



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, July 7, 2020

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-0837](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes23-June-2020.pdf](#)

4. Action Items

[20-0838](#) Election of Chair and Vice-Chair, Meeting Date and Time, Designate Ron McDonald as the Contact Person for the Commission

[20-0839](#) Request Authorization to issue a P.O. for New Flyer Buses

Attachments: [Request Authorization to Issue PO for Buses 07.2020.pdf](#)

5. Information Items

[20-0840](#) Fleet Update

[20-0841](#) Valley Transit COVID-19 Safety Precautions

6. Pending Agenda Items

[20-0795](#) Discussion of Funding Alternatives

Legislative History

6/23/20	Fox Cities Transit Commission	presented
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7. Next Meeting Date & Time

- July 21, 2020, 3:00 PM

- August 11, 2020, 3:00 PM

8. 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

Tuesday, June 23, 2020

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 13 - Kasimor, Chairperson Buckingham, Dexter, VandeHey, Martin, Meltzer, Wurdinger, Nau, Wilson, Dearborn, Detienne, Stephenson and Gitter

3. Action Items

[20-0789](#)

Accept Federal Transit Administration FY 2020 CARES Act Section 5307 Urbanized Area grant of \$7,425,047

Attachments: [CARES Act Memo to FCTC and Finance Committee 05.09.2020.pdf](#)

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

4. Information Items

[20-0788](#)

Approval of Payments

Attachments: [April 2020 payments.pdf](#)

[May 2020 payments.pdf](#)

This action item was moved to information items.

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

[20-0790](#)

Mobility Management and Travel Training, Sarah Schneider & Stephanie Lenz

This Presentation was presented

[20-0791](#)

Discussion for Election of Chair and Vice-Chair, Meeting Date and Time, Designate Ron McDonald as the Contact Person for the Commission at future meeting

This Presentation was discussed

[20-0792](#) General Managers Update, Ron McDonald
Attachments: [General Managers Update 06.18.2020.pdf](#)

This Presentation was presented

[20-0793](#) Financial Report
Attachments: [April 2020 Income Statement.pdf](#)
[April 2020 Income Statement \(PT\).pdf](#)
[May 2020 Income Statement.pdf](#)
[May 2020 Income Statement \(PT\).pdf](#)

This Presentation was presented

[20-0794](#) Ridership and Revenue
Attachments: [2020 April Ridership.pdf](#)
[2020 May Ridership.pdf](#)

This Presentation was presented

[20-0795](#) Discussion of Funding Alternatives
This Presentation was presented

5. **Next Meeting Date & Time**
 - July 7, 2020, 3:00 PM
 - July 21, 2020, 3:00 PM

8. Adjournment

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



MEMORANDUM

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: July 1, 2020

RE: Authorization to Issue a Purchase Order for Five (5) 35' New Flyer Buses

BACKGROUND

The State of Wisconsin 2017 Budget Act 59 established a transit capital assistance grant program, under which the Department of Administration created a competitive statewide grant program ("State of Wisconsin Volkswagen Mitigation Program Grant") to award settlement funds to eligible applicants for the replacement of public transit vehicles.

The City of Appleton-Valley Transit was awarded \$7,688,850 in 2018 for the purchase of 15 clean diesel transit buses through the State of Wisconsin Volkswagen Mitigation Program Grant.

ANALYSIS

Beginning in 2017, Valley Transit implemented a plan to replace its outdated fleet. The intent is to spread bus purchases over a period of years allowing for a manageable fleet replacement schedule. The plan recommends replacement of five (5) 40' clean diesel buses in 2020. In addition, five (5) additional clean diesel buses should be purchased for delivery in both 2021 and 2022.

FISCAL IMPACT

Valley Transit purchased buses since 2017 through a Piggy-Back procurement awarded by Connect Transit, Normal, IL. Because Connect Transit's procurement is now expired and unavailable, Valley Transit anticipates ordering remaining buses through the Wisconsin Department of Transportation (WisDOT) Heavy-Duty Bus Procurement as allowed by the Valley Transit/City of Appleton Procurement Manual.

New Flyer Industries of America is the current manufacturer of Valley Transit's fleet and is available through the WisDOT procurement contract. To retain fleet uniformity, Valley Transit desires to purchase five (5) 35' Clean Diesel buses from New Flyer Industries of America through the WisDOT Heavy Duty Bus Procurement for delivery in 2021.

Valley Transit funding partners contribute to a restricted cash depreciation account for the local share portion of bus purchases. Through the State of Wisconsin Volkswagen Mitigation Grant, it is anticipated the grantee (City of Appleton) will incur a reduction in State Shared Revenue in an

amount equal to 20% paid out in equal annual installments over a 10-year period to offset the local share of this bus purchase.

Per the Fox Cities Transit Commission Resolution 18-01, the grantee (City of Appleton) shall be made whole from the restricted cash depreciation account. It is anticipated equal annual installments incurred over a 10-year period will be reimbursed. Total reimbursement payments shall not exceed the local share incurred by the grantee.

RECOMMENDATION

Valley Transit shall be authorized to issue a purchase order to New Flyer Industries of America for five (5) 35' Xcelsior Clean Diesel buses not to exceed \$525,000 each, \$2,625,000 total cost.

Respectfully submitted,



Ron McDonald