

**MINUTES— FOX CITIES TRANSIT COMMISSION**  
March 12, 2014

**Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Carolyn Mewhorter  
Aldersperson Kyle Lobner  
Aldersperson Jeff Jirschele  
Kevin Vonck  
Rick Detienne

**Valley Transit Staff**

Sal LaPuma, Assistant General Manger  
Nikki Voelzke, Community Relations Specialist  
Debra Ebben, Administrative Services Manager  
Lisa Laughlin, Communications Technician

**Commissioners Excused**

Lynn Erickson  
Carol Kasimor

**Others Present**

Chris Behrens, Assistant City Attorney

Chairperson Chuck Rundquist called the meeting to order at 3:00p.m.

**APPROVAL OF MINUTES**

There being no questions or corrections to the minutes of the January 22, 2014 meeting, Commissioner Carolyn Mewhorter moved that the minutes be approved which was seconded by Commissioner Rick Detienne. The minutes were approved (6/0).

**APPEARANCES**

**Public Participation of Agenda Items**

There were no public appearances.

**ACTION ITEMS**

**Approval of Payments**

Administrative Services Manager Debra Ebben presented the check register covering 01/01/14 through 02/28/14 for questions and comments. A motion was made by Commissioner Rick Detienne and seconded by Aldersperson Kyle Lobner to accept the payments 01/01/14 through 02/28/14. The motion carried (6/0).

**Approve the Release of a Request for Quote for the Purchase of a Maintenance Service Vehicle**

Assistant General Manager Sal LaPuma presented a request for quote for the purchase of a maintenance service vehicle. The 1995 Ford pick-up truck has reached its life expectancy, is experiencing numerous mechanical issues and the floor board has rusted through. The cost of repairs would far exceed the value of the truck. A motion was made by Commissioner Carolyn Mewhorter and seconded by Aldersperson Kyle Lobner. The motion carried (6/0).

## **INFORMATION ITEMS**

### **Unaudited 2013 Year End Financials**

Administrative Services Manager Debra Ebben presented the unaudited 2013 year end financials. Ms. Ebben reported that the year 2013 ended under budget. Ms. Ebben also distributed a spreadsheet showing the additional refunds each municipality will receive as a result of Valley Transit being under budget and therefore having 60% of the costs covered by State and Federal transit funding rather than the 56% budgeted. The amounts will be confirmed when the year-end audit is complete. The final audit will be presented to the Commission by Baker Tilly at a future Commission meeting.

### **December 2013 Ridership and Revenue**

Assistant General Manager Sal LaPuma reported that the December ridership was down 5.5% compared to last December while the revenue compared to last year was up 5.9%. The year 2013 ended with the ridership slightly down at 0.2% and revenue up 2%.

### **January 2104 Ridership and Revenue**

Mr. LaPuma reported that the January ridership was down 15.1% compared to last January due to the unusually cold weather forcing many businesses and school closures. The revenue for January was up 15.7% over last year.

### **AASD East High School Issue**

Assistant General Manager Sal LaPuma gave a brief summary of the issues with the shelter located at Appleton East High School. With the assistance of Appleton Area School District and the assistant principal at Appleton East High School, the students who have caused the damage and vandalism were identified and are working to clean up the remaining graffiti. No additional vandalism has occurred.

### **Connector Update**

Community Relations Specialist Nikki Voelzke reported the due to a change in federal funding policies, the designated employment transportation funds that had been awarded to the Connector in the past have been eliminated effective this year. The change will result in an increase in the local share of \$40,000.00. United Way and Valley Transit are working together to identify solutions to this issue and will update the Commission with their progress.

### **Radio Upgrading – Narrowbanding**

Mr. LaPuma updated the Commission on the status of the new two-way radio system. After the events of September 11, 2001 the Federal Communications Commission has mandated the change from 25 megahertz frequencies to 12.5 megahertz frequencies for all public entities. Valley Transit and Nielson Communications worked together and have completed the project.

**Legislative Update**

Ms. Voelzke reported that the Fox Cities RTA bill (SB 259) has passed the Senate 25/7 with bipartisan support in February. The bill has not been scheduled to be heard in the Assembly but hopefully it will be scheduled on the last regular session day, March 20, 2014. General Manger Deborah Wetter was in Washington, D.C. to meet with our federal legislators to discuss issues related to operations and capital funding needs and will provide an update at the next Commission meeting.

**Pending Items**

Mr. LaPuma stated that there were no pending items.

**ADJOURNMENT**

The next meeting will be on Wednesday, March 26, 2014 at 3:00 p.m. The meeting adjourned at 3:52 p.m.

Respectfully submitted,



Mrs. Deborah Wetter  
General Manager