

MINUTES - FOX CITIES TRANSIT COMMISSION  
April 22, 2015

**Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Carolyn Mewhorter  
Aldersperson Kyle Lobner  
Aldersperson Christine Williams  
Carol Kasimor  
George Dearborn  
Jeff McCabe  
Joel Gregozeski  
Rick Detienne  
Travis Parish

**Commissioners Excused**

Bob Buckingham  
Bruce Sherman  
Linda Stoll  
Trish Nau

**Valley Transit Staff**

Deborah Wetter, General Manager  
Nikki Voelzke, Community Relations Specialist  
Jay Wolfgram, Road Supervisor  
Lisa Laughlin, Communications Technician

**Others Present**

Amanda Jadin, Assistant City Attorney

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

**APPROVAL OF MINUTES**

There being no questions or corrections to the minutes of the March 25, 2015 meeting, Commissioner Kyle Lobner moved that the minutes be approved which was seconded by Commissioner Rick Detienne. The minutes were approved (9/0).

Commissioner Joel Gregozeski arrived at 3:02 p.m.

**APPEARANCES**

**Public Participation of Agenda Items**

There was no public participation on the agenda items.

**ACTION ITEMS**

**Approval of Payments**

General Manager, Deborah Wetter presented the check register for the period 03/27/15 through 04/14/15. There being no questions on the items on the check register, a motion was made by Commissioner Carol Kasimor and seconded by Commissioner George Dearborn to accept the payments 03/17/15 through 04/14/15. The motion carried (10/0).

**Authorization to Award a Contract to Lamers Bus Lines for the Provision of a Construction Circulator Service**

Ms. Wetter reported that due to the construction at the Highway 441 and Appleton Road interchange Valley Transit needed to split route 30 and modify route 1. This created a gap in service between Goodwill and Piggly Wiggly and the need for additional buses and drivers that Valley Transit just does not have at this time. Ms. Wetter made a recommendation to award a contract to Lamers Bus Lines for the provision of a construction circulator service.

Ms. Wetter is going to continue to work with the Wisconsin Department of Transportation for some type of reimbursement for the interruption of the public transportation system.

A motion was made by Commissioner Jeff McCabe and seconded by Commissioner George Dearborn to approve the authorization to award a contract to Lamers Bus Lines for the provision of a construction circulator service. The motion carried (10/0).

### **INFORMATION ITEMS**

#### **Valley Transit Strategic Plan Communications Plan**

Community Relations Specialist, Nikki Voelzke presented the Valley Transit Strategic Plan Communications Plan. She outlined a communications plan to raise public awareness and afford the community leaders, stakeholders and constituents the opportunity to be engaged and involved in the implementation of the strategic plan. Ms. Voelzke gave a brief overall synopsis of the plan and discussed a timeline and a number of resources needed to accomplish this task. Ms. Voelzke will be issuing progress updates to the Commission at the October, 2015 and April, 2016 meetings.

#### **Strategic Plan – Near Term Action Plan**

Ms. Wetter presented the Strategic Plan – Near Term Action Plan in draft form to the Commission for review. The plan addresses implementation of the Strategic Plan recommendations for Valley Transit over the 12 months. The focus is to optimize Valley Transit's available existing resources without requiring additional funding. On time performance continues to be the number one focus for Valley Transit. After review this document will become an action item on the May agenda.

#### **March Ridership and Revenue**

Ms. Wetter reported that ridership for March was up 1.3% over last year and up 4.3% year-to date. Revenue was up 1.2% over last year and 14.0% year-to-date.

The Fox Valley Technical College rides continue to increase. March saw 8908 rides, bringing the year to 23,528 total rides.

#### **March Financials**

Ms. Wetter presented the March financials. At this time Valley Transit's revenue and expenses are under budget.

#### **Introduction of New Road Supervisor – Jay Wolfgram**

Ms. Wetter introduced the new Road Supervisor, Jay Wolfgram. Jay began his career with Valley Transit on March 30, 2015.

#### **Pending Items**

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

### **ADJOURNMENT**

The next meeting will be on Wednesday, May 27, 2015 at 3:00 p.m. The meeting adjourned at 3:56 p.m.

Respectfully submitted,

  
Mrs. Deborah Wetter, General Manager