



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Fox Cities Transit Commission

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Tuesday, March 26, 2024

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

4. Approval of minutes from previous meeting

[24-0329](#) Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 27-Feb-2024-07.pdf](#)

5. **Public Hearing/Apearances**

[24-0330](#) Public Participation on Agenda Items

6. **Action Items**

[24-0331](#) Approval of Payments

**Attachments:** [February 2024 Payments.pdf](#)

[24-0332](#) Change Order Authorization for Furniture Purchase

**Attachments:** [FCTC Memo Furniture PO increase.pdf](#)

[24-0333](#) Authorization to Award a five-year Contract with three one-year options to Ecolane USA Inc. for the Provision of Paratransit Scheduling & Dispatch Software

**Attachments:** [FCTC Award Recommendation Memo Ecolane 2024.pdf](#)

7. **Information Items**

[24-0334](#) Financial Report

**Attachments:** [February 2024 Income Statement.pdf](#)

[24-0335](#) Ridership Report

**Attachments:** [February 2024 Ridership.pdf](#)

[24-0336](#) Request for Future Agenda Items

- 8. **Next meeting Date & Time**
  - April 9, 2024, 2:50 PM - Cancelled
  - April 23, 2024, 2:50 PM

- 9. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, February 27, 2024

2:50 PM

Council Chambers, 6th Floor

---

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

**In person attendees:** Chairperson Dearborn, Dexter, Jones, Brown, Kasimor, Holzschuh, VandeHey Wurdinger, Firkus (arrived 2:54pm)

**Virtual attendees:** Detienne, Torrance

**Present:** 11 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Torrance, Firkus, Jones, Brown and Holzschuh

**Excused:** 1 - Patza

4. Approval of minutes from previous meeting

[24-0200](#)

Approval of minutes from previous meeting

**Attachments:** [Meeting Minutes 23-Jan-2024.pdf](#)

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

5. **Public Hearing/Appearances**

[24-0201](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. **Action Items**

[24-0202](#)

Approval of Payments

**Attachments:** [January 2024 Payments.pdf](#)

Commissioner Kasimor moved, seconded by Commissioner Dexter, that the Report Action Item be approved. Voice Vote. Motion Carried.

[24-0203](#) Authorization to award a three-year contract with two one-year options to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services

**Attachments:** [FCTC Running contract memo.pdf](#)

Commissioner Brown moved, seconded by Commissioner VandeHey, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

[24-0204](#) Authorization to award a two-year contract with three one-year options to Lamers Bus Lines, Inc. to provide the Downtown Appleton Trolley Service

**Attachments:** [FCTC Trolley contract memo.pdf](#)

Commissioner Wurdinger moved, seconded by Commissioner VandeHey, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

## 7. Information Items

[24-0205](#) Financial Report

**Attachments:** [2024 FCTC Monthly Income Statement.pdf](#)

This Presentation was presented.

[24-0206](#) Ridership Report

**Attachments:** [January 2024 Ridership.pdf](#)

This Presentation was presented.

[24-0207](#) Reapplying for Federal 5339 (b) funds for the Whitman Facility Remodel Phase 2 Project as approved by governing boards February 20, 2023 File No. 23-0158

This Presentation was presented.

[24-0208](#) Mobility Management and Travel Training Program Update

This Presentation was presented.

[24-0209](#) Request for Future Agenda Items

This Presentation was discussed.

## 8. Next Meeting Date & Time

- March 12, 2024, 2:50 PM - Cancelled

- March 26, 2024, 2:50 PM

9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
58071000										VT 5307 Admin
58071000	620100									Training/Conferences
999990	DELTA AIR	00622077	117975	0	2024	2	INV P	665.20	pcard	Airfare for confere
999990	FOX VALLEY SHRM		118019	0	2024	2	INV P	40.00	pcard	FOX VALLEY SHRM Con
999990	BUFFALO WILD WNGS	02	118657	0	2024	2	INV P	85.00	pcard	waukesha Metro Safe
999990	HILTON HOTELS		118658	0	2024	2	INV P	207.24	pcard	D&A Conference
999990	HOTELSCOM72052900664		118740	0	2024	2	INV P	245.76	pcard	Mayor Woodford Hote
999990	HOTELSCOM72052900531		118741	0	2024	2	INV P	403.51	pcard	Mayor Woodford Hote
999990	HOTELSCOM72052900664		118742	0	2024	2	INV P	-245.76	pcard	(REFUND FOR CANCELL
999990	AMERICAN AIR00121158		118743	0	2024	2	INV P	394.20	pcard	Mayor Woodford Flig
999990	BEST WESTERN PREMIER		119570	0	2024	2	INV P	874.54	pcard	Municipal partner m
999990	AMTRAK .COM 05106375		119612	0	2024	2	INV P	47.00	pcard	Travel - DE
								2,716.69		
								ACCOUNT TOTAL		2,716.69
58071000	630100									Office Supplies
001619	CDW GOVERNMENT, INC.		119568	0	2024	2	INV P	88.99	pcard	Office supplies
001619	CDW GOVERNMENT, INC.		119611	0	2024	2	INV P	73.70	pcard	office supplies
								162.69		
001983	AMAZON		117971	0	2024	2	INV P	17.58	pcard	Office supplies
001983	AMAZON		117976	0	2024	2	INV P	35.18	pcard	Office supplies
001983	AMAZON		117980	0	2024	2	INV P	14.65	pcard	office supplies
001983	AMAZON		118662	0	2024	2	INV P	36.72	pcard	Office supplies
001983	AMAZON		118663	0	2024	2	INV P	22.99	pcard	Office supplies
								127.12		
999990	QUILL CORPORATION		117981	0	2024	2	INV P	89.98	pcard	office supplies
999990	QUILL CORPORATION		118659	0	2024	2	INV P	-27.98	pcard	Office supply credi
999990	QUILL CORPORATION		118664	0	2024	2	INV P	40.98	pcard	Office supplies
999990	QUILL CORPORATION		118665	0	2024	2	INV P	146.76	pcard	office supplies
999990	QUILL CORPORATION		119571	0	2024	2	INV P	60.58	pcard	Office supplies
999990	QUILL CORPORATION		119613	0	2024	2	INV P	71.16	pcard	Office supplies
								381.48		
								ACCOUNT TOTAL		671.29
58071000	630200									Subscriptions
999990	GAN*WINEWSPAPERCIRC		117978	0	2024	2	INV P	43.00	pcard	Post Crescent subsc
								ACCOUNT TOTAL		43.00
58071000	630300									Memberships & Licenses
001646	STATE OF WISCONSIN		117973	0	2024	2	INV P	245.00	pcard	DMA EPAY EPCRA FEES
001646	STATE OF WISCONSIN		117974	0	2024	2	INV P	6.13	pcard	DMA EPAY SERVICE FE
								251.13		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
999990 WAMM	118668	0	2024	2	INV P	50.00		pcard	Wisconsin Associati	
ACCOUNT TOTAL						301.13				
58071000 630400			Postage / Freight							
001583 UNITED STATES POSTAL	117977	0	2024	2	INV P	7.40		pcard	FCTC postage	
001583 UNITED STATES POSTAL	119610	0	2024	2	INV P	1.87		pcard	FCTC postage	
						9.27				
ACCOUNT TOTAL						9.27				
58071000 631603			Other Misc. Supplies							
001198 SAM'S CLUB	118041	0	2024	2	INV P	11.82		pcard	Supplies	
001198 SAM'S CLUB	118042	0	2024	2	INV P	56.78		pcard	Supplies	
						68.60				
ACCOUNT TOTAL						68.60				
58071000 632300			Safety Supplies							
000274 CINTAS CORPORATION	118660	0	2024	2	INV P	20.23		pcard	Mats and safety sup	
000274 CINTAS CORPORATION	119565	0	2024	2	INV P	71.54		pcard	Mats and Safety sup	
						91.77				
ACCOUNT TOTAL						91.77				
58071000 632700			Miscellaneous Equipment							
000362 DELL MARKETING L.P.	117610	0	2024	2	INV P	1,776.15	021424		562948 Dell workstation	
ACCOUNT TOTAL						1,776.15				
58071000 632800			Signs							
001942 APPLETON SIGN COMPAN	118115	0	2024	2	INV P	440.00	021424		562925 Sign production and	
ACCOUNT TOTAL						440.00				
58071000 640300			Bank Service Fees							
000814 LOOMIS ARMORED US, L	117552	0	2024	2	INV P	165.48	020724		562852 JAN 2024 ARMORED CA	
ACCOUNT TOTAL						165.48				
58071000 640800			Contractor Fees							
001237 SHRED-IT USA	119572	0	2024	2	INV P	57.83		pcard	Document shredding	
001275 SRF CONSULTING GROUP	118167	230805	2024	2	INV P	10,971.97	021424		563019 Professional servic	
001771 RED SHOES PR, INC.	117402	0	2024	2	INV P	5,960.00	020724		562875 January Marketing e	
003012 LANGUAGE LINE	118102	0	2024	2	INV P	362.16	021424		562982 Translation service	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				17,351.96
58071000 641200									
001771 RED SHOES PR, INC.	117400	0	2024 2	INV	P				
					Advertising				
					2024 2	INV	P	5,000.00	020724 562875 February 2024 digit
					ACCOUNT TOTAL			5,000.00	
58071000 641301									
001575 WE ENERGIES	566	0	2024 2	INV	P				
					Electric				
					2024 2	INV	P	4,616.91	022824 563251 ELEC 707600246-0000
					ACCOUNT TOTAL			4,616.91	
58071000 641302									
001575 WE ENERGIES	566	0	2024 2	INV	P				
					Gas				
					2024 2	INV	P	3,360.36	022824 563251 GAS 707600246-00001
					ACCOUNT TOTAL			3,360.36	
58071000 642400									
000928 VELOCITYEHS	117530	0	2024 2	INV	P				
					Software Support				
					2024 2	INV	P	686.00	020724 562909 Legal Fees - 2024 S
001387 TYLER TECHNOLOGIES,	118571	230234	2024 2	INV	P				
					3,045.00	022124		563148	Time & Attendance I
999990 WWW.FIELDWIRE.COM	117965	0	2024 2	INV	P				
999990 FIRE PIXEL INC	117979	0	2024 2	INV	P				
999990 ZOOM.US 888-799-9666	118656	0	2024 2	INV	P				
999990 YODECK.COM FLIPNODE	119599	0	2024 2	INV	P				
					44.00	pcard			Fieldwire - VT - Pr
					612.00	pcard			Software maintenanc
					10.00	pcard			Monthly conference
					383.52	pcard			Software subscripti
					1,049.52				
					ACCOUNT TOTAL			4,780.52	
58071000 643000									
003122 ASCENSION MEDICAL GR	118112	0	2024 2	INV	P				
					Health Services				
					2024 2	INV	P	300.00	021424 562927 Consortium Particip
					ACCOUNT TOTAL			300.00	
58071000 659900									
001142 RECYCLE THATSTUFF.CO	118671	0	2024 2	INV	P				
					Other contracts/Obligation				
					2024 2	INV	P	60.00	pcard Fee for electronic
					ACCOUNT TOTAL			60.00	
					ORG 58071000 TOTAL			41,753.13	
58072000									
58072000 630901									
000262 CHEMSTATION WISCONSI	119567	0	2024 2	INV	P				
000262 CHEMSTATION WISCONSI	119609	0	2024 2	INV	P				
					VT 5307 vehicle Maintenance				
					Shop Supplies				
					945.70	pcard			Shop supplies
					427.39	pcard			Shop supplies
					1,373.09				
000615 HARTLAND LUBRICANTS	118101	0	2024 2	INV	P				
					127.82	021424		562970	Shop supplies

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
000615 HARTLAND LUBRICANTS	118197	0	2024	2	INV	P			Shop supplies	1,116.00
000615 HARTLAND LUBRICANTS	118199	0	2024	2	INV	P			Shop supplies	1,921.65
										3,165.47
000759 KUNDINGER FLUID POWE	119569	0	2024	2	INV	P		pcard	Shop supplies	69.08
001316 SUPERIOR CHEMICAL CO	117403	0	2024	2	INV	P			Shop supplies	442.54
001316 SUPERIOR CHEMICAL CO	117405	0	2024	2	INV	P			Shop supplies	1,260.53
										1,703.07
001655 AUTOMOTIVE SUPPLY CO	118117	0	2024	2	INV	P			Parts and shop supp	17.60
001655 AUTOMOTIVE SUPPLY CO	118119	0	2024	2	INV	P			Tools, supplies and	476.15
001655 AUTOMOTIVE SUPPLY CO	118120	0	2024	2	INV	P			Shop supplies	60.92
										554.67
									ACCOUNT TOTAL	6,865.38
58072000 630902									Tools & Instruments	
001655 AUTOMOTIVE SUPPLY CO	118119	0	2024	2	INV	P			Tools, supplies and	2,042.99
									ACCOUNT TOTAL	2,042.99
58072000 632200									Gas Purchases	
000763 KWIK TRIP, INC	117553	0	2024	2	INV	P			Fuel for staff vehi	297.25
									ACCOUNT TOTAL	297.25
58072000 632601									Repair Parts	
000006 ABC BUS, INC.	117389	0	2024	2	INV	P			Parts	308.04
000089 NEW FLYER OF AMERICA	117380	0	2024	2	INV	P			Parts	365.92
000089 NEW FLYER OF AMERICA	117381	0	2024	2	INV	P			Parts	12.07
000089 NEW FLYER OF AMERICA	118099	0	2024	2	INV	P			Parts	1,046.28
000089 NEW FLYER OF AMERICA	118100	0	2024	2	INV	P			Parts	403.65
000089 NEW FLYER OF AMERICA	118200	0	2024	2	INV	P			Parts	1,666.80
000089 NEW FLYER OF AMERICA	118201	0	2024	2	INV	P			Parts	1,097.52
										4,592.24
001595 JX TRUCK CENTER	117391	0	2024	2	INV	P			Parts	663.92
001595 JX TRUCK CENTER	117392	0	2024	2	INV	P			Parts	15.96
001595 JX TRUCK CENTER	117393	0	2024	2	CRM	P			Parts refund	-1,389.72
001595 JX TRUCK CENTER	118103	0	2024	2	INV	P			Parts	65.88
001595 JX TRUCK CENTER	118104	0	2024	2	INV	P			Parts	158.96
										-485.00
001655 AUTOMOTIVE SUPPLY CO	118117	0	2024	2	INV	P			Parts and shop supp	86.14
001655 AUTOMOTIVE SUPPLY CO	118119	0	2024	2	INV	P			Tools, supplies and	1,092.36

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
									1,178.50
								ACCOUNT TOTAL	5,593.78
58072000 632700								Miscellaneous Equipment	
000172 BAYCOM, INC.	118098	0	2024 2	INV	P			192.00 021424	562934 Radio equipment
001791 RADIO ENGINEERING IN	117602	240098	2024 2	INV	P			146.00 020724	562874 Receiver, GPS SIRF-
								ACCOUNT TOTAL	338.00
58072000 641700								Vehicle Repairs & Maint	
001595 JX TRUCK CENTER	118105	0	2024 2	INV	P			406.25 021424	562976 Service coach 2202
001595 JX TRUCK CENTER	118106	0	2024 2	INV	P			406.25 021424	562976 Service coach 1937
001595 JX TRUCK CENTER	118107	0	2024 2	INV	P			406.25 021424	562976 Service coach 1801
									1,218.75
								ACCOUNT TOTAL	1,218.75
58072000 641800								Equip Repairs & Maint	
001194 SAFETY-KLEEN	117375	0	2024 2	INV	P			1,599.49 020724	562882 Equipment mainten
001194 SAFETY-KLEEN	117378	0	2024 2	INV	P			91.00 020724	562882 Equipment mainten
									1,690.49
003291 ENERGITECH SERVICES,	118202	0	2024 2	INV	P			463.00 022124	563097 Equipment mainten
								ACCOUNT TOTAL	2,153.49
58072000 645100								Laundry Services	
000274 CINTAS CORPORATION	118661	0	2024 2	INV	P			95.72 pcard	Mats & uniforms
000274 CINTAS CORPORATION	119566	0	2024 2	INV	P			724.89 pcard	Mats and uniforms
									820.61
								ACCOUNT TOTAL	820.61
								ORG 58072000 TOTAL	19,330.25
58073000								VT 5307 Building Maintenance	
58073000 640700								Solid waste/Recycling Pickup	
002545 GFL ENVIRONMENTAL	118416	0	2024 2	INV	P			109.20 pcard	GFL ENVIRONMENTAL R
002545 GFL ENVIRONMENTAL	118417	0	2024 2	INV	P			259.75 pcard	GFL ENVIRONMENTAL T
002545 GFL ENVIRONMENTAL	119129	0	2024 2	INV	P			109.20 pcard	GFL ENVIRONMENTAL I
002545 GFL ENVIRONMENTAL	119130	0	2024 2	INV	P			259.75 pcard	GFL ENVIRONMENTAL I
									737.90
								ACCOUNT TOTAL	737.90

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
58073000 644000								Snow Removal Services	
003022 BOB & DAVE'S	117386	0	2024 2	INV	P	9,045.00	020724	562830 Snow removal - TC	
003022 BOB & DAVE'S	117387	0	2024 2	INV	P	10,590.00	020724	562830 Snow removal - TC	
003022 BOB & DAVE'S	117388	0	2024 2	INV	P	5,150.00	020724	562830 Snow removal - TC	
003022 BOB & DAVE'S	118114	0	2024 2	INV	P	200.00	021424	562936 Snow removal servic	
						<b>24,985.00</b>			
						ACCOUNT TOTAL		24,985.00	
58073000 645100								Laundry Services	
000274 CINTAS CORPORATION	118660	0	2024 2	INV	P	73.58	pcard	Mats and safety sup	
000274 CINTAS CORPORATION	118661	0	2024 2	INV	P	555.08	pcard	Mats & uniforms	
000274 CINTAS CORPORATION	119565	0	2024 2	INV	P	74.76	pcard	Mats and Safety sup	
000274 CINTAS CORPORATION	119566	0	2024 2	INV	P	-282.94	pcard	Mats and uniforms	
						<b>420.48</b>			
						ACCOUNT TOTAL		420.48	
58073000 659900								Other Contracts/Obligation	
002401 CLEAN POWER, LLC	117567	0	2024 2	INV	P	573.22	021424	562944 Monthly Billing of	
						ACCOUNT TOTAL		573.22	
58073000 680300 1800								Buildings	
003202 SMA CONSTRUCTION	118121	0	2024 2	INV	P	574,807.00	021424	563017 VT whitman Facility	
003202 SMA CONSTRUCTION	118122	0	2024 2	INV	P	240,682.50	021424	563017 VT whitman Facility	
						<b>815,489.50</b>			
						ACCOUNT TOTAL		815,489.50	
						ORG 58073000 TOTAL		842,206.10	
58074000								VT 5307 Operations	
58074000 632200								Gas Purchases	
001608 GARROW OIL CORPORATI	118175	240127	2024 2	INV	P	23,435.52	021424	562963 #1 Ultra Low sulfur	
						ACCOUNT TOTAL		23,435.52	
58074000 632602								Tires	
003165 BRIDGESTONE	118166	230542	2024 2	INV	P	1,062.83	021424	562937 Tire program	
						ACCOUNT TOTAL		1,062.83	
58074000 640800								Contractor Fees	
002229 STAR PROTECTION AND	118113	0	2024 2	INV	P	9,864.75	021424	563021 Transit Center secu	
002401 CLEAN POWER, LLC	117390	0	2024 2	INV	P	4,007.50	020724	562831 Level 1 Bus cleanin	
						ACCOUNT TOTAL		13,872.25	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
58074000 643000									Health Services
001588 THEDACARE, INC.	118108	0	2024 2	INV	P	45.00	021424	563045	DOT Physicals
001588 THEDACARE, INC.	118109	0	2024 2	INV	P	85.00	021424	563046	DOT Physicals
001588 THEDACARE, INC.	118110	0	2024 2	INV	P	190.00	021424	563047	DOT Physicals
001588 THEDACARE, INC.	118111	0	2024 2	INV	P	265.20	021424	563048	DOT Physicals
						585.20			
						ACCOUNT TOTAL			585.20
						ORG 58074000 TOTAL			38,955.80
58075000									VT 5307 ADA Paratransit
58075000 640800									Contractor Fees
001186 RUNNING, INC.	119882	0	2024 2	INV	P	87,715.60	031324	563446	February VTII servi
						ACCOUNT TOTAL			87,715.60
58075000 641308									Cellular Phones
001442 VERIZON WIRELESS SER	119608	0	2024 2	INV	P	700.70	pcard		Data service
						ACCOUNT TOTAL			700.70
						ORG 58075000 TOTAL			88,416.30
58076000									VT 5307 Ancillary Paratransit
58076000 640800 1806									Contractor Fees
001186 RUNNING, INC.	119882	0	2024 2	INV	P	3,060.85	031324	563446	February VTII servi
						ACCOUNT TOTAL			3,060.85
58076000 640800 1807									Contractor Fees
001186 RUNNING, INC.	119882	0	2024 2	INV	P	95.90	031324	563446	February VTII servi
						ACCOUNT TOTAL			95.90
58076000 640800 1809									Contractor Fees OC Demand Resp
001186 RUNNING, INC.	119887	0	2024 2	INV	P	31,635.45	031324	563446	February OC Rural s
						ACCOUNT TOTAL			31,635.45
58076000 640800 1813									Contractor Fees-Neenah DAR
001186 RUNNING, INC.	119885	0	2024 2	INV	P	2,626.05	031324	563446	February NWDAR serv
						ACCOUNT TOTAL			2,626.05
58076000 640800 1818									Contractor Fees-CC Rural
001621 CALUMET COUNTY	119889	0	2024 2	INV	P	2,302.77	031324	563378	February CC Van ser
						ACCOUNT TOTAL			2,302.77

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
58076000 640800 1819 001186 RUNNING, INC.	119883	0	2024 2	INV P			Contractor Fees-Connectr Hours	24,054.50	031324 563446 February Connector
ACCOUNT TOTAL								24,054.50	
58076000 640800 1820 001186 RUNNING, INC.	119883	0	2024 2	INV P			Contractor Fees-Connector Area	3,603.75	031324 563446 February Connector
ACCOUNT TOTAL								3,603.75	
58076000 659900 001600 LUTHERAN SOCIAL SERV	117365	0	2024 2	INV P			other contracts/obligation	13,041.00	020724 562853 2023 4th Quarter MM
ACCOUNT TOTAL								13,041.00	
ORG 58076000 TOTAL								80,420.27	
FUND 580 Valley Transit		TOTAL:						1,111,081.85	

\*\* END OF REPORT - Generated by Debra Ebben \*\*



March 19, 2024

To: Fox Cities Transit Commission

From: Ronald C. McDonald, General Manager

**Subject: Change Order Authorization for Furniture Purchase**

**Background:**

Valley transit broke ground on the Whitman Ave. construction project in August 2023. The Fox Cities Transit Commission approved Valley Transit's request to issue a purchase order to Building Services Incorporated (BSI) for office furniture in September 2023. The purchase order is for furniture necessary for the project and was issued for \$259,187; \$236,533.77 plus contingency (10%) \$23,653.23.

Valley Transit is using Federal Section 5310 funds for a portion of the Whitman construction project that is designated office space for Valley Transit's Mobility Manager, Travel Trainer and future expansion of a demand response ADA dispatch. Furniture for this area was not included in the original purchase order because it was considered future expansion. As recommended by the Federal Transit Administration, Valley Transit will utilize its lapsing 5310 funding to support facility expenses, like furniture, related to the mobility management and paratransit functional areas of the facility renovation project.

Valley Transit is authorized to purchase office furniture through the State of Wisconsin competitive procurement, 505ENT-M20-OFFFURNITUR. BSI is an eligible dealer within the state contract. BSI provided a proposal for the additional furniture which exceeds the contingency included in the existing purchase order.

**Fiscal Impact:**

BSI proposed furniture to cost \$45,652.43, including delivery and installation. Valley Transit has grant funds and has budgeted sufficiently to purchase this furniture.

**Recommendation:**

Staff recommends increasing Purchase Order #230721 to include labor and materials to furnish the new offices space for Valley Transit's Mobility Manager and Travel Trainer.



February 26, 2024

To: Fox Cities Transit Commission  
City of Appleton Common Council

From: Ron McDonald, General Manger

**Subject: Award Recommendation for Paratransit Scheduling & Dispatch Software (ADA & Ancillary)**

## **BACKGROUND**

Valley Transit owns software to assist with the scheduling and dispatch of demand response rides provided by our service contractor (Running Inc). Running Inc staff use the software to manages rides provided under six transportation services/programs: Valley Transit II; Senior Transportation Service; VT Connector; Northern Winnebago Dial A Ride; Outagamie County Rural; and Outagamie County Human Services Transportation. The software helps Running Inc. staff to determine the eligibility of each requested trip, record trip reservations, produce daily manifests for each vehicle, monitor on-time performance, track vehicles, and other operational support. Valley Transit staff use the software to enter eligible riders, access data from each ride, and monitor services provided by Running Inc. The current software was purchased from a vendor named Ecolane in 2019. Valley Transit's 5-year contract with Ecolane expires on July 8, 2024.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to solicit contractors to provide a scheduling and dispatch software product. The scope of work included required features of the existing software and considered lessons learned from the previous software vendors. City of Appleton IT staff provided input on the data security and storage elements of the scope.

The RFP document was sent directly to vendors who were known scheduling and dispatch software suppliers; posted on the State of Wisconsin's Vendornet system; and advertised online with the *Post-Crescent*, *Oshkosh Northwestern* and *Green Bay Press Gazette*. Proposals were due on January 26, 2024. Six proposals were received. The proposing vendors included: Ecolane USA, Inc. (Wayne, PA); CTS (Swansboro, NC); HBSS (Lowell, MA); IT Curves (Gaithersburg, MD); Spare Labs (Vancouver, BC); and Via Mobility, LLC (New York, NY). All proposals were deemed responsive by meeting the mandatory requirements cited in the RFP.

## **ANALYSIS**

Each proposal was reviewed by the evaluation team based on the proposed solution, experience/qualifications, technical support, training & price. The evaluation team unanimously agreed that the proposals from Ecolane and Via should move forward with the evaluation. Both Ecolane and Via were invited to a demonstration and interview held on February 28, 2024. After

considering all factors, the evaluation team unanimously concluded that Ecolane USA, Inc. (Wayne, PA) had proposed the best value for Valley Transit.

Ecolane's scheduling and dispatch software is used by over 300 agencies in the United States, including several transit properties in Wisconsin. All references provided positive comments and all cited a track record of continual improvements resulting from use of Ecolane's software.

A summary of the tools & features of the new system includes: intuitive and effective scheduling; ability to handle multiple programs with complex service boundaries; cloud-based server; data security measures; effective training & support; web interface for all browsers; detailed client screen; GTFS interface (displays when bus is better option); vehicle tracking; detailed reports & ability to create ad-hoc reports; data integration with Valley Transit's TransTrack database; administrative software with custom user permissions; access to data in established reports or raw format; and proven success at similar sized transit systems. Valley Transit currently uses Ecolane's legacy software product and will transition to Ecolane's new product, called EVOLUTION, this spring.

Since Ecolane is Valley Transit's current provider, there will be no need to purchase new hardware (tablets, power cords or mounting) for Running's fleet of vehicles.

### **FISCAL IMPACT**

The project will have a total year-one fiscal impact of \$27,520, which is within the 2024 budget line item for this software service. The software's annual service fee remains at \$27,520 for years 2-8 of the contract.

### **RECOMMENDATION**

Staff recommends authorization for Valley Transit to enter into an 8-year contract with Ecolane USA, Inc. to provide Scheduling & Dispatch Software according to the amounts listed above.

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For two months Ending February 29, 2024**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2024 Amended Budget	2024 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	48,033	36,802	76,517	65,153	858,843	8.91%
Paratransit Fare Revenue	15,588	28,046	31,487	60,700	655,230	4.81%
Total Fare Revenue	63,621	64,848	108,004	125,853	1,514,073	7.13%
Other Charges for Service	3,262	3,527	5,645	3,527	65,000	8.68%
Other Revenues	3,988	3,553	4,746	4,334	8,000	59.33%
TOTAL REVENUES	70,871	71,928	118,395	133,714	1,587,073	7.46%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	319,012	218,717	498,435	328,774	3,561,580	13.99%
Overtime	79,157	36,442	102,222	53,350	80,077	127.65%
Incentive Pay	-	-	1,480	-	1,335	110.86%
Other Compensation	-	-	-	-	-	-
Fringes	104,697	92,423	169,458	181,997	1,520,881	11.14%
Unemployment Compensation	(38,973)	-	(38,973)	-	-	-
Salaries & Fringe Benefits	463,893	347,582	732,622	564,121	5,163,873	14.19%
Training & Conferences	2,717	1,614	2,717	3,908	27,200	9.99%
Employee Recruitment	-	600	1,785	600	7,280	24.52%
Office Supplies & Parking Permits	671	99	1,682	606	5,400	31.15%
Subscriptions	43	40	178	175	1,020	17.45%
Memberships & Licenses	301	-	9,140	8,366	18,000	50.78%
Postage & Freight	9	2	11	4	3,700	0.30%
Awards & Recognition	-	-	20	-	930	2.15%
Food & Provisions	-	-	-	632	1,240	0.00%
Insurance	-	-	193,295	177,406	287,035	67.34%
Insurance dividend & return of surplus	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	1,423,874	0.00%
Administrative Expenses	3,741	2,355	208,828	191,697	1,775,679	11.76%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	8,977	11,547	9,610	11,665	55,450	17.33%
Printing & Reproduction	-	540	217	540	27,910	0.78%
Uniforms	172	996	172	996	9,280	1.85%
Gas Purchases	23,733	29,605	77,708	59,692	752,750	10.32%
Safety Supplies	92	228	334	340	500	66.80%
Vehicle & Equipment Parts	6,657	32,576	12,205	36,919	322,300	3.79%
Miscellaneous Equipment	2,114	3,044	2,884	7,082	25,100	11.49%
Signs	440	1,760	809	2,757	12,000	6.74%
Supplies & Materials	42,185	80,296	103,939	119,991	1,206,790	8.61%
Accounting/Audit	-	-	-	-	15,000	0.00%
Bank Services	165	263	165	349	6,680	2.47%
Solid Waste/Recycling	738	-	738	337	5,753	12.83%
Contractor Fees	197,625	157,797	361,624	301,365	3,665,283	9.87%
Advertising	6,200	5,950	11,800	10,950	50,309	23.46%
Health Services	885	1,956	885	2,244	9,200	9.62%
Snow Removal Services	24,985	10,889	25,735	13,198	56,008	45.95%
Laundry Services	1,241	895	1,115	895	15,340	7.27%
Other Contracts/Obligations	633	583	1,206	3,225	111,190	1.08%
Purchased Services	232,472	178,333	403,268	332,563	3,934,763	10.25%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For two months Ending February 29, 2024**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2024 Amended Budget	2024 % of Total Budget
Electric	4,617	5,070	10,014	5,070	56,732	17.65%
Gas	3,360	5,519	7,345	5,519	23,920	30.71%
Water	356	370	356	370	7,850	4.54%
Sewer	220	214	220	214	4,451	4.94%
Stormwater	662	662	662	662	10,000	6.62%
Telephone	843	852	990	1,929	29,156	3.40%
Utilities	<u>10,058</u>	<u>12,687</u>	<u>19,587</u>	<u>13,764</u>	<u>132,109</u>	<u>14.83%</u>
Building Repair & Maintenance	-	-	-	-		
Vehicle Repair & Maintenance	1,219	1,468	2,438	1,468	10,050	24.26%
Equipment Repair & Maintenance	2,153	3,245	2,153	3,245	9,650	22.31%
FMD Charges & Material	8,308	-	16,273	-	137,933	11.80%
Software Support	4,781	1,009	76,926	47,712	143,361	53.66%
Repairs & Maintenance	<u>16,461</u>	<u>5,722</u>	<u>97,790</u>	<u>52,425</u>	<u>300,994</u>	<u>32.49%</u>
Total Operating Expenses	<u>768,810</u>	<u>626,975</u>	<u>1,566,034</u>	<u>1,274,561</u>	<u>12,514,208</u>	<u>12.51%</u>
OPERATING INCOME (LOSS)	<u>(697,939)</u>	<u>(555,047)</u>	<u>(1,447,639)</u>	<u>(1,140,847)</u>	<u>(10,927,135)</u>	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	-	-	-	-	3,082,885	0.00%
Appleton Support	-	-	-	-	724,810	0.00%
Other Local Support	237,004	35,752	790,716	72,876	1,899,499	41.63%
Investment Income	-	-	4,857	-	12,500	38.86%
Donations	4,167	4,167	8,330	8,330	63,386	13.14%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	<u>241,171</u>	<u>39,919</u>	<u>803,903</u>	<u>81,206</u>	<u>9,343,471</u>	<u>8.60%</u>
Buildings	240,832	10,577	240,832	10,577	7,500,000	3.21%
Machinery & Equipment	-	45,388	-	75,940	-	0.00%
Furniture & Fixtures	-	-	-	-	-	0.00%
Vehicles	-	-	-	-	50,000	0.00%
Capital Expenditures	<u>240,832</u>	<u>55,965</u>	<u>240,832</u>	<u>86,517</u>	<u>7,550,000</u>	<u>3.19%</u>
NET INCOME (LOSS)	<u>(697,600)</u>	<u>(571,093)</u>	<u>(884,568)</u>	<u>(1,146,158)</u>	<u>(9,133,664)</u>	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For two months Ending February 29, 2024**

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2024 Amended Budget	2024 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	89,536	77,880	178,571	162,078	2,142,500	8.33%
VTII - Elderly	3,945	2,303	8,140	5,141	64,275	12.66%
PT - Optional (Sunday)	250	303	589	660	17,140	3.44%
Outagamie County Demand Response Rural	32,343	24,055	62,374	50,809	385,500	16.18%
Outagamie County Human Services Transportation	-	-	-	119	9,820	0.00%
Neenah Dial - A - Ride	3,267	4,177	6,301	8,604	192,423	3.27%
Calumet County Van Service	3,714	-	5,827	-	28,800	20.23%
Connector - Extended Service Hours	29,407	19,467	60,307	39,063	412,000	14.64%
Connector - Extended Service Area	3,940	5,098	8,292	10,377	141,625	5.85%
Downtown Trolley	-	-	-	-	40,800	0.00%
Total Purchased Transportation	166,402.00	133,283.00	330,401	276,851	3,434,883	9.62%

Total Passengers

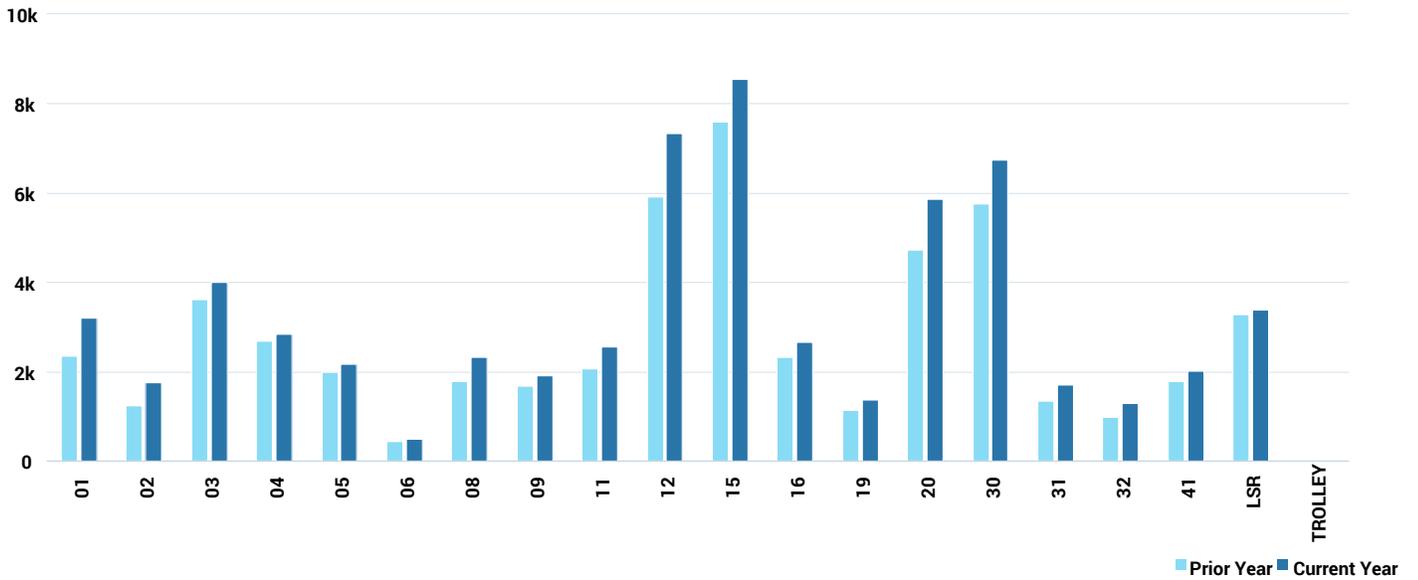
**62,192**

↑ 18% change  
52,695 prev. year

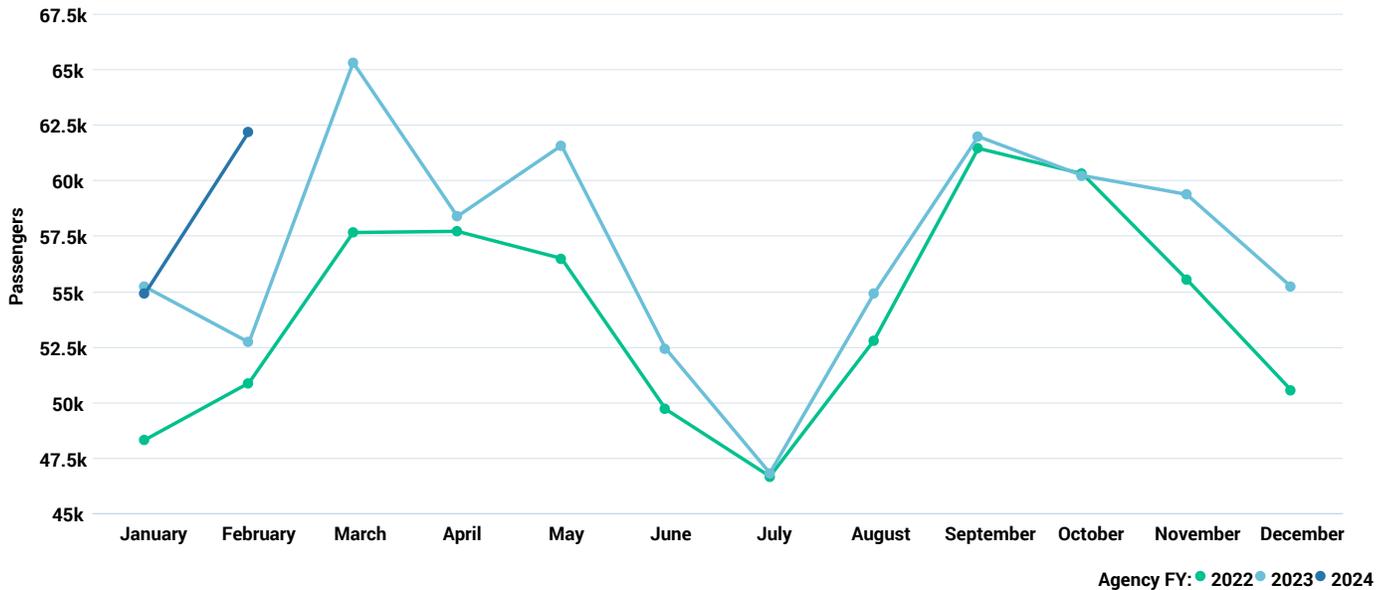
Monthly Fare Group Trend

Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	21,962	26,212	19.4%
AASD	10,265	10,552	2.8%
Cash	8,092	9,145	13.0%
Transfers	7,016	8,587	22.4%
FVTC	3,567	5,199	45.8%
Free	941	1,428	51.8%
Lawrence University	852	1,069	25.5%

Ridership by Route



Monthly Ridership Trend by Year



Total Passengers

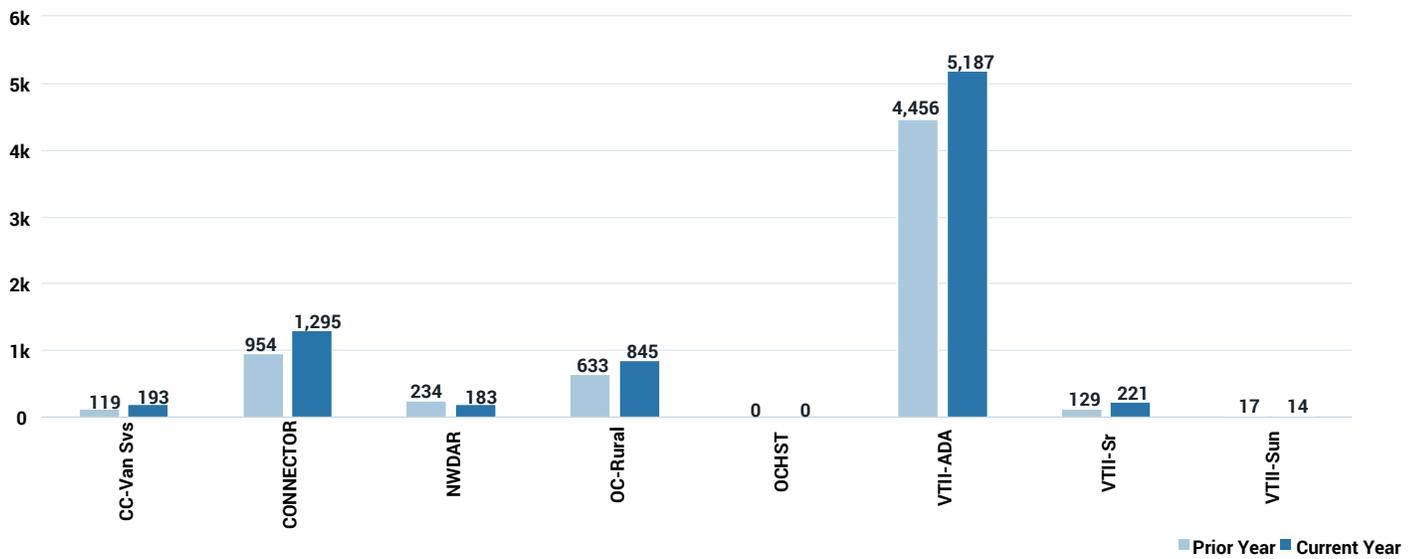
**7,938**

↗ 21% change  
6,542 prev. year

Change in Rides by Program

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	4,456	5,187	16.40%
CONNECTOR	954	1,295	35.74%
OC-Rural	633	845	33.49%
VTII-Sr	129	221	71.32%
CC-Van Svs	119	193	62.18%
NWDAR	234	183	-21.79%
VTII-Sun	17	14	-17.65%
OCHST	0	0	-

Monthly Ridership by Program



Monthly Ridership Trend by Year

