



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

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

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Tuesday, March 25, 2025

2:50 PM

Council Chambers, 6th Floor

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

**Present:** 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Torrance, Firkus, Brown and Holzschuh

**Excused:** 2 - Patza and Heffernan

4. Approval of minutes from previous meeting

[25-0269](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 25-Feb-2025.pdf](#)

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

5. Public Hearing/Appearances

[25-0270](#)

Public Participation on Agenda Items

*No public participation on agenda items*

6. Action Items

[25-0271](#)

Approval of Payments

**Attachments:** [February 2025 Payments.pdf](#)

Commissioner Dexter moved, seconded by Commissioner Torrance, that the payments be approved. Voice Vote. Motion Carried.

[25-0272](#) Authorization to issue purchase order for a maintenance support vehicle

**Attachments:** [Award Recommendation Memo-Support Vehicle.pdf](#)

Commissioner VandeHey moved, seconded by Commissioner Torrance, that the purchase of a maintenance support vehicle be recommended for approval. Voice Vote. Motion Carried.

[25-0273](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Northern Winnebago Dial A Ride services

**Attachments:** [Award Recommendation Memo-NWDAR Service.pdf](#)

Commissioner Dexter moved, seconded by Commissioner VandeHey, that the contract award be approved. Voice Vote. Motion Carried.

[25-0274](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Outagamie County Rural services

**Attachments:** [Award Recommendation Memo-OC Rural Service.pdf](#)

Commissioner Detienne moved, seconded by Commissioner Brown, that the contract award be approved. Voice Vote. Motion Carried.

[25-0275](#) Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

**Attachments:** [Award Recommendation Memo - Downtown TC Security.pdf](#)

Commissioner VandeHey moved, seconded by Commissioner Holzschuh, that the contract be recommended for approval. Voice Vote. Motion Carried.

## 7. Information Items

[25-0276](#) Financial Report

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

The financial report was presented.

[25-0277](#) Ridership Report

**Attachments:** [February 2025 Ridership.pdf](#)

The ridership report was presented.

[25-0278](#) Update of Funding for Capital Projects

Capital project funding updates were discussed.

[25-0279](#)

Recognition of Departing FCTC Members

Departing FCTC members were recognized.

[25-0280](#)

Request for Future Agenda Items

Future agenda items were requested.

**8. Next Meeting Date & Time****- April 8, 2025, 2:50 PM - Cancelled****- April 22, 2025, 2:50 PM****9. Adjournment**

A motion was made by Commissioner Torrance, seconded by Commissioner VandeHey, that this meeting was adjourned.. The motion carried unanimously.