley Transit Whitman Avenue Facility Renovation Project” to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed project design cost of \$253,368.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



## MEMORANDUM

**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager

**DATE:** April 21, 2021

**RE:** Authorization to Issue a Purchase Order for 2-35 Foot and 3-40 Foot New Flyer Buses

### **BACKGROUND**

The State of Wisconsin 2017 Budget Act 59 established a transit capital assistance grant program, under which the Department of Administration created a competitive statewide grant program ("State of Wisconsin Volkswagen Mitigation Program Grant") to award settlement funds to eligible applicants for the replacement of public transit vehicles.

The City of Appleton-Valley Transit was awarded \$7,688,850 in 2018 for the purchase of 15 clean diesel transit buses through the State of Wisconsin Volkswagen Mitigation Program Grant.

### **ANALYSIS**

Beginning in 2017, Valley Transit implemented a plan to replace its outdated fleet. The intent is to spread bus purchases over a period of years allowing for a manageable fleet replacement schedule. The plan recommends replacement of five (5) 40' clean diesel buses in 2020 and five (5) 35' clean diesel buses in 2021. The five (5) remaining clean diesel buses are to be purchased for delivery in 2022.

### **FISCAL IMPACT**

Valley Transit purchased buses beginning in 2017 through a Piggy-Back procurement awarded by Connect Transit, Normal, IL. Because Connect Transit's procurement is now expired and unavailable, Valley Transit is ordering the remaining buses through the Wisconsin Department of Transportation (WisDOT) Heavy-Duty Bus Procurement as allowed by the Valley Transit/City of Appleton Procurement Manual.

New Flyer Industries of America is the current manufacturer of Valley Transit's fleet and is available through the WisDOT procurement contract. To retain fleet uniformity, Valley Transit desires to purchase two 35-foot and three 40-foot Clean Diesel buses from New Flyer Industries of America through the WisDOT Heavy Duty Bus Procurement for delivery in 2022.

Valley Transit funding partners contribute to a restricted cash depreciation account for the local share portion of bus purchases. Through the State of Wisconsin Volkswagen Mitigation Grant, it is



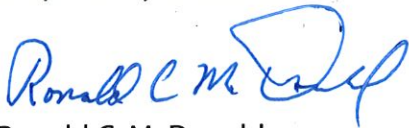
anticipated the grantee (City of Appleton) will incur a reduction in State Shared Revenue in an amount equal to 20% paid out in equal annual installments over a 10-year period to offset the local share of this bus purchase.

Per the Fox Cities Transit Commission Resolution 18-01, the grantee (City of Appleton) shall be made whole from the restricted cash depreciation account. It is anticipated equal annual installments incurred over a 10-year period will be reimbursed. Total reimbursement payments shall not exceed the local share incurred by the grantee.

**RECOMMENDATION**

Authorize Valley Transit to issue a purchase order to New Flyer Industries of America for two 35' and three 40' Xcelsior Clean Diesel buses for a combined price of \$2,471,395. With an additional 5% contingency equal to \$123,570, the total project cost should not exceed \$2,594,965.

Respectfully submitted,



Ronald C. McDonald



**NEW FLYER OF AMERICA**

April 21, 2021

Ron McDonald  
General Manager  
Valley Transit  
801 S. Whitman Ave.  
Appleton, WI 54914

Subject: Quotation for Five (5) Diesel 35' and/or 40' Heavy Duty Low-Floor Transit Buses.

Dear Ron,

New Flyer is pleased to submit a price quotation for the production of five (5) Diesel 35' and/or 40' heavy duty low-floor transit buses based on New Flyer's Agreement with the State of Wisconsin.

Proposed Bus Price for XD35: \$491,075 / Bus

Proposed Bus Price for XD40: \$496,415 / Bus

The above-mentioned bus price represents the technical configuration that matches SR-2553. New Flyer has made every effort to keep the pricing similar to SR-2553.

**Delivery Proposal:** New Flyer is proposing deliveries as early as Q1 of 2022, based on the purchase order to be provided to New Flyer by June 2021.

This is a very important project to us as it allows us the opportunity to deliver to you, some of the most advanced vehicles available in North America.

Should you have any questions, please do not hesitate to contact Cameron Huber at [Cameron\\_huber@newflyer.com](mailto:Cameron_huber@newflyer.com) or (204) 583-2333.

Sincerely,

*Cameron Huber*

Cameron Huber, P.Eng.  
Business Segment Director  
New Flyer of America Inc.

CC:

Mark Fisher – Director, National Sales  
Jaspreet Singh – Technical Sales Manager

Built to **RELY ON.**



**Valley Transit**

CONNECTING THE FOX CITIES

## Memorandum

**TO:** Fox Cities Transit Commission  
**FROM:** Ron McDonald, General Manager  
**DATE:** 4/21/2021  
**RE:** Award Recommendation for Replacement Bus Stop Signs

### **BACKGROUND**

Valley Transit currently has 976 formal bus stops throughout the Fox Cities. An aluminum sign with a vinyl bus stop design application is installed at 854 of these locations. The remaining 122 locations are unmarked bus stops, which are typically found at locations with traffic stop signs. Valley Transit's current bus stop sign was purchased in 2010. The vinyl material used on these signs was rated by the manufacturer for 10 years of expected life. The signs have begun to require replacement due to deterioration and/or damage. Additionally, the existing signs display Valley Transit's outdated logo.

Valley Transit's 2021 Budget included funding for a complete bus stop sign replacement. In preparation for this project, Valley Transit staff worked with the City of Appleton's Traffic Engineer for guidance and sign specifications. The replacement sign project scope includes the following changes. The sign design will feature the new Valley Transit logo. Valley Transit's standard sign will now have a two-sided print to visually alert riders of the stop location on the front and back of sign. Two sign sizes were specified in the bid. A standard 12"x18" sign and a smaller 6"x12" sign. The smaller sign will be installed at locations currently unmarked and requiring a smaller sign.

A formal bid process was required for this purchase. Valley Transit staff developed a request for bid (RFB) document to solicit sealed bids from vendors. The final RFB document was posted to the public on March 24, 2021. It was sent directly to known vendors; posted on Valley Transit's website; posted on the State of Wisconsin's Vendornet system; and advertised in the *Post-Crescent*, *Green Bay Press Gazette* and *Oshkosh Northwestern*. Bids were due on April 20, 2021.

### **ANALYSIS**

Eleven bids were received prior to the deadline stated in the RFB. The bid from Decker Supply Co., Inc. (Madison, WI) proposed the lowest cost (\$17,953.50) among bids that met all submittal requirements. See attached bid tabulation.

### **FISCAL IMPACT**

Valley Transit's 2021 capital budget includes \$50,000 for bus stop sign replacement and install. The base project will cost \$17,953.50. Valley Transit requests an additional 15% contingency (\$2,693) for unknown costs. This brings the total project cost to \$20,646.50.

### **RECOMMENDATION**

Staff recommends authorization for Valley Transit to award this bid to Decker Supply Co., Inc., 1115 O'Neil Ave, Madison, WI 53704.



4-20-21 10:15 AM Sign RFB VT21-001 Bid Opening

Company Name	Bid Form	Price	Proposed Product Specifications	Delivery Date	Acknowledgement of Addendum	Certifications	
						Overall Fed Regulations	Specifications/ Requirements Certification
Decker Supply Company Madison WI	Yes	\$17,953.50	Yes	60 days	Yes	Yes	Yes
International Nameplate, ON Canada - Longview TX	Yes	\$20,869.50	Yes	60 days	Yes	Yes	Yes
Blink Signs, Cleveland OH	Yes	\$36,070.50	Yes	7 - 10 days	No	Yes	Yes
Wisconsin Dept of Corrections, Madison WI	Yes	\$9,262.50	Yes	30 days	No	Yes	Yes
Osburn Associates, Logan OH	Yes	\$16,621.50	Yes	60 days	No	Yes	Yes
3D Specialties, Fargo ND	Yes	\$14,077.22	No	35 days	Yes	Yes	Yes
Tapco, Brown Deer, WI	Yes	\$23,685.00	No	35 days	Yes	Yes	Yes
LightIII Enterprises Franfort, OH	Yes	\$16,830.00	No	45 - 60 days	No	Yes	Yes
Pixelwerx, Plymouth MN	Yes	\$49,637.50	No	14 days	No	Yes	Yes
Comet Sign LLC, San Antonio TX	Yes	\$63,025.50	No	60 days	No	Yes	Yes
Kolob Industries LLC, Herber City UT	Yes	\$18,507.00	No	21 days	No	Yes	Yes

Recommend for approval



Date: April 21, 2021

From: Jacob A. Woodford, Mayor  
Ronald C. McDonald, General Manager

To: Fox Cities Transit Commission  
City of Appleton Common Council

Re: Request for Disabled Veteran Free Fare

Dear Fox Cities Transit Commissioners,

We received a request for "Service Connected" Disabled Veterans to ride free of charge on Valley Transit buses. Winnebago County Department of Veterans Services Benefits Specialist, Kevin Jurgella, noted Go Transit (Oshkosh) and Green Bay Metro each have Disabled Veteran Free Fare Policies. Each of the referenced policies allows for "Service Connected" disabled veterans to ride free on fixed-route buses.

The John H. Bradley Appleton VA Clinic is currently serviced hourly by Valley Transit's route 12. Currently, disabled veterans riding on Valley Transit buses are eligible for a one-half (\$1.00) fare. Consequently, significant financial impact in regard to Valley Transit fare revenue if "Service Connected" disabled veterans are allowed to ride free is not anticipated.

This request allows for transportation barriers to be eliminated for "Service Connected" disabled veterans. With that, Valley Transit has an opportunity to recognize and assist veterans with service-connected disabilities.

**Recommendation:** Valley Transit shall establish a policy for all disabled veterans who show a Veterans Administration ID Healthcare card indicating "Service Connected" be allowed to ride for free.

Thank you for your consideration.

Sincerely,

Jacob A. Woodford, Mayor

Ronald C. McDonald, General Manager

RECEIVED

APR 07 2021

5 APRIL 2021

Mayor Jake Woodford  
100 N. Appleton Street  
Appleton, WI 54911

OFFICE OF THE MAYOR

Dear Mr. Mayor,

This letter is to make you aware of a public transportation barrier for Disabled Veterans in the Fox Valley Area while at the same time, offering a recommendation which will remove this barrier and substantially enhance the quality of life for Fox Valley Disabled Veterans and Disabled Veterans residing in Oshkosh and its adjoining communities.

The majority of Department of Veterans Affairs health care services offered to disabled veterans in East and North East Wisconsin are located at the John H. Bradley Appleton VA Clinic (10 Tri-Park Way, Appleton, WI) and at the Milo C Huempfer Green Bay VA Health Care Center (2851 University Avenue, Green Bay, WI).

**BARRIER ONE:** While Disabled Veterans who reside in Green Bay and Oshkosh are able to ride mass transit for FREE, Disabled Veterans who reside in and around the Appleton area must pay to ride Appleton Valley Transit (**Route 12**) when they want to travel to the Appleton VA Clinic and receive medical treatment.

The following explains existing Mass Transit Policy for Disabled Veterans in the cities of Green Bay and Oshkosh:

- **GREEN BAY:** Per existing Green Bay METRO policy; Disabled Veterans are able to ride the Green Bay METRO bus system for FREE to the G.B. VA Clinic (**Route 7 LIME Line**). They must simply present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected". See the Green Bay METRO website for specifics: <https://greenbaywi.gov/275/Fares>
- **OSHKOSH:** Per existing Oshkosh GOTRANSIT policy, Disabled Veterans are able to travel from downtown Oshkosh on the GOTRANSIT bus system for FREE from Oshkosh to Neenah (**Route 10**). They must simply present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected". See the Oshkosh GOTRANSIT website for specifics: <https://www.ci.oshkosh.wi.us/transit/fares-and-passes.aspx#busfares>

**BARRIER TWO:** Disabled Veterans that travel for FREE from Oshkosh to Neenah via GOTRANSIT (**Route 10**), who connect to the Appleton Valley Transit (**Route 41 & Route 12**) to get to their VA medical appointments at the Appleton VA Clinic must pay vs. continuing to travel for free.

**Recommendation to remove Barriers:** Change existing Appleton Valley Transit policy for Disabled Veterans to emulate existing Oshkosh & Green Bay mass transit policy so all Disabled Veterans who show a VA ID Healthcare card indicating "service connected" be allowed to ride for FREE.

This change would make the following possible:

1. Disabled Veterans residing in the Appleton / surrounding area would be able to ride Appleton Valley Transit for **FREE** if they present their U.S. Department of Veterans Affairs health care identification card which shows their disabilities are "service connected".
2. Disabled Veterans residing in the Oshkosh / surrounding area would be able to take GOTRANSIT Route 20 to Neenah, then connect through existing Appleton Valley Transit routes to get to the Appleton VA Clinic for **FREE**.

Thank you for considering this recommendation.

Sincerely,



Kevin Jurgella

Winnebago County  
Department of Veterans Services

**Kevin Jurgella**  
**Veterans Benefit Specialist**  
"Serving Those Who Served"

Oshkosh Office:  
112 Otter Ave. 3rd Flr.  
Oshkosh, WI 54901  
Phone: 920-232-3400  
Fax: 920-303-3030

Neenah Office:  
211 N. Commercial St.  
Neenah, WI 54956  
Phone: 920-729-4820  
Fax: 920-720-3625

[kjurgella@co.winnebago.wi.us](mailto:kjurgella@co.winnebago.wi.us)  
[www.wicvso.org](http://www.wicvso.org)

City of Appleton  
VALLEY TRANSIT INCOME STATEMENT  
For two months Ending February 28, 2021

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2021 Amended Budget	2021 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	43,339	119,841	57,395	152,709	858,843	6.68%
Paratransit Fare Revenue	36,530	49,595	66,640	105,187	702,530	9.49%
Total Fare Revenue	<u>79,869</u>	<u>169,436</u>	<u>124,035</u>	<u>257,896</u>	<u>1,561,373</u>	<u>7.94%</u>
Other Charges for Service	1,600	7,495	1,600	9,495	65,000	2.46%
Other Revenues	724	6,305	1,263	6,805	14,000	9.02%
TOTAL REVENUES	<u>82,193</u>	<u>183,236</u>	<u>126,898</u>	<u>274,196</u>	<u>1,640,373</u>	<u>7.74%</u>
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	209,649	224,202	329,201	364,372	3,162,117	10.41%
Call Time	-	-	-	-	-	0.00%
Overtime	34,226	11,180	55,412	20,979	72,908	76.00%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	555	-	595	-	0.00%
Fringes	86,992	84,195	152,708	148,775	1,263,800	12.08%
Unemployment Compensation	3,913	370	7,885	370	-	0.00%
Salaries & Fringe Benefits	<u>334,780</u>	<u>320,503</u>	<u>545,206</u>	<u>535,091</u>	<u>4,500,160</u>	<u>12.12%</u>
Training & Conferences	217	1,298	990	3,378	27,200	3.64%
Employee Recruitment	397	212	397	212	4,200	9.45%
Parking Permits	-	270	-	700	-	0.00%
Office Supplies	877	465	1,123	481	5,400	20.80%
Subscriptions	356	245	716	380	3,800	18.84%
Memberships & Licenses	286	1,131	7,301	6,056	18,222	40.07%
Postage & Freight	58	-	58	15	3,700	1.57%
Awards & Recognition	-	-	-	-	930	0.00%
Food & Provisions	-	-	54	134	1,240	4.35%
Insurance	-	-	133,064	-	222,790	59.73%
Insurance dividend & return of surplus	-	-	-	-	-	0.00%
Depreciation Expense	-	-	-	-	<u>992,326</u>	<u>0.00%</u>
Administrative Expenses	<u>2,191</u>	<u>3,621</u>	<u>143,703</u>	<u>11,357</u>	<u>1,279,808</u>	<u>11.23%</u>
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	4,083	1,870	6,508	3,965	55,450	11.74%
Printing & Reproduction	241	450	1,062	1,332	27,070	3.92%
Uniforms	136	-	1,085	55	9,220	11.77%
Gas Purchases	15,026	33,273	45,945	15,106	572,500	8.03%
Safety Supplies	158	-	1,582	-	500	316.40%
Vehicle & Equipment Parts	12,171	13,689	12,887	25,210	205,500	6.27%
Miscellaneous Equipment	-	-	-	-	25,100	0.00%
Signs	1,107	-	1,107	-	<u>12,000</u>	<u>9.23%</u>
Supplies & Materials	<u>32,922</u>	<u>49,282</u>	<u>70,176</u>	<u>45,668</u>	<u>910,340</u>	<u>7.71%</u>
Accounting/Audit	-	-	-	-	9,930	0.00%
Bank Services	(78)	209	160	473	3,000	5.33%
Consulting Services	2,155	4,404	2,155	4,404	-	0.00%
Solid Waste/Recycling	283	32	283	286	4,600	6.15%



City of Appleton  
VALLEY TRANSIT INCOME STATEMENT  
For two months Ending February 28, 2021

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2021 Amended Budget	2021 % of Total Budget
Contractor Fees	229,220	298,553	414,709	616,280	4,087,361	10.15%
Temp Help	-	-	-	-	5,000	0.00%
Advertising	1,164	-	1,164	-	50,309	2.31%
Health Services	938	144	1,102	562	9,200	11.98%
Snow Removal Services	3,285	6,237	3,285	6,237	29,983	10.96%
Laundry Services	645	-	1,399	544	10,000	13.99%
Other Contracts/Obligations	16,177	24,076	1,715	-	90,700	1.89%
Purchased Services	253,789	333,656	425,972	628,787	4,300,083	9.91%
Electric	-	5,099	5,192	10,384	51,481	10.09%
Gas	-	2,768	2,460	5,347	17,500	14.06%
Water	161	508	161	508	7,850	2.05%
Waste Disposal/Collection	66	222	66	222	3,200	2.06%
Stormwater	676	654	676	654	9,401	7.19%
Telephone	465	1,013	1,514	1,630	17,700	8.55%
Utilities	1,368	10,264	10,069	18,745	107,132	9.40%
Building Repair & Maintenance	400	-	400	-	-	-
Vehicle Repair & Maintenance	816	1,854	816	1,854	10,050	8.12%
Equipment Repair & Maintenance	2,038	-	2,133	-	13,674	15.60%
FMD Charges & Material	9,056	-	17,854	8,720	142,503	12.53%
Software Support	3,286	225	53,372	16,648	63,717	83.76%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	15,596	2,079	74,575	27,222	231,944	32.15%
Total Operating Expenses	640,646	719,404	1,269,701	1,266,870	11,329,467	11.21%
OPERATING INCOME (LOSS)	(558,453)	(536,168)	(1,142,803)	(992,674)	(9,689,094)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,185,855	0.00%
State Support	-	-	-	-	5,628,972	0.00%
Appleton Support	-	-	-	-	707,359	0.00%
Other Local Support	24,211	700,449	47,993	750,863	1,881,788	2.55%
Investment Income	757	17,974	6,819	36,416	12,500	54.55%
Donations	4,167	4,323	8,830	8,486	62,308	14.17%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	29,135	722,746	63,642	795,765	11,478,782	0.55%
Buildings	2,339	-	18,569	-	350,000	5.31%
Machinery & Equipment	-	-	-	-	77,610	0.00%
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	-	-	30,032	-	5,113,457	0.00%
Capital Expenditures	2,339	-	48,601	-	5,541,067	0.88%
NET INCOME (LOSS)	(531,657)	186,578	(1,127,762)	(196,909)	(3,751,379)	

City of Appleton  
PURCHASED TRANSPORTATION  
For two months Ending February 28, 2021

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2021 Amended Budget	2021 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	97,635	169,411	177,692	177,468	2,052,750	8.66%
VTII - Elderly	2,228	3,070	3,727	4,569	62,480	5.97%
PT - Optional (Sunday)	231	518	356	643	17,850	1.99%
Family Care Sheltered Workshop	33,229	40,286	65,328	72,385	564,054	11.58%
Outagamie County Demand Response Rural	20,458	21,814	38,602	39,959	272,303	14.18%
Outagamie County Human Services Transportation	748	2,176	1,156	2,584	11,900	9.71%
Neenah Dial - A - Ride	7,420	10,640	14,743	17,963	150,920	9.77%
Calumet County Van Service	6,147	3,044	6,147	3,044	26,100	23.55%
Connector - Extended Service Hours	24,905	35,042	48,073	58,210	412,000	11.67%
Connector - Extended Service Area	9,239	12,553	16,660	19,974	141,625	11.76%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	202,240.00	298,553	372,484	396,798	3,742,361	9.95%

City of Appleton  
VALLEY TRANSIT INCOME STATEMENT  
For three months Ending March 31, 2021

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2021 Amended Budget	2021 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	76,190	56,901	133,585	209,614	858,843	15.55%
Paratransit Fare Revenue	36,530	35,311	103,170	140,498	702,530	14.69%
Total Fare Revenue	<u>112,720</u>	<u>92,212</u>	<u>236,755</u>	<u>350,112</u>	<u>1,561,373</u>	<u>15.16%</u>
Other Charges for Service	7,088	2,020	8,688	11,515	65,000	13.37%
Other Revenues	1,000	500	1,500	7,305	14,000	10.71%
TOTAL REVENUES	<u>120,808</u>	<u>94,732</u>	<u>246,943</u>	<u>368,932</u>	<u>1,640,373</u>	<u>15.05%</u>
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	249,415	212,771	586,500	577,143	3,162,117	18.55%
Call Time	-	-	-	-	-	0.00%
Overtime	33,730	6,802	89,142	27,781	72,908	122.27%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	199	-	794	-	0.00%
Fringes	88,387	83,183	241,095	231,958	1,263,800	19.08%
Unemployment Compensation	1,956	570	1,956	940	-	0.00%
Salaries & Fringe Benefits	<u>373,488</u>	<u>303,525</u>	<u>918,693</u>	<u>838,616</u>	<u>4,500,160</u>	<u>20.41%</u>
Training & Conferences	835	2,062	1,824	5,440	27,200	6.71%
Employee Recruitment	525	-	922	212	4,200	21.95%
Parking Permits	-	143	-	844	-	0.00%
Office Supplies	389	279	1,512	760	5,400	28.00%
Subscriptions	-	450	716	830	3,800	18.84%
Memberships & Licenses	1,113	-	8,413	6,056	18,222	46.17%
Postage & Freight	251	77	309	92	3,700	8.35%
Awards & Recognition	-	-	-	-	930	0.00%
Food & Provisions	-	750	54	884	1,240	4.35%
Insurance	-	-	133,064	-	222,790	59.73%
Insurance dividend & return of surplus	(48,910)	-	(48,910)	-	-	0.00%
Depreciation Expense	-	-	-	-	992,326	0.00%
Administrative Expenses	<u>(45,797)</u>	<u>3,762</u>	<u>97,904</u>	<u>15,119</u>	<u>1,279,808</u>	<u>7.65%</u>
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	5,124	10,306	11,632	34,271	55,450	20.98%
Printing & Reproduction	1,246	1,401	2,308	2,733	27,070	8.53%
Uniforms	-	261	1,085	316	9,220	11.77%
Gas Purchases	33,304	32,211	79,249	87,318	572,500	13.84%
Safety Supplies	218	-	1,780	-	500	356.00%
Vehicle & Equipment Parts	21,213	19,666	34,100	44,876	205,500	16.59%
Miscellaneous Equipment	49	-	50	-	25,100	0.20%
Signs	2,370	-	3,477	-	12,000	28.98%
Supplies & Materials	<u>63,524</u>	<u>63,846</u>	<u>133,681</u>	<u>169,514</u>	<u>910,340</u>	<u>14.68%</u>
Accounting/Audit	-	-	-	-	9,930	0.00%
Bank Services	147	-	307	473	3,000	10.23%
Consulting Services	-	-	2,154	4,404	-	0.00%
Solid Waste/Recycling	566	635	849	921	4,600	18.46%
Contractor Fees	180,521	275,101	579,926	593,429	4,087,361	14.19%

City of Appleton  
VALLEY TRANSIT INCOME STATEMENT  
For three months Ending March 31, 2021

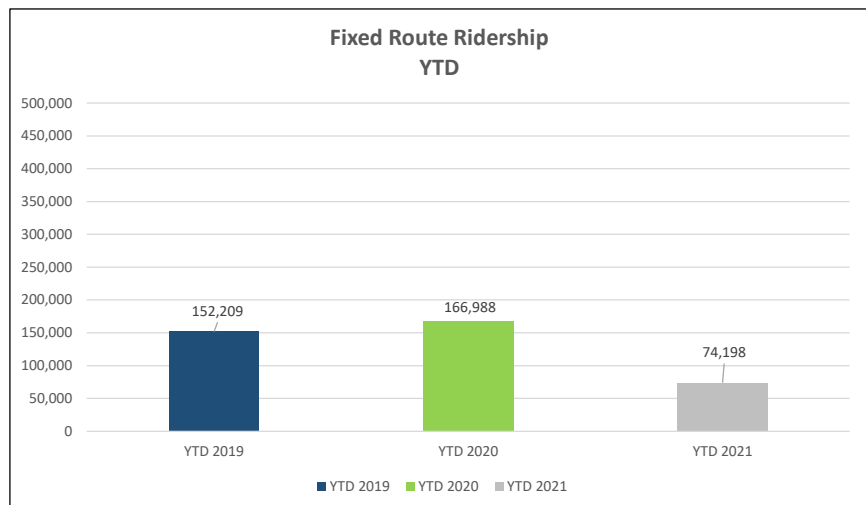
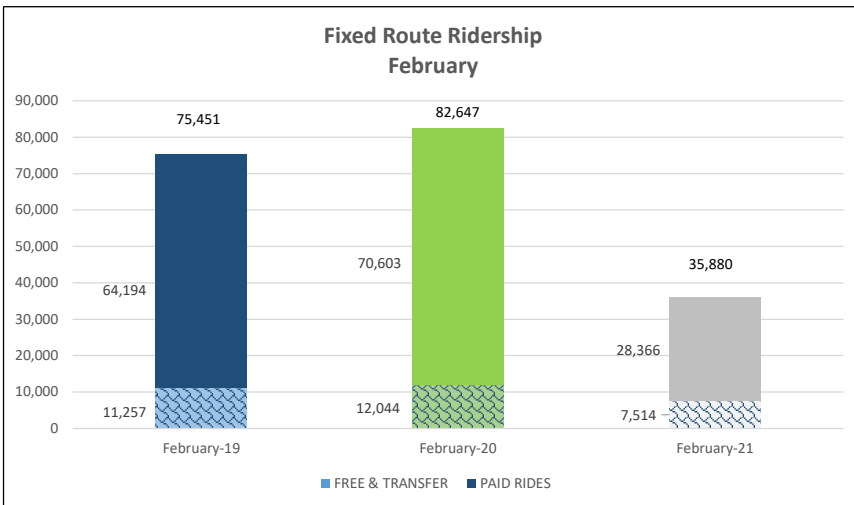
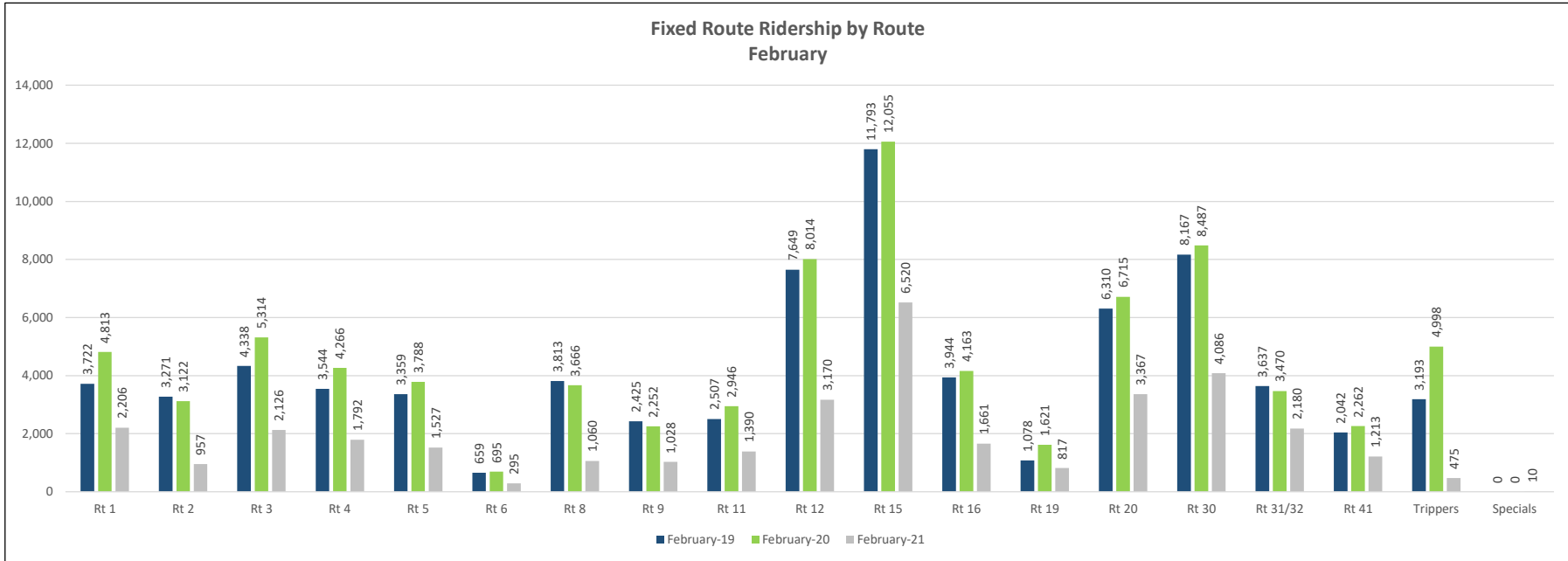
Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2021 Amended Budget	2021 % of Total Budget
Temp Help	-	-	-	-	5,000	0.00%
Advertising	375	-	1,539	-	50,309	3.06%
Health Services	1,036	2,240	2,138	2,802	9,200	23.24%
Snow Removal Services	6,054	4,953	9,339	11,191	29,983	31.15%
Laundry Services	1,298	1,291	2,697	1,836	10,000	26.97%
Other Contracts/Obligations	3,900	-	5,615	-	90,700	6.19%
Purchased Services	193,897	284,221	604,564	615,056	4,300,083	14.06%
Electric	8,965	4,995	14,157	15,379	51,481	27.50%
Gas	5,982	2,734	8,442	8,081	17,500	48.24%
Water	1,598	1,880	1,759	2,387	7,850	22.41%
Waste Disposal/Collection	635	705	702	927	3,200	21.94%
Stormwater	2,037	1,972	2,713	2,627	9,401	28.86%
Telephone	1,950	2,159	3,464	3,788	17,700	19.57%
Utilities	21,167	14,445	31,237	33,189	107,132	29.16%
Building/Grounds Repair & Maintenance	-	400	400	400	-	-
Vehicle Repair & Maintenance	-	9,084	816	10,938	10,050	8.12%
Equipment Repair & Maintenance	1,536	95	3,669	95	13,674	26.83%
FMD Charges & Material	-	-	17,854	8,720	142,503	12.53%
Software Support	4,500	-	57,872	16,648	63,717	90.83%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	6,036	9,579	80,611	36,800	231,944	34.75%
Total Operating Expenses	612,315	679,377	1,866,690	1,708,293	11,329,467	16.48%
OPERATING INCOME (LOSS)	(491,507)	(584,645)	(1,619,747)	(1,339,362)	(9,689,094)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,185,855	0.00%
State Support	-	121,967	-	121,967	5,628,972	0.00%
Appleton Support	-	-	-	-	707,359	0.00%
Other Local Support	806,741	270,279	854,734	1,021,143	1,881,788	45.42%
Investment Income	174	-	6,994	36,416	12,500	55.95%
Donations	4,167	4,167	12,997	12,653	62,308	20.86%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	811,082	396,413	874,725	1,192,179	11,478,782	7.62%
Buildings	8,637	-	27,206	-	350,000	7.77%
Machinery & Equipment	-	-	-	-	77,610	0.00%
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	1,964,298	38,830	1,994,330	38,830	5,113,457	39.00%
Capital Expenditures	1,972,935	38,830	2,021,536	38,830	5,541,067	0.00%
NET INCOME (LOSS)	(1,653,360)	(227,061)	(2,766,558)	(186,013)	(3,751,379)	

City of Appleton  
PURCHASED TRANSPORTATION  
For three months Ending March 31, 2021

Description	Month of March Actual	Prior Year March	YTD As of March Actual	Prior YTD March	2021 Amended Budget	2021 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	79,311.00	109,388.60	161,828	109,389	2,052,750	7.88%
VTII - Elderly	1,413.00	2,713.20	3,320	2,713	62,480	5.31%
PT - Optional (Sunday)	55.00	267.75	268	268	17,850	1.50%
Family Care Sheltered Workshop	33,229.00	34,242.93	65,328	34,243	564,054	11.58%
Outagamie County Demand Response Rural	17,044.00	16,299.60	38,603	16,300	272,303	14.18%
Outagamie County Human Services Transportation	748.00	663.00	1,156	663	11,900	9.71%
Neenah Dial - A - Ride	5,565.00	8,162.00	14,742	8,162	150,920	9.77%
Calumet County Van Service	590.00	3,361.44	6,147	3,361	26,100	23.55%
Connector - Extended Service Hours	19,374.00	29,140.75	47,045	29,141	412,000	11.42%
Connector - Extended Service Area	7,888.00	10,649.25	18,025	10,649	141,625	12.73%
Downtown Trolley	-	-	-	-	30,379	0.00%
Total Purchased Transportation	165,217	214,889	356,462	214,889	3,742,361	9.53%

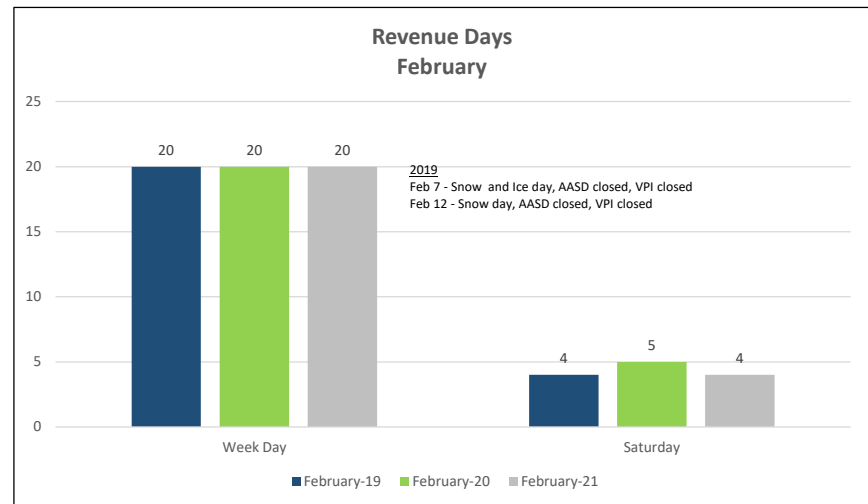
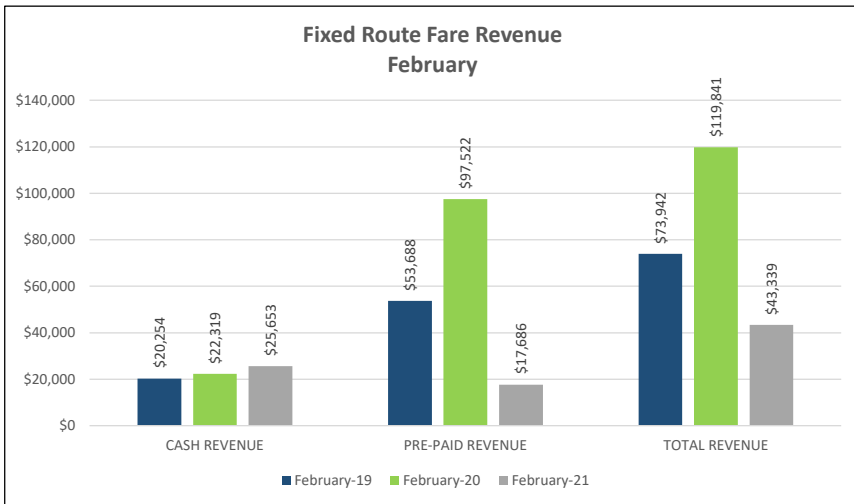
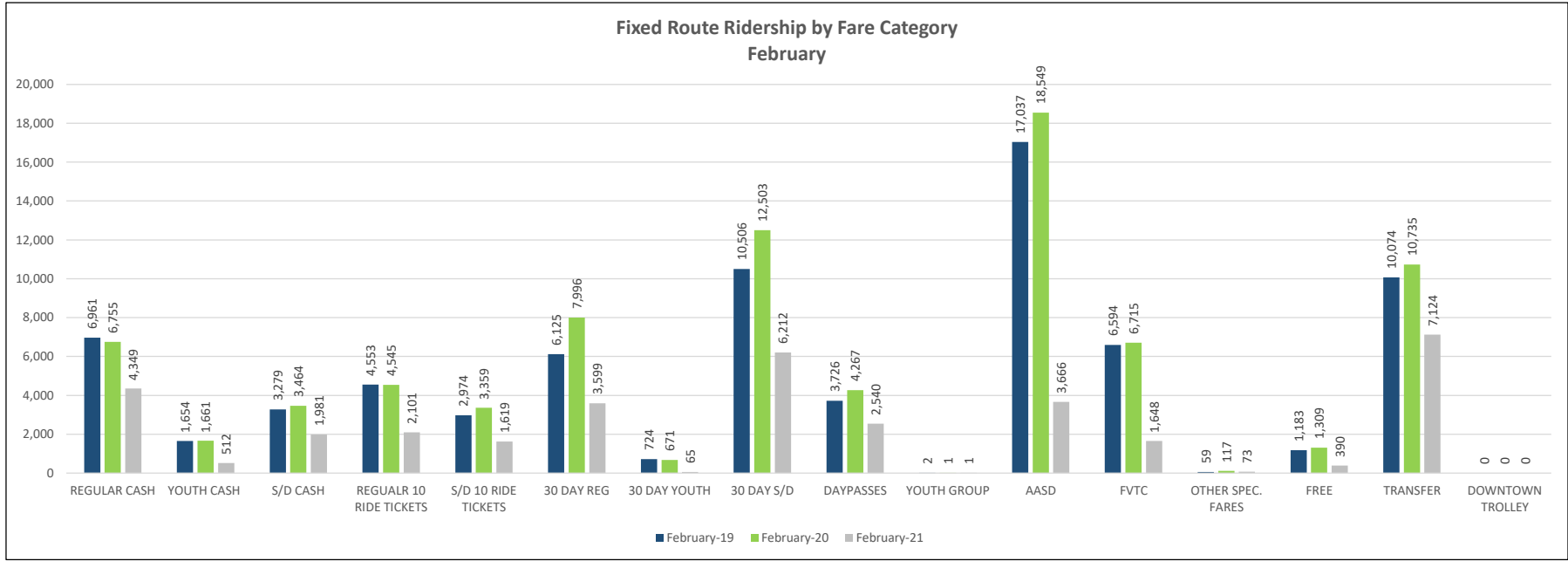
# Valley Transit Ridership Report

## February 2021



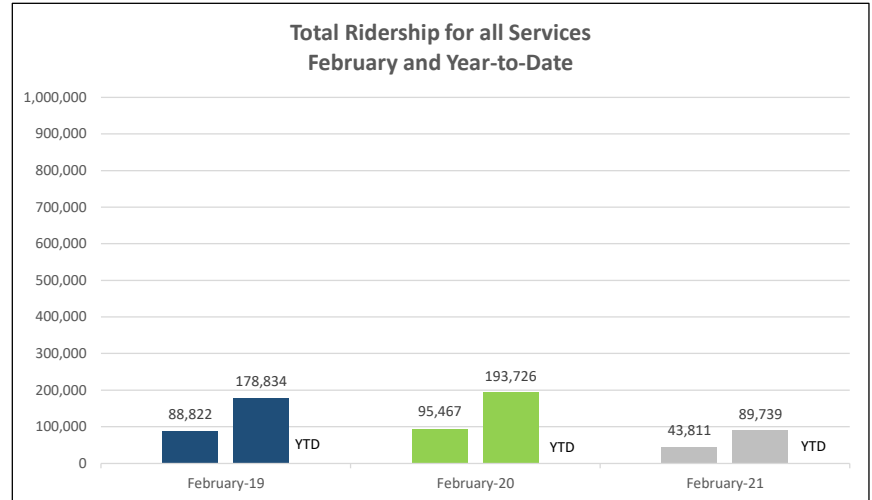
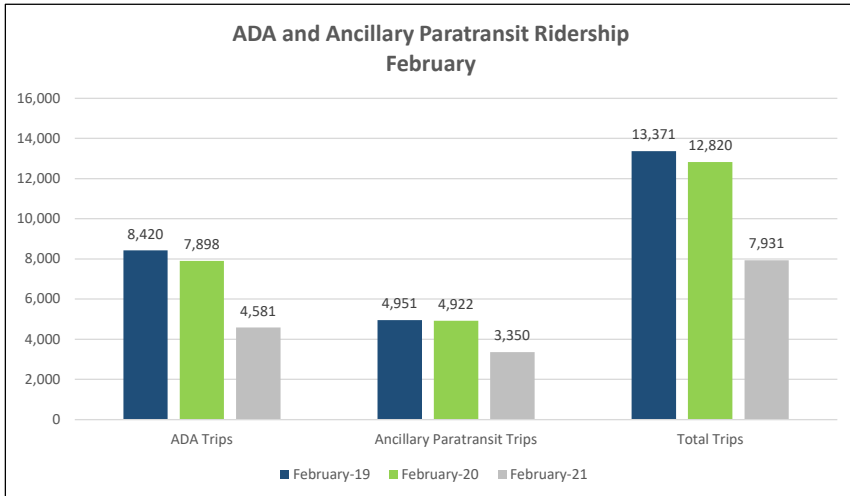
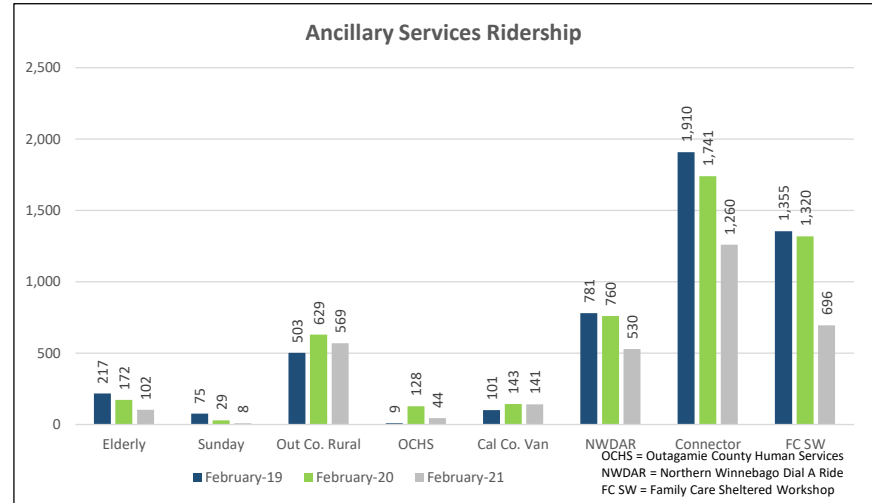
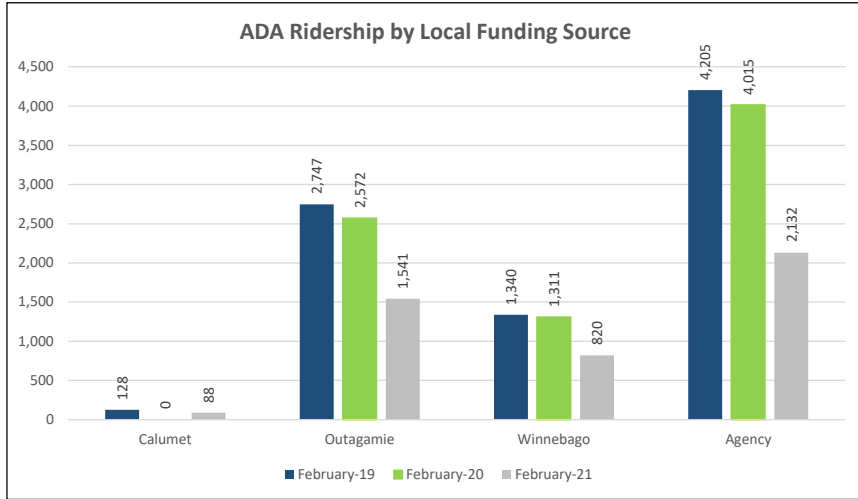
# Valley Transit Ridership Report

## February 2021



# Valley Transit Ridership Report

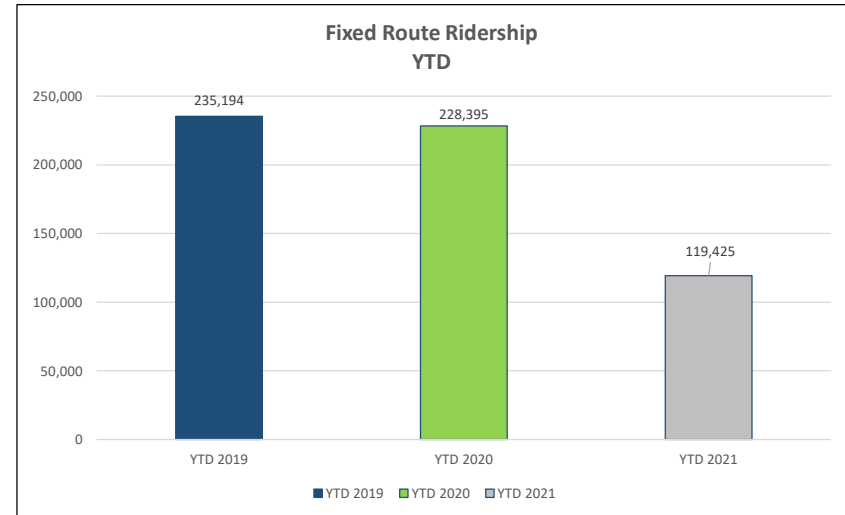
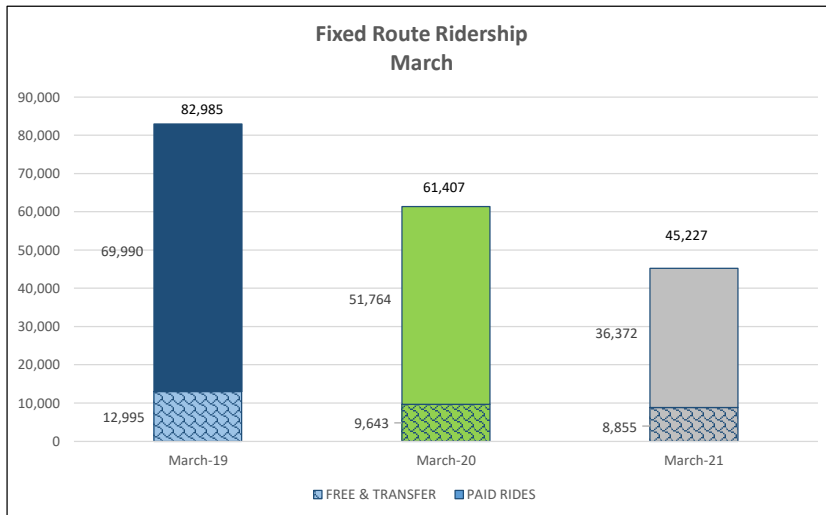
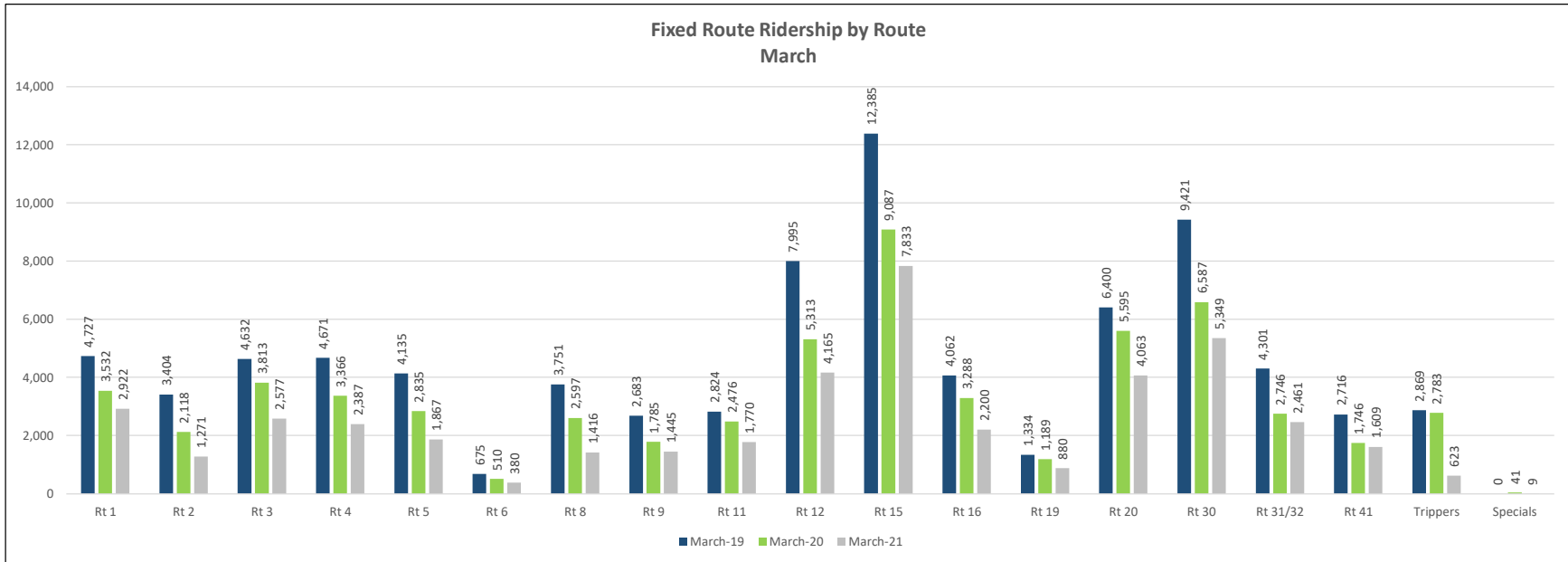
## February 2021



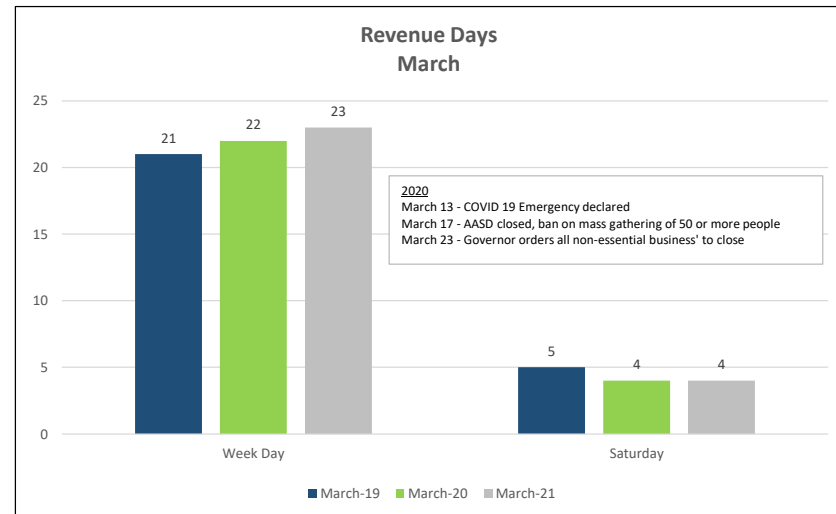
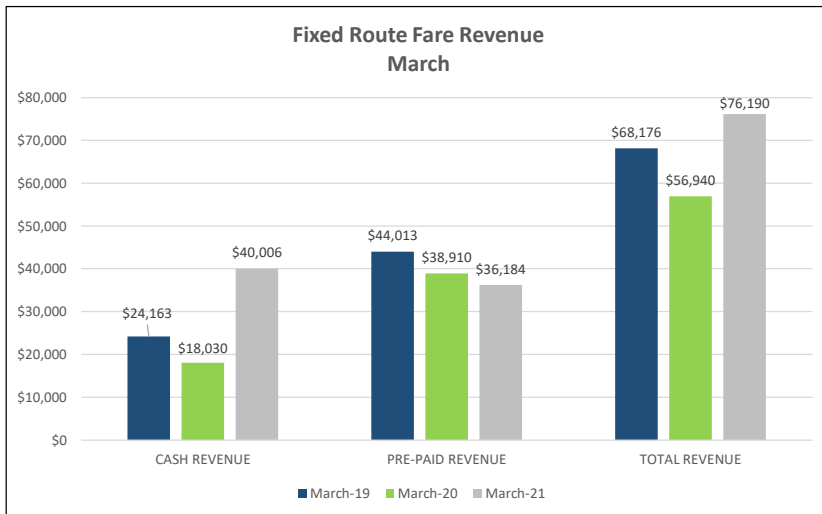
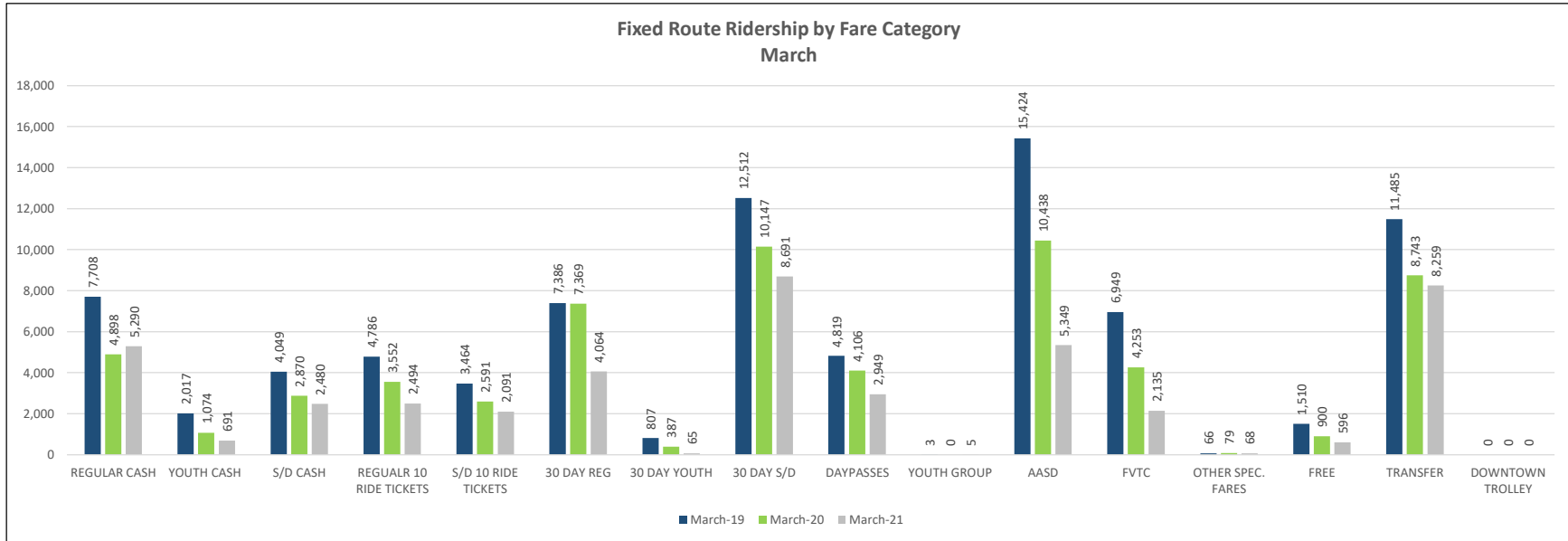


# Valley Transit Ridership Report

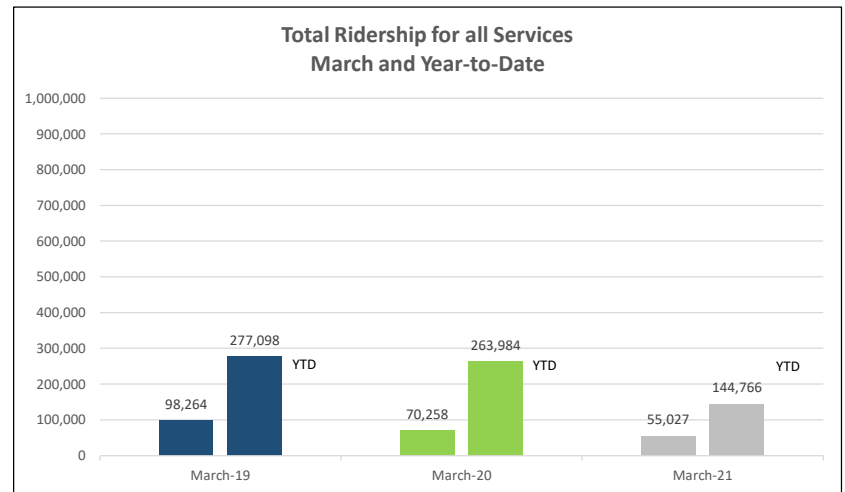
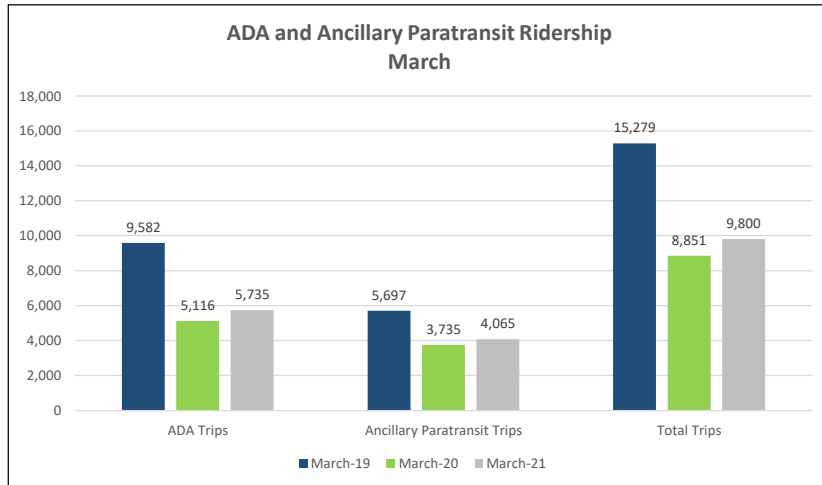
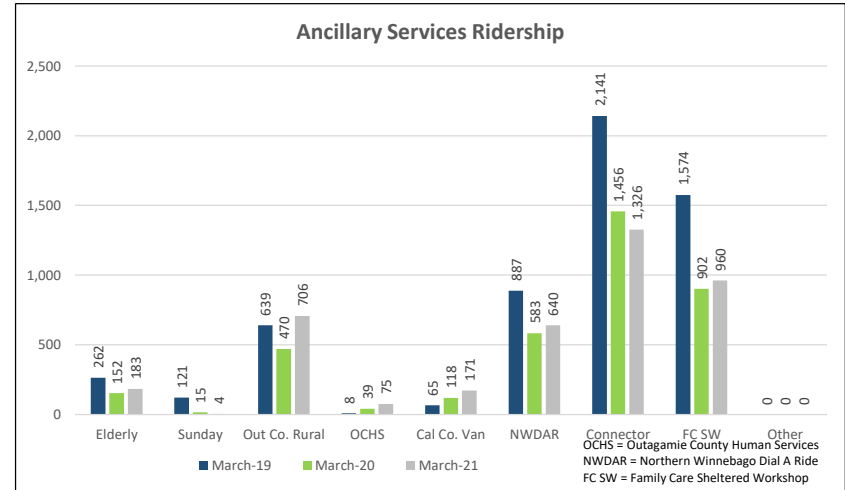
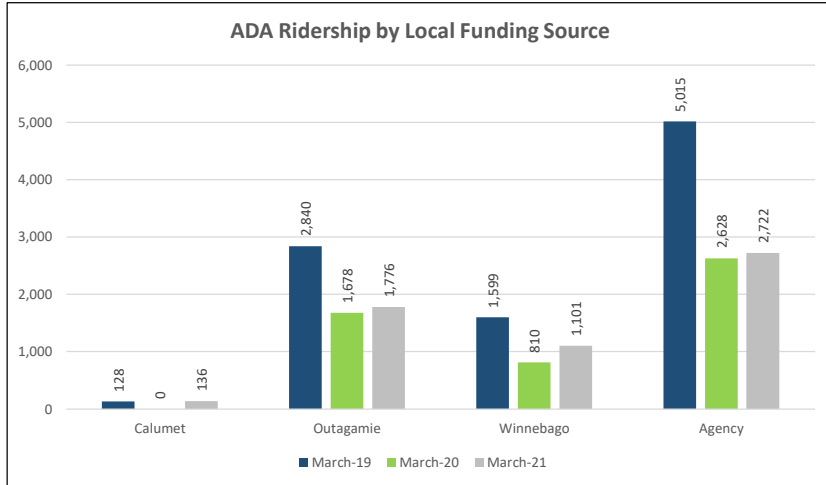
## March 2021



## Valley Transit Ridership Report March 2021



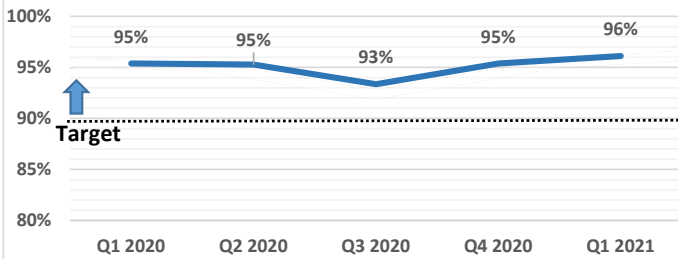
## Valley Transit Ridership Report March 2021





# Key Performance Indicators: 2021 1st Quarter, Fixed-Route Bus

## ON TIME PERFORMANCE - FIXED ROUTE

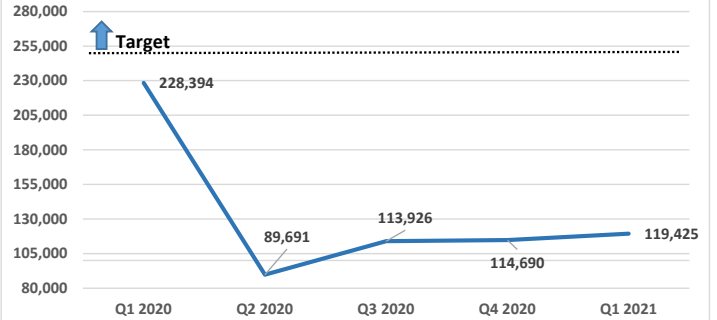


**96%**

Dashboard rating scale:  
● Target is  $\geq 90\%$  per qtr  
● Below target

Data Source: DoubleMap ITS System Report

## TOTAL PASSENGER TRIPS - FIXED ROUTE

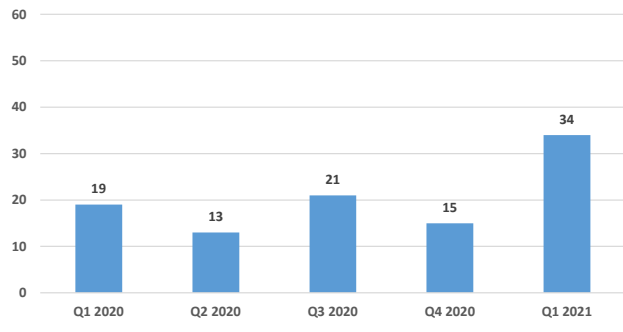


**119,425**

Dashboard rating scale:  
● Target is  $> 250K$  per qtr  
● Below target

Data Source: GFI Fareboxes and Contractor Ridership Report

## COMPLAINTS - FIXED ROUTE

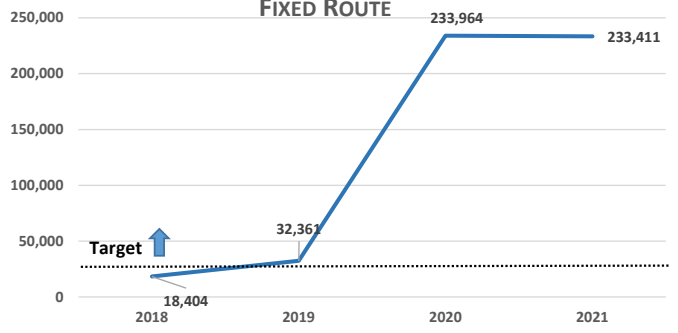


Complaints/  
Rides = **.03%**

Dashboard rating scale:  
● Target is  $\leq 0.09\%$  per qtr  
● Above target

Data Source: Transit Input Reports

## MILES BETWEEN ROAD CALLS - FIXED ROUTE

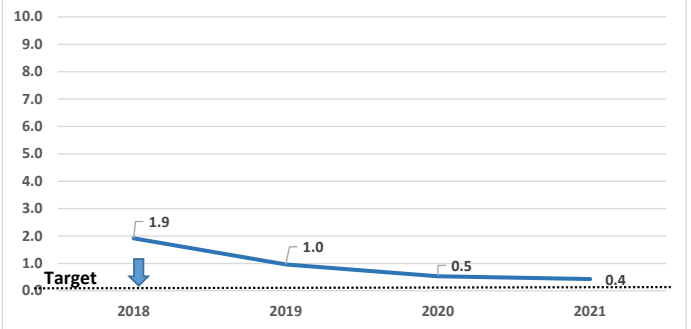


**233,411**

Dashboard rating scale:  
● Target is  $\geq 25,000$  (YTD)  
● Below target

Data Source: Transit Fleet Software - Road Call History Report

## VEHICLE ACCIDENTS PER 100,000 MILES



**0.4**

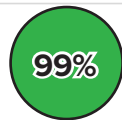
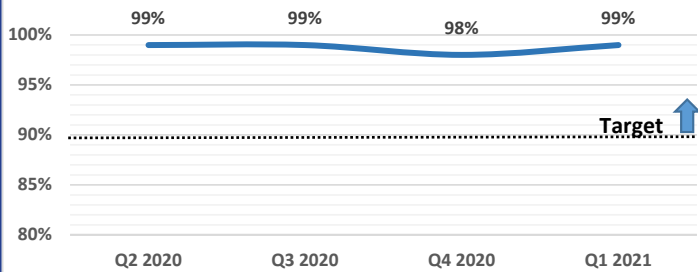
Dashboard rating scale:  
● Target is zero (YTD)  
● Above target

Data Source: Transit Mutual Insurance

# Key Performance Indicators: Contracted Services

## Notes:

### ON TIME PERFORMANCE - PARATRANSIT

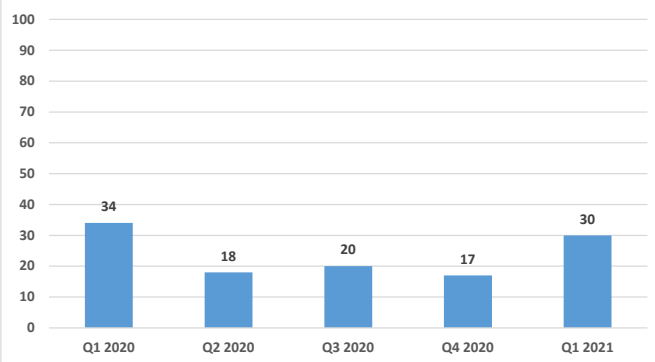


Dashboard rating scale:  
● Target is  $\geq 90\%$  per qtr  
● Below target

Data Source: Ecolane System Report

**On Time Performance - Fixed Route:** On time performance is calculated by dividing the number of on time stops by all stops at designated time points. Each route has multiple designated time points which are distributed to make sure that buses arrive at and depart from these established stops generally by the published schedule. A bus is considered 'on time' if it departs a designated time point between two minutes early and up to six minutes late. The data system used by Valley Transit calculates schedule performance based on actual departure time from each time point and adjacent bus stops. The on time range above accounts for passenger boarding time at the stop, as well as added data from non-timepoint stops.

### COMPLAINTS - CONTRACTORS



Dashboard rating scale:  
● Target is  $\leq 10\%$  per qtr  
● Above target

Data Source: Transit Input Reports

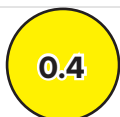
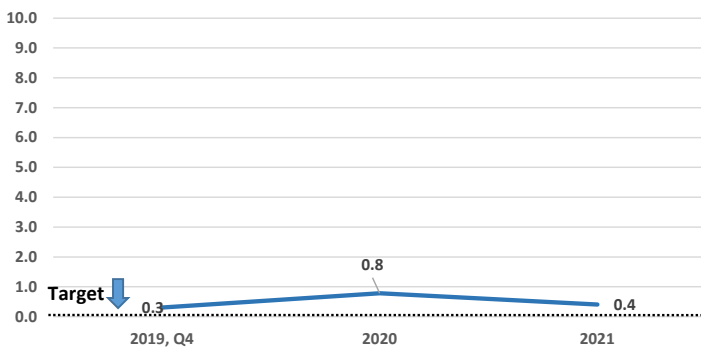
**On Time Performance - Paratransit:** A paratransit vehicle is considered on time if it arrives for pick-up within the stated 30 minute pick-up window. The pick-up window is 15 minutes before or 15 minutes after the scheduled pick-up time.

A 90% On Time Performance standard is applied to both bus and ADA paratransit services.

**Total Passenger Trips - Fixed Route:** A trip is counted each time a passenger boards a bus, also known as an unlinked passenger trip. Valley Transit's target is to provide over 1 million rides per year based on current service levels.

**Complaints:** These charts display the total number of complaints received each quarter by service type (paratransit and fixed-route bus). The performance measure evaluates complaints as a percentage of rides. This measure indicates the level of concern customers have with the system. All complaints are investigated and resolved to improve customer service.

### VEHICLE ACCIDENTS PER 100,000 MILES - CONTRACTORS



Dashboard rating scale:  
● Target is zero (YTD)  
● Above target

Data Source: Contractor Reports

Two different rating scales are used to measure fixed route and paratransit complaints as a percentage of rides. The target for paratransit service is to achieve less than '1 complaint for every 1,000 rides' (.10%). This is the standard used by the State of Wisconsin for Medicaid transportation. This standard is also used as a basis for developing the fixed route service target. Since trips via bus potentially include transfers, the fixed-route bus service target is to achieve less than 1 complaint for every 1,150 rides (.09%).

**Road Calls - Fixed Route:** This data includes only road calls that caused interruptions to service.



**Valley Transit**  
 CONNECTING THE FOX CITIES

## Results Overview:

Two types of tests were performed:

- Bacterial Swab
- SARS-CoV-2 (COVID) Swab

A total of 24 swabs were taken for each of the two tests. Each swab was identified with day number (D) and location number (L) See Appendix A. An additional 5 field blank control sample swabs were required for COVID swab only.

Cycle	Day	PASPS OFF Highlights	Day	PASPS ON Highlights
1	1	SARS-CoV-2 <b>Detected</b> on Stop Request Button with the Puradigm unit OFF (D1L4).	2	SARS-CoV-2 <b>NOT Detected</b> ✓
		4,328 Bacteria CFUs/in2 (colony formation units per square inch) were detected across the four test locations.		95% reduction of Bacteria. ✓
2	3	SARS-CoV-2 <b>NOT Detected</b>	4	SARS-CoV-2 <b>NOT Detected</b> ✓
		982 Bacteria CFUs/in2 (colony formation units per square inch) were detected across the four test locations.		97% reduction of Bacteria. ✓
3	5	SARS-CoV-2 <b>Detected</b> on B-Door Aft with the Puradigm unit OFF (D5L2).	6	SARS-CoV-2 <b>NOT Detected</b> ✓
		101 Bacteria CFUs/in2 (colony formation units per square inch) were detected across the four test locations.		99.3% reduction in overall Bacterial count during the test period. (70% reduction of Bacteria D5/D6.) ✓

## Conclusion:

Material evidence of SARS-CoV-2 was found on two days when the PASP unit was NOT activated.

No evidence of the Virus was found on days that the PASP unit was activated.

Overall bacteria was also reduced with the PASP unit activated. Bacteria count was reduced from 4,328 (day 1) to 30 (day 6) CFUs/in2 (colony formation units per square inch) across the four test locations during the test period.

No special disinfecting procedures on any testing days.

\*Laboratory, testing, validations, and claims have been made by an independent lab. Documentations can be supplied upon request. Information on this sheet is subject to change at the discretion of NFI Parts and/or its affiliates. Contact your NFI Parts solutions manager or customer service representative for further details. All product names, trademarks, and registered trademarks are property of their respective owners. NFI Parts disclaims any proprietary interest in the marks and names of others.