



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, January 25, 2022

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-0019](#) Approval of minutes from previous meeting
Attachments: [Meeting Minutes 7-Dec-2021.pdf](#)
4. **Public Hearings/Appearances**
[22-0020](#) Public Participation on Agenda Items
5. **Action Items**
[22-0021](#) Approval of Payments
Attachments: [November 2021 payments.pdf](#)
6. **Information Items**
[22-0022](#) Financial Report
Attachments: [2021 November Income Statement.pdf](#)
[22-0023](#) Ridership and Revenue
Attachments: [2021 November Ridership.pdf](#)
[22-0024](#) Whitman Ave Renovation Project Update
[22-0025](#) Lawrence University Pilot Program
Attachments: [Valley Transit and Lawrence University pilot.pdf](#)
[22-0026](#) FTA Drug & Alcohol Letter of Compliance
Attachments: [5001_Appleton_Compliance-Letter_2021.pdf](#)

- [22-0027](#) VT Staffing Update
- [22-0028](#) VTII Service Update
- [22-0029](#) Request for Future Agenda Items

7. **Next Meeting Date & Time**
- **February 8, 2022, 3:00 PM**
- **February 22, 2022, 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.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, December 7, 2021

3:00 PM

Council Chambers, 6th Floor

Due to technical equipment issues, the video for this meeting is unavailable.

1. Call meeting to order

2. Roll call of membership

In person attendees: Chairperson Dearborn, VandeHey, Kasimor, Wurdinger, Detienne, Thao, Torrance attended as Leopold replacement

Virtual attendees: Dexter, Nau, Mahoney, Firkus, Patza

Present: 12 - Dearborn, Thao, Dexter, VandeHey, Kasimor, Wurdinger, Detienne, Leopold, Nau, Mahoney, Firkus and Patza

Excused: 1 - Schroeder

3. Approval of minutes from previous meeting

[21-1669](#)

Approval of minutes from previous meeting

Attachments: [Meeting Minutes12-Oct-2021.pdf](#)

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

4. **Public Hearings/Appearences**

[21-1670](#)

Public Participation on Agenda Items

No public participation on agenda items

5. **Action Items**

[21-1672](#)

Certify Public Transportation Agency Safety Plan (PTASP)

Attachments: [VT PTASP 12.1.21.pdf](#)

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

[21-1673](#)

Approve changes to Valley Transit Drug and Alcohol Policy

Attachments: [Valley Transit Drug Alcohol Policy.pdf](#)

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

[21-1674](#)

Approve the Intermunicipal Agreement with Outagamie County for Specialized Transportation Services for 2022 Contingent on Outagamie County Approval

Attachments: [OUTAGAMIE CONTRACT - 2022.pdf](#)

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

[21-1675](#)

Approve the Intermunicipal Agreement with Winnebago County for Specialized Transportation Services for 2022 Contingent on Winnebago County Approval

Attachments: [WINNEBAGO CONTRACT - 2022.pdf](#)

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

[21-1676](#)

Approve the Intermunicipal Agreement with Calumet County for Specialized Transportation Services for 2022 Contingent on Calumet County Approval

Attachments: [CALUMET CONTRACT - 2022.pdf](#)

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

[21-1677](#)

Approve the Intermunicipal Agreement with the City of Neenah and the Village of Fox Crossing for the Northern Winnebago Dial-A-Ride Service for 2022 Contingent on City of Neenah and the Village of Fox Crossing Approval

Attachments: [NW Dial-A-Ride - 2022.pdf](#)

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

[21-1678](#)

Approve 2022 - 2023 Federal Section 5310 Sub-recipient Contract

Attachments: [FCTC Approve Federal Section 5310 Sub-recipient Contract rate.pdf](#)
[2022 - 2023 5310 GRANT AGREEMENT LSS final.pdf](#)

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

6. Information Items

[21-1671](#)

Approval of Payments

Attachments: [September 2021 payments.pdf](#)
[October 2021 payments.pdf](#)

This action item was moved to information items

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

[21-1679](#)

Financial Report

Attachments: [2021 September Income Statement.pdf](#)
[2021 October Income Statement.pdf](#)

This Presentation was presented

[21-1680](#)

Ridership and Revenue

Attachments: [2021 September Ridership.pdf](#)
[2021 October Ridership.pdf](#)

This Presentation was presented

[21-1681](#)

Request for Future Agenda Items

This Presentation was discussed

7. Next Meeting Date & Time

- January 11, 2022, 3:00 PM - Cancelled
- January 25, 2022, 3:00 PM

8. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
58071000			VT 5307 Admin				
58071000	423000				Miscellaneous Local Govt Aids		
	000278	CITY OF KAUKAUNA 66651	0	2021 11	INV P	19,768.00 111721	551158 2021 3rd qtr reimbu
	000280	CITY OF MENASHA 66654	0	2021 11	INV P	33,648.00 111721	551159 2021 3rd qtr reimbu
	000281	CITY OF NEENAH 66656	0	2021 11	INV P	69,402.00 111721	551161 2021 3rd qtr reimbu
	001363	TOWN OF BUCHANAN 66649	0	2021 11	INV P	11,186.00 111721	551212 2021 3rd qtr reimbu
	001366	TOWN OF GRAND CHUTE 66650	0	2021 11	INV P	109,282.00 111721	551213 2021 3rd qtr reimbu
	001446	VILLAGE OF KIMBERLY 66652	0	2021 11	INV P	13,652.00 111721	551225 2021 3rd qtr reimbu
	001447	VILLAGE OF LITTLE CH 66653	0	2021 11	INV P	14,402.00 111721	551226 2021 3rd qtr reimbu
	001577	VILLAGE OF FOX CROSS 66655	0	2021 11	INV P	40,884.00 111721	551224 2021 3rd qtr reimbu
					ACCOUNT TOTAL	312,224.00	
58071000	620100				Training/Conferences		
	000062	AMERICAN PUBLIC TRAN 66475	0	2021 11	INV P	49.00 pcard	APTA
	000512	FOX CITIES CHAMBER O 67665	0	2021 11	INV P	50.00 pcard	Conference
	999990	WWW.PROJECTACTION.CO 66510	0	2021 11	INV P	25.00 pcard	Training
					ACCOUNT TOTAL	124.00	
58071000	620500				Employee Recruitment		
	002158	CAREERBUILDER 66363	0	2021 11	INV P	143.44 111721	551154 October Career Buil
	002694	RNS COMMUNICATIONS I 66238	0	2021 11	INV P	350.00 111021	551096 Advertising
	002694	RNS COMMUNICATIONS I 67091	0	2021 11	INV P	350.00 120121	551384 Recruitment adverti
						700.00	
					ACCOUNT TOTAL	843.44	
58071000	630100				Office Supplies		
	999990	QUILL CORPORATION 66487	0	2021 11	INV P	64.64 pcard	office Supplies
	999990	THE GALLERY COLLECTI 67630	0	2021 11	INV P	397.75 pcard	Office supplies
	999990	MICHAELS STORES 8783 67673	0	2021 11	INV P	3.99 pcard	Office supplies
	999990	QUILL CORPORATION 69225	0	2021 11	INV P	93.37 pcard	office supplies
	999990	QUILL CORPORATION 69226	0	2021 11	INV P	5.12 pcard	Office supplies
						564.87	
					ACCOUNT TOTAL	564.87	
58071000	630200				Subscriptions		
	999990	GAN*WINEWSPAPERCIRC 66486	0	2021 11	INV P	37.78 pcard	Subscription

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
		ACCOUNT TOTAL					37.78		
58071000	630400	000460	FEDEX - FEDERAL EXPR 67427	0	2021 11	INV P	15.19	pcard	Shipping
		ACCOUNT TOTAL					15.19		
58071000	630500	001573	4IMPRINT, INC. 67426	0	2021 11	INV P	1,741.75	pcard	Safety awards
		ACCOUNT TOTAL					1,741.75		
58071000	630700	001198	SAM'S CLUB 67664	0	2021 11	INV P	117.34	pcard	Supplies
		ACCOUNT TOTAL					117.34		
58071000	631603	000864	MEMORIAL FLORIST AND 66494	0	2021 11	INV P	95.00	pcard	Flowers
		000864	MEMORIAL FLORIST AND 69284	0	2021 11	INV P	90.00	pcard	Flowers
		ACCOUNT TOTAL					185.00		
58071000	632001	001164	RICOH USA, INC. 66618	0	2021 11	INV P	422.52	111721	551200
		001164	RICOH USA, INC. 67147	0	2021 11	INV P	406.58	120121	551381
		ACCOUNT TOTAL					829.10		
		ACCOUNT TOTAL					829.10		
58071000	632002	001121	QUICK PRINT CENTER, 66492	0	2021 11	INV P	378.99	pcard	Various forms and e Business cards
		001121	QUICK PRINT CENTER, 67509	0	2021 11	INV P	62.51	pcard	
		ACCOUNT TOTAL					441.50		
		001269	SPECTRA PRINT CORPOR 66232	0	2021 11	INV P	127.50	111021	551104 Printing
		ACCOUNT TOTAL					569.00		
58071000	640300	000814	LOOMIS ARMORED US, L 66256	0	2021 11	INV P	144.50	111021	551073 Armored service
		ACCOUNT TOTAL					144.50		
58071000	640800	000531	FOX VALLEY COMMUNICA 67090	0	2021 11	INV P	26.00	120121	551344 Translation

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001237 SHRED-IT USA	66491	0	2021 11	INV	P			Shredding services	223.94 pcard
001237 SHRED-IT USA	69229	0	2021 11	INV	P			Shredding services	89.06 pcard
									313.00
001771 RED SHOES PR, INC.	66233	0	2021 11	INV	P				
								ACCOUNT TOTAL	4,012.25 111021 551093 October Marketing E
									4,351.25
58071000 641200								Advertising	
001771 RED SHOES PR, INC.	66234	0	2021 11	INV	P			Digital advertising	2,500.00 111021 551093
999990 EVERYTHINGBRANDED.CO	66485	0	2021 11	INV	P			Marketing supplies	1,962.75 pcard
								ACCOUNT TOTAL	4,462.75
58071000 641301								Electric	
001575 WE ENERGIES	539	0	2021 11	INV	P			ELEC 707600246-0000	4,099.85 120121 551397
								ACCOUNT TOTAL	4,099.85
58071000 641302								Gas	
001575 WE ENERGIES	539	0	2021 11	INV	P			GAS 707600246-00001	1,286.04 120121 551397
								ACCOUNT TOTAL	1,286.04
58071000 641308								Cellular Phones	
000250 CELLCOM APPLETON PCS	66490	0	2021 11	INV	P			Cell phones	187.05 pcard
000250 CELLCOM APPLETON PCS	69228	0	2021 11	INV	P			Cell phones	202.88 pcard
									389.93
002272 U.S. CELLULAR	66489	0	2021 11	INV	P			Cell Phones - final	178.07 pcard
								ACCOUNT TOTAL	568.00
58071000 642400								Software Support	
999990 FIRE PIXEL LLC	67428	0	2021 11	INV	P			Software maintenanc	225.00 pcard
								ACCOUNT TOTAL	225.00
58071000 643000								Health Services	
001588 THEDACARE, INC.	66266	0	2021 11	INV	P			DOT Physicals	144.50 111021 551112
001588 THEDACARE, INC.	66270	0	2021 11	INV	P			DOT Physical	79.05 111021 551116
									223.55
								ACCOUNT TOTAL	223.55
58071000 659900								Other Contracts/Obligation	
000531 FOX VALLEY COMMUNICA	66242	0	2021 11	INV	P			Translation service	200.00 111021 551051

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
000561 GENFARE, DIVISION OF	67100	0	2021 11	INV	P	300.00	120121	551347	Set up 3rd party ca
ACCOUNT TOTAL						500.00			
58071000 680401 1800			Machinery & Equipment						
002593 TRANSTRACK	66346	210742	2021 11	INV	P	6,872.00	111021	551121	TransTrack Software
002593 TRANSTRACK	66348	210742	2021 11	INV	P	5,100.00	111021	551121	TransTrack Software
						11,972.00			
ACCOUNT TOTAL						11,972.00			
ORG 58071000 TOTAL						345,084.41			
58072000			VT 5307 Vehicle Maintenance						
58072000 630901			Shop Supplies						
000035 AIRGAS USA, LLC	66282	0	2021 11	INV	P	54.14	111021	551025	Shop supplies
000866 MENARDS	67647	0	2021 11	INV	P	80.97	pcard		Shop supplies
000866 MENARDS	69282	0	2021 11	INV	P	103.96	pcard		Shop supplies
						184.93			
001003 NORTHSIDE HARDWARE,	67072	0	2021 11	INV	P	5.44	120121	551371	Supplies
001003 NORTHSIDE HARDWARE,	69283	0	2021 11	INV	P	110.97	pcard		Shop supplies
						116.41			
001194 SAFETY-KLEEN	67068	0	2021 11	INV	P	105.00	120121	551385	Shop supplies
001316 SUPERIOR CHEMICAL CO	67073	0	2021 11	INV	P	244.48	120121	551389	Shop supplies
001333 TARTAN SUPPLY CO., I	66831	0	2021 11	INV	P	98.86	pcard		October custodial s
001607 GRAINGER, INC.	66515	0	2021 11	INV	P	66.96	pcard		Supplies
001607 GRAINGER, INC.	67410	0	2021 11	INV	P	18.12	pcard		Supplies & Tools
001607 GRAINGER, INC.	67448	0	2021 11	INV	P	-66.96	pcard		Supplies
						18.12			
001655 AUTOMOTIVE SUPPLY CO	66301	0	2021 11	INV	P	588.84	111021	551032	Parts & supplies
001655 AUTOMOTIVE SUPPLY CO	66303	0	2021 11	INV	P	138.81	111021	551032	Parts & Supply
001655 AUTOMOTIVE SUPPLY CO	66304	0	2021 11	INV	P	141.61	111021	551032	Parts & Supply
						869.26			
999990 PROAIR	69137	0	2021 11	INV	P	-12.28	pcard		Credit - no receipt
ACCOUNT TOTAL						1,678.92			
58072000 630902			Tools & Instruments						
001261 SNAP-ON INDUSTRIAL	67067	0	2021 11	INV	P	9.02	120121	551386	Tools

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001607 GRAINGER, INC.	67410	0	2021 11	INV	P	62.78	pcard		Supplies & Tools
ACCOUNT TOTAL						71.80			
58072000 632200			Gas Purchases						
000763 KWIK TRIP, INC	66273	0	2021 11	INV	P	532.11	111021	551069	Fuel
ACCOUNT TOTAL						532.11			
58072000 632601			Repair Parts						
000006 ABC BUS, INC.	66279	0	2021 11	INV	P	325.20	111021	551024	Parts
000006 ABC BUS, INC.	66280	0	2021 11	INV	P	6.48	111021	551024	Parts
						331.68			
000089 NEW FLYER OF AMERICA	66225	0	2021 11	INV	P	131.73	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66226	0	2021 11	INV	P	109.70	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66227	0	2021 11	INV	P	213.24	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66228	0	2021 11	INV	P	361.41	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66229	0	2021 11	INV	P	991.44	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66230	0	2021 11	INV	P	3.60	111021	551083	Parts
000089 NEW FLYER OF AMERICA	66231	0	2021 11	INV	P	230.48	111021	551083	Parts
000089 NEW FLYER OF AMERICA	67074	0	2021 11	INV	P	1,012.66	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67075	0	2021 11	INV	P	115.24	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67076	0	2021 11	INV	P	2,030.60	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67077	0	2021 11	INV	P	3,542.61	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67078	0	2021 11	INV	P	9.24	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67079	0	2021 11	INV	P	10,980.52	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67080	0	2021 11	INV	P	75.33	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67081	0	2021 11	INV	P	131.73	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67082	0	2021 11	INV	P	1,016.16	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67083	0	2021 11	INV	P	876.28	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67084	0	2021 11	INV	P	355.62	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67086	0	2021 11	INV	P	342.48	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67087	0	2021 11	INV	P	308.24	120121	551370	Parts
000089 NEW FLYER OF AMERICA	67088	0	2021 11	INV	P	372.60	120121	551370	Parts
						23,210.91			
000561 GENFARE, DIVISION OF	67099	0	2021 11	INV	P	19.09	120121	551347	Farebox parts
001595 JX TRUCK CENTER	66236	0	2021 11	INV	P	1,200.00	111021	551066	Parts
001595 JX TRUCK CENTER	66237	0	2021 11	INV	P	317.10	111021	551066	Parts
						1,517.10			
001607 GRAINGER, INC.	67679	0	2021 11	INV	P	949.64	pcard		GRAINGER
001655 AUTOMOTIVE SUPPLY CO	66301	0	2021 11	INV	P	67.43	111021	551032	Parts & supplies
001655 AUTOMOTIVE SUPPLY CO	66303	0	2021 11	INV	P	39.00	111021	551032	Parts & Supply
001655 AUTOMOTIVE SUPPLY CO	66304	0	2021 11	INV	P	1,347.81	111021	551032	Parts & Supply

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001655 AUTOMOTIVE SUPPLY CO	66307	0	2021 11	CRM	P	-240.00	111021	551032	Core deposit return
						1,214.24			
999990 AUTOMATIONDIRECT.COM	66474	0	2021 11	INV	P	2,001.00	pcard		AUTOMATIONDIRECT.CO
999990 AUTOMATIONDIRECT.COM	69202	0	2021 11	INV	P	1,044.00	pcard		DoubleMap parts
						3,045.00			
ACCOUNT TOTAL						30,287.66			
58072000 632700				Miscellaneous Equipment					
001983 AMAZON	67424	0	2021 11	INV	P	15.99	pcard		Parts for scanner p
001983 AMAZON	67498	0	2021 11	INV	P	124.99	pcard		Parts for scanner p
001983 AMAZON	67499	0	2021 11	INV	P	120.52	pcard		Parts for scanner p
						261.50			
ACCOUNT TOTAL						261.50			
58072000 642400				Software Support					
002735 NOREGON SYSTEMS, INC	67620	0	2021 11	INV	P	316.50	pcard		Maintenance softwar
ACCOUNT TOTAL						316.50			
58072000 643000				Health Services					
001588 THEDACARE, INC.	66266	0	2021 11	INV	P	79.05	111021	551112	DOT Physicals
ACCOUNT TOTAL						79.05			
ORG 58072000 TOTAL						33,227.54			
58073000				VT 5307 Building Maintenance					
58073000 632508				Ice Control Materials					
001003 NORTHSIDE HARDWARE,	67071	0	2021 11	INV	P	7,358.50	120121	551371	salt
ACCOUNT TOTAL						7,358.50			
58073000 640700				Solid waste/Recycling Pickup					
999990 GFL ENVIRONMENTAL IN	68993	0	2021 11	INV	P	104.00	pcard		Nov. Recycling
999990 GFL ENVIRONMENTAL IN	68994	0	2021 11	INV	P	179.00	pcard		Nov. Trash
						283.00			
ACCOUNT TOTAL						283.00			
58073000 645100				Laundry Services					
000274 CINTAS CORPORATION	67507	0	2021 11	INV	P	647.52	pcard		Mats - Multiple inv
000274 CINTAS CORPORATION	67508	0	2021 11	INV	P	169.15	pcard		Mats - multiple inv
000274 CINTAS CORPORATION	69223	0	2021 11	INV	P	485.64	pcard		Mats - multiple inv
000274 CINTAS CORPORATION	69224	0	2021 11	INV	P	101.49	pcard		Mats - multiple inv

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
									1,403.80
								ACCOUNT TOTAL	1,403.80
58073000 659900								Other Contracts/Obligation	
002401 CLEAN POWER, LLC	65844	0	2021 11	INV	P	844.04	110321	550948 ALL-November, 2021	
								ACCOUNT TOTAL	844.04
								ORG 58073000 TOTAL	9,889.34
58074000								VT 5307 Operations	
58074000 630300								Memberships & Licenses	
002520 SPECIAL EVENTS CUSTO	66275	0	2021 11	INV	P	50.00	111021	551101 CDL Pre-trip test	
								ACCOUNT TOTAL	50.00
58074000 632200								Gas Purchases	
000763 KWIK TRIP, INC	66273	0	2021 11	INV	P	1,326.45	111021	551069 Fuel	
001608 GARROW OIL CORPORATI	66349	210785	2021 11	INV	P	19,174.98	111021	551054 #2 Ultra Low Sulfur	
001608 GARROW OIL CORPORATI	67054	210830	2021 11	INV	P	18,192.17	112321	551262 #2 Ultra Low Sulfur	
									37,367.15
								ACCOUNT TOTAL	38,693.60
58074000 632603								Lubricants	
000615 HARTLAND LUBRICANTS	66239	0	2021 11	INV	P	3,896.00	111021	551061 Lubricants	
								ACCOUNT TOTAL	3,896.00
58074000 632800								Signs	
001942 APPLETON SIGN COMPAN	66241	0	2021 11	INV	P	21.55	111021	551031 Tail numbers	
								ACCOUNT TOTAL	21.55
58074000 640800								Contractor Fees	
002229 STAR PROTECTION AND	67069	0	2021 11	INV	P	3,914.00	120121	551388 Security Services 1	
002229 STAR PROTECTION AND	67070	0	2021 11	INV	P	3,914.00	120121	551388 Security services 1	
									7,828.00
								ACCOUNT TOTAL	7,828.00
58074000 643000								Health Services	
001588 THEDACARE, INC.	66266	0	2021 11	INV	P	591.60	111021	551112 DOT Physicals	
001588 THEDACARE, INC.	66267	0	2021 11	INV	P	223.55	111021	551113 DOT Physicals	
001588 THEDACARE, INC.	66268	0	2021 11	INV	P	289.00	111021	551114 DOT Physicals	
001588 THEDACARE, INC.	66269	0	2021 11	INV	P	243.10	111021	551115 DOT Physicals	
001588 THEDACARE, INC.	66271	0	2021 11	INV	P	45.00	111021	551117 DOT Physicals	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
001588 THEDACARE, INC.	66272	0	2021 11	INV P	302.60	111021	551118 DOT Physicals		
					1,694.85				
				ACCOUNT TOTAL	1,694.85				
58074000 659900				Other Contracts/Obligation					
999990 BHN*GIFTCARDS.COM	67632	0	2021 11	INV P	2,468.15	pcard	Driver incentive		
				ACCOUNT TOTAL	2,468.15				
				ORG 58074000 TOTAL	54,652.15				
58075000			VT 5307	ADA Paratransit					
58075000 423000				Miscellaneous Local Govt Aids					
001579 WINNEBAGO COUNTY	66658	0	2021 11	INV P	33,054.00	111721	551232 2021 3rd qtr reimbu		
001596 OUTAGAMIE COUNTY	66657	0	2021 11	INV P	77,672.00	111721	551193 2021 3rd qtr reimbu		
001621 CALUMET COUNTY	66659	0	2021 11	INV P	2,838.00	111721	551153 2021 3rd qtr reimbu		
				ACCOUNT TOTAL	113,564.00				
58075000 632002				Outside Printing					
001121 QUICK PRINT CENTER,	67429	0	2021 11	INV P	1,260.85	pcard	Printing paratransi		
				ACCOUNT TOTAL	1,260.85				
58075000 640800				Contractor Fees					
001186 RUNNING, INC.	66562	0	2021 11	INV P	116,093.65	111721	551202 October VTII, Elder		
				ACCOUNT TOTAL	116,093.65				
58075000 641308				Cellular Phones					
001442 VERIZON WIRELESS SER 66488		0	2021 11	INV P	750.73	pcard	Sept data		
001442 VERIZON WIRELESS SER 69227		0	2021 11	INV P	750.73	pcard	Data plan		
					1,501.46				
				ACCOUNT TOTAL	1,501.46				
				ORG 58075000 TOTAL	232,419.96				
58076000			VT 5307	Ancillary Paratransit					
58076000 640800 1806				Contractor Fees					
001186 RUNNING, INC.	66562	0	2021 11	INV P	2,603.80	111721	551202 October VTII, Elder		
				ACCOUNT TOTAL	2,603.80				
58076000 640800 1807				Contractor Fees					
001186 RUNNING, INC.	66562	0	2021 11	INV P	212.35	111721	551202 October VTII, Elder		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL							212.35		
58076000	640800	1808							
000750	KOBUSSEN BUSES, LTD		66319	0	2021 11	INV P	34,549.48	111021	551068 October Employment
ACCOUNT TOTAL							34,549.48		
58076000	640800	1809							
000750	KOBUSSEN BUSES, LTD		66318	0	2021 11	INV P	19,269.88	111021	551068 October OC Rural se
ACCOUNT TOTAL							19,269.88		
58076000	640800	1810							
001186	RUNNING, INC.		66377	0	2021 11	INV P	969.00	111721	551202 october OCHST servi
ACCOUNT TOTAL							969.00		
58076000	640800	1813							
000528	FOX VALLEY CAB		66367	0	2021 11	INV P	5,607.00	112321	551260 October NWDAR - Nee
000528	FOX VALLEY CAB		66558	0	2021 11	INV P	609.00	112321	551260 October NWDAR - Fox
000528	FOX VALLEY CAB		67089	0	2021 11	INV P	63.00	120121	551343 Oct 2021 NWDAR - He
							6,279.00		
ACCOUNT TOTAL							6,279.00		
58076000	640800	1818							
001621	CALUMET COUNTY		66316	0	2021 11	INV P	1,202.26	111021	551036 October Calumet Cou
ACCOUNT TOTAL							1,202.26		
58076000	640800	1819							
001186	RUNNING, INC.		66559	0	2021 11	INV P	21,490.00	111721	551202 October Connector S
ACCOUNT TOTAL							21,490.00		
58076000	640800	1820							
001186	RUNNING, INC.		66559	0	2021 11	INV P	5,931.25	111721	551202 october Connector S
ACCOUNT TOTAL							5,931.25		
58076000	640800	1821							
000774	LAMERS BUS LINES, IN		67092	0	2021 11	INV P	1,342.74	120121	551359 Trolley Service
000774	LAMERS BUS LINES, IN		67093	0	2021 11	INV P	1,148.14	120121	551359 Trolley service
000774	LAMERS BUS LINES, IN		67095	0	2021 11	INV P	2,043.30	120121	551359 Trolley service
000774	LAMERS BUS LINES, IN		67096	0	2021 11	INV P	1,342.74	120121	551359 Trolley service
000774	LAMERS BUS LINES, IN		67097	0	2021 11	INV P	1,148.14	120121	551359 Trolley service
000774	LAMERS BUS LINES, IN		67098	0	2021 11	INV P	1,148.14	120121	551359 Trolley service
							8,173.20		
ACCOUNT TOTAL							8,173.20		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
58076000 659900				Other Contracts/Obligation				
001600 LUTHERAN SOCIAL SERV	66278	0	2021 11	INV P	24,716.00	111021	551074 2021 3rd Quarter Mo	
				ACCOUNT TOTAL	24,716.00			
				ORG 58076000 TOTAL	125,396.22			
58079000				VT COVID-19 Response				
58079000 640800				Contractor Fees				
002401 CLEAN POWER, LLC	66240	0	2021 11	INV P	2,477.30	111021	551040 Bus cleaning	
				ACCOUNT TOTAL	2,477.30			
58079000 659900				Other Contracts/Obligation				
999990 ZOOM.US 888-799-9666	67425	0	2021 11	INV P	10.00	pcard	Video communication	
				ACCOUNT TOTAL	10.00			
				ORG 58079000 TOTAL	2,487.30			
FUND 580 Valley Transit			TOTAL:		803,156.92			

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

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2021

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2021 Amended Budget	2021 % of Total Budget
REVENUES						
Bus Fare Revenue	28,365	55,440	461,504	490,506	858,843	53.74%
Paratransit Fare Revenue	38,688	27,853	419,383	343,801	702,530	59.70%
Total Fare Revenue	67,053	83,293	880,887	834,307	1,561,373	56.42%
Other Charges for Service	-	-	62,886	40,215	65,000	96.75%
Other Revenues	10,518	1,939	60,683	35,097	14,000	433.45%
TOTAL REVENUES	77,571	85,232	1,004,456	909,619	1,640,373	61.23%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	209,033	211,981	2,444,140	2,461,950	3,162,117	77.29%
Call Time	-	-	-	-	-	0.00%
Overtime	27,905	18,822	322,634	169,974	72,908	442.52%
Incentive Pay	-	-	-	-	1,335	0.00%
Other Compensation	-	454	2,415	1,650	-	0.00%
Fringes	88,108	86,239	974,421	935,231	1,263,800	77.10%
Unemployment Compensation	-	(703)	32,463	3,407	-	0.00%
Salaries & Fringe Benefits	325,046	316,793	3,776,073	3,572,213	4,500,160	83.91%
Training & Conferences	124	552	7,161	12,805	27,200	26.33%
Employee Recruitment	843	-	13,047	-	4,200	310.64%
Office Supplies	565	100	4,660	3,014	5,400	86.30%
Subscriptions	38	-	1,542	2,150	3,800	40.58%
Memberships & Licenses	150	75	16,493	13,625	18,222	90.51%
Postage & Freight	15	52	3,178	372	3,700	85.89%
Awards & Recognition	1,742	-	2,405	108	930	258.60%
Food & Provisions	117	68	893	1,259	1,240	72.02%
Insurance	9,687	15,970	239,621	227,426	222,790	107.55%
Insurance dividend & return of surplus	-	-	(48,910)	(51,753)	-	0.00%
Depreciation Expense	82,694	71,985	909,631	791,835	992,326	91.67%
Administrative Expenses	95,975	88,802	1,149,721	1,000,841	1,279,808	89.84%
Landscape Supplies	-	-	834	916	3,000	27.81%
Shop Supplies & Tools (& misc)	1,936	2,969	44,210	47,243	246,548	17.93%
Printing & Reproduction	2,659	74	15,564	20,784	27,070	57.50%
Uniforms	17	1,752	3,521	10,830	9,220	38.19%
Gas Purchases	39,226	24,180	345,035	224,082	572,500	60.27%
Safety Supplies	-	-	3,772	109,417	500	754.46%
Vehicle & Equipment Parts	34,184	24,177	227,459	198,601	205,500	110.69%
Miscellaneous Equipment	262	31,253	7,376	47,471	25,100	29.39%
Signs	22	-	39,717	15,479	12,000	330.97%
Supplies & Materials	78,306	84,405	687,488	674,823	1,101,438	62.42%
Accounting/Audit	-	1,838	12,532	10,038	9,930	126.20%
Bank Services	468	453	3,591	2,965	3,000	119.70%
Consulting Services	-	-	2,503	4,404	-	0.00%
Solid Waste/Recycling	283	566	3,513	3,184	4,600	76.37%
Contractor Fees	404,090	188,997	2,603,361	2,144,614	4,087,361	63.69%
Temp Help	-	-	-	-	5,000	0.00%
Advertising	4,463	-	20,023	14,983	50,309	39.80%
Health Services	1,997	-	10,429	6,565	9,200	113.36%
Snow Removal Services	7,359	-	17,707	11,940	29,983	59.06%
Laundry Services	1,404	594	10,989	8,406	10,000	109.89%
Other Contracts/Obligations	28,538	1,372	76,997	38,103	90,700	84.89%
Purchased Services	448,602	193,820	2,761,646	2,245,202	4,300,083	64.22%

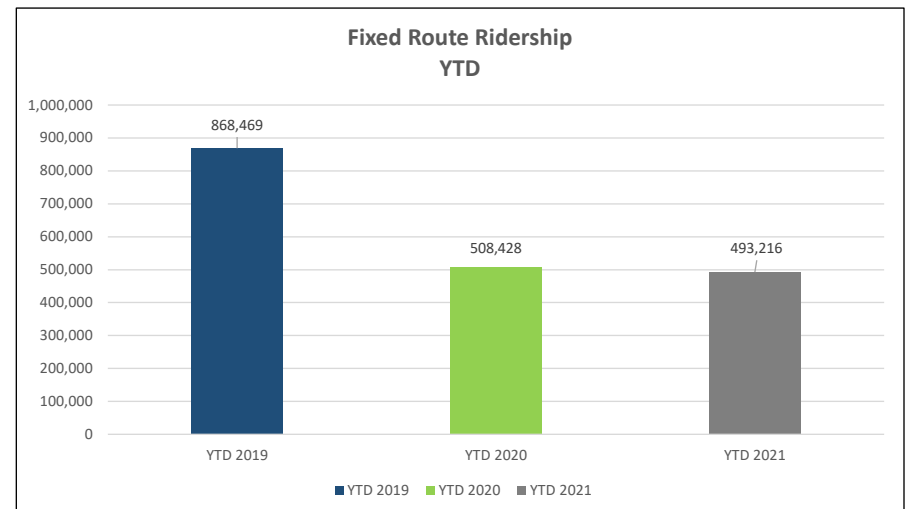
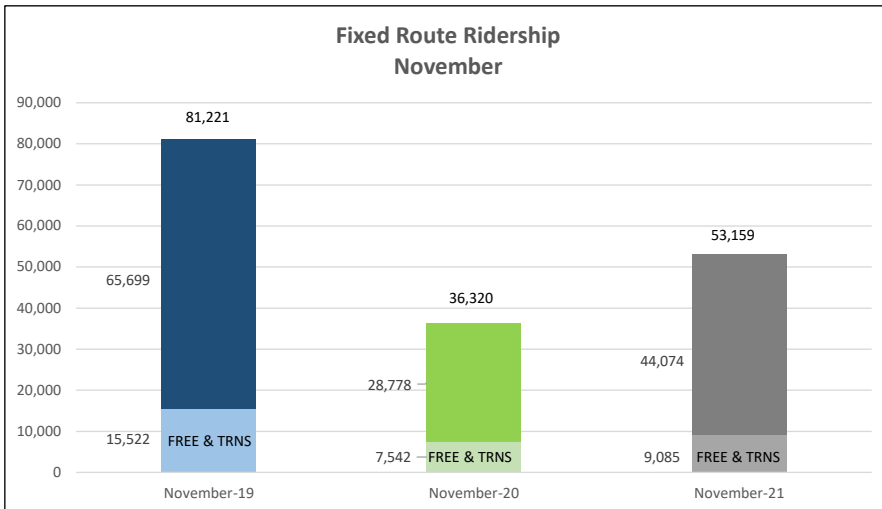
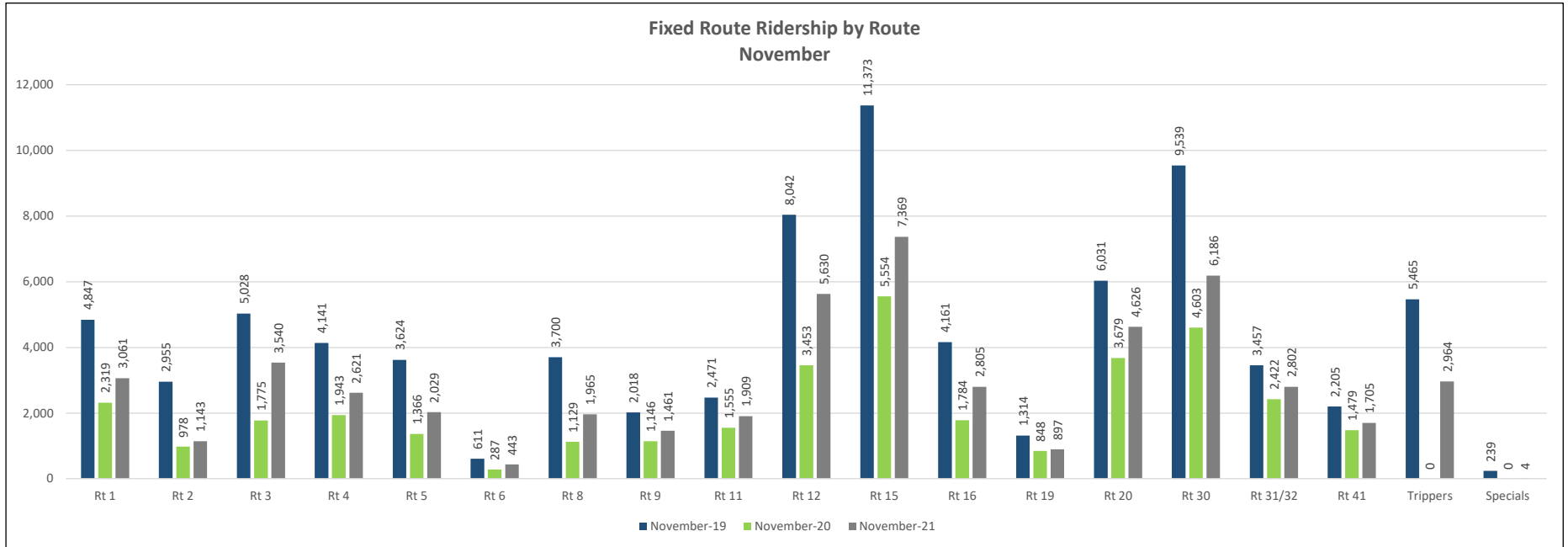
City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For Eleven Months Ending November 30, 2021

Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2021 Amended Budget	2021 % of Total Budget
Electric	3,865	3,796	46,694	47,379	51,481	90.70%
Gas	1,286	471	13,996	11,852	17,500	79.98%
Water	293	127	5,805	6,522	7,850	73.94%
Sewer	161	51	2,667	2,488	3,200	83.36%
Stormwater	683	669	8,599	8,563	9,401	91.47%
Telephone	2,288	1,167	13,541	12,862	17,700	76.50%
Utilities	8,576	6,281	91,302	89,666	107,132	85.22%
Building/Grounds Repair & Maintenance	106	2,995	2,758	9,711	-	0.00%
Vehicle Repair & Maintenance	-	3,585	13,065	20,986	10,050	130.00%
Equipment Repair & Maintenance	-	733	6,413	6,722	13,674	46.90%
FMD Charges & Material	7,830	11,184	125,373	115,384	142,503	87.98%
Software Support	542	540	89,702	19,706	63,717	140.78%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	8,478	19,037	237,311	172,509	231,944	102.31%
Total Operating Expenses	964,982	709,138	8,703,541	7,755,254	11,520,565	75.55%
OPERATING INCOME (LOSS)	(887,411)	(623,906)	(7,699,085)	(6,845,635)	(9,880,192)	
NON-OPERATING REVENUES						
Federal Support	-	-	1,768,720	1,876,914	3,521,469	50.23%
State Support	-	-	5,573,843	5,270,298	5,628,972	99.02%
Appleton Support	(254,802)	(155,175)	1,471,454	1,484,855	707,359	208.02%
Other Local Support	(240,412)	(246,723)	2,480,865	2,026,386	1,881,788	131.84%
Investment Income	4,908	4,011	(17,590)	46,473	12,500	-140.72%
Donations	4,167	4,167	46,333	47,186	62,308	74.36%
Fund Balance Applied	-	-	-	-	-	0.00%
TOTAL NON-OPERATING REVENUE	(486,139)	(393,720)	11,323,625	10,752,112	11,814,396	95.85%
Buildings	-	-	126,814	19,906	310,614	40.83%
Machinery & Equipment	11,972	5,115	74,929	160,798	216,315	34.64%
Furniture & Fixtures	-	-	-	-	25,000	0.00%
Vehicles	-	-	2,485,405	2,393,443	5,035,405	49.36%
Capital Expenditures	11,972	5,115	2,687,148	2,574,147	5,587,334	48.09%
NET INCOME (LOSS)	(1,385,522)	(1,022,741)	937,392	1,332,330	(3,653,130)	

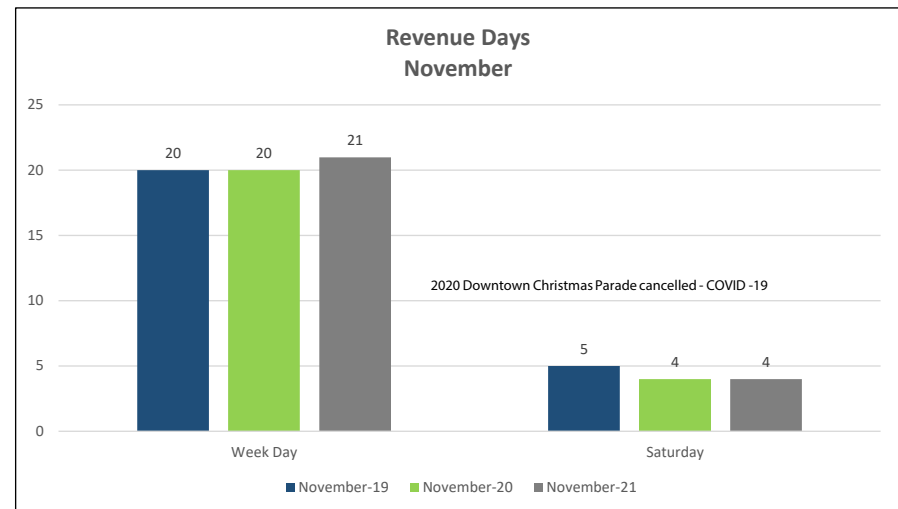
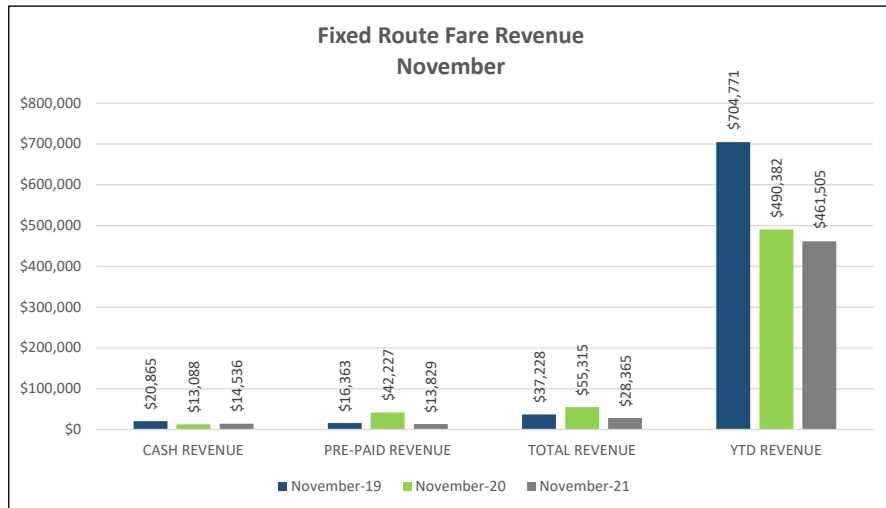
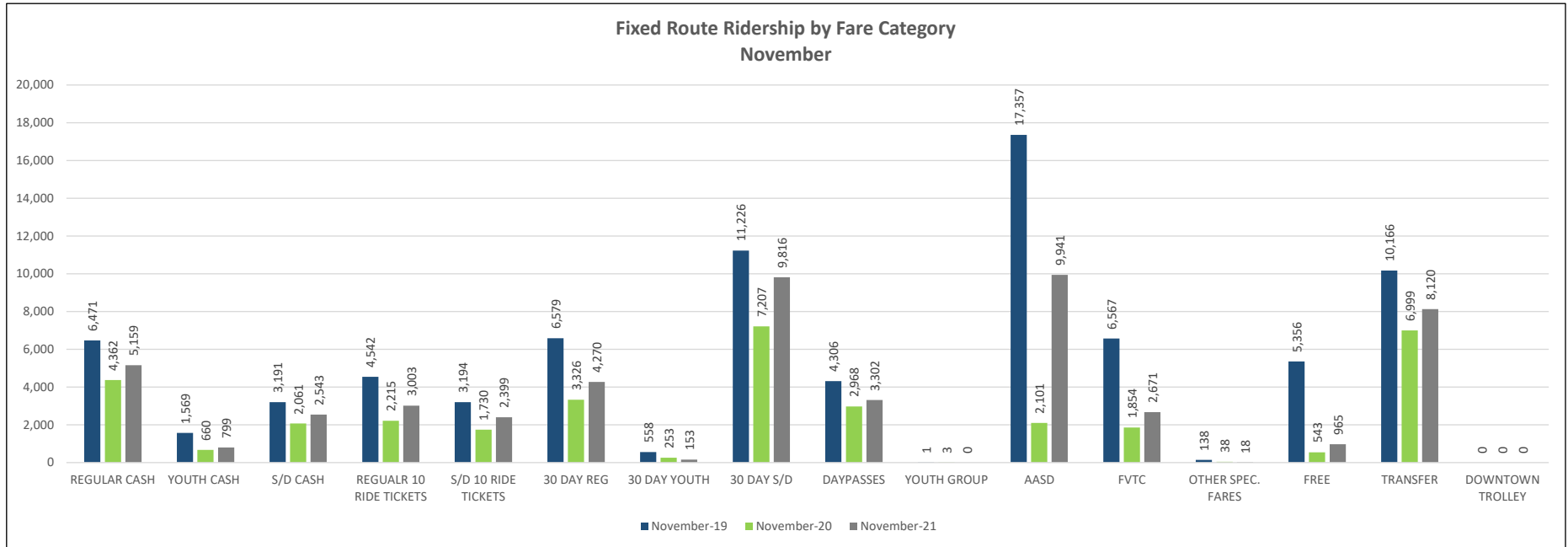
City of Appleton
PURCHASED TRANSPORTATION
For Eleven Months Ending November 30, 2021

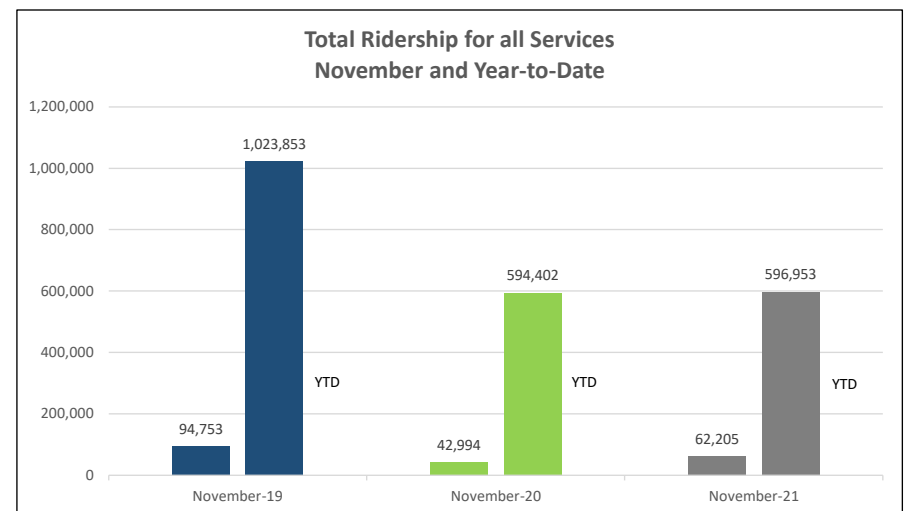
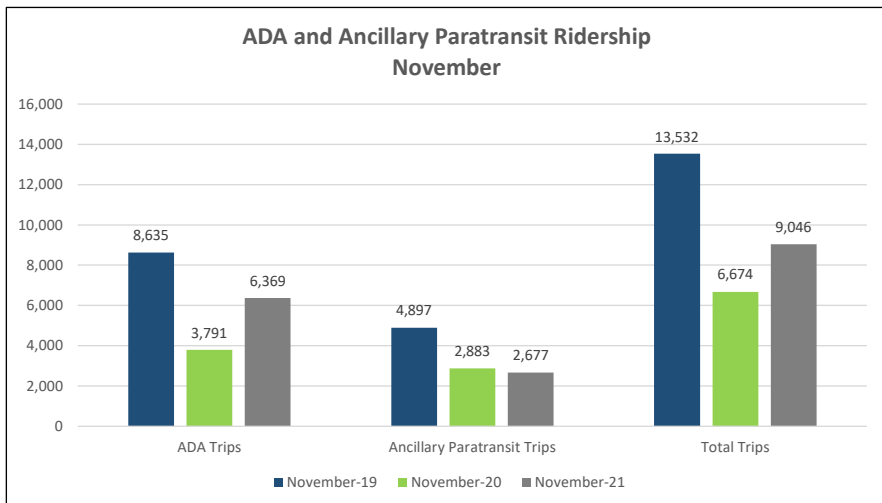
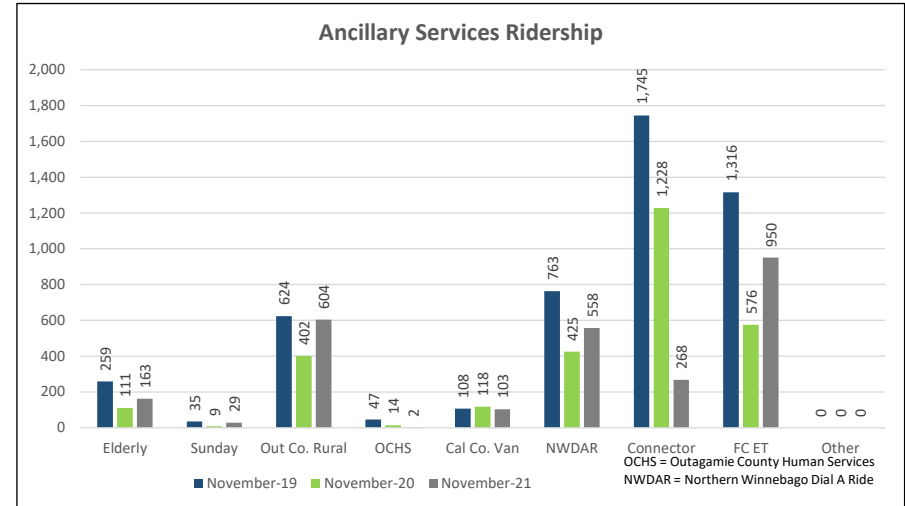
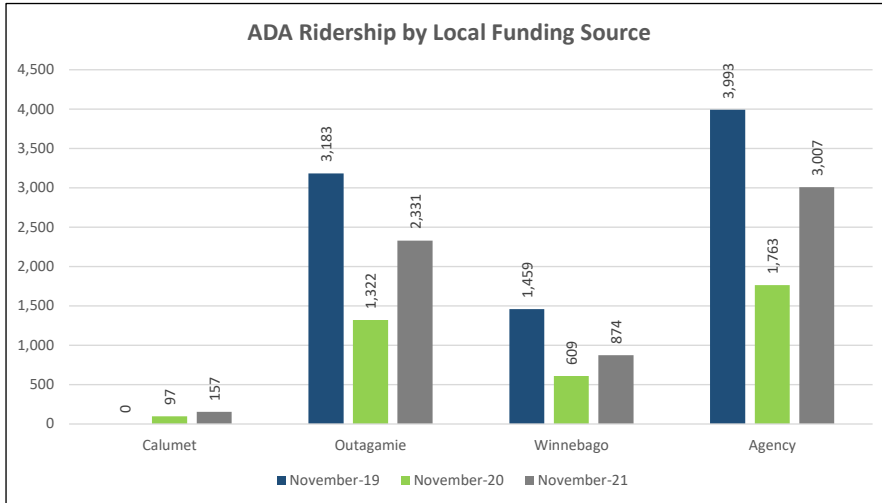
Description	Month of November Actual	Prior Year November	YTD As of November Actual	Prior YTD November	2021 Amended Budget	2021 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	212,734	80,581	1,246,429	911,751	2,052,750	60.72%
VTII - Elderly	4,557	1,981	34,625	21,792	62,480	55.42%
PT - Optional (Sunday)	404	161	4,186	1,920	17,850	23.45%
Family Care Employment Transportation	58,565	28,954	354,659	351,912	564,054	62.88%
Outagamie County Demand Response Rural	36,714	14,224	264,618	159,557	272,303	97.18%
Outagamie County Human Services Transportation	255	235	9,843	5,474	11,900	82.71%
Neenah Dial - A - Ride	5,859	5,950	95,606	79,663	150,920	63.35%
Calumet County Van Service	1,186	2,203	29,465	30,217	26,100	112.89%
Connector - Extended Service Hours	41,147	23,606	276,125	271,084	412,000	67.02%
Connector - Extended Service Area	13,322	9,482	91,804	98,514	141,625	64.82%
Downtown Trolley	-	-	34,736	33,718	30,379	114.34%
Total Purchased Transportation	374,743	167,377	2,442,096	1,965,602	3,742,361	65.26%

Valley Transit Ridership Report November 2021



Valley Transit Ridership Report November 2021





Valley Transit and Lawrence University start free rides for students

Jan 3, 2022 | 8:05 PM

Lawrence University students will be able to get around the Fox Cities free of charge under a new partnership with Valley Transit. Since Monday, Lawrence students can swipe their student identification cards on buses and get anywhere they need to go. Valley Transit General Manager Ron McDonald says the partnership follows a survey by the Center for Community Engagement and Social Change at Lawrence University. McDonald says it shows there is a need for transit options for students.



00:00

00:00

Lawrence University will repay student fares to Valley Transit. This marks the first time the transit system and the university have had such a partnership.

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Comments

Leave a Reply

You must be [logged in](#) to post a comment.

Call the Studio on the:

Sb Settlers bank
PHONE LINES

920-281-1150



U.S. Department
of Transportation

Federal Transit
Administration

Headquarters

1200 New Jersey Ave., S.E.
Washington, D.C. 20590

12/20/2021

Presented Electronically

Mr. Ron McDonald
Transit General Manager
City of Appleton
801 South Whitman Avenue
Appleton, WI 54914

RE: FTA Drug and Alcohol Compliance Auditing Program

Dear Mr. McDonald,

The Federal Transit Administration has reviewed the responses of the City of Appleton (Valley Transit) to the formally-submitted findings of the Drug and Alcohol Compliance Audit Team. Provided that all policies and procedures implemented in response to the audit are fully adopted, the Federal Transit Administration finds Valley Transit to currently be in compliance with the federally-mandated Drug and Alcohol Testing Program.

It is important for you and your organization to diligently maintain all aspects of the drug and alcohol testing program so all will remain in compliance in the future.

Thank you for your cooperation and for being prompt in your response. Please let me know at any time if I can be of further service to you.

Sincerely,

Lyon Rosario
Sr. Drug and Alcohol Program Manager
FTA Office of Transit Safety and Oversight

Electronic cc:

Amy Erickson, City of Appleton
Kim Kamp, City of Appleton
Kelley Brookins, FTA Region V Administrator
Patrick D. Nemons, FTA Office of Transit Safety & Oversight
Cristye Parker, FTA Office of Transit Safety & Oversight
Lori DeCoste, USDOT/Volpe Center
John Spelman, Cahill Swift, LLC