



# 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, July 30, 2019

3:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 10 - Kasimor, Chairperson Buckingham, Nau, Vice Chair Dearborn, Wurdinger, Brown, Dexter, VandeHey, Stephenson and Firkus

**Excused:** 3 - Detienne, Wilson and Schultz

3. Approval of minutes from previous meeting

[19-1068](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes May 28 2019.pdf](#)

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

4. **Public Hearings/Appearances**

[19-1069](#)

Public Participation on Agenda Items

**There was no public participation on the agenda items**

5. **Action Items**

6. **Information Items**

[19-1070](#)

Approval of Payments

**Attachments:** [May 2019 payments.pdf](#)

[June 2019 payments.pdf](#)

*This action item was moved to information items*

**Commissioner Brown moved, seconded by Commissioner Firkus, that the Report Action Item be approved. Voice Vote. Motion Carried.**

[19-1113](#)

The Fox Cities Transit Commission will go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the negotiation of the contract with Kobussen and then reconvene into open session.

*Meeting went into Closed Session*

**Commissioner Wurdinger moved, seconded by Commissioner Dexter that the Fox Cities Transit Commission go into closed session. Roll Call Vote:**

**Aye: 10 - Buckingham, Wurdinger, Nau, Brown, Kasimor, Dearborn, Firkus, Dexter, VandeHey, Stephenson  
Excused: 3 - Wilson, Schultz, Detienne**

**Discussion was held.**

**Commissioner Dearborn moved, seconded by Commissioner Stephenson that the Fox Cities Transit Commission reconvene the meeting from closed session. Roll Call Vote:**

**Aye: 10 - Buckingham, Wurdinger, Nau, Brown, Kasimor, Dearborn, Firkus, Dexter, VandeHey, Stephenson  
Excused: 3 - Wilson, Schultz, Detienne**

[19-1112](#)

Request to Amend and Exercise Option Years for Specialized Transportation Contract (VT-16-008) and Rural Paratransit Contract (VT-16-007)

**Attachments:** [Kobussen Letter dated 6-24-2019.pdf](#)

*This action item was moved to information items*

**Commissioner Wurdinger moved, seconded by Commissioner VandeHey, that the Report Action Item be approved as amended.**

**Approved pricing change for option year from Consumer Price Index to five percent (5%) for both Rural Paratransit contract (VT-16-007) and Specialized Transportation contract (VT-16-008). Approved reduction of one route to the Specialized Transportation contract and change in service to comply with the Americans with Disability Act. Request to change Rural Paratransit Contract scheduling requirements denied.**

**Voice Vote. Motion Carried.**

**Excused: 3 - Detienne, Wilson and Schultz**

[19-1071](#)

Financial Report

**Attachments:** [2019 May Income Statement.pdf](#)  
[2019 May Income Statement \(PT\).pdf](#)  
[2019 June Income Statement.pdf](#)  
[2019 June Income Statement \(PT\).pdf](#)

**This Presentation was presented**

[19-1072](#)

2018 Financial Audit

**Attachments:** [Valley Transit 2018 Audit - Transit Management Letter.pdf](#)  
[Valley Transit 2018 Audit - Final Report and Financial Statements.pdf](#)

**This Presentation was presented**

[19-1073](#)

Ridership and Revenue

**Attachments:** [2019 May Ridership.pdf](#)  
[2019 June Ridership.pdf](#)

**This Presentation was presented**

[19-1074](#)

Transit Security

**This Presentation was presented**

[19-1075](#)

Key Performance Indicators

**Attachments:** [2019 Q2 KPI.pdf](#)

**This Presentation was presented**

[19-1076](#)

New Flyer Buses

**This Presentation was presented**

[19-1077](#)

Website Redesign Update

**This Presentation was presented**

[19-1078](#)

Wisconsin Department of Transportation Management Performance Review in August

**This Presentation was presented**

[19-1079](#)

Triennial Review in September

**This Presentation was presented**

- [19-1080](#) Request for Future Agenda Items  
This Presentation was discussed

**7. Pending Items**

- [19-1081](#) Marketing Update - Aug  
This Presentation was held

- [19-1082](#) Transit Development Plan (TDP) Update - Aug  
This Presentation was held

- 8. Next Meeting Date & Time**  
- August 13, 2019, 3:00 PM - Cancelled  
- August 27, 2019, 3:00 PM

**9. Adjournment**

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