

MINUTES - FOX CITIES TRANSIT COMMISSION
June 24, 2015

Commissioners Present

Chairperson Chuck Rundquist
Vice Chairperson Kyle Lobner
Aldersperson Polly Dalton
Bob Buckingham
Bruce Sherman
Carol Kasimor
George Dearborn
Joel Gregozeski
Linda Stoll
Rick Detienne
Trish Nau

Commissioners Excused

Carolyn Mewhorter
Jeff McCabe
Travis Parish

Valley Transit Staff

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

Others Present

Emily Truman, Assistant City Attorney
Jodi Dobson, Partner, CPA-Baker Tilly

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

Introduction of New Assistant General Manager – Daniel Sandmeier

Valley Transit has hired Daniel Sandmeier as its new Assistant General Manager. General Manager, Deborah Wetter made the introduction and Daniel gave a brief summary of his operations experiences in the transit field.

APPROVAL OF MINUTES

There being no questions or corrections to the minutes of the May 27, 2015 meeting, Aldersperson Kyle Lobner moved that the minutes be approved which was seconded by Commissioner Bob Buckingham. The minutes were approved (10/0).

APPEARANCES

Public Participation of Agenda Items

There was no public participation on the agenda items.

Presentation of Valley Transit 2014 Audit by Jodi Dobson, Baker Tilly

Jodi Dobson presented the findings of the Valley Transit 2014 audit. Ms. Dobson reported that there were no federal or state compliance issues on the financial statement and no material weaknesses in internal control were identified. There was a significant deficiency in the City of Appleton's internal control of information technology that needed to be noted in the Valley Transit's audit because Valley Transit uses the City information technology systems. Baker Tilly made two recommendations to Valley transit. They recommended that a policy be established for unearned revenue associated with agency tickets and also noted that the State of Wisconsin has been slow to close out old operating grants, leaving significant open receivables from prior years. In the citywide single audit there were no transit findings.

Commissioner Joel Gregozeski arrived at 3:09 p.m.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Debra Ebben presented the check register for the period 05/19/15 through 06/16/15. There being no questions or discussion of the items on the check register, a motion was made by Commissioner Trish Nau and seconded by Commissioner Linda Stoll to accept the payments 05/19/15 through 06/16/15. The motion carried (11/0).

Approval for Neenah Industrial Park Shuttle Pilot Program

Ms. Wetter reported that in September 2014, several manufacturers working through the Workforce Development Board approached Valley Transit about providing some sort of transportation service for employees in the Neenah Industrial Park. After numerous discussions, Valley Transit staff proposed a shuttle service and issued a Request for Proposal in April, 2015 for the possible provision of an Industrial Park Employment Transportation Service. Valley Transit received proposals from Kobussen Bus, Ltd. and Lamers Bus Lines. After an evaluation team reviewed each proposal a recommendation was made to award the contract to Kobussen Bus Ltd. During that same period, Valley Transit staff worked to find funding partners for the local share of the service through the end of the year. Menasha Corp, Plexus, and the City of Neenah agreed to cover most of the local share cost with a grant from the Robert Dohr and Lilas Dohr Current Community Needs Fund of the Community Foundation making up the rest.

Staff recommended that the Commission approve a six month pilot project to begin July 6, 2015 through December 31, 2015 for the following reasons: it would provide an opportunity to test an employment shuttle, a concept which has been successful in many other parts of the country; it is a collaborative effort between the public and private sector with companies assisting with the financial support of the pilot, and the service would resolve an issue for some Neenah Industrial Park employees who were being forced to walk long distances in potentially unsafe conditions because they did not have transportation alternatives available for their work trip. In addition, the manufacturers believe this service would assist them in retaining employees they are currently losing because they do not have reliable transportation.

Commissioner Joel Gregozeski requested additional information regarding the proposals submitted to Valley Transit. Staff agreed to provide the information to the Commission the next day.

A motion was made by Alderperson Kyle Lobner and seconded by Alderperson Polly Dalton to approve the Neenah Industrial Park Pilot Program and approve the contract with Kobussen Bus, Ltd. for 6 months with 2 one-year options. The motion carried (11/0).

INFORMATION ITEMS

Downtown Trolley Update

Ms. Wetter reported that Valley Transit will be exercising the second option year with Lamers Bus Lines to provide 2015 Downtown Appleton Trolley services. The proposed hourly cost for the 2015 option year remains the same as last year - \$72.29 per hour. The Valley Transit 2015 budget includes \$30,024.00 for the trolley service, with Appleton Downtown, Inc. (ADI) paying the local share.

Summer Promotional Activities and 25th Anniversary Celebration of Transit Center

In an effort to encourage people to ride Valley Transit's buses and visit the Transit Center Ms. Voelzke shared information about "Project Wednesday" and "Out to Lunch: Live Music on Washington Square".

"Project Wednesday" features different creative activities each week at the Transit Center from June 17- August 26. "Out to Lunch: Live Music on Washington Square" will feature different local musicians and food vendors outside the Transit Center from June 19 – August 21.

This year marks the 25th anniversary of the Transit Center. A celebration is planned for August 5th, beginning with a brief press event at 10:30 a.m. followed by a musical performance to celebrate Valley Transit's 3rd year of participation with Mile of Music. During the event a public transportation themed mural done by Chad Brady will be revealed. The event will also include the unveiling of a bus ad with the winning drawings submitted to Valley Transit's kids' coloring contest where they will answer the question, "What Does the Valley Transit System Mean to You".

May Ridership and Revenue

Ms. Wetter reported that May was a tough month because of detours, especially those on Routes 30 & 1 which were greatly impacted by the Appleton Road/441 construction project. Ridership for May was down 8.6% over last year and slightly up .6% year-to date. Revenue was down over last year and down slightly year-to-date.

May Financials

Ms. Ebben presented the May financials. Valley Transit's revenue and expenses remain under budget.

Pending Items

There are no additions to the pending items at this time.

ADJOURNMENT

The next meeting will be on Wednesday, July 22, 2015 at 3:00 p.m. The meeting adjourned at 3:57 p.m.

Respectfully submitted,



Mrs. Deborah Wetter, General Manager