



City of Appleton

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

Meeting Agenda - Final Fox Cities Transit Commission

Tuesday, March 25, 2025

2:50 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[25-0269](#) Approval of minutes from previous meeting

Attachments: [MeetingMinutes 25-Feb-2025.pdf](#)

5. **Public Hearing/Apearances**

[25-0270](#) Public Participation on Agenda Items

6. **Action Items**

[25-0271](#) Approval of Payments

Attachments: [February 2025 Payments.pdf](#)

[25-0272](#) Authorization to issue purchase order for a maintenance support vehicle

Attachments: [Award Recommendation Memo-Support Vehicle.pdf](#)

[25-0273](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Northern Winnebago Dial A Ride services

Attachments: [Award Recommendation Memo-NWDAR Service.pdf](#)

[25-0274](#) Authorization to award a four-year contract with three one-year options to Running Inc. for the provision of Outagamie County Rural services

Attachments: [Award Recommendation Memo-OC Rural Service.pdf](#)

[25-0275](#) Authorization to award a four-year contract with three one-year options to Star Protection and Patrol for the provision of Downtown Transit Center Security services

Attachments: [Award Recommendation Memo - Downtown TC Security.pdf](#)

7. Information Items

- [25-0276](#) Financial Report
Attachments: [February 2025 Income Statement.pdf](#)
- [25-0277](#) Ridership Report
Attachments: [February 2025 Ridership.pdf](#)
- [25-0278](#) Update of Funding for Capital Projects
- [25-0279](#) Recognition of Departing FCTC Members
- [25-0280](#) Request for Future Agenda Items

8. Next Meeting Date & Time

- April 8, 2025, 2:50 PM - Cancelled
- April 22, 2025, 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.



City of Appleton

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Meeting Minutes - Final Fox Cities Transit Commission

Tuesday, February 25, 2025

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 (arrived 2:55 PM), Wurdinger, Brown, Kasimor, Torrance, Firkus, Dexter, Holzschuh.

Virtual attendees: VandeHey, Detienne.

Present: 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Detienne, Torrance, Firkus, Brown and Holzschuh

Excused: 2 - Patza and Heffernan

4. Approval of minutes from previous meeting

[25-0134](#)

Approval of minutes from previous meeting

Attachments: [MeetingMinutes 10-December-2024.pdf](#)

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

5. Public Hearing/Appearances

[25-0135](#)

Public Participation on Agenda Items

No public participation on agenda items.

6. Action Items

[25-0136](#)

Approval of Payments

Attachments: [November 2024 Payments.pdf](#)

[December 2024 Payments.pdf](#)

[January 2025 Payments.pdf](#)

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

[25-0137](#) Approve Amendment to Extend 2020 Contract with Red Shoes Inc until 12-31-2025.

Attachments: [Red Shoes - Amendment 2025.pdf.pdf](#)

Commissioner Brown moved, seconded by Commissioner Firkus, that the contract extension be recommended for approval. Voice Vote. Motion Carried.

7. Information Items

[25-0138](#) Financial Report

Attachments: [November 2024 Income Statement.pdf](#)
[January 2025 Income Statement.pdf](#)

The financial report was presented

[25-0139](#) Ridership Report

Attachments: [November 2024 Ridership.pdf](#)
[December 2024 Ridership.pdf](#)
[January 2025 Ridership.pdf](#)

The ridership reports were presented.

[25-0140](#) 2024 4th Quarter KPI

Attachments: [2024 4th Quarter KPI.pdf](#)

The KPI report was presented.

[25-0141](#) Request for Future Agenda Items

The report item was discussed.

8. Next Meeting Date & Time

- March 12, 2024, 2:50 PM - Cancelled
- March 26, 2024, 2:50 PM

Commission discussed error in published dates. Correct dates are:

- March 11, 2025, 2:50 PM - Cancelled
- March 25, 2025, 2:50 PM

9. Adjournment

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
58071000					VT 5307 Admin							
58071000	620100				Training/Conferences							
999990	DELTA	00623014	139864	0	2025	2	INV	P		577.36	pcard	Air transportation
999990	DELTA AIR	00623015	139920	0	2025	2	INV	P		597.37	pcard	Air transportation
										1,174.73		
ACCOUNT TOTAL										1,174.73		
58071000	620500				Employee Recruitment							
000882	MIDWEST COMMUNICATIO	141427		0	2025	2	INV	P		5,300.00	pcard	Employment advertis
001372	TRANSITTALENT.COM LL	139721		0	2025	2	INV	P	021225	120.00	568531	Recruitment Ad
002694	RNS COMMUNICATIONS I	139588		0	2025	2	INV	P	021225	600.00	568502	Advertising - emplo
999990	YOURMEMBERSHIP	140212		0	2025	2	INV	P		160.00	pcard	Valley Transit Job
999990	YOURMEMBERSHIP	140213		0	2025	2	INV	P		160.00	pcard	Valley Transit Job
999990	TRANSITTALENT.COM	140214		0	2025	2	INV	P		120.00	pcard	Valley Transit Job
999990	YOURMEMBERSHIP	141683		0	2025	2	INV	P		160.00	pcard	Job posting
999990	TRANSITTALENT.COM	141685		0	2025	2	INV	P		120.00	pcard	Job Posting Recruit
999990	YOURMEMBERSHIP	141762		0	2025	2	INV	P		160.00	pcard	Job Posting
999990	TRANSITTALENT.COM	141763		0	2025	2	INV	P		120.00	pcard	Job Postins
										1,000.00		
ACCOUNT TOTAL										7,020.00		
58071000	630100				office supplies							
001198	SAM'S CLUB	141431		0	2025	2	INV	P		-161.48	pcard	Office supplies ref
001198	SAM'S CLUB	141432		0	2025	2	INV	P		269.12	pcard	Office supplies
001198	SAM'S CLUB	141434		0	2025	2	INV	P		36.48	pcard	Office supplies
										144.12		
001983	AMAZON	139861		0	2025	2	INV	P		19.99	pcard	Office supplies
001983	AMAZON	140160		0	2025	2	INV	P		41.40	pcard	Office supplies
001983	AMAZON	140670		0	2025	2	INV	P		104.67	pcard	Office supplies
001983	AMAZON	140671		0	2025	2	INV	P		-143.54	pcard	Office supply retur
										22.52		
999990	QUILL CORPORATION	140157		0	2025	2	INV	P		13.26	pcard	QUILL CORPORATION
999990	QUILL CORPORATION	140672		0	2025	2	INV	P		82.44	pcard	Office supplies
999990	QUILL CORPORATION	140673		0	2025	2	INV	P		28.70	pcard	Office supplies
999990	QUILL CORPORATION	141305		0	2025	2	INV	P		16.59	pcard	Office supplies
										140.99		
ACCOUNT TOTAL										307.63		
58071000	630200				Subscriptions							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 GAN*WINEWSPAPERCIRC	140161	0	2025	2	INV P			Post Crescent subsc	53.99 pcard
									ACCOUNT TOTAL 53.99
58071000 630300								Memberships & Licenses	
001198 SAM'S CLUB	141433	0	2025	2	INV P			Membership fee	10.55 pcard
									ACCOUNT TOTAL 10.55
58071000 630400								Postage / Freight	
001583 UNITED STATES POSTAL	141435	0	2025	2	INV P			FCTC postage	2.59 pcard
									ACCOUNT TOTAL 2.59
58071000 632001								City Copy Charges	
001164 RICOH USA, INC.	140029	0	2025	2	INV P	021225	568501	Copier Charges	368.84
									ACCOUNT TOTAL 368.84
58071000 632002								Outside Printing	
002297 PRINTSOURCE PLUS	140055	0	2025	2	INV P	021925	568613	Fact sheets	121.70
									ACCOUNT TOTAL 121.70
58071000 632300								Safety Supplies	
000274 CINTAS CORPORATION	140159	0	2025	2	INV P			Mats, cleaning supp	81.49 pcard
000274 CINTAS CORPORATION	141430	0	2025	2	INV P			Mats, cleaning supp	317.35 pcard
									398.84
001983 AMAZON	141428	0	2025	2	INV P			Safety supplies	114.90 pcard
									ACCOUNT TOTAL 513.74
58071000 632700								Miscellaneous Equipment	
000362 DELL MARKETING L.P.	139730	0	2025	2	INV P	021225	568454	Docking station	147.49
001983 AMAZON	141418	0	2025	2	INV P			SwipedOn equipment	302.97 pcard
									ACCOUNT TOTAL 450.46
58071000 640300								Bank Service Fees	
000814 LOOMIS ARMORED US, L	139732	0	2025	2	INV P	021925	568593	JANUARY ARMORED CAR	164.02
									ACCOUNT TOTAL 164.02
58071000 640800								Contractor Fees	
001237 SHRED-IT USA	141436	0	2025	2	INV P			Document management	57.01 pcard
001771 RED SHOES PR, INC.	139600	0	2025	2	INV P	021225	568500	January marketing s	4,378.69
003012 LANGUAGE LINE	139585	0	2025	2	INV P	021225	568481	Translation service	20.88

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
			ACCOUNT TOTAL						4,456.58
58071000 641200			Advertising						
001495 WFRV-TV	139680	0	2025 2 INV P					6,000.00 021225	568547 Advertising
001771 RED SHOES PR, INC.	139598	0	2025 2 INV P					7,000.00 021225	568500 February digital ad
			ACCOUNT TOTAL						13,000.00
58071000 641301			Electric						
001575 WE ENERGIES	577	0	2025 2 INV P					6,530.22 020525	568424 0701172433-00271 E1
			ACCOUNT TOTAL						6,530.22
58071000 641302			Gas						
001575 WE ENERGIES	577	0	2025 2 INV P					6,084.80 020525	568424 0701172433-00271 E1
			ACCOUNT TOTAL						6,084.80
58071000 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	140163	0	2025 2 INV P					1,130.87 pcard	Data plan and cell
			ACCOUNT TOTAL						1,130.87
58071000 642400			Software Support						
000928 VELOCITYEHS	139718	0	2025 2 INV P					562.92 021925	568648 Legal Fees-2025 SDS
999990 FIRE PIXEL INC	140162	0	2025 2 INV P					612.00 pcard	Software maintenanc
999990 WWW.FIELDWIRE.COM	140244	0	2025 2 INV P					74.27 pcard	WWW.FIELDWIRE.COM -
999990 CLOUDBADGING*LEVATA	140667	0	2025 2 INV P					479.88 pcard	Cloud badging annua
999990 ZOOM.COM 888-799-966	140669	0	2025 2 INV P					10.00 pcard	Teleconference mont
999990 YODECK.COM FLIPNODE	141419	0	2025 2 INV P					384.00 pcard	Software maintenanc
									1,560.15
			ACCOUNT TOTAL						2,123.07
58071000 659900			Other Contracts/Obligation						
999990 SHIPPING CONTAINERS	140674	0	2025 2 INV P					325.00 pcard	Storage during cons
			ACCOUNT TOTAL						325.00
			ORG 58071000 TOTAL						43,838.79
58072000			VT 5307 vehicle Maintenance						
58072000 630901			Shop Supplies						
000262 CHEMSTATION WISCONSI	141306	0	2025 2 INV P					766.36 pcard	Shop supplies
000274 CINTAS CORPORATION	140158	0	2025 2 INV P					288.22 pcard	Uniforms, mats, sho
000274 CINTAS CORPORATION	141429	0	2025 2 INV P					84.50 pcard	Uniforms, mats and

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
						372.72			
000866 MENARDS	140718	0	2025 2	INV	P	263.94	pcard		Shop supplies
001194 SAFETY-KLEEN	140982	0	2025 2	INV	P	278.82	030525	568873	Shop supplies
001316 SUPERIOR CHEMICAL CO	140046	0	2025 2	INV	P	242.13	021925	568621	Shop supplies
001610 GARROW PROPANE CORPO	140051	0	2025 2	INV	P	290.91	021925	568583	Shop supplies
001655 AUTOMOTIVE SUPPLY CO	140056	0	2025 2	INV	P	337.05	021925	568556	Shop supplies, part
ACCOUNT TOTAL						2,551.93			
58072000 630902									Tools & Instruments
001655 AUTOMOTIVE SUPPLY CO	140056	0	2025 2	INV	P	9.17	021925	568556	Shop supplies, part
ACCOUNT TOTAL						9.17			
58072000 632200									Gas Purchases
000763 KWIK TRIP, INC	139587	0	2025 2	INV	P	178.97	021225	568480	Staff vehicle fuel
ACCOUNT TOTAL						178.97			
58072000 632601									Repair Parts
000913 MOHAWK MANUFACTURING	140978	0	2025 2	INV	P	2,597.76	030525	568861	Parts
001595 JX TRUCK CENTER	140052	0	2025 2	INV	P	645.04	021925	568588	Parts
001595 JX TRUCK CENTER	140980	0	2025 2	INV	P	1,029.52	030525	568854	Parts
						1,674.56			
001655 AUTOMOTIVE SUPPLY CO	140056	0	2025 2	INV	P	1,732.03	021925	568556	Shop supplies, part
ACCOUNT TOTAL						6,004.35			
58072000 641700									Vehicle Repairs & Maint
000338 CUMMINS	139612	250098	2025 2	INV	P	375.98	020525	568371	Vehicle repairs
000338 CUMMINS	139613	250098	2025 2	INV	P	368.34	020525	568371	Vehicle repairs
000338 CUMMINS	139614	250098	2025 2	INV	P	726.58	020525	568371	Vehicle repairs
000338 CUMMINS	139615	250098	2025 2	INV	P	368.34	020525	568371	Vehicle repairs
						1,839.24			
001597 NOLTE'S TOWING	139594	0	2025 2	INV	P	328.31	021225	568493	Tow coach 1934
001597 NOLTE'S TOWING	140974	0	2025 2	INV	P	289.05	030525	568864	Towing coach 2004
						617.36			
ACCOUNT TOTAL						2,456.60			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58072000	645100					Laundry Services			
000274	CINTAS CORPORATION	140158	0	2025	2 INV P	301.95	pcard		Uniforms, mats, sho
000274	CINTAS CORPORATION	141429	0	2025	2 INV P	58.58	pcard		Uniforms, mats and
						360.53			
					ACCOUNT TOTAL	360.53			
58072000	680401 1800					Machinery & Equipment			
003449	MILWAUKEE TRANSPORT	139620	241000	2025	2 INV P	35,016.00	020525	568396	Fare collection sys
					ACCOUNT TOTAL	35,016.00			
					ORG 58072000 TOTAL	46,577.55			
58073000	640700					VT 5307 Building Maintenance			
58073000	640700					Solid waste/Recycling Pickup			
002545	GFL ENVIRONMENTAL	140149	0	2025	2 INV P	272.74	pcard		GFL - ENV (TRX NCF)
002545	GFL ENVIRONMENTAL	140150	0	2025	2 INV P	115.76	pcard		GFL - ENV Recycle J
						388.50			
					ACCOUNT TOTAL	388.50			
58073000	642001					FMD Materials Charges			
000274	CINTAS CORPORATION	140158	0	2025	2 INV P	103.51	pcard		Uniforms, mats, sho
000274	CINTAS CORPORATION	140159	0	2025	2 INV P	183.19	pcard		Mats, cleaning supp
000274	CINTAS CORPORATION	141430	0	2025	2 INV P	94.50	pcard		Mats, cleaning supp
						381.20			
					ACCOUNT TOTAL	381.20			
58073000	644000					Snow Removal Services			
002229	STAR PROTECTION AND	139671	0	2025	2 INV P	7,459.00	021225	568508	TC Security service
003022	BOB & DAVE'S	139611	250099	2025	2 INV P	2,810.00	020525	568363	Snow removal
003022	BOB & DAVE'S	139619	240769	2025	2 INV P	4,970.00	020525	568363	Snow removal
003022	BOB & DAVE'S	140018	250099	2025	2 INV P	2,810.00	021225	568443	Snow removal
						10,590.00			
					ACCOUNT TOTAL	18,049.00			
58073000	645100					Laundry Services			
000274	CINTAS CORPORATION	140158	0	2025	2 INV P	84.12	pcard		Uniforms, mats, sho
000274	CINTAS CORPORATION	140159	0	2025	2 INV P	119.52	pcard		Mats, cleaning supp
000274	CINTAS CORPORATION	141429	0	2025	2 INV P	103.86	pcard		Uniforms, mats and
000274	CINTAS CORPORATION	141430	0	2025	2 INV P	59.76	pcard		Mats, cleaning supp
						367.26			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							367.26				
58073000	680300	1800									
001283	STAFFORD ROSENBAUM,		140439	230132	2025	2	INV P			Buildings	
								1,856.00	021925	568620 Transit Center Mult	
003202	SMA CONSTRUCTION		140986	0	2025	2	INV P	154,385.00	030525	568877 VT Whitman Facility	
ACCOUNT TOTAL							156,241.00				
58073000	680402	1800									
000219	BUILDING SERVICE, IN		140436	230795	2025	2	INV P	5,349.35	021925	568562 Items for new build	
000219	BUILDING SERVICE, IN		140438	230721	2025	2	INV P	141,949.69	021925	568562 Whitman constructio	
							147,299.04				
001393	ULINE		140164	0	2025	2	INV P	9,419.97	pcard	Shelving	
001393	ULINE		140165	0	2025	2	INV P	432.88	pcard	Shelving	
001393	ULINE		140166	0	2025	2	INV P	2,842.93	pcard	Shelving	
							12,695.78				
ACCOUNT TOTAL							159,994.82				
ORG 58073000 TOTAL							335,421.78				
58074000										VT 5307 Operations	
58074000	632101									Uniforms	
000316	COONEY'S EMBROIDERY		140048	0	2025	2	INV P	117.00	021925	568568 Uniforms	
000316	COONEY'S EMBROIDERY		140981	0	2025	2	INV P	2,420.00	030525	568835 Uniforms	
							2,537.00				
001396	UNIFIRST CORPORATION		139590	0	2025	2	INV P	18.48	021225	568533 Uniforms	
001396	UNIFIRST CORPORATION		139591	0	2025	2	INV P	36.96	021225	568533 Uniforms	
001396	UNIFIRST CORPORATION		139592	0	2025	2	INV P	18.48	021225	568533 Uniforms	
001396	UNIFIRST CORPORATION		139593	0	2025	2	INV P	18.48	021225	568533 Uniforms	
001396	UNIFIRST CORPORATION		140047	0	2025	2	INV P	18.48	021925	568644 Uniforms	
							110.88				
ACCOUNT TOTAL							2,647.88				
58074000	632200									Gas Purchases	
001608	GARROW OIL CORPORATI		140045	0	2025	2	INV P	18,970.49	021925	568582 #1 Clear diesel fue	
001608	GARROW OIL CORPORATI		140975	0	2025	2	INV P	19,432.83	030525	568849 #1 Clear Diesel Fue	
							38,403.32				
ACCOUNT TOTAL							38,403.32				
58074000	632602									Tires	
001926	GOODYEAR TIRE AND RU		140050	0	2025	2	INV P	390.62	021925	568584 January mileage	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION	
003165 BRIDGESTONE	139618	230542	2025 2	INV P	1,833.33	020525	568364	Tire program	
ACCOUNT TOTAL					2,223.95				
58074000 632700				Miscellaneous Equipment					
000362 DELL MARKETING L.P.	139981	0	2025 2	INV P	147.49	021225	568454	Docking station	
000362 DELL MARKETING L.P.	140538	0	2025 2	INV P	609.98	022625	568687	Docking Station	
					757.47				
ACCOUNT TOTAL					757.47				
58074000 643000				Health Services					
001588 THEDACARE, INC.	139589	0	2025 2	INV P	87.55	021225	568529	DOT Physical	
001588 THEDACARE, INC.	140053	0	2025 2	INV P	87.55	021925	568639	DOT Physical	
001588 THEDACARE, INC.	140054	0	2025 2	INV P	87.55	021925	568639	DOT Physical	
					262.65				
ACCOUNT TOTAL					262.65				
ORG 58074000 TOTAL					44,295.27				
58076000				VT 5307 Ancillary Paratransit					
58076000 659900				Other Contracts/Obligation					
001600 LUTHERAN SOCIAL SERV	139623	0	2025 2	INV P	14,916.00	021225	568484	2024 4th Quarter MM	
ACCOUNT TOTAL					14,916.00				
ORG 58076000 TOTAL					14,916.00				
FUND 580 Valley Transit					TOTAL:			485,049.39	

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



Date: March 19, 2025

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald *RM*

Re: **Award Recommendation for a Valley Transit Support Vehicle**

BACKGROUND

In conducting Valley Transit services throughout the Fox Cities, staff is required to provide support services on a daily basis. Examples include maintaining bus facilities, shelters and bus stops.

It is necessary to purchase a maintenance support vehicle at this time.

Valley transit budgeted sufficient funds for a support vehicle.

ANALYSIS

The State of Wisconsin DOA, Division of Enterprise Operations, State of Bureau of Procurement successfully completed a solicitation that was competitively bid and designated as a cooperative purchasing contract, allowing municipalities to use this purchasing contract.

Bids meeting the minimum requirements delineated above were received by the State contract. Low to High bids were received for similar vehicles.

FISCAL IMPACT

Valley Transit budgeted sufficient funds for a support vehicle in the 2025 budget. Napleton Chevrolet Columbus, 800 Maple Ave., Columbus, WI 53925 submitted the lowest bid at \$64,649.50. The cost will be distributed between a FTA grant 80% (\$51,719.6) and Local 20% (12,929.90).

Valley Transit has sufficient fund balances within the budget.

RECOMMENDATION

Staff recommends authorization for Valley Transit to issue a Purchase Order to Napleton Chevrolet for a Diesel (Fleet) 2025 Chevrolet Silverado 2500HD 4WD work truck for \$64,649.50.





Memorandum

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: March 20, 2025

RE: Award Recommendation for Northern Winnebago Dial A Ride Service Contract

In addition to fixed-route bus service, Valley Transit offers a demand responsive ambulatory transportation service for elderly residents of the Cities of Neenah and Menasha, the Village of Fox Crossing, and a portion of Winnebago County within the City of Appleton (Heritage Area). The service is called Northern Winnebago Dial A Ride (NWDAR) and is currently provided by contract with Running Inc. The current agreement expires on June 30, 2025.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The NWDAR RFP listed the contract length at four years commencing on July 1, 2025, with options to extend for three additional one-year periods.

The RFP document was sent directly to known paratransit vendors, posted on Valley Transit's website and posted on the State of Wisconsin's VendorNet system. Proposals were due on February 21, 2025.

Two proposals were received: Running Inc (Viroqua, WI) and LIR Transportation LLC (Appleton, WI). All proposals were considered 'responsive' by meeting the mandatory requirements listed in the RFP.

ANALYSIS

An evaluation team was assembled to review the proposals. Each proposal was evaluated based on experience, professional competence, technical approach, understanding and completeness of proposal, capacity & price. The team discussed perceived benefits of both proposals. After considering the written proposals the evaluation team unanimously concluded that Running Inc (Viroqua, WI) had proposed the best service for Valley Transit.

Running Inc. was considered responsible based on previous contract performance and references. In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a compliant drug & alcohol testing program; a good understanding of customer service and safety; proper staff training; and sufficient vehicles to operate the service. Running Inc. also has access to Valley Transit's scheduling and reporting software that

provides for improved oversight of the contract. The evaluation team determined that Running Inc. was the only vendor who could meet Valley Transit's requirements.

FISCAL IMPACT

Valley Transit's 2025 proposed operating budget includes adequate funding for the NWDAR service contract. The local share of this service is paid by The City of Neenah, the Village of Fox Crossing and Winnebago County.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into a four-year contract with three one-year optional extensions with Running Inc to provide the Northern Winnebago Dial A Ride service.



Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: March 20, 2025
RE: Award Recommendation for Outagamie County Rural Service Contract

In addition to fixed-route bus service, Valley Transit offers a demand responsive rural transportation service for elderly and disabled passengers in the non-urbanized areas of Outagamie County. The service is called Outagamie County Rural Service (OC Rural) and is currently provided by contract with Running Inc. The current agreement expires on June 30, 2025.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The Outagamie County Rural RFP listed the contract length at four years commencing on July 1, 2025, with options to extend for three additional one-year periods.

The RFP document was sent directly to known paratransit vendors, posted on Valley Transit's website and posted on the State of Wisconsin's VendorNet system. Proposals were due on February 21, 2025.

Two proposals were received: Running Inc (Viroqua, WI) and LIR Transportation LLC (Appleton, WI). All proposals were considered 'responsive' by meeting the mandatory requirements listed in the RFP.

ANALYSIS

An evaluation team was assembled to review the proposals. Each proposal was evaluated based on experience, professional competence, technical approach, understanding and completeness of proposal, capacity & price. The team discussed perceived benefits of both proposals. After considering the written proposals the evaluation team unanimously concluded that Running Inc (Viroqua, WI) had proposed the best service for Valley Transit.

Running Inc. was considered responsible based on previous contract performance and references. In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a compliant drug & alcohol testing program; a good understanding of customer service and safety; proper staff training; and sufficient vehicles to operate the service. Running Inc. also has access to Valley Transit's scheduling and reporting software that

provides for improved oversight of the contract. The evaluation team determined that Running Inc. was the only vendor who could meet Valley Transit's requirements.

FISCAL IMPACT

Valley Transit's 2025 proposed operating budget includes adequate funding for the Outagamie County Rural service contract. The local share of this service is paid by Outagamie County.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into a four-year contract with three one-year optional extensions with Running Inc to provide Outagamie County Rural Transportation services.



Valley Transit

CONNECTING THE FOX CITIES

Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: March 20, 2025
RE: Award Recommendation for Security Services

BACKGROUND

Valley Transit utilizes a contractor, STAR Protection & Patrol, to provide a security officer at the downtown Appleton Transit Center and adjacent areas. The current agreement with Star Protection and Patrol ends June 30, 2025.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The RFP document was sent directly to known vendors; posted on Valley Transit's website and posted on the State of Wisconsin's Vendornet system. Proposals were due on February 21, 2025. Two proposals were received: STAR Protection & Patrol (Oshkosh, WI); and Total Security & Safety (Oshkosh, WI).

Both proposals met the mandatory requirements and moved forward in the evaluation process.

ANALYSIS

An evaluation team was assembled to review the written proposals and costs. Each proposal was evaluated based on the vendor's experience/qualifications, standard post orders & policies, training and cost.

After considering all factors, the evaluation team unanimously concluded that STAR Protection & Patrol (Oshkosh, WI) had proposed the best service and value for Valley Transit.

STAR Protection & Patrol had experience providing security officers at the transit center as the incumbent over the past several years. The City of Appleton Police Department has a working relationship with STAR Protection & Patrol due to their interaction at the transit center and other city events. STAR Protection & Patrol's proposal was well-organized and included a clear training program with continuing training annually for officers. STAR Protection & Patrol proposed daily supervisor contact and weekly site visits of assigned officers.

The Total Security & Safety proposal was considered not responsive to the main written portion of the RFP as it did not address many required questions.

FISCAL IMPACT

Valley Transit's 2025 budget includes adequate funding for contracted security service. The project will have a total year-one fiscal impact of approximately \$96,000, which is the current budget.

STAR Protection & Patrol's cost proposal includes an annual increase of approximately 5% to their cost per hour in years 2-4 of the contract.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into a 4-year contract with three 1-year optional extensions with STAR Protection & Patrol to provide security services.

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For two months Ending February 28, 2025

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2025 Amended Budget	2025 % of Total Budget
REVENUES						
Bus Fare Revenue	17,092	48,033	33,501	76,517	740,000	4.53%
Paratransit Fare Revenue	29,138	35,652	59,170	71,503	557,410	10.62%
Total Fare Revenue	46,230	83,685	92,671	148,020	1,297,410	7.14%
Other Charges for Service	1,185	3,262	1,970	5,645	65,000	3.03%
Other Revenues	396	3,988	396	4,746	8,000	4.95%
TOTAL REVENUES	47,811	90,935	95,037	158,411	1,370,410	6.93%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	188,798	319,012	387,852	498,435	3,585,397	10.82%
Overtime	30,123	79,157	52,813	102,222	77,358	68.27%
Incentive Pay	-	-	-	1,480	1,335	0.00%
Other Compensation	-	-	-	-	-	-
Fringes	75,925	104,697	144,099	169,458	1,311,426	10.99%
Unemployment Compensation	1,110	(38,973)	2,464	(38,973)	-	-
Salaries & Fringe Benefits	295,956	463,893	587,228	732,622	4,975,516	11.80%
Training & Conferences	1,175	2,717	1,390	2,717	25,000	5.56%
Employee Recruitment	7,020	-	7,900	1,785	7,280	108.52%
Office Supplies & Parking Permits	308	671	451	1,682	5,400	8.35%
Subscriptions	54	43	189	178	1,413	13.38%
Memberships & Licenses	11	301	9,141	9,140	15,970	57.24%
Postage & Freight	3	9	3	11	3,700	0.08%
Awards & Recognition	-	-	-	20	930	0.00%
Food & Provisions	-	-	-	-	1,240	0.00%
Insurance	-	-	185,333	193,295	314,905	58.85%
Insurance dividend & return of surplus	-	-	-	-	-	-
Depreciation Expense	126,812	-	253,624	-	1,521,743	16.67%
Administrative Expenses	135,383	3,741	458,031	208,828	1,897,581	24.14%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	2,561	8,977	3,559	9,610	55,450	6.42%
Printing & Reproduction	491	-	491	217	29,470	1.67%
Uniforms	2,648	172	2,596	172	9,290	27.94%
Gas Purchases	38,582	23,733	76,278	77,708	571,500	13.35%
Safety Supplies	514	92	514	334	1,500	34.27%
Vehicle & Equipment Parts	8,228	6,657	8,918	12,205	322,300	2.77%
Miscellaneous Equipment	913	2,114	2,053	2,884	25,100	8.18%
Signs	-	440	-	809	12,000	0.00%
Supplies & Materials	53,937	42,185	94,409	103,939	1,028,110	9.18%
Accounting/Audit	-	-	-	-	15,000	0.00%
Bank Services	164	165	164	165	6,680	2.46%
Consulting Services	-	-	-	-	40,000	0.00%
Solid Waste/Recycling	389	738	389	738	6,161	6.31%
Contractor Fees	15,350	197,625	249,663	361,624	4,008,877	6.23%
Advertising	13,000	6,200	15,250	11,800	50,309	30.31%
Health Services	263	885	942	885	9,200	10.24%
Snow Removal Services	18,049	24,985	20,559	25,735	56,008	36.71%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For two months Ending February 28, 2025

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2025 Amended Budget	2025 % of Total Budget
Laundry Services	728	1,241	728	1,115	15,340	4.75%
Other Contracts/Obligations	15,241	633	325	1,206	100,190	0.32%
Purchased Services	63,184	232,472	288,020	403,268	4,307,765	6.69%
Electric	6,530	4,617	6,530	10,014	58,434	11.18%
Gas	6,085	3,360	6,085	7,345	24,638	24.70%
Water	298	356	298	356	7,850	3.80%
Sewer	194	220	194	220	4,763	4.07%
Stormwater	669	662	669	662	10,000	6.69%
Telephone	1,255	843	1,419	990	29,156	4.87%
Utilities	15,031	10,058	15,195	19,587	134,841	11.27%
Building Repair & Maintenance	-	-	372	-	-	-
Vehicle Repair & Maintenance	2,457	1,219	2,457	2,438	10,050	24.45%
Equipment Repair & Maintenance	-	2,153	-	2,153	9,650	0.00%
FMD Charges & Material	381	8,308	8,677	16,273	137,933	6.29%
Software Support	-	4,781	129,475	76,926	170,430	75.97%
Repairs & Maintenance	2,838	16,461	140,981	97,790	328,063	42.97%
Total Operating Expenses	566,329	768,810	1,583,864	1,566,034	12,671,876	12.50%
OPERATING INCOME (LOSS)	(518,518)	(677,875)	(1,488,827)	(1,407,623)	(11,301,466)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	-	-	-	-	3,082,885	0.00%
Appleton Support	-	-	-	-	724,810	0.00%
Other Local Support	241,849	237,004	893,015	790,716	1,899,499	47.01%
Investment Income	-	-	-	4,857	12,500	0.00%
Donations	-	4,167	-	8,330	63,386	0.00%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	241,849	241,171	893,015	803,903	9,343,471	9.56%
Buildings	-	240,832	-	240,832	7,500,000	0.00%
Machinery & Equipment	35,016	-	35,016	-	-	0.00%
Furniture & Fixtures	159,995	-	163,587	-	-	0.00%
Vehicles	-	-	-	-	50,000	0.00%
Capital Expenditures	195,011	240,832	198,603	240,832	7,550,000	2.63%
NET INCOME (LOSS)	(471,680)	(677,536)	(794,415)	(844,552)	(9,507,995)	

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For two months Ending February 28, 2025

Description	Month of February Actual	Prior Year February	YTD As of February Actual	Prior YTD February	2025 Amended Budget	2025 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	95,446	89,536	204,038	178,571	2,550,000	8.00%
VTII - Elderly	5,023	3,945	10,197	8,140	76,500	13.33%
PT - Optional (Sunday)	459	250	1,040	589	12,750	8.16%
Outagamie County Demand Response Rural	32,784	32,343	68,726	62,374	462,600	14.86%
Neenah Dial - A - Ride	4,420	3,267	9,267	6,301	120,705	7.68%
Calumet County Van Service	4,176	3,714	7,999	5,827	37,620	21.26%
Connector	76,182	33,347	154,014	68,599	476,352	32.33%
Downtown Trolley	-	-	-	-	40,800	0.00%
Total Purchased Transportation	218,490.00	166,402.00	455,281	330,401	3,777,327	12.05%

Total Monthly Passengers

46,462

↘ -25% 62,192
change prev. year

Total YTD Passengers

94,351

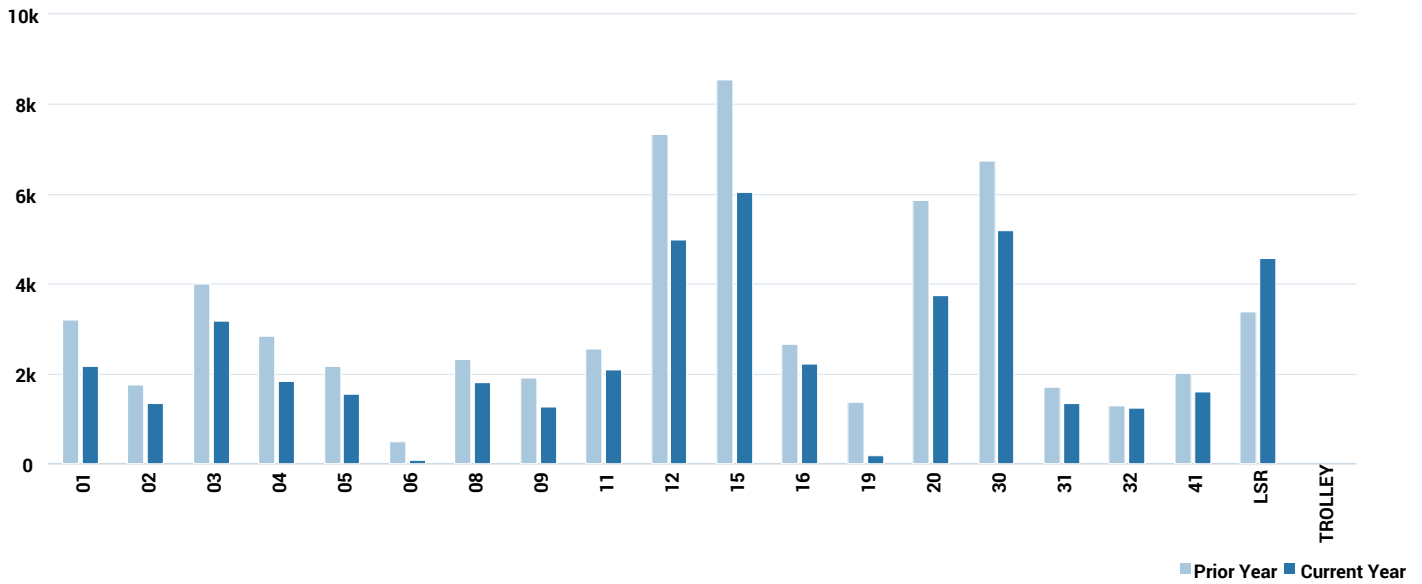
↘ -19% 117,074
change prev. year

Monthly Fare Group Trend

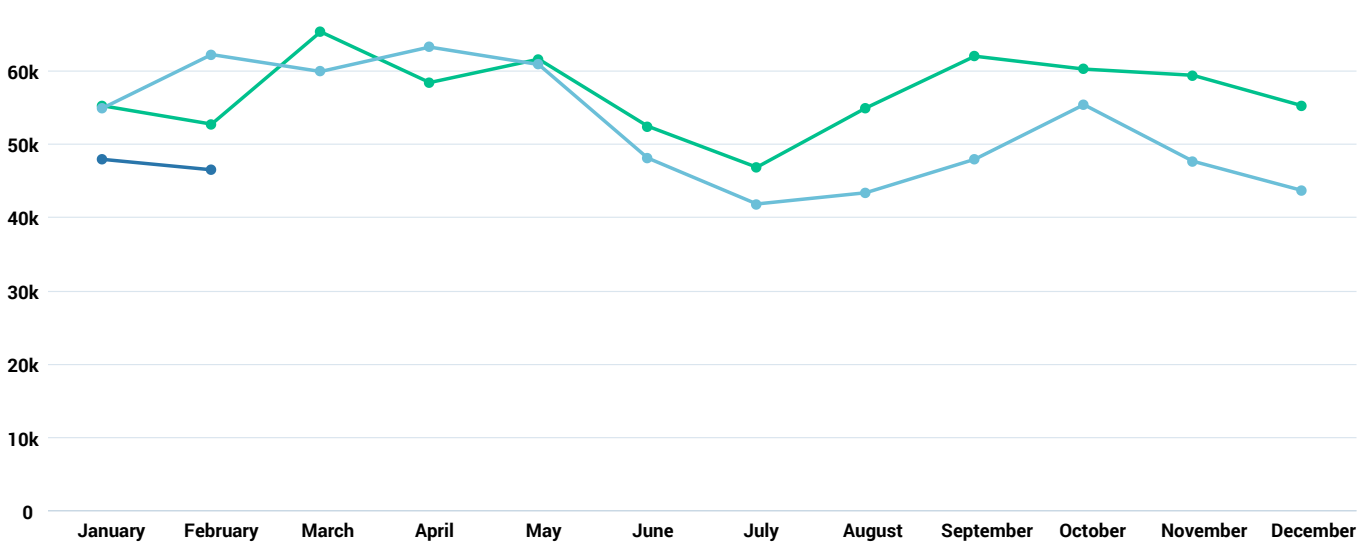
Fare Group Desc	Prior Year	Current ▼	% Change
Passes & Tickets	26,212	18,263	-30.3%
AASD	10,552	10,585	0.3%
Transfers	8,587	6,599	-23.2%
Cash	9,145	6,305	-31.1%
FVTC	5,199	3,101	-40.4%
Free	1,428	878	-38.5%
Lawrence University	1,069	731	-31.6%

**Note: Ridership decrease due to a major service modification in July 2024 when Monday - Friday evening and Saturday afternoon & evening bus service was transitioned to VT Connector service.*

Ridership by Route



Monthly Ridership Trend by Year



Agency FY: ● 2023 ● 2024 ● 2025

Total Monthly Passengers

7,439

↘ -6% change
7,938 prev. year

Total YTD Passengers

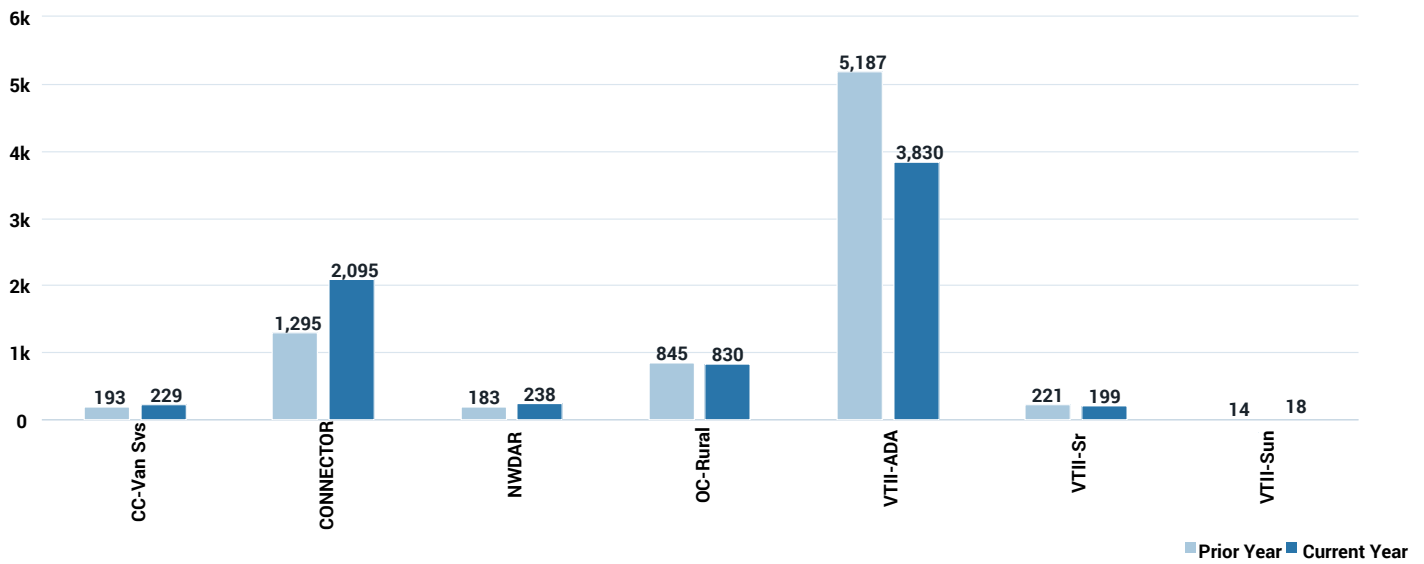
15,495

↘ -2% change
15,823 prev. year

Monthly Ridership by Program Trend

Reporting Route	Prior Year	Current Year ▼	% Change
VTII-ADA	5,187	3,830	-26.16%
CONNECTOR	1,295	2,095	61.78%
OC-Rural	845	830	-1.78%
NWDAR	183	238	30.05%
CC-Van Svs	193	229	18.65%
VTII-Sr	221	199	-9.95%
VTII-Sun	14	18	28.57%

Monthly Ridership by Program



Monthly Ridership Trend by Year

