



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, May 26, 2026

2:50 PM

Council Chambers, 6th Floor

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**Due to technical difficulties this meeting has no video or audio recording.**

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 11 - Kasimor, Dearborn, Dexter, VandeHey, Wurdinger, Thao, Patza, Brown, Meltzer, Dougherty and Larsen

**Excused:** 2 - Torrance and Borchardt

4. **Approval of minutes from previous meeting**

[26-0703](#)

Approval of Minutes from Previous Meeting

**Attachments:** [Meeting Minutes 24-Mar-2026.pdf](#)

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

5. **Public Hearing/Appearances**

[26-0704](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. **Action Items**

[26-0705](#)

Election of Fox Cities Transit Commission Chair

Commissioner Dearborn nominated for Transit Commission Chairperson for the 2026-2027 term by Commissioner Wurdinger. Commissioner Wurdinger moved, seconded by Commissioner Brown. Voice Vote. Approved unanimously.

[26-0706](#)

Election of Fox Cities Transit Commission Vice-Chair

Commissioner VandeHey nominated for Transit Commission Vice-Chairperson by Commissioner Wurdinger. Commissioner Wurdinger moved, seconded by Commissioner Patza. Voice Vote. Approved unanimously.

[26-0708](#)

Establish Meeting Date and Time

Transit Commission will continue to meet twice monthly on Tuesdays at 2:50pm. Commissioner Patza moved, seconded by Commissioner Meltzer. Voice Vote. Approved unanimously.

[26-0709](#)

Designation of Ronald McDonald as Fox Cities Transit Commission Contact

Commissioner Patza moved, seconded by Commissioner Meltzer, that Ronald McDonald be designated as the contact person for the Transit Commission. Voice Vote. Approved unanimously.

[26-0718](#)

Approval of Payments

**Attachments:** [March 2026 Payments.pdf](#)  
[April 2026 Payments.pdf](#)

Commissioner Kasimor moved, seconded by Commissioner Brown, that the payments be approved. Voice Vote. Motion Carried.

[26-0719](#)

Recommendation to Award Bus Advertising Services to Houck Transit Advertising

**Attachments:** [Award Recommendation - Bus Advertising Services.pdf](#)

Commissioner Kasimor moved, seconded by Commissioner Dexter, that the Award for Bus Advertising Services be recommended for approval. Voice Vote. Motion Carried.

[26-0720](#)

Approval of Updated Public Transportation Agency Safety Plan (PTASP)

**Attachments:** [Final PTASP 2027.pdf](#)

Commissioner Brown moved, seconded by Commissioner Patza, that the PTASP be approved. Voice Vote. Motion Carried.

## 7. Information Items

[26-0721](#)

Financial Reports

**Attachments:** [March 2026 Income Statement.pdf](#)  
[April 2026 Income Statement.pdf](#)

The March and April income statements were presented.

[26-0722](#)

Ridership Reports

**Attachments:** [FCTC Monthly - Mar 2026.pdf](#)  
[FCTC Monthly - Apr 2026.pdf](#)

The March and April ridership reports were presented.

[26-0723](#)

1st Quarter Key Performance Indicators

**Attachments:** [Quarterly KPI - FR QTR1 2026.pdf](#)  
[Quarterly KPI - DR QTR1 2026.pdf](#)

The 1st Quarter Key Performance Indicators were presented.

[26-0724](#)

Request for Future Agenda Items

Future agenda items were requested.

## 8. Next Meeting Date & Time

- June 9, 2026, 2:50pm (cancelled)
- June 23, 2026, 2:50pm

## 9. Adjournment

A motion was made by Commissioner Brown, seconded by Commissioner Wurdinger, that the meeting was adjourned. The motion carried unanimously.