



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appletonwi.gov](http://www.appletonwi.gov)

## Meeting Agenda - Final Fox Cities Transit Commission

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Tuesday, May 27, 2025

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

[25-0558](#) Approval of minutes from previous meeting

**Attachments:** [Meeting Minutes from 042225.pdf](#)

5. **Public Hearing/Apearances**

[25-0421](#) Public Participation on Agenda Items

6. **Action Items**

[25-0559](#) Approval of Payments

**Attachments:** [April 2025 Payments.pdf](#)

[25-0560](#) Authorization to Execute an Offer to Purchase 222 N. Oneida Street

**Attachments:** [Memo to Execute OTP 222 N Oneida St.pdf](#)

[Completed Report-0 North Onedia Street Appleton.pdf](#)

[25-0561](#) Approval of Title VI Program Update

**Attachments:** [Valley Transit Title VI Program 2025.pdf](#)

7. **Information Items**

[25-0562](#) Financial Report

**Attachments:** [April 2025 Income Statement.pdf](#)

[25-0563](#) Ridership Report

Attachments: [April 2025 Ridership.pdf](#)

[25-0564](#) Request for Future Agenda Items

**8. Next Meeting Dates & Times**

**- June 10, 2025, 2:50 PM - Cancelled**

**- June 24, 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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Appleton, WI 54911-4799  
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## Meeting Minutes - Final Fox Cities Transit Commission

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Tuesday, April 22, 2025

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

**Present:** 10 - Kasimor, Dexter, VandeHey, Chairperson Dearborn, Wurdinger, Torrance, Brown, Holzschuh, Smith and Meltzer

**Excused:** 2 - Patza and Thao

4. Approval of minutes from previous meeting

[25-0414](#)

Approval of minutes from previous meeting

**Attachments:** [MeetingMinutes 25-March-2025 revised.pdf](#)

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

5. **Public Hearing/Appearances**

[25-0421](#)

Public Participation on Agenda Items

*No public participation on agenda items.*

6. **Action Items**

[25-0422](#)

Election of Fox Cities Transit Commission Chair

George Dearborn nominated for Chairperson by Commissioner Wurdinger. Commissioner Wurdinger moved, that Commissioner Dearborn serve as Chairperson for the 2025-2026 term, seconded by Commissioner Brown. Voice Vote. Approved unanimously.

[25-0423](#)

Election of Fox Cities Transit Commission Vice-Chair

Commissioner VandeHey nominated for Vice-Chairperson by Commissioner Wurdinger, seconded by Commissioner Brown. Voice Vote. Approved unanimously.

[25-0424](#) Establish Meeting Date and Time

Commissioner Brown moved, seconded by Commissioner Torrance, that the Fox Cities Transit Commission continue to meet twice a month on Tuesday at 2:50 PM. Voice Vote. Approved unanimously.

[25-0425](#) Designate Ronald McDonald as the Contact Person for the Commission

Commissioner Torrance moved, seconded by Commissioner VandeHey, that Ronald McDonald be designated as the Contact Person for the Transit Commission. Voice Vote. Approved unanimously.

[25-0426](#) WisGo Update and Request to Approve Fare Capping

**Attachments:** [WisGO Project Update and Fare Policy Approval FCTC Memo.pdf](#)

Commissioner Kasimor moved, seconded by Commissioner Dexter, that the request to approve fare capping be recommended for approval. Voice Vote. Motion Carried.

[25-0427](#) Approval of Payments

**Attachments:** [March 2025 Payments.pdf](#)

Commissioner VandeHey moved, seconded by Commissioner Meltzer, that Payments be approved. Voice Vote. Motion Carried.

## 7. Information Items

[25-0428](#) Financial Report

**Attachments:** [March 2025 Income Statement.pdf](#)

The financial report was presented.

[25-0429](#) Ridership Report

**Attachments:** [March 2025 Ridership.pdf](#)

The ridership report was presented.

[25-0430](#) 2025 1st Quarter KPI

**Attachments:** [2025 1st Qtr KPI.pdf](#)

The 1st quarter KPI report was presented.

[25-0431](#) Request for Future Agenda Items

Future agenda items were requested.

8. **Next Meeting Date & Time**  
- **May 13, 2025, 2:50 PM - Cancelled**  
- **May 27, 2025, 2:50 PM**

9. Adjournment

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

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
58071000			VT 5307 Admin								
58071000 620100			Training/Conferences								
003256	ST. PAUL ELDER SERV	145175	0	2025	4	INV P	77.25	pcard	Mobility Mgr Apprec		
999990	SHERATON KANSAS CTY	143352	0	2025	4	INV P	654.00	pcard	Drug & Alch confere		
999990	SHERATON KANSAS CTY	143353	0	2025	4	INV P	654.00	pcard	Drug & Alcohol Conf		
999990	DELTA AIR BAGGAGE	143355	0	2025	4	INV P	35.00	pcard	DELTA AIR BAGGAGE		
999990	HILTON GARDEN INN	145084	0	2025	4	INV P	846.03	pcard	Mobility Manager Co		
999990	DELTA AIR BAGGAGE	145085	0	2025	4	INV P	35.00	pcard	DELTA AIR BAGGAGE		
999990	DELTA AIR BAGGAGE	145086	0	2025	4	INV P	35.00	pcard	DELTA AIR BAGGAGE		
999990	HILTON GARDEN INN	145174	0	2025	4	INV P	-149.12	pcard	Mobility Mgr Confer		
							2,109.91				
ACCOUNT TOTAL							2,187.16				
58071000 620500			Employee Recruitment								
001848	LAMAR ADVERTISING	143106	0	2025	4	INV P	900.00	041625	569460	Advertising	
001848	LAMAR ADVERTISING	143992	0	2025	4	INV P	400.00	042325	569575	Advertising	
							1,300.00				
002694	RNS COMMUNICATIONS I	143982	0	2025	4	INV P	600.00	042325	569603	Employment Advertis	
002824	SINCLAIR BROADCAST	143896	250192	2025	4	INV P	6,255.00	041625	569491	Employment Advertis	
ACCOUNT TOTAL							8,155.00				
58071000 630100			Office Supplies								
001983	AMAZON	145269	0	2025	4	INV P	80.43	pcard	Office Supplies		
999990	QUILL CORPORATION	144058	0	2025	4	INV P	94.99	pcard	Office supplies		
999990	QUILL CORPORATION	145077	0	2025	4	INV P	560.76	pcard	Office supplies		
999990	QUILL CORPORATION	145078	0	2025	4	INV P	5.27	pcard	Office Supplies		
999990	QUILL CORPORATION	145079	0	2025	4	INV P	7.16	pcard	Office Supplies		
999990	QUILL CORPORATION	145162	0	2025	4	INV P	86.52	pcard	Office Supplies		
999990	QUILL CORPORATION	145163	0	2025	4	INV P	1.55	pcard	Office Supplies		
							756.25				
ACCOUNT TOTAL							836.68				
58071000 630200			Subscriptions								
001517	GANNETT WISCONSIN	144112	0	2025	4	INV P	53.99	pcard	Post Crescent subsc		
003221	WISCONSIN AUDIO VIDE	143453	0	2025	4	INV P	135.00	041625	569519	Transit Center musi	
ACCOUNT TOTAL							188.99				
58071000 630400			Postage / Freight								
001583	UNITED STATES POSTAL	145165	0	2025	4	INV P	2.04	pcard	FCTC Postage		

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4											
ACCOUNT/VENDOR				DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									2.04		
58071000	630500					Awards & Recognition					
001198	SAM'S CLUB		145173		0	2025	4	INV P	142.00	pcard	Employee Recognitio
999990	JERSEY MIKES	29021	145216		0	2025	4	INV P	-407.07	pcard	Employee Recognitio
999990	JERSEY MIKES	29021	145217		0	2025	4	INV P	407.07	pcard	Employee Recognitio
									.00		
ACCOUNT TOTAL									142.00		
58071000	630700					Food & Provisions					
999990	STUCS PIZZA - APPL	ET	143354		0	2025	4	INV P	48.30	pcard	New hire lunch
ACCOUNT TOTAL									48.30		
58071000	631603					Other Misc. Supplies					
001983	AMAZON		145213		0	2025	4	INV P	879.67	pcard	Misc Supplies
999990	KNOX COMPANY INC		145214		0	2025	4	INV P	581.00	pcard	Misc Supplies
ACCOUNT TOTAL									1,460.67		
58071000	632001					City Copy Charges					
001164	RICOH USA, INC.		143008		0	2025	4	INV P	351.16	040225	569277 Copier Charges
001164	RICOH USA, INC.		143101		0	2025	4	INV P	407.36	040925	569381 Copier Charges
									758.52		
ACCOUNT TOTAL									758.52		
58071000	632300					Safety Supplies					
000274	CINTAS CORPORATION		144111		0	2025	4	INV P	90.79	pcard	Safety Supplies
ACCOUNT TOTAL									90.79		
58071000	632700					Miscellaneous Equipment					
999990	ULINE *SHIP SUPPLIE		144061		0	2025	4	INV P	1,092.71	pcard	work stools
ACCOUNT TOTAL									1,092.71		
58071000	640300					Bank Service Fees					
000814	LOOMIS ARMORED US, L		143081		0	2025	4	INV P	163.28	040925	569358 MARCH ARMORED CAR S
ACCOUNT TOTAL									163.28		
58071000	640800					Contractor Fees					
001237	SHRED-IT USA		145081		0	2025	4	INV P	114.19	pcard	Document management
001771	RED SHOES PR, INC.		143443		0	2025	4	INV P	4,345.75	041625	569482 March Marketing Eff

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
003012	LANGUAGE LINE	144279	0	2025	4	INV P	66.24	042325	569576	Translation service
ACCOUNT TOTAL							4,526.18			
58071000	641200			Advertising						
001771	RED SHOES PR, INC.	143444	0	2025	4	INV P	7,000.00	041625	569482	April digital adver
ACCOUNT TOTAL							7,000.00			
58071000	641308			Cellular Phones						
000250	CELLCOM APPLETON PCS	144060	0	2025	4	INV P	1,271.50	pcard		Data plan and cell
000250	CELLCOM APPLETON PCS	145270	0	2025	4	INV P	1,271.50	pcard		Cell Phones and Dat
							2,543.00			
ACCOUNT TOTAL							2,543.00			
58071000	642400			Software Support						
999990	WWW.FIELDWIRE.COM	144107	0	2025	4	INV P	88.00	pcard		WWW.FIELDWIRE.COM -
999990	ZOOM.COM 888-799-966	144168	0	2025	4	INV P	10.00	pcard		Teleconference mont
							98.00			
ACCOUNT TOTAL							98.00			
58071000	659900			Other Contracts/Obligation						
999990	NIC*ONLINECRASHREPOR	144118	0	2025	4	INV P	6.14	pcard		Crash Report
999990	SHIPPING CONTAINERS	145080	0	2025	4	INV P	325.00	pcard		Storage Containers
							331.14			
ACCOUNT TOTAL							331.14			
ORG 58071000 TOTAL							29,624.46			
58072000	VT 5307 Vehicle Maintenance									
58072000	630901			Shop Supplies						
000274	CINTAS CORPORATION	144059	0	2025	4	INV P	146.30	pcard		Uniforms, mats & sh
000866	MENARDS	144095	0	2025	4	INV P	53.97	pcard		Shop Supplies
000866	MENARDS	144122	0	2025	4	INV P	18.48	pcard		Shop supplies
000866	MENARDS	144216	0	2025	4	INV P	89.41	pcard		Shop supplies
							161.86			
000881	MIDLAND PAPER	143995	0	2025	4	INV P	669.45	042325	569583	Shop supplies
001003	NORTHSIDE HARDWARE,	144113	0	2025	4	INV P	1.89	pcard		Shop supplies
001194	SAFETY-KLEEN	144000	0	2025	4	INV P	339.00	042325	569605	Shop supplies - oil
001607	GRAINGER, INC.	144119	0	2025	4	INV P	213.52	pcard		shop supplies



## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4													
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION			
001607	GRAINGER, INC.	144120	0	2025	4	INV P	39.20	pcard		Shop supplies			
001607	GRAINGER, INC.	144121	0	2025	4	INV P	10.68	pcard		Shop supplies			
							263.40						
001666	FACTORY MOTOR PARTS	145024	0	2025	4	INV P	875.00	pcard		Bulk Hardware			
001983	AMAZON	145164	0	2025	4	INV P	143.99	pcard		Shop Supplies			
002052	SPEEDY METALS, LLC	144096	0	2025	4	INV P	1,298.90	pcard		Shop supplies			
ACCOUNT TOTAL							3,899.79						
58072000	630902			Tools & Instruments									
001983	AMAZON	144109	0	2025	4	INV P	89.13	pcard		Tools			
001983	AMAZON	144110	0	2025	4	INV P	491.72	pcard		Tools			
							580.85						
999990	SPWINDUSTRIAL	145161	0	2025	4	INV P	644.00	pcard		wisGo Install Tool			
ACCOUNT TOTAL							1,224.85						
58072000	632200			Gas Purchases									
000763	KWIK TRIP, INC	143438	0	2025	4	INV P	302.87	041625	569459	Staff vehicle fuel			
ACCOUNT TOTAL							302.87						
58072000	632601			Repair Parts									
000089	NEW FLYER OF AMERICA	143448	0	2025	4	INV P	137.29	041625	569470	Parts			
000089	NEW FLYER OF AMERICA	143449	0	2025	4	INV P	83.60	041625	569470	Parts			
000089	NEW FLYER OF AMERICA	143450	0	2025	4	INV P	1,763.20	041625	569470	Parts			
000089	NEW FLYER OF AMERICA	143451	0	2025	4	INV P	976.14	041625	569470	Parts			
000089	NEW FLYER OF AMERICA	143452	0	2025	4	INV P	32.79	041625	569470	Parts			
000089	NEW FLYER OF AMERICA	144263	0	2025	4	INV P	1,697.73	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144264	0	2025	4	INV P	1,251.91	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144265	0	2025	4	INV P	312.40	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144266	0	2025	4	INV P	488.07	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144267	0	2025	4	INV P	34.53	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144268	0	2025	4	INV P	78.10	042325	569592	Parts			
000089	NEW FLYER OF AMERICA	144852	0	2025	4	INV P	5,296.86	043025	569679	Parts			
000089	NEW FLYER OF AMERICA	144853	0	2025	4	INV P	942.09	043025	569679	Parts			
000089	NEW FLYER OF AMERICA	144854	0	2025	4	INV P	564.90	043025	569679	Parts			
							13,659.61						
000172	BAYCOM, INC.	143442	0	2025	4	INV P	28.25	041625	569420	Antenna			
001595	JX TRUCK CENTER	143445	0	2025	4	INV P	279.99	041625	569454	Parts			
001595	JX TRUCK CENTER	143446	0	2025	4	INV P	3,166.22	041625	569454	Parts			
001595	JX TRUCK CENTER	143447	0	2025	4	INV P	559.98	041625	569454	Parts			
001595	JX TRUCK CENTER	144269	0	2025	4	INV P	559.98	042325	569567	Parts			

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001595	JX TRUCK CENTER	144271	0	2025	4	CRM P	-292.32	042325	569567	Credit for parts re
							4,273.85			
001666	FACTORY MOTOR PARTS	145215	0	2025	4	INV P	49.95	pcard		Parts
				ACCOUNT TOTAL			18,011.66			
58072000	632700			Miscellaneous Equipment						
000172	BAYCOM, INC.	144861	0	2025	4	INV P	624.40	043025	569638	Radio equipment
003159	IMPERIAL SUPPLIES HO	143997	0	2025	4	INV P	1,649.85	042325	569562	Shop Equipment - sh
				ACCOUNT TOTAL			2,274.25			
58072000	641700			Vehicle Repairs & Maint						
001595	JX TRUCK CENTER	144855	0	2025	4	INV P	455.00	043025	569663	Coach 2005 service
001595	JX TRUCK CENTER	144856	0	2025	4	INV P	455.00	043025	569663	Coach 2004 service
							910.00			
001597	NOLTE'S TOWING	143984	0	2025	4	INV P	321.25	042325	569593	Towing coach 1939
001597	NOLTE'S TOWING	144851	0	2025	4	INV P	300.42	043025	569681	Towing Coach 1933
							621.67			
				ACCOUNT TOTAL			1,531.67			
58072000	641800			Equip Repairs & Maint						
000172	BAYCOM, INC.	144863	0	2025	4	INV P	1,000.00	043025	569638	BDA Sublet Project
				ACCOUNT TOTAL			1,000.00			
58072000	645100			Laundry Services						
000274	CINTAS CORPORATION	144059	0	2025	4	INV P	58.58	pcard		Uniforms, mats & sh
				ACCOUNT TOTAL			58.58			
				ORG 58072000 TOTAL			28,303.67			
58073000				VT 5307 Building Maintenance						
58073000	641600			Build Repairs & Maint						
000758	KUETTEL'S SEPTIC SER	143985	0	2025	4	INV P	585.00	042325	569572	Pump floor pits
				ACCOUNT TOTAL			585.00			
58073000	644000			Snow Removal Services						
003022	BOB & DAVE'S	143439	0	2025	4	INV P	1,240.00	041625	569423	TC Snow removal
003022	BOB & DAVE'S	143441	0	2025	4	INV P	4,815.00	041625	569423	TC Snow removal
003022	BOB & DAVE'S	144316	250099	2025	4	INV P	3,315.00	042325	569530	Snow removal
							9,370.00			

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL										9,370.00			
Laundry Services													
58073000	645100												
000274	CINTAS CORPORATION	144059	0	2025	4	INV	P	69.20	pcard			Uniforms, mats & sh	
000274	CINTAS CORPORATION	145049	0	2025	4	INV	P	29.88	pcard			WO 185835 - TC - ma	
000274	CINTAS CORPORATION	145051	0	2025	4	INV	P	89.64	pcard			WO 185835 - TC - ma	
000274	CINTAS CORPORATION	145052	0	2025	4	INV	P	59.76	pcard			WO 185835 - TC - ma	
000274	CINTAS CORPORATION	145131	0	2025	4	INV	P	335.00	pcard			Transit Center - tr	
000274	CINTAS CORPORATION	145132	0	2025	4	INV	P	66.15	pcard			Transit Center - cl	
000274	CINTAS CORPORATION	145134	0	2025	4	INV	P	19.92	pcard			Valley Transit - ja	
000274	CINTAS CORPORATION	145135	0	2025	4	INV	P	41.52	pcard			Valley Transit - ja	
								711.07					
ACCOUNT TOTAL										711.07			
58073000	680300												
001021	WESTWOOD PROFESSIONAL	143999	0	2025	4	INV	P	1,090.00	042325		569627	Professional Service	
ACCOUNT TOTAL										1,090.00			
58073000	680300	1800											
001283	STAFFORD ROSENBAUM,	143028	230132	2025	4	INV	P	644.00	040225		569284	Transit Center Mult	
001283	STAFFORD ROSENBAUM,	143897	230132	2025	4	INV	P	864.00	041625		569495	Transit Center Mult	
								1,508.00					
ACCOUNT TOTAL										1,508.00			
ORG 58073000 TOTAL										13,264.07			
58074000	VT 5307 Operations												
58074000	632002												
001942	APPLETON SIGN COMPANY	144859	0	2025	4	INV	P	260.85	043025		569637	Decals for WisGo va	
ACCOUNT TOTAL										260.85			
58074000	632101												
000316	COONEY'S EMBROIDERY	143983	0	2025	4	INV	P	69.00	042325		569538	Uniforms	
ACCOUNT TOTAL										69.00			
58074000	632200												
001608	GARROW OIL CORPORATION	144312	250357	2025	4	INV	P	16,389.19	042325		569556	#2 ultra Low sulfur	
001608	GARROW OIL CORPORATION	144857	0	2025	4	INV	P	16,064.76	043025		569651	#2 Clear diesel fuel	
								32,453.95					
ACCOUNT TOTAL										32,453.95			
58074000	632602												
Tires													

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4												
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION		
001926	GOODYEAR TIRE AND RU	144280	0	2025	4	INV P	327.62	042325	569558	March mileage		
003165	BRIDGESTONE	144317	230542	2025	4	INV P	1,778.21	042325	569531	Tire program		
003165	BRIDGESTONE	144318	230542	2025	4	INV P	1,711.51	042325	569531	Tire program		
							3,489.72					
ACCOUNT TOTAL							3,817.34					
58074000	632603			Lubricants								
000615	HARTLAND LUBRICANTS	144862	0	2025	4	INV P	1,205.30	043025	569655	DEF - diesel exhaus		
ACCOUNT TOTAL							1,205.30					
58074000	632700			Miscellaneous Equipment								
999990	SP BOUNCEPAD NA	144159	0	2025	4	INV P	290.00	pcard		iPad stand - Driver		
ACCOUNT TOTAL							290.00					
58074000	632800			Signs								
001942	APPLETON SIGN COMPAN	144858	0	2025	4	INV P	377.00	043025	569637	Signs - TC		
ACCOUNT TOTAL							377.00					
58074000	643000			Health Services								
001588	THEDACARE, INC.	144847	0	2025	4	INV P	87.55	043025	569697	DOT random D&A test		
001588	THEDACARE, INC.	144848	0	2025	4	INV P	246.50	043025	569697	DOT Physical and ra		
001588	THEDACARE, INC.	144849	0	2025	4	INV P	87.55	043025	569697	DOT random D&A test		
001588	THEDACARE, INC.	144850	0	2025	4	INV P	646.00	043025	569697	DOT Physical and ra		
							1,067.60					
ACCOUNT TOTAL							1,067.60					
ORG 58074000 TOTAL							39,541.04					
58075000			VT 5307	ADA	Paratransit							
58075000	640800			Contractor Fees								
001186	RUNNING, INC.	145371	0	2025	4	INV P	110,237.00	050825	569766	April VTII - ADA, E		
ACCOUNT TOTAL							110,237.00					
58075000	641308			Cellular Phones								
001442	VERIZON WIRELESS SER	144057	0	2025	4	INV P	350.70	pcard		ADA data plan		
001442	VERIZON WIRELESS SER	145177	0	2025	4	INV P	350.70	pcard		ADA Data Plan		
							701.40					
ACCOUNT TOTAL							701.40					
ORG 58075000 TOTAL							110,938.40					

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
58076000						VT 5307	Ancillary Paratransit			
58076000	640800 1806						Contractor Fees			
001186	RUNNING, INC.	145371	0	2025	4 INV P		6,192.00	050825	569766	April VTII - ADA, E
						ACCOUNT TOTAL	6,192.00			
58076000	640800 1807						Contractor Fees			
001186	RUNNING, INC.	145371	0	2025	4 INV P		232.00	050825	569766	April VTII - ADA, E
						ACCOUNT TOTAL	232.00			
58076000	640800 1809						Contractor Fees OC Demand Resp			
001186	RUNNING, INC.	145368	0	2025	4 INV P		33,450.72	050825	569766	April Rural service
						ACCOUNT TOTAL	33,450.72			
58076000	640800 1813						Contractor Fees-Neenah DAR			
001186	RUNNING, INC.	145369	0	2025	4 INV P		4,008.62	050825	569766	April NWDAR Service
						ACCOUNT TOTAL	4,008.62			
58076000	640800 1818						Contractor Fees-CC Rural			
001621	CALUMET COUNTY	145515	0	2025	4 INV P		4,693.15	051425	569822	April Calumet Count
						ACCOUNT TOTAL	4,693.15			
58076000	640800 1822						Contractor Fees			
001186	RUNNING, INC.	145370	0	2025	4 INV P		72,234.00	050825	569766	April Connector ser
						ACCOUNT TOTAL	72,234.00			
						ORG 58076000 TOTAL	120,810.49			
FUND 580 Valley Transit						TOTAL:	342,482.13			

\*\* END OF REPORT - Generated by Kristin Stohl \*\*



## Memorandum

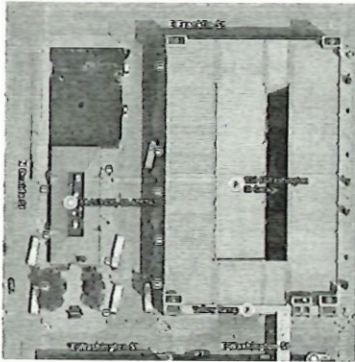
**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager *RM*

**DATE:** May 22, 2025

**RE:** Authorization to Execute an Offer to Purchase 222 N. Oneida Street

The Valley Transit Center is located at 100 E. Washington Street. The Transit Center is nestled between Oneida Street (west), the Yellow Parking Ramp (east), Franklin Street (north), and Washington Street (south).



The vacant parcel within this rectangular area is 222 N. Oneida Street.

Valley Transit requests authorization to purchase the vacant parcel, located adjacent to the current transit center, at 222 N. Oneida Street to allow for future development.

### ANALYSIS

Valley Transit previously completed a needs and space analysis for the transit center. That study overwhelmingly determined the current transit center location is the appropriate location for the extended future. Future planned renovations require use of the vacant parcel adjacent to the current transit center.

### FISCAL IMPACT

Valley Transit has an accepted Offer to Purchase this parcel from the Appleton Redevelopment Authority for a price of \$150,000. An independent real estate appraisal was completed by Fox Cities Appraisal Company. It was determined the value of this parcel is \$150,000. Valley Transit intends to utilize budgeted grant money for the purchase of this property.

### RECOMMENDATION

Staff recommends authorization for Valley Transit to execute an Offer to Purchase 222 N. Oneida Street from the Appleton Redevelopment Authority for \$150,000.





# APPRAISAL REPORT

0 North Oneida Street  
City of Appleton  
Outagamie County WI, 54911

## AS OF:

May 2, 2025

## PREPARED FOR

Valley Transit-Appleton, WI  
100 East Washington Street  
Appleton, WI, 54911

File Number: C2025-074

## Prepared by



PO Box 1232 Appleton, WI 54912 | Phone: 920-729-0229 | [www.foxcitiesappraisal.com](http://www.foxcitiesappraisal.com)



PO Box 1232 Appleton, WI 54912 | Phone: 920-729-0229 | [www.foxcitiesappraisal.com](http://www.foxcitiesappraisal.com)

May 9, 2025

Valley Transit-Appleton, WI  
100 East Washington Street  
Appleton, WI 54911

To whom it may concern:

In accordance with your request, an appraisal has been made on the property located at 0 North Oneida Street, City of Appleton, Outagamie County, WI, 54911. The subject property consists of vacant land, as outlined in the appraisal report. The purpose of the appraisal report is to estimate market value of the fee simple interest for internal planning.

**Current As Is Market Value:**

The "As Is" market value of the Fee Simple estate of the property, as of May 2, 2025, is

**\$150,000**

The attached, complete summary appraisal report contains a description of the subject property, along with the data and analysis used to arrive at the opinion of value. This report is subject to the certification, assumptions and limiting conditions that follow. The subject property was physically inspected by Matthew P. Hietpas on May 2, 2025.

Thank you for allowing Fox Cities Appraisal Company to be of service to you. If you should have any questions regarding this appraisal report, please do not hesitate to call our office.

Respectfully submitted,  
Fox Cities Appraisal CO.

A handwritten signature in black ink, appearing to read 'M. Hietpas', is written over a horizontal line.

Matthew P. Hietpas  
WI Certified General Appraiser 2179-10



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## SUMMARY OF IMPORTANT FACTS AND CONCLUSIONS

<b>Property Type:</b>	Vacant land
<b>Subject:</b>	0 North Oneida Street, City of Appleton, Outagamie County, WI, 54911
<b>Legal Description:</b>	See attached tax bills for full legal description
<b>Date of Report:</b>	May 9, 2025
<b>Effective Date of Value:</b>	May 2, 2025
<b>Intended Use:</b>	The intended use is for internal planning.
<b>Intended User(s):</b>	Valley Transit-Appleton, WI

Land Summary			
Parcel ID	Gross Land Area (Acres)	Gross Land Area (Sq Ft)	Shape
312038400	0.21	9,148	Roughly rectangular

Real Estate Assessment and Taxes				
Tax ID	Land	Improvements	Total Assessment	Taxes
312038400	\$0	\$0	\$0	\$0

<b>Zoning:</b>	CBD-Central Business District
<b>Highest and Best Use of the Site:</b>	Commercial

VALUE INDICATIONS	
<b>Reconciled Value(s):</b>	<b>As Is</b>
Value Conclusion(s)	\$150,000
Effective Date(s)	May 2, 2025
Property Rights	Fee Simple

# INTRODUCTION

## LEGAL DESCRIPTION

Per the municipality: See attached tax bills for full legal description

## PURPOSE AND FUNCTION OF APPRAISAL

The purpose of the appraisal is to provide the appraiser's best opinion of market value of the subject property for the function of internal planning. I understand the function of the report is for use by Valley Transit-Appleton, WI, their subsidiaries, and/or affiliates for internal planning. Neither the report, the materials submitted, nor our firm name may be used in any prospectus or printed materials prepared in connection with the sale of securities of participation interests to the public.

## DATE OF VALUE

The effective date of value is May 2, 2025, which is the same date I did a physical inspection. The date of the report is May 9, 2025, which is the same as the letter of transmittal.

## PROPERTY RIGHTS APPRAISED

Fee simple estate, defined as "absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."<sup>1</sup>

The appraiser's fee simple value is based on the value of the property when leased at market rent.

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<sup>1</sup> Appraisal Institute, *Dictionary of Real Estate Appraisal, Fifth Edition* (Chicago, IL: Appraisal Institute, 2010), p. 78.

## DEFINITION OF MARKET VALUE

Market Value<sup>2</sup> can be defined as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a) Buyer and seller are typically motivated;
- b) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- c) A reasonable time is allowed for exposure in the open market;
- d) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto;
- e) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

## PROJECTED MARKETING PERIOD/EXPOSURE TIME

Appraisal standards require every appraisal report to address exposure time<sup>3</sup> if the purpose of the appraisal is to render an opinion of the subject's market value.

Data gathered on comparable sales indicates that comparable properties were on the market from 1 to 28 months, with a tendency of 12 to 18 months. The properties falling at the high end of the value range generally go through a series of price reductions before a sale is consummated. This, time is not a function of time alone, but also of a price. Based on the data gathered for this appraisal, it is the appraiser's opinion that a reasonable marketing time for the subject is between 12 and 18 months assuming the following:

- That the subject's condition at the time of offering is the same as described in this report.
- That market conditions are reasonably similar to those as of the date of the appraisal.
- That the subject's offering price is within a reasonable range of the opinions of market value.
- That the occupancy and rental terms are in accord with the market rental estimates discussed in the Income Approach section of the report.

---

<sup>2</sup>59 Federal Register 20400 (June 7, 1994)

<sup>3</sup> "Reasonable Exposure Time" is addressed in Statement No. 6 of the Uniform Standards of Professional Appraisal Practice (USPAP)

## **EXTRAORDINARY ASSUMPTIONS/HYPOTHETICAL CONDITIONS**

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 37). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

An extraordinary assumption is defined by the *Uniform Standards of Professional Appraisal Practice* as follows:

*...an assumption, directly related to a specific assignment, which if found to be false, could alter the appraiser's opinion or conclusion.*

A hypothetical condition is defined by the *Uniform Standards of Professional Practice* as follows:

*...that which is contrary to what exists, but it supposed for the purpose of analysis*  
The appraiser has made the following extraordinary assumptions:

1. It is assumed that the land can be fully developed with no extraordinary costs or restrictions.

There are no other extraordinary assumptions or hypothetical conditions associated with this appraisal report.

## **EXPOSURE TIME<sup>4</sup>**

The estimated length of time that the property interest being appraised would have been offered in the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market.

Based on the data gathered for this appraisal, it is the appraiser's opinion that a reasonable exposure time for the subject is between 12 and 18 months.

## **OWNERSHIP AND SALES HISTORY**

According to the tax records, the property is currently owned by Redevelopment Authority of Appleton. It does not appear that the subject has sold within the past three years. There is a current offer to purchase for \$150,000 and per the appraisal report is within the range of the market and will be utilized.

---

<sup>4</sup> *Appraisal Institute -The Dictionary of Real Estate Appraisal Fifth Addition - 2010*

**Assessment and Taxes**

According to data provided by the City of Appleton assessor's office, following are the assessed values for 2024. The taxes and fair market values are based on the most recent rates available.

Real Estate Assessment and Taxes				
Tax ID	Land	Improvements	Total Assessment	Taxes
312038400	\$0	\$0	\$0	\$0

Real Estate Assessment Analysis			
Tax ID	Total Assessment	Equalization Ratio	Implied Value
312038400	\$0	94.9789%	\$0

The subject property is currently owned by the government and is tax exempt. It is assumed that if a private party purchases the property, it would be reassessed at that time.

## SCOPE OF WORK

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

This appraisal is prepared for Valley Transit-Appleton, WI. The problem to be solved is to estimate the current 'As Is' market value for internal planning. The intended use is for internal planning. This appraisal is intended for the use of Valley Transit-Appleton, WI.

SCOPE OF WORK	
Report Type:	This is an Appraisal Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(a). This format provides a summary or description of the appraisal process, subject and market data and valuation analyses.
Property Identification:	The subject has been identified by the legal description and the assessors' parcel number.
Inspection:	A complete interior and exterior inspection of the subject property has been made, and photographs taken.
Market Area and Analysis of Market Conditions:	A review of market conditions has been made. The appraiser has access to databases for this market area and has reviewed the market for sales and listings relevant to this analysis.
Highest and Best Use Analysis:	A complete as vacant and as improved highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.

The scope of work performed is considered sufficient to provide credible opinions and conclusions. However, due to the complex nature of the investigation process, it is possible that other information exists that was not available to us. No data discovered and considered relevant was omitted in the development of the value conclusions. As with any appraisal, future events can change the value after the effective date of the appraisal.

All data used in the assignment was researched and verified. This includes the comparable sales and leases used in the sales comparison and income approaches. Although an effort to confirm the arm's-length nature and details of these transaction, it is sometimes necessary to rely on secondary verification from reliable sources due to either non-cooperation or non-responsiveness from the parties of the transaction.

Several other vacant land sales, listings and rental data, as well as, the appraiser's files were reviewed, analyzed and compared to the subject for pertinent data.



## REGIONAL AND CITY ANALYSIS

The Fox Cities is a metropolitan area of approximately 260,962 persons (2024 Estimate) residing in 18 contiguous communities located near the north shore of Lake Winnebago in northeastern Wisconsin and consists of primarily Calumet, Outagamie and Winnebago counties. The contiguous Fox Cities includes the Cities of Appleton, Neenah, Menasha and Kaukauna, as well as several other urbanized towns and villages. The travel time via expressway from one side of the Fox Cities to the other is approximately twenty minutes. For analysis purposes, the contiguous Fox Cities is generally considered one metropolitan area. Therefore, the most relevant market area for this report is the entire Fox Cities area.

### POPULATION AND DEMOGRAPHICS

The Fox Cities area is one of the largest and fastest growing urban centers in Wisconsin. The Fox Cities area is comprised of 18 municipalities.

	<u>2020 Census</u>	<u>2024 Final Estimate</u>	<u>Percent Change 2020-2024</u>
City of Appleton	75,644	75,745	0.13%
City of Kaukauna	17,089	18,250	6.79%
City of Menasha	18,268	18,662	2.16%
City of Neenah	27,319	27,611	1.07%
Village of Combined Locks	3,634	3,621	-0.36%
Village of Fox Crossing	18,974	19,285	1.64%
Village of Hortonville	3,028	3,366	11.16%
Village of Harrison	12,418	15,364	23.72%
Village of Kimberly	7,320	7,659	4.63%
Village of Little Chute	11,619	12,164	4.69%
Village of Sherwood	3,271	3,373	3.12%
Village of Greenville	12,687	13,290	4.75%
Town of Buchanan	6,857	6,815	-0.61%
Town of Clayton	4,329	4,524	4.50%
Town of Grand Chute	23,831	24,294	1.94%
Town of Kaukauna	1,306	1,318	0.92%
Town of Neenah	3,702	3,664	-1.03%
Town of Vandenberg	1,627	1,687	3.69%
County of Calumet	52,442	56,203	7.17%
County of Outagamie	190,705	195,388	2.46%
County of Winnebago	171,730	172,943	0.71%
State of Wisconsin	5,893,718	5,989,256	1.62%

**Source:** Wisconsin State Department of Administration, Demographic Services Center-  
[https://doa.wi.gov/Pages/LocalGovtsGrants/Population\\_Estimates.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx)

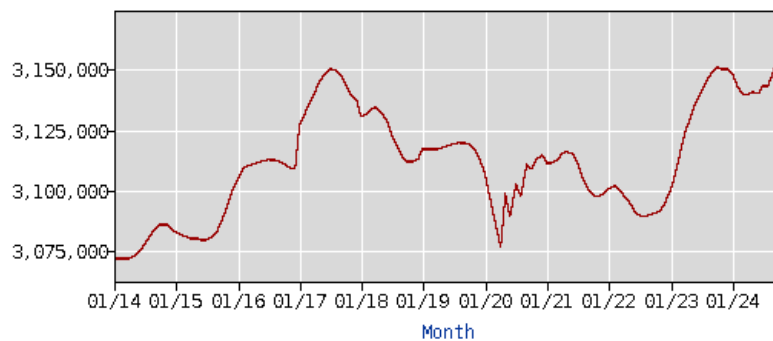
## EMPLOYMENT DATA

A major segment of the local economy is paper and related industries. Manufacturing currently accounts for over 21% of area employment, which includes printing and graphic arts, machinery, metals, and food processing. The health care industry represents approximately 12% with retail trade being at approximately 11%. Major service industries include insurance and financial institutions. This balance helps the area to avoid major recessions due to a slowdown in any one sector.

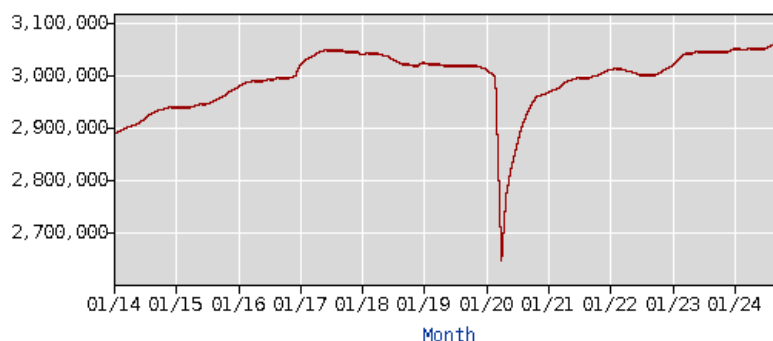
Wisconsin Labor Force Summary - 2024				
	August 2024	September 2024	October 2024	November 2024
<b>Civilian Labor Force</b>	3,143,200	3,143,100	3,149,700	3,165,300
<b>Employment</b>	3,052,000	3,059,500	3,067,900	3,073,900
<b>Unemployment</b>	91,100	90,100	90,100	91,400
<b>*Unemployment Rate</b>	2.9%	2.9%	2.9%	2.9%

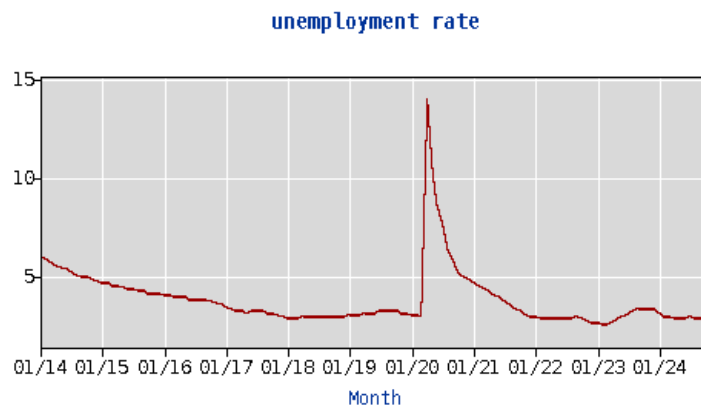
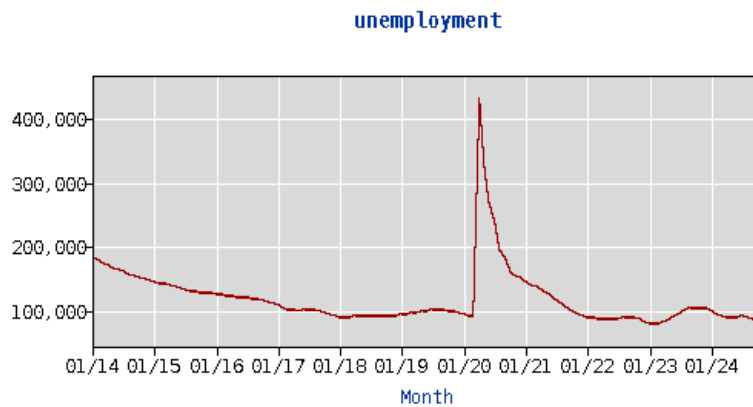
Source: Wisconsin Department of Workforce Development  
2025([https://www.bls.gov/eag/eag.wi.htm#eag\\_wi.f.1](https://www.bls.gov/eag/eag.wi.htm#eag_wi.f.1))

labor force



employment





## MAJOR EMPLOYERS

The Fox Cities was built on papermaking and printing that has grown into the one of the country's largest manufacturing centers. Companies such as Kimberly-Clark and Pierce Manufacturing were founded more than 100 years ago. The region consists of paper making, high tech and food manufacturers, healthcare companies, business service companies and regional call centers that creates a mixture of business that are diverse, which adds to the overall diversity and stability of the area.

Company	Location	Industry	Fox Cities Employment
ThedaCare	Appleton	Medical	4,722
Kimberly-Clark	Menasha	Consumer Paper	3,652
J.J. Keller	Vinland	Regulatory Compliance and Safety	2,215
Plexus	Neenah	Electronic Manufacturing	1,500
Pierce Manufacturing	Menasha	Fire Truck Manufacturing	1,500
Thrivent Financial	Appleton	Life Insurance	1,128
Boldt Company	Fox Crossing	Construction	1,100
Amazon	Greenville	Delivery/consumer products	1,100
Secura	Fox Crossing	Insurance	1,091
Miller Electric	Appleton	Welding and Soldering Equipment	860
Essity	Greenville	Global hygiene and health	825
GFL Environmental	Kaukauna	Waste Management	804
Nestle USA	Little Chute	Frozen Specialty Food	800
Air Wisconsin Airlines	Greenville	Charter Services	771
Expera Specialty Solutions	Kaukauna	Manufacturer of Specialty Paper	759
Alta Resources	Neenah	Telemarketing	738
US Venture Inc	Combined Locks	Automotive/Energy	732
Faith Technologies	Menasha	Electrical Contractor	717
Fleet Farm	Menasha	Retail	620
Network Health	Menasha	Insurance	563
Voith Paper	Appleton	Paper Production	558
Bergstrom Corp	Neenah	Auto Sales	557
Afry USA	Menasha	Engineers, Architect, Planning	554
Ascension	Appleton	Hospital	500
Rockwell Automation	Appleton	Industrial Automation	500
Great Northern Company	Appleton	Packaging	500
Appvion	Appleton	Paper and thermal paper coating	388
Menasha Corp	Neenah	Plastic/Packaging/Paperboard	321
Ducommun	Appleton	Manufacturing and Engineering	320
Jewelers Mutual	Neenah	Insurance	317
Outlook Group Holdings	Neenah	Packing & Printing Solutions	300
Neenah Enterprises	Neenah	Municipal & Industrial Iron Casting	254
Miron Construction	Neenah	Contractor	222
Ornu	Hilbert	Irish Dairy	215

Source: Fox Cities Chamber of Commerce & Industry-<https://foxcitiesregion.com/work/>

## TRANSPORTATION

Transportation in and around the Fox Cities is fast and efficient. Main thoroughfares include Interstate 41, U.S. Highways 10 and 45. Secondary passages are States Highways 47, 55, 76, 96, 114, 150 and 441.

Appleton International Airport (ATW) is conveniently located in Northeast Wisconsin just minutes from Appleton. ATW is a federally certified commercial service airport.

Air Cargo Service at ATW is provided by Federal Express. Austin Straubel Airport in Green Bay provides additional air service within 30 miles of the Fox Cities.

## **CONCLUSION**

The real estate market in the Fox Valley (SMSA) area has seen positive strides over the past two to four years. Several local real estate agents, as well as property owners and local authorities have been interviewed as to the real estate market and its effect on value, leases and vacancy rates.

It has been found that some markets have seen more activity than others; with industrial most heavily affected. The residential market has also seen significant increase in activity, as well as the retail market, both of which show more demand than supply, creating a competitive market. There has been more subdivision development, as well as a significant increase in multi-family development in recent years showing a stronger market.

Rents have begun to stabilize with the market having a good demand on retail, industrial, and office space with good leases in place. Vacancy rates have also been stabilizing, resulting in new construction of properties being built to help accommodate for demand.

The result of the current market conditions has resulted in stabilizing, vacancy rates, and, in addition stabilizing overall capitalization rates that will be fully analyzed in the appraiser's final conclusion of value.

In addition, several listings have been analyzed to show the current prices offered on the market have indicated most sales are stabilizing, with the market starting to rebound from the prior recession period. Each property and use does need to be analyzed on an individual basis.

## **NEIGHBORHOOD DATA**

A neighborhood can generally be defined as a group of complementary land uses. Neighborhood characteristics and trends can positively or negatively affect a property's value. Therefore, it is relevant to examine a property within the context of its surroundings to determine the neighborhood's effect on the subject's value.

### **BOUNDARIES**

The subject property is located on the north end of the City of Appleton Central Business District. The neighborhood boundaries can best be defined as Packard Street to the north, College Avenue to the south, Superior Street to the west and Drew Street to the east. These areas represent natural geographical, transportation, and use type boundaries.

### **SURROUNDING IMPROVEMENTS**

The subject property is located in the Central Business District and is made up of primarily commercial type properties. Along College Avenue are 2 story commercial properties that have retail/office on the main level and apartment type uses on the upper levels. Adjacent and to the south is Valley Transit Center. Across the street and to the west is Appleton Public Library. Adjacent and to the east is a public parking ramp. To the north is residential homes and Emmaus Road Church.

### **STAGE OF DEVELOPMENT AND TRENDS**

The neighborhood is nearly 100% developed with primarily commercial type properties. There are no major trends in the neighborhood at this time.

### **COMPATIBILITY AND ADAPTABILITY OF SUBJECT**

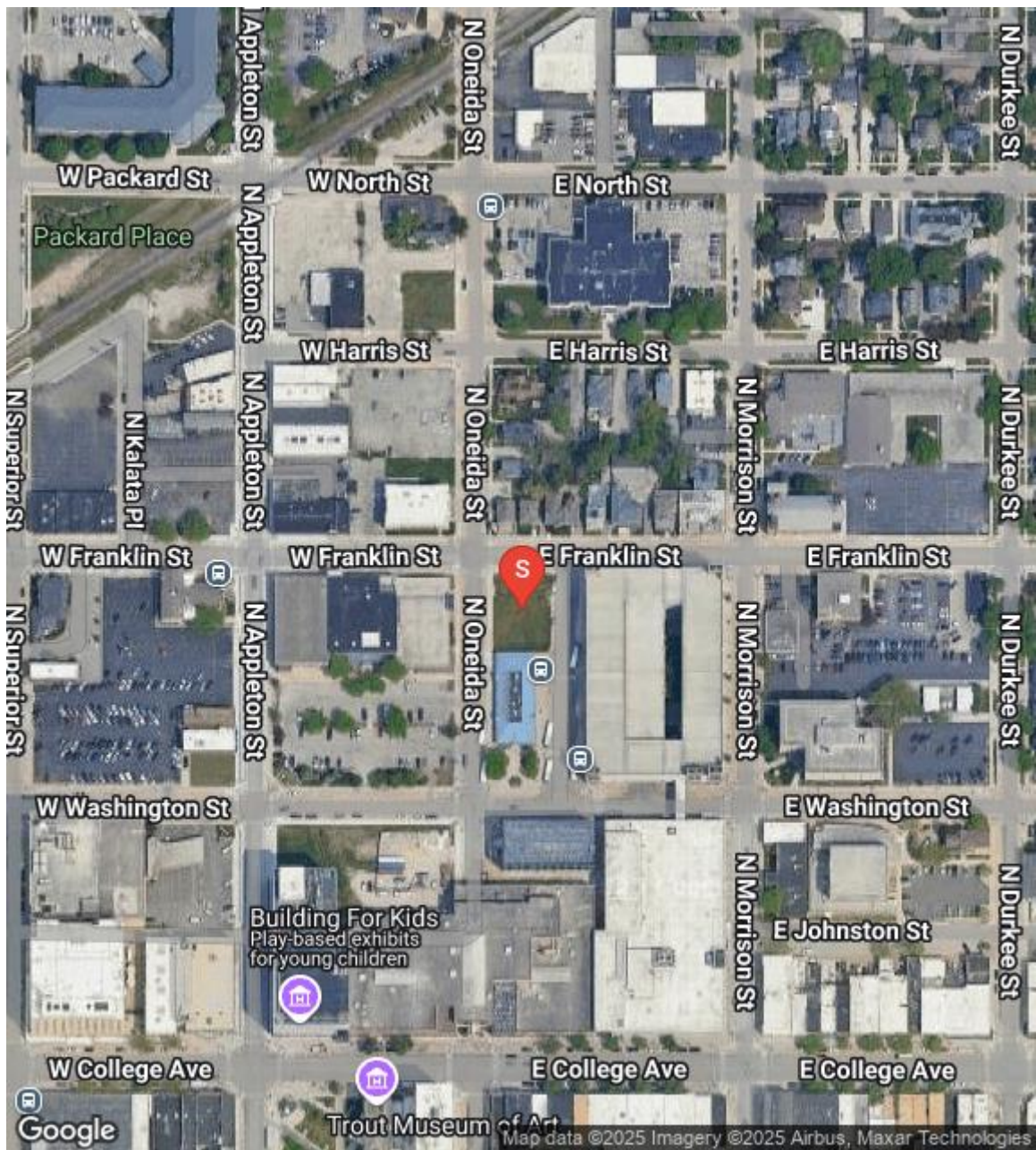
The subject property is currently vacant land.

### **LINKAGES**

The major transportation linkage in the area is Highway 47, located just to the west of the subject. To the south is College Avenue, which is a major east/west artery through the City of Appleton.

### **CONCLUSION**

The subject is property is located in the Central Business District and is surrounded by commercial type properties. The subject has good proximity to the major arteries in the area.







**ONEDIA STREET FACING SOUTH**



**ONEDIA STREET FACING NORTH**





**FRANKLIN STREET FACING EAST**



**FRANKLIN STREET FACING WEST**

## SITE DATA

SITE	
Location:	0 North Onedia Street in the City of Appleton Central Business District.
Site Size:	Per the municipality the subject property has a total of 0.21 acres; 9,148 square feet, more or less. No survey was provided so the indicated lot size is assumed to be true and accurate for the purpose of this appraisal report and its final estimate of value.
Shape:	Roughly Rectangular
Frontage/Access:	The subject property has average access with frontage of 106.50 feet on Oneida Street and 86.46 feet on Franklin Street . The site has a maximum depth of 86.46 feet. It is a corner lot.
Soil Conditions:	Soil borings were not taken for the purpose of this appraisal so it is assumed that the load-bearing characteristics of the subject site are typical for the region. Neither the subject nor the existing neighborhood buildings appear to be experiencing problems relating to the soil.
Utilities:	Electricity: The site is served by public electricity. Sewer: City sewer Water: City water Natural Gas: City gas
Site Improvements:	Street Lighting-Yes Sidewalks-Yes Curb and Gutter-Yes
Flood Zone:	The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA).  FEMA Map Number: 55087C0319D FEMA Map Date: July 22, 2010  The subject property does not appear to be in a flood zone per the attached FEMA Map.
Wetlands:	None

Environmental Issues: The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection and inquiries about the subject property did not develop any information that indicated any apparent significant hazardous substances or detrimental environmental conditions which would affect the property negatively. If the environmental condition of the subject is of concern to the client, it is recommended that an expert be contacted.

Encumbrance /  
Easements: There are no known easements or restrictions on the subject property. No legal search was made by the appraisers, however, and it is the appraiser's recommendation that all of the easements, restrictions, and encroachments be legally researched and properly documented for the client.

## **Zoning**

### **LAND USE CONTROLS**

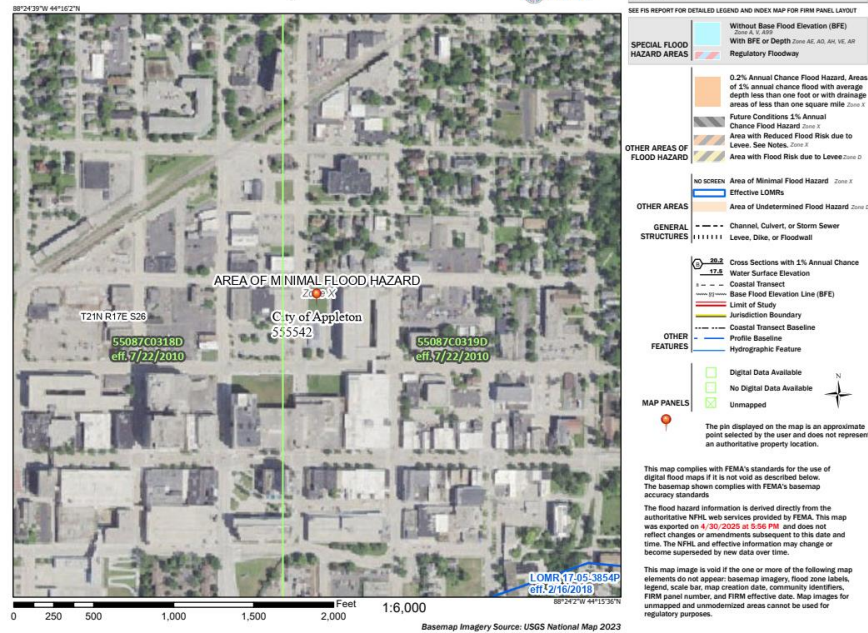
The subject site is presently zoned CBD-Central Business District, and is in conformance with the local zoning regulations.

## Site Plan/Tax Map/Survey



GIS

## National Flood Hazard Layer FIRMette



FEMA MAP

## Subject Photographs



**SUBJECT FACING EAST**



**SUBJECT FACING SOUTH**





**SUBJECT FACING WEST**



**SUBJECT FACING NORTH**

## HIGHEST AND BEST USE

Highest and best use may be defined as the reasonably probable and legal use of vacant land or improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

1. **Legally Permissible:** What uses are permitted by zoning and other legal restrictions?
2. **Physically Possible:** To what use is the site physically adaptable?
3. **Financially Feasible:** Which possible and permissible use will produce any net return to the owner of the site?
4. **Maximally Productive.** Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?

### Highest and Best Use of the Site

The highest and best use assumes that the subject site is vacant or can be made vacant by the removal of any existing improvements. The subject property is located in the City of Appleton Central Business District and is zoned CBD-Central Business District. As a result, the highest and best use as if vacant would be for a commercial type use.

# THE APPRAISAL PROCESS

The appraiser should consider three approaches to value in every appraisal assignment. These are the:

**Cost Approach**

**Sales Comparison Approach**

**Income Capitalization Approach**

The Cost Approach is based on the economic principal of substitution, in that an informed purchaser would pay no more for a property than the cost of producing a substitute property with the same physical, functional and economic utility. This Approach is particularly applicable when the property being appraised is relatively new, and represents the highest and best use of the land, or when relatively unique or specialized improvements are located on the site for which there are little sales or income data.

The Sales Comparison Approach is also based on the principal of substitution in that an informed buyer would pay no more for a property than the cost of acquiring an existing property with the same utility. This Approach is most applicable when an active market provides sufficient quantities of reliable and verifiable sales data. This Approach can be unreliable in an inactive market, or in estimating the value of properties for which comparable sales data cannot be verified with the principals to the transaction.

The Income Capitalization Approach is based on the economic principal of anticipation, which assumes a property is worth no more than the present value of the anticipated economic benefits. This Approach is widely applied in appraising income-producing properties, where the appraiser capitalizes the current income stream or discounts the projected income.

Since the subject is a vacant parcel of land, only the sales comparison approach is applicable and developed in the appraisal report.



## **SALES COMPARISON APPROACH-LAND VALUATION**

The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

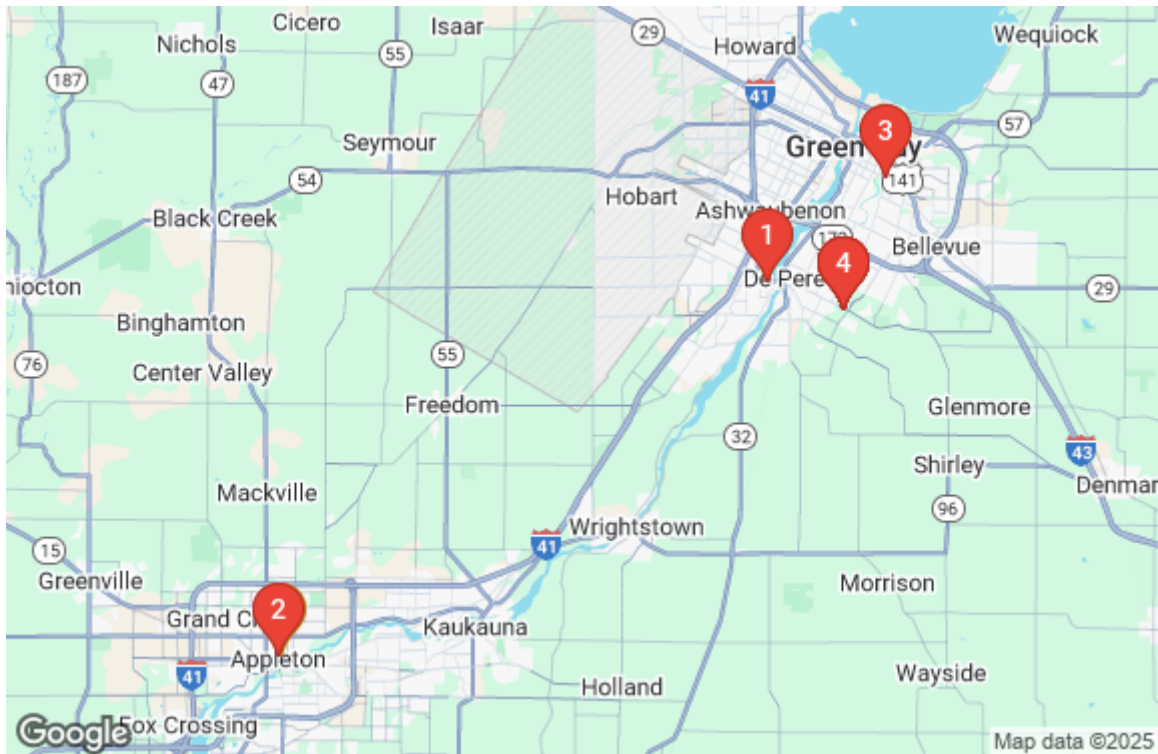
- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

### **Land Comparables**

There have been limited land sales in Central Business Districts with the appraiser using some older sales to help determine a market value. I have researched four comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources, inspected and verified by a party to the transaction.

Land Sales Summary Table				
Comp	Address City	Date Price	Acres Price Per Acre	Land SF Price Per Land SF
1	499 Main Avenue City of De Pere	6/17/2021 \$400,000	0.74 \$543,478	32,060 \$12.48
2	201 North Appleton Street City of Appleton	4/3/2023 \$120,000	0.10 \$1,200,000	4,162 \$28.83
3	1567 E. Mason Street Green Bay	8/24/2022 \$495,000	0.90 \$550,000	39,204 \$12.63
4	2200 Dickinson Road Town of Ledgeview	8/1/2024 \$56,000	0.08 \$700,000	3,485 \$16.07

### Comparables Map



## Land Sale 1

**Address.....:** 499 Main Avenue  
City of De Pere, WI  
**Comp ID.....:** 4067  
**Tax ID.....:** WD-283, WD-284, WD-286, & WD-287  
**Grantor.....:** GENCAP De Pere, LLC  
**Grantee.....:** De Pere Hotel Group, LLC

### **SALES INFO:**

<b>Price.....:</b>	\$400,000	<b>Document #.....:</b>	WD2963868
<b>Sale Date...:</b>	June 17, 2021	<b>Zoning.....:</b>	B3
<b>Lot Size.....:</b>	0.74 acres/ 32,060 SF	<b>Muni. Service.....:</b>	Available
<b>Price Per Acre.....:</b>	\$543,478	<b>Conditions of Sale.....:</b>	Arm's Length
<b>Price Per SF.....:</b>	\$12.48		

Comments: Was a former parking lot that was purchased for the construction of a hotel. The seller kept the money in the deal as equity of the new develop for \$400,000. The lot was listed for \$400,000 and was considered to be arm's length

## Land Sale 2

**Address.....:** 201 North Appleton Street  
City of Appleton, WI  
**Comp ID.....:** 504  
**Tax ID.....:** 312041900  
**Grantor.....:** Neighborhood Investments LLC  
**Grantee.....:** McGuire Properties & Rentals LLC

### SALES INFO:

<b>Price.....:</b>	\$120,000	<b>Document #.....:</b>	WD2290205
<b>Sale Date...:</b>	April 3, 2023	<b>Zoning.....:</b>	CBD
<b>Lot Size.....:</b>	0.10 acres/ 4,162 SF	<b>Muni. Service.....:</b>	Available
<b>Price Per Acre.....:</b>	\$1,200,000	<b>Conditions of Sale.....:</b>	Arm's Length
<b>Price Per SF.....:</b>	\$28.83		

Comments: Vacant Parcel of land near the Central Business District of Appleton. There was previously a restaurant building on the property that was previously torn down before the sale to market it as redevelopment.

### Land Sale 3

**Address.....:** 1567 E. Mason Street  
Green Bay, WI  
**Comp ID.....:** 4489  
**Tax ID.....:** 8-475  
**Grantor.....:** Grand Central Station, LLC  
**Grantee.....:** MIDWEST EXPANSION, LLP

**SALES INFO:**

<b>Price.....:</b>	\$495,000	<b>Document #.....:</b>	3015104
<b>Sale Date...:</b>	August 24, 2022	<b>Zoning.....:</b>	G2, commercial
<b>Lot Size.....:</b>	0.90 acres/ 39,204 SF	<b>Muni. Service.....:</b>	Available
<b>Price Per Acre.....:</b>	\$550,000	<b>Conditions of Sale.....:</b>	Usable sale
<b>Price Per SF.....:</b>	\$12.63		

Comments: Vacant land adjacent to Grand Central Station convenience store.

**Land Sale 4**

**Address.....:** 2200 Dickinson Road  
Town of Ledgeview, WI  
**Comp ID.....:** 9009  
**Tax ID.....:** D-1609  
**Grantor.....:** JS Friske Properties, LLC  
**Grantee.....:** Kelly L. & Jessie C. Lundin

**SALES INFO:**

<b>Price.....:</b>	\$56,000	<b>Document #.....:</b>	3070541
<b>Sale Date...:</b>	August 1, 2024	<b>Zoning.....:</b>	Commercial
<b>Lot Size.....:</b>	0.08 acres/ 3,485 SF	<b>Muni. Service.....:</b>	All Utilities Available
<b>Price Per Acre.....:</b>	\$700,000	<b>Conditions of Sale.....:</b>	Usable sale
<b>Price Per SF.....:</b>	\$16.07		

Comments: Small parcel in a village of properties.

## Analysis Grid

The above sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Analysis Grid	Comp 1	Comp 2	Comp 3	Comp 4
Address	499 Main Avenue	201 North Appleton Street	1567 E. Mason Street	2200 Dickinson Road
City	City of De Pere	City of Appleton	Green Bay	Town of Ledgeview
State	WI	WI	WI	WI
Date	6/17/2021	4/3/2023	8/24/2022	8/1/2024
Price	\$400,000	\$120,000	\$495,000	\$56,000
Land SF	32,060	4,162	39,204	3,485
Land SF Unit Price	\$12.48	\$28.83	\$12.63	\$16.07
<b>Transaction Adjustments</b>				
Market Conditions	0.0%	0.0%	0.0%	0.0%
<b>Price</b>	<b>\$12.48</b>	<b>\$28.83</b>	<b>\$12.63</b>	<b>\$16.07</b>
<b>Characteristics Adjustments</b>				
Location/Neighborhood				
% Adjustment	0%	0%	5%	10%
Size				
% Adjustment	15%	-15%	15%	-15%
Physical Characteristics				
% Adjustment	-5%	-5%	-5%	0%
<b>Adjusted Land SF Unit Price</b>	<b>\$13.72</b>	<b>\$23.07</b>	<b>\$14.52</b>	<b>\$15.27</b>
Net Adjustments	10.0%	-20.0%	15.0%	-5.0%

**Property Rights Conveyed/Conditions of Sale/Special Financing:** None of these sales contained any known special financing, and as a result, cash equivalency is not applicable and therefore not developed. All sales are assumed to be arm's length with no special conditions and for the fee simple interest, unless stated otherwise.

**Market Conditions:** Land values in the past four years have been stable. As a result, each sale will be individually adjusted on a blended composite basis, based on its market. As a result, each sale will be individually adjusted on a blended composite basis, based on its market.

**Location/Neighborhood:** The sales were adjusted for overall location, neighborhood and proximity. The subject property is located in the City of Appleton's Central Business District. Sale 1 is overall comparable. Sale 2 is overall comparable. Sale 3 is overall slightly inferior (+5%). Sale 4 is overall somewhat inferior (+10%).

**Site Size:** Larger sites tend to sell for less on a per square foot basis. Overall utility is also considered within this section. The comparable sales are adjusted appropriately.

**Physical Characteristics:** The comparable sales are similar sites with no major constraints to development. This section also takes into consideration shape, frontage, corner influence and overall utility. The subject property is a good corner lot with average frontage. Sales 1 and 2 have overall slightly superior frontage (-5%). Sale 3 is overall slightly superior (-5%). Sale 4 is overall comparable.

#### Land Valuation

Land Value Ranges & As Is Reconciled Value			
	Unadjusted	Adjusted	% Δ
Low:	\$12.48	\$13.72	10%
High:	\$28.83	\$23.07	-20%
Average:	\$17.50	\$16.64	-5%
Median:	\$14.35	\$14.89	4%
Reconciled Value/Unit Value:		\$16.39	land sf
Subject Size:		9,148	
Indicated Value:		\$149,929	
Reconciled Final As Is Value:		\$150,000	
One Hundred Fifty Thousand Dollars			



## CORRELATION OF LAND VALUE

In arriving at a land value, several sales were considered with four sales developed. There is a property listed at 201 North Appleton Street in Appleton for \$150,000 and is 4,160 square feet \$36.06 per land square foot and is overall superior. There is another property listed at 200 Law Street in Kaukauna and is listed for \$149,900 and is 13,504 square feet or \$11.10 per square foot and is overall inferior. Both the mentioned listings are in Central Business Districts and help reinforce the concluded sale price is within the range of the market. The four sales are comparable sites that had an adjusted value range from \$13.72 to \$23.07 with a per land sf value of \$16.39 established for the subject land.

Based on the data and analyses developed in this appraisal, I have reconciled to the following value conclusion(s), as of May 2, 2025, subject to the Limiting Conditions and Assumptions of this appraisal.

**Reconciled Value(s):** Premise: As Is  
Interest: Fee Simple  
Value Conclusion: \$150,000



Matthew P. Hietpas  
WI Certified General Appraiser 2179-10

## CERTIFICATION STATEMENT

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective future interest in the property that is the subject of this report and have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report, or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP), and Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- It should be known that Matthew Hietpas is an independent contractor for J. Ross & Associates as a Real Estate Sales Person. Matthew Hietpas has no specific interest in this property and the final estimate of value was not affected by the relationship.
- I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any prior services regarding the subject within the previous three years of the appraisal date.
- As of the date of this report, I have completed the continuing education program for Practicing Affiliates of the Appraisal Institute.
- I certify sufficient competence to appraise this property through education and experience, in addition to the internal resources of the appraisal firm.
- I certify I have physically inspected the subject property on May 2, 2025.

### **Fox Cities Appraisal Company**

Appraisal Certified by:



Matthew P. Hietpas

WI Certified General Appraiser 2179-10

## **ASSUMPTIONS AND LIMITING CONDITIONS FOR APPRAISAL REPORT**

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

1. No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The appraiser is not an expert in engineering or architectural design/measurements. It is therefore assumed all building measurement made by the appraiser or provided with plans are true and accurate.
3. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
4. Responsible ownership and competent property management are assumed.
5. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
6. All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property. I have made no survey of the property and assume no responsibility in connection with such matters.
7. The description of any improvements made herein is based on a visual inspection, or, if proposed construction, from plan sheets and/or specifications provided with this assignment. No structural or mechanical tests have been made by the appraisers. It is therefore assumed that the improvements are as structurally sound as they appear and the plumbing, HVAC, and all other mechanical systems are in normal working condition unless specifically stated otherwise. Improvement descriptions within this report are to assist the reader in visualizing the physical property and are not intended to be utilized as specifications. If any physical factors of the land or improvements are to be matters for specific decision making, the adequacies (structural, mechanical or functional) of same should be confirmed with experts in these matters, such as soil engineers, HVAC engineers, structural engineers, etc.
8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
9. It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.
10. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described and considered in the appraisal report.

11. It is assumed that all required licenses, certificates of occupancy, and consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained on this report is based.
12. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
13. Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation and other potentially hazardous materials may affect the value of the property. Value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
14. Any proposed improvements are assumed to have been completed unless otherwise stipulated; any construction is assumed to conform to the building plans referenced in the report.
15. The appraiser assumes that the reader or user of this report has been provided with copies of available building plans and all leases and amendments, if any, that encumbers the property.
16. This appraisal covers the described premises only. Neither the figures therein, nor any analysis thereof, or any unit values derived are to be construed as applicable to any other property, however similar.
17. Any value estimates provided in the report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate, unless such proration or division of interests has been set forth in the report.
18. Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
19. Possession of this report, or a copy thereof, does not carry with it the right of publication.
20. Neither all or any part of the contents of this report (especially any conclusions as to value) shall be used for any purposes by anyone but the client specified in the report, and shall not be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.

21. The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.
22. The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are, therefore, subject to changes with future conditions.
23. The appraiser assumes no accountability, obligation or liability to any third party. If this report is placed in the hands of anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the appraisal assignment and related discussions. The appraiser is in no way to be responsible to third parties for any cost incurred to discover or correct any deficiencies of any type present in the property, physically, financially, and/or legally.
24. Property values are influenced by a large number of external factors. The information contained in the report comprises the pertinent data considered necessary to support the value estimate. I have not knowingly withheld any pertinent facts, but I do not guarantee that I have knowledge of all factors, which might influence the value of the subject property. Due the rapid changes in the external factors, the value estimate is considered reliable only as of the effective date of the appraisal.
25. The value is estimated under the assumption that there will be no international or domestic political, economic or military actions that will seriously affect property values on a nationwide basis.
26. Although the mathematics of any computer output has been hand checked for accuracy, no guarantee is made of the program's infallibility.
27. Disclosure of the contents of the appraisal report is governed by the Bylaws and Regulations of the Appraisal Institute.
28. The American with Disabilities (ADA) became effective January 26, 1992. The appraiser has not made a specific compliance survey or analysis of the property to determine whether or not it is in conformity with the various detailed requirements of ADA. It is possible that a compliance survey of the property and a detailed analysis of the requirements of the ADA would reveal that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative impact upon the value of the property. Since the appraiser has no direct evidence relating to this issue, possible noncompliance with the requirements of the ADA was not considered in estimating the value of the property.



PO Box 1232 Appleton, WI 54912 | p 920 729 0229 | [www.foxcitiesappraisal.com](http://www.foxcitiesappraisal.com)

## Appraisal Assignment

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**DATE OF AGREEMENT:** April 29, 2025

**PARTIES TO AGREEMENT:**

**Client:**

Client name: Mr. Ronald McDonald  
Client company: Valley Transit-Appleton, WI  
Address: 100 East Washington Street  
City, State, Zip: Appleton, WI, 54911  
Phone: 920-832-2291  
E-mail: [Ronald.McDonald@AppletonWi.gov](mailto:Ronald.McDonald@AppletonWi.gov)

**Appraiser:**

Appraiser company: Fox Cities Appraisal Co.  
Address: P.O Box 1232  
City, State, Zip: Appleton, WI 54912  
Phone: 920-729-0229  
E-mail: [info@foxcitiesappraisal.com](mailto:info@foxcitiesappraisal.com)

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Client hereby engages Appraiser to complete an appraisal assignment as follows:

**PROPERTY IDENTIFICATION**

Property address: 0 North Oneida Street, City of Appleton, Outagamie County, WI 54911  
Parcel number(s): 312038400

**PROPERTY TYPE**

Commercial

**INTEREST VALUED**

Fee Simple

**INTENDED USERS**

Valley Transit-Appleton, WI

*Note: No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.*

**INTENDED USE**

To assist the client and intended users in internal planning.

**TYPE OF VALUE**

Market Value

**DATE OF VALUE**

Current

**HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS**

None anticipated

**ANTICIPATED SCOPE OF WORK****Site visit**

A complete interior and exterior inspection of the subject property has will made, and photographs taken.

**Valuation approaches**

Sales comparison approach / Cost approach / Income approach

Note: Appraiser shall use all approaches necessary to develop a credible opinion of value.

**APPRAISAL REPORT****Report option**

Appraisal Report

**Form or format:**

Narrative

**CONTACT FOR PROPERTY ACCESS, IF APPLICABLE**

Name: Ronald McDonald

Number: 920-832-2291

Email: Ronald.McDonald@AppletonWi.gov

**DELIVERY DATE**

3 Weeks from signed engagement date

**DELIVERY METHOD**

E-mail (PDF)/ U.S. mail (If Needed)

**NUMBER OF COPIES**

1

**PAYMENT TO APPRAISER**

\$1,500

**PROPOSED IMPROVEMENTS**

If the property appraised consists of proposed improvements, Client shall provide to Appraiser plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

**PROPERTIES UNDER CONTRACT FOR SALE**

If the property appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda.

**CONFIDENTIALITY**

Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

**PROPERTY DOCUMENTATION**

Client agrees to provide Appraiser with the documentation required and requested by the Appraiser to complete the appraisal. See Attachment A for the property documentation requested by Appraiser to begin work on this engagement. Client agrees to provide contact name and phone number for property access. Client agrees to provide a copy of sales contract if property is under contract for sale. Delays in Appraiser's receipt of requested documentation may result in Appraiser being unable to deliver the appraisal report on the delivery date stated above.

**CHANGES TO AGREEMENT**

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

**CANCELLATION**

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

**NO THIRD PARTY BENEFICIARIES**

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

**USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS**

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.



**TESTIMONY AT COURT OR OTHER PROCEEDINGS**

Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment. In the event that the Appraiser is required by subpoena or other legal process to provide testimony or produce documents relating to Appraiser's services under this Agreement, whether in court or deposition, arbitration or in any other proceeding, and regardless of the identity of the party requiring such testimony or production of documents, Client agrees to compensate the Appraiser for the time incurred by the Appraiser in connection with the preparation for and provision of such testimony and/or documents at the Appraiser's hourly rate of \$350 and to reimburse the Appraiser's reasonable actual expense.

**APPRAISER INDEPENDENCE**

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot insure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

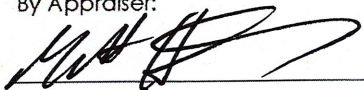
**EXPIRATION OF AGREEMENT**

This Agreement is valid only if signed by both Appraiser and Client within five days of the Date of Agreement specified.

**GOVERNING LAW & JURISDICTION**

The interpretation and enforcement of this Agreement shall be governed by the laws of the state in which the Appraiser's principal place of business is located, exclusive of any choice of law rules.

By Appraiser:

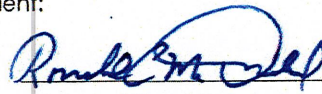


(Signature)

Matt Heetpas / 4/29/25

(Printed name)/(Date)

By Client:



(Signature)

Ronald C. McDonald 4/29/25

(Printed name)/(Date)

**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



**SEND THIS STUB AND MAKE CHECK PAYABLE TO:**  
CITY OF APPLETON  
FINANCE DEPARTMENT  
PO BOX 2519  
APPLETON, WI 54912



312038400  
REDEVELOPMENT AUTHORITY OF  
100 N APPLETON ST  
APPLETON WI 54911

**WB-40 AMENDMENT NO. 2 TO OFFER TO PURCHASE**

**CAUTION:** Use a WB-40 Amendment if both Parties will be agreeing to modify the terms of the Offer.  
Use a WB-41 Notice if a Party is giving a Notice which does not require the other Party's agreement.

1 Buyer and Seller agree to amend the Offer dated November 14, 2022, and accepted on November 17, 2022,  
2 for the purchase and sale of real estate at 222 North Onelda Street, Appleton, Wisconsin as follows:  
3 \_\_\_\_\_  
4 Closing date is changed from 12/31/2024, to 6/30/2025 unless mutually amended by Buyer and Seller.  
5 Purchase price is changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.  
6 Other: \_\_\_\_\_  
7 For purposes of clarification, additional contingency 3) as referenced in line 650 of the Offer and attached thereto, is amended as follows:  
8 \_\_\_\_\_  
9 Parties acknowledge that the Federal Transit Administration (FTA) must approve Buyer's purchase of the Property. This  
10 Offer shall not be considered a binding offer until various FTA conditions and contingencies are satisfied including, but not  
11 limited to, completing the NEPA process as well as other requirements established in FTA C 5010.1E. As further required  
12 by FTA C 5010.1E Page IV-2, Seller acknowledges its understanding that the terms set forth in the Offer shall be  
13 considered "preliminary and non-binding as to price and other consideration" and are intended to enable Buyer to engage  
14 in preliminary activities to complete the NEPA process.  
15 \_\_\_\_\_  
16 \_\_\_\_\_  
17 Simultaneous with execution of closing documents, Parties shall enter a separate written agreement wherein Buyer grants  
18 Seller the Right of First Refusal to repurchase the Property in the event Buyer elects to sell the undeveloped Property at  
19 any point in the future.  
20 \_\_\_\_\_  
21 \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 \_\_\_\_\_  
30 \_\_\_\_\_  
31 The attached \_\_\_\_\_ is/are made part of this Amendment.  
32 ALL OTHER TERMS OF THE OFFER TO PURCHASE AND ANY PRIOR AMENDMENTS REMAIN THE SAME.  
33 This Amendment is binding upon Seller and Buyer only if a copy of the accepted Amendment is delivered to the Party  
34 offering the Amendment on or before \_\_\_\_\_ (Time is of the Essence). Delivery  
35 of the accepted Amendment may be made in any manner specified in the Offer to Purchase, unless otherwise provided  
36 in this Amendment.  
37 NOTE: The Party offering this Amendment may withdraw the offered Amendment prior to acceptance and  
38 delivery as provided at lines 33-34.  
39 This Amendment was drafted by \_\_\_\_\_ on \_\_\_\_\_  
40 \_\_\_\_\_ Licensee and Firm ▲ \_\_\_\_\_ Date ▲  
41 This Amendment was presented by \_\_\_\_\_ on \_\_\_\_\_  
42 \_\_\_\_\_ Licensee and Firm ▲ \_\_\_\_\_ Date ▲  
43 (x) Ronald C. McDonald 02/25/25 (x) Kara Homan 2/26/25  
44 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲  
45 Print name ▶ Ronald C. McDonald Print name ▶ Kara Homan  
46 (x) \_\_\_\_\_ (x) \_\_\_\_\_  
47 Buyer's Signature ▲ Date ▲ Seller's Signature ▲ Date ▲  
48 Print name ▶ \_\_\_\_\_ Print name ▶ \_\_\_\_\_  
49 This Amendment was rejected \_\_\_\_\_  
50 \_\_\_\_\_ Party Initials ▲ \_\_\_\_\_ Date ▲

## WB-13 VACANT LAND OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON November 14, 2022 [DATE] IS (AGENT OF BUYER)  
 2 (~~AGENT OF SELLER/ LISTING FIRM~~) (~~AGENT OF BUYER AND SELLER~~) STRIKE THOSE NOT APPLICABLE

3 The Buyer, City of Appleton - Valley Transit and/or assigns

4 offers to purchase the Property known as 222 North Onelda Street, Appleton, WI

6 [e.g., Street Address, Parcel Number(s), legal description, or insert additional description, if any, at lines 650-664, or  
 7 attach as an addendum per line 686] in the City of Appleton

8 County of Outagamie Wisconsin, on the following terms:

9 **PURCHASE PRICE** The purchase price is One Hundred Fifty Thousand and 00/100

10 Dollars (\$ 150,000.00).

11 **INCLUDED IN PURCHASE PRICE** Included in purchase price is the Property, all Fixtures on the Property as of the date  
 12 stated on line 1 of this Offer (unless excluded at lines 17-18), and the following additional items: \_\_\_\_\_

14 **NOTE:** The terms of this Offer, not the listing contract or marketing materials, determine what items are included  
 15 or not included. Annual crops are not part of the purchase price unless otherwise agreed.

16 **NOT INCLUDED IN PURCHASE PRICE** Not included in purchase price is Seller's personal property (unless included at  
 17 lines 12-13) and the following: \_\_\_\_\_

19 **CAUTION:** Identify Fixtures that are on the Property (see lines 21-25) to be excluded by Seller or that are rented  
 20 and will continue to be owned by the lessor.

21 "Fixture" is defined as an item of property which is physically attached to or so closely associated with land so as to be  
 22 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage  
 23 to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not  
 24 limited to, all: perennial crops, garden bulbs; plants; shrubs and trees; fences; storage buildings on permanent foundations  
 25 and docks/piers on permanent foundations.

26 **CAUTION:** Exclude any Fixtures to be retained by Seller or that are rented on lines 17-18 or at lines 650-664 or in  
 27 an addendum per line 686.

28 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer  
 29 on or before \_\_\_\_\_.

30 Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

31 **CAUTION:** This Offer may be withdrawn prior to delivery of the accepted Offer.

32 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical  
 33 copies of the Offer.

34 **CAUTION:** Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term  
 35 Deadlines running from acceptance provide adequate time for both binding acceptance and performance.

36 **CLOSING** This transaction is to be closed on or before 10/31/2023 unless mutually amended by Buyer and Seller

38 at the place selected by Seller, unless otherwise agreed by the Parties in writing. If the date for closing falls on a Saturday,  
 39 Sunday, or a federal or a state holiday, the closing date shall be the next Business Day.

40 **CAUTION:** To reduce the risk of wire transfer fraud, any wiring instructions received should be independently  
 41 verified by phone or in person with the title company, financial institution, or entity directing the transfer. The real  
 42 estate licensees in this transaction are not responsible for the transmission or forwarding of any wiring or money  
 43 transfer instructions.

44 **EARNEST MONEY**

45 ■ EARNEST MONEY of \$ 1.00 and other consideration accompanies this Offer.

46 If Offer was drafted by a licensee, receipt of the earnest money accompanying this Offer is acknowledged.

47 ■ EARNEST MONEY of \$ \_\_\_\_\_ will be mailed, or commercially, electronically  
 48 or personally delivered within \_\_\_\_\_ days ("5" if left blank) after acceptance.

49 All earnest money shall be delivered to and held by (listing Firm) (drafting Firm) (other identified as \_\_\_\_\_)

50 STRIKE THOSE NOT APPLICABLE

51 (listing Firm if none chosen; if no listing Firm, then drafting Firm; if no Firm then Seller).

52 **CAUTION:** If a Firm does not hold earnest money, an escrow agreement should be drafted by the Parties or an  
 53 attorney as lines 56-76 do not apply. If someone other than Buyer pays earnest money, consider a special  
 54 disbursement agreement.

55 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise agreed in writing.

Contingencies for VT OTP of 222 N. Oneida Street ("Property")

This Offer to Purchase is contingent upon satisfaction of the following:

- 1) Buyer setting aside \$50,000 ("closure funds") to be used solely for the purpose of final site remediation of the Property and obtaining all required closure documentation from the Wisconsin Department of Natural Resources ("DNR"). The closure funds will be held by the City of Appleton in a segregated account and available to the Appleton Redevelopment Authority, or its authorized agent, to be applied solely for costs incurred for the Property's environmental analysis, additional required remediation and closure by the DNR. Buyer and Seller anticipate the services of Westwood Infrastructure, Inc. will be engaged for these services. Any unspent/unobligated closure funds may be applied toward the purchase price or refunded to Buyer at Buyer's sole discretion. If additional funds are required under this section, Buyer shall have the option to deposit additional funds or terminate this Offer. In the event Buyer does not purchase the property for any reason, Buyer waives any claim for reimbursement of spent/obligated closure funds.
- 2) Buyer shall be granted permission to access the Property for geotechnical and similar testing to evaluate the Property's suitability for Buyer's intended development of the Property. Buyer shall restore the site to its original condition subsequent to any testing. In the event such test results reveal the Property is not suitable for Buyer's intended development, Buyer may rescind this Offer.
- 3) The Federal Transit Administration must approve Buyer's purchase of the Property.
- 4) The Appleton Common Council must approve Buyer's purchase of the Property.

CL 22-0832





PO Box 1232 Appleton, WI 54912 | p 920 729 0229 | [www.foxcitiesappraisal.com](http://www.foxcitiesappraisal.com)

**QUALIFICATIONS FOR  
Matthew P. Hietpas**

- EDUCATION:** University of Wisconsin Oshkosh  
Bachelors of Science in Business Administration-Marketing with a Real Estate Emphasis
- Completed all necessary educational and experience requirements to obtain and maintain a professional status. As of the date of this report, has completed all education requirements of the Appraisal Institute.
- CERTIFICATION:** Certified General Appraiser No. 2179-10
- EMPLOYMENT:** Owner of Fox Cities Appraisal Company, LLC 12/2012- Present  
JRoss & Associates 10/2018-Present
- CLIENTS:** Abby Bank, Allstate Appraisal, American National Bank, Associated Bank, Bank First National, BLC Community Bank, Capital Credit Union, Choice Bank, Community First Credit Union, Fox Communities Credit Union, Fox Valley Savings Bank, Hometown Bank, Horicon Bank, Investors Community Bank, National Bank Exchange and Trust, Nicolet National Bank, Mountain Seed Appraisal Management, Exact Bid, State Bank of Chilton, The Bank of Kaukauna, West Pointe Bank, Wolf River Community Bank, State of Wisconsin D.O.T., attorneys, accountants, and individuals.
- EXPERIENCE:** Appraisal experience includes multi-family apartments, office, retail, industrial, subdivisions, and agricultural land.
- PROFESSIONAL AFFILIATIONS:** Practicing Affiliate of The Appraisal Institute, REALTORS® Appraisal Committee 2019-2024



The State of Wisconsin  
Department of Safety and Professional Services  
REAL ESTATE APPRAISERS BOARD

*Hereby certifies that*

Matthew P Hietpas

*was granted a license to practice as a*

**APPRAISER, CERTIFIED GENERAL**

(551)

*in the State of Wisconsin in accordance with Wisconsin Law  
on the 29th day of January in the year 2016.*


*The authority granted herein must be renewed each biennium by the granting authority.*

*In witness thereof, the State of Wisconsin*

*Real Estate Appraisers Board*

*has caused this certificate to be issued under  
the seal of the Department of Safety and Professional Services*



  
DSSPS Secretary

# **TITLE VI PROGRAM**

**2025 Update**





## ***Title VI Program***

### **Valley Transit – Appleton, WI**

Adopted on: \_\_\_\_\_

Adopted by: Fox Cities Transit Commission

*\*FCTC minutes found in Attachment 1*

*This policy is hereby adopted and signed by:*

#### **Valley Transit**

Executive Name/Title: Ron McDonald, General Manager

Executive Signature: \_\_\_\_\_

---

### **Policy Statement**

Valley Transit as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

### **Title VI Plan Elements**

Valley Transit's Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description
9. Facility Location Equity Analysis
10. Fixed Route Service Standards
11. Fixed Route Service Policies

Note: Additional materials will be attached, if required.

## Policy Updates – Activity Log

Valley Transit will review its policy at least once a year to determine if modifications are necessary. Modifications are noted in the log below.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks

## Evidence of Policy Approval

Fox Cities Transit Commission approval of this Title VI Program is found in applicable meeting minutes at the end of this document.

## Title VI Notice to the Public

Valley Transit's Notice to the Public is included below:

Notifying the Public of Rights Under Title VI

**VALLEY TRANSIT**

- ✓ Valley Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Valley Transit.
- ✓ For more information on Valley Transit's civil rights program, and the procedures to file a complaint, contact 920-832-5800, TTY Relay 7-1-1, email [valley.transit@appleton.com](mailto:valley.transit@appleton.com); or visit our administrative office at 801 S. Whitman Avenue, Appleton, WI 54914. For more information, visit [www.myvalleytransit.com](http://www.myvalleytransit.com)
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-832-5800.

Valley Transit's Title VI notice is posted in the following locations:

- ✓ Agency website [www.myvalleytransit.com](http://www.myvalleytransit.com)
- ✓ Public area of Administrative Office
- ✓ Inside vehicles that transport passengers
- ✓ Route Map/Rider Guides and VT Connector brochures
- ✓ Downtown Transit Center

## Discrimination Complaint Procedure

Valley Transit's Title VI Complaint Procedure is made available in the following locations:

- ✓ Website
  - ✓ Hard copy in Administrative Office and Downtown Appleton Transit Center
- 

Any person who believes she or he has been discriminated against based on race, color, or national origin by Valley Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Valley Transit investigates all complaints received no more than 180 calendar days after the alleged incident. Valley Transit will process complaints that are complete.

Once the complaint is received, Valley Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Valley Transit has five (5) calendar days to investigate the complaint. If more information is needed to resolve the case, Valley Transit may contact the complainant.

The complainant has ten (10) calendar days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within thirty (30) calendar days, Valley Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 180 calendar days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact 920-832-5800.

## Discrimination Complaint Form

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to the question above, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race/Color/National Origin ( <i>Related to Title VI of the Civil Rights Act of 1964</i> )				
<input type="checkbox"/> Disability ( <i>Related to the Americans with Disabilities Act (ADA)</i> )				
Date of Alleged Discrimination (Month, Day, Year): _____				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<b>Section IV</b>				
Have you previously filed a Discrimination complaint with this agency?			Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	

You may attach any written materials or other information that you think is relevant to your complaint.

**Signature and date required below:**

<b>Signature</b>		<b>Date</b>

**NOTE: COMPLAINT WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.**

Valley Transit’s Title VI or ADA Officer will investigate all complaints. At the conclusion of our investigation, a letter of finding will be sent to the complainant. If our investigation determines that we were not in violation of Title VI or ADA, our letter will explain why we were in compliance. If it is determined that there was a violation, our letter will document the violation and the action that Valley Transit will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with Valley Transit or the Federal Transit Administration.

**Please submit this form in person at the address below, or mail this form to:**

**Valley Transit Title VI/ADA Coordinator  
801 S. Whitman Avenue  
Appleton, WI 5491**

*For office use only:*  
*Date received by Valley Transit:* \_\_\_\_\_  
*Received by:* \_\_\_\_\_  
*Create database feedback record, upload this completed form and related documents.*

## List of Transit Related Title VI Investigations, Complaints and Lawsuits

Valley Transit maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

✓ There have been no investigations, complaints and/or lawsuits filed against us during the report period.

\_\_\_\_\_ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (Include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## Public Participation Plan

### Process

An ongoing forum for public participation is offered during every Fox Cities Transit Commission (FCTC) public meeting. The FCTC is scheduled to meet two times each month with time provided for public participation on agenda items at each meeting. FCTC meetings are held during the operating hours of Valley Transit services to improve access for the public. The meeting location is the City of Appleton City Hall, which is located one block south of Valley Transit's downtown transit center. FCTC meeting start time has been adjusted to accommodate any persons who use the fixed route and better suit a rider's schedule.

Proposed fare and service changes are announced to the public by the means described in this section, and public input is solicited far enough in advance for Valley Transit to consider the comments and make revisions based on the comments. Valley Transit's Public Participation Policy is posted on its website as a resource to help community members understand how to submit comments and when they are considered by the FCTC commissioners prior to finalizing decisions. Public meetings are noticed in the local newspaper and other forums for service and fare changes as described in Public Participation Policy. Individuals and organizations can request notification of future meetings. An archive of agendas and meeting minutes are posted via a link on Valley Transit's website.

Beyond monthly FCTC meetings, several other methods are used to communicate with riders. Valley Transit Route Map/Rider Guide is a printed map with guidance for using services and includes information on how to contact Valley Transit, as well as the web address and social media platforms. Each year, over 20,000 route maps are printed and distributed throughout the community. Maps are available at several key destinations throughout the Fox Cities, on all transit vehicles, and at the main administrative office. Valley Transit also publishes brochures that describe specific programs and policies. These materials are available to riders at the main office (801 S Whitman Ave), downtown transit center, website (PDF), and are distributed to local agencies. These printed materials are mailed upon request at no cost.

Valley Transit's downtown transit center, located at 100 Washington Street, provides another communication avenue with riders. The transit center facility has a staffed customer service window. When no staff are available, a courtesy phone is available to speak with staff. The transit center has digital monitors and other displays containing travel information, notices to the public, contact information, and other announcements or resources applicable to the service. The transit center is centrally located in the service area and many routes pulse into the center for transfers between routes.

Each Valley Transit bus contains an info display area, brochure holders and interior ad space along the entire interior. Maps, brochures, flyers and notices are placed on buses for display to riders.

Valley Transit's website ([www.myvalleytransit.com](http://www.myvalleytransit.com)), Instagram, X, and Facebook page also provide information to the public. The website content includes information on bus trip planning, demand response programs, fares, contact info, board meeting agendas and minutes, detours, news/blog and

more. Public input is welcomed via the website and visitors are provided with several options for contacting Valley Transit (mail, email, web comment form, or phone). The website is also designed to be accessible, clear, and easy to use. A website plug-in called accessiBe is used to provide state-of-the-art features to enable a wider range of visitors with the tools and adjustments needed to view the content. The website also utilizes Google Translate to provide language options beyond English. The Riding dropdown offers a “How to Ride” page that includes a video in English and Spanish. A link to a printable plan language form that was created at the request of schools and non-profits who primarily serve non-English speaking populations or have English Language learners (ELL) as a part of their programing.

RideMyValleyTransit.com is a supplemental website that provides real-time bus location. In addition, this website informs riders of detours with dates and the duration of the effected routes. Users can also subscribe to receive text alerts that notify riders or the public of time sensitive announcements and any other useful information. Personal devices can translate this information into a recipients native or preferred language.

When invited to present in classrooms or at partner organizations, we teach all participants how to use Google Maps for trip planning. Smart phones default to their preferred language which deepens a student’s understanding of how to use Valley Transit, locate nearest bus stops, recognize bus schedules, and routes needed to get from start to destination.

Valley Transit’s planning process (Transit Development Plan - TDP) contains its own Public Participation Plan. The PPP is developed and managed by our Metropolitan Planning Organization (MPO) and identifies outreach efforts and public involvement opportunities. Techniques used to gain input from minority and LEP populations include involving stakeholders in the steering committee. This also helps to disseminate information to hard-to-reach populations. The MPO uses public notices in appropriate non-English languages and maintains contacts with local translators. TDP meetings are held at different locations that are accessible and reasonably welcoming to all residents. Our TDP collects direct input from organizations and advocacy groups that represent a variety of community interests. The participant list includes county health and human services staff, local libraries, Multicultural Coalition, Inc. Hope & Help Together Fox Cities, Hmong American Partnership and N.E.W. Hmong Professionals. Making the Ride Happen (non-profit), Casa Hispana, Appleton School District (including Even Start a combination of ELL classes and daycare), Lawrence University, World Relief, Partnership Community Health Center (non-profit), Hope Clinic, LEAVEN Fox Cities, Fox Valley Tech College, Fox Cities Chamber, Pillars, and Hmong American Partnership.

The TDP process occurs every 5 years. The results of the TDP drive Valley Transit major planning and policy decisions, so we place added effort to engage public participation during this critical process. Valley Transit will continue to work with our MPO to develop and implement public engagement techniques for each planning process.

Valley Transit’s ongoing public outreach efforts to engage the entire community, including minority and LEP populations, are led by our mobility manager. This position is tasked with partnering with community-based organizations, participating in community events/meetings and many other forms of continuous outreach. Evidence of outreach efforts is found in the table under ‘Public Outreach Activities’



below. Valley Transit' travel trainer position also plays a role in community outreach by participating in events/meetings and providing travel training resources to individuals and organizations across the Fox Cities. This direct staff contact with individuals and groups invites active participation and communication of transit issues and strives to help overcome barriers.

### Strategies and Desired Outcomes

To promote inclusive public participation, Valley Transit will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent, and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide food during meetings, if possible
- ✓ Use social media in addition to other resources to gain public involvement
- ✓ Direct participation in local groups and efforts to improve communication with hard-to-reach populations
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

### Public Outreach Activities

Valley Transit maintains a log/record of the various types of outreach activities it uses to promote public participation. On an annual basis, Valley Transit reviews its log of outreach activities to determine if additional or different strategies are needed to expand our reach for public participation.

The direct public outreach and involvement activities conducted by Valley Transit & ECWRPC are summarized in the table below. Efforts include *meetings, events, presentations, partnerships, surveys, focus groups, attendance at community events, etc.*

Event Date	Valley Transit Staffer(s)	Event	Date Publicized and Communication Method	Outreach Method	Notes
2 <sup>nd</sup> Saturday in September & Spring Banquet	VT MM & TT	Latinofest and Scholarship for a Cause Annual Gala	Annually	Booth at Event	Outreach to build trust in the Hispanic community alongside other community partners and resources
2 <sup>nd</sup> Thursday	VT MM & TT	Hispanic Interagency Meeting	Monthly	Updates about Valley Transit are provided to influencers and other services	build trust in the Hispanic community alongside other community partners and resources
5/9/24	VT MM & TT	Casa Hispana Group Ride	Distributed by email and at 2 Hispanic Interagency Meetings	Group Ride	Hands-on experience to build trust and relationships with referral sources

6/4/24	VT MM & TT	VIDA Group Ride with Spanish speaking mothers group	Distributed by VIDA to their mothers group	Group Ride	Vida serves a large Hispanic population and seeks to help families with barrier to transportation
Annually	VT MM & TT	Pillars Community Health and Wellness Fair	Email, flyers, word of mouth	Booth	Tabling event to reach unhoused individuals needing transportation
8/3/23	VT MM & TT	Hmong Health Event and Volleyball Tournament	Email, flyers, word of mouth	Booth	Tabling event to reach members of the Hmong community to bridge transportation needs
2/17-20, 2025	VT MM	Booth at Appleton Public Library	Monthly - Distribute transportation information	Booth	APL New Library Grand Opening & Community outreach
7/13/24	ECWRPC Staff	Appleton Downtown Farmer's Market	East Central & Stakeholder Groups Modification to bus service hours	Booth	MTP input
7/17/24	ECWRPC Staff	Greenville Farmer's Market	East Central & Stakeholder Groups	Booth	MTP input
8/7/24	ECWRPC Staff	Menasha National Night Out	East Central & Stakeholder Groups	Booth	MTP input
Monthly	VT Mang. Team	Fox Cities Transit Commission	Published on website 4 days prior to meeting	Meeting	2 <sup>nd</sup> or 4 <sup>th</sup> Tuesday
2023-present	VT MM & TT	World Relief/Hope & Help Together/Heads Up Fox Cities	Frequent and engaged partnership	Meetings, group rides, and Travel Training Partners	Refugee needs for Transportation, Group training, volunteer training, PITT Crew
2023 - present	VT MM & TT	<ul style="list-style-type: none"> <li>Leaven Fox Cities</li> <li>St. Vincent DePaul</li> <li>Partnership Community Health</li> <li>Hope Clinic &amp; Care Center</li> </ul>	Frequent and engaged partnerships	Experience/exposure to the bus	Key organizations serving minority populations and underserved communities and strong partners for VT
2023-present	VT MM & TT	Fox Valley Literacy Council ELL classes	Bi-Annually or as needed: Fox Valley Literacy Staff	Training/Presentation	Assisting minority populations with reading, communicating, translating, etc...
2023-present	VT MM & TT	Multicultural Coalition, Inc. Events and Walk-in Wednesdays	Vaccine Clinics, cultural competency training, cultural needs & access to resources	Table events, travel training, trip planning, VT resources & tools, How-to translate our website for LEP populations	formed to improve urgent/timely communications to diverse populations
2024-present	VT MM	Appleton Engaged Podcast	Hosted by City of Appleton Community, Culture, & Belonging Dept.	Back-up co-host	Bringing awareness to community resources builds collaborative partnerships
2023-present	VT MM & TT	Newcomer Summit	AASD/Hope & Help Together/United Way Fox Cities	Workshop	Community initiative to unite in serving refugees or minority resettlements within the Fox Cities
2023-present	VT MM & TT	Long Cheng Marketplace & Hmong Adult Day Care Center	Hmong Leaders	Hmong New Year Annual Event, Group Bus Ride to Thompson Center	Hmong Elder Transportation Solutions and introduction to the fixed route bus
2023	VT MM & TT	Harbor House	Case Workers & Outreach Specialists	Meeting/Presentation	Assist BIPOC, LGBTQ & Hmong

					women access transportation
2023 – present	VT MM & TT	Fox Valley Technical College	ELL Department/Professors	Presentation & group rides	Intro to how to use VT and a group ride to the transit center and back to class
2023-present	VT MM & TT	Fox Valley Technical College	Student Life and DEI Offices	Annual tabling at registration days. Welcome to Wisconsin presentation at Tech Village for International Students in campus housing	Promote that FVTC Student ID's ride free, travel training, VT Connector Service and MM
2023 - present	VT MM & TT	Even Start (AASD/FVTC Partnership)	ELL Teachers	Role-play and Presentation	Introduction to VT, promote TT and MM services. Since Mom's can't leave the school, we role-play.
2023-present	VT MM & TT	Lawrence University	Community, Culture & Engagement Department Dean of Student Life	Tabling Events	Raise awareness that LU Student ID's ride free, TT, PITT Crew and MM services.
2023-present	VT MM & TT	FVTC International Student Classroom	International Student Department	Presentation & group rides	Presented to classes of International Students at FVTC and rode the bus to transit center for a tour
1/21/23	VT MM	Chinese New Year Celebration	Fannie Xie	Invited by Fannie	Cultural event to celebrate Chinese New Year and unite members of the Chinese Community in the Fox Cities
4/27/24	VT MM & TT	Menasha Library	Dia del Nino (Day of the Child)	Booth	Family outreach to Hispanic families in partnership with the Menasha Library
2023 - present	VT MM & TT	AASD Newcomer Student Classes	Within existing classroom	Presentation & group rides	Classroom roll-playing and introduction to Valley Transit so students can learn to use the bus and their student ID's as a benefit to free transportation
Annually	VT MM & TT	Menasha High School Open House	To existing students	Presentation and group rides	Resource table to educate families and offer Valley Transit services to reduce/eliminate truancy
Annually	VT MM & TT	Menasha ELL Summer School Program	Within existing classroom/programming	Presentation & group rides	Classroom roll-playing and introduction to Valley Transit so students can learn to use the bus and their student ID's as a benefit to free transportation
2024	VT MM & TT	Hope & Help Together	Office Hours and Creation and training of Simple English Document	Resource Tabling during walk-in hours and collaboration to better serve newcomers and refugee populations	Walk-in hours tabling event and collaboration to create resources to better serve newcomer families
Annually	VT MM & TT	AASD Middle School Open Houses	To existing students	Booth	Frequent tabling events to reach students

## Language Assistance Plan

### **Plan Components**

As a recipient of federal US DOT funding, Valley Transit is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Valley Transit's Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

### **Methodology**

To determine if an individual is entitled to language assistance and what specific services are appropriate, Valley Transit has conducted a *Four Factor Analysis*<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

**Factor 1: Demography:** Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires Valley Transit to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

#### US Census and American Community Survey (ACS) Data<sup>2</sup>

Valley Transit did the following:

1. Inserted county LEP data in the Title VI plan.
2. Analyzed the LEP demographic data for Valley Transit's program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English. All data was provided by ECWRPC using the US Census Bureau website as the source.
  - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
    - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less of

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<sup>1</sup> DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

<sup>2</sup> <https://www.census.gov/programs-surveys/acs>

the population to be served) Valley Transit must provide translation of vital documents in written format for the non-English users.

- ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public, Title VI Complaint Procedure, Title VI Complaint Form, and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

**Factor 2: Frequency:** Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which Valley Transit staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Valley Transit staff persons use all available resources to assist LEP persons.

**Factor 3: Importance:** Explains how the program, service or activity affects people's lives.

The summary below discusses how Valley Transit's program and services impact the lives of persons within the community. Valley Transit will specify the community organizations that serve LEP persons, if available.

**Factor 4: Resources and Costs:** Discusses funding and other resources available for LEP outreach.

The summary below discusses the methods Valley Transit uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

#### *Additional Required Elements*

In addition to the *Four Factor Analysis*, Valley Transit addresses the following elements:

- A description of how language assistance services are provided by language
  - A description of how LEP persons are informed of the availability of language assistance service
  - A description of how the language assistance plan is monitored and updated
  - A description of how employees are trained to provide language assistance to LEP persons
- And, any additional information deemed necessary.*

## Valley Transit – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis <i>(including a description of the LEP population(s) served)</i>
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### Factor 1 – Demography

The US Census Bureau – American Community Survey (2019-2023) reports there are numerous languages spoken in Calumet, Outagamie and Winnebago Counties. Some of these languages include Spanish, Indo-European languages, Asian and Pacific Islander languages, and other languages. After English, the second largest language group is Spanish followed by Asian and Pacific Islander languages.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the population 5 years and older. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), Valley Transit must provide an appropriate level of assistance for qualifying LEP groups.

In Valley Transit’s Tri-County area (Calumet, Outagamie and Winnebago Counties), 3,750 persons (.95%) have identified themselves as Spanish speaking and “speaks English less than well”; 3,230 persons (.82%) have identified themselves as Asian & Pacific Islander (including Hmong) speaking and “speaks English less than well.”

The 5% threshold was not met for Spanish or Asian population groups in the Tri-County area. However, both groups have more than 1,000 individuals.

*\*This information sourced by ECWRPC from the U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Estimates*

### Factor 2 – Frequency

Valley Transit, with assistance from our service contractors, tracks the number of encounters with LEP persons and considers adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of Valley Transit’s programs and services.

Valley Transit’s log of LEP interactions and assistance provided to individuals is used to ensure resources are available to address needs. Over the last 3 years, bus drivers and frontline staff noted 57 interactions with LEP persons by providing support using Google Translate. Over 72% of these LEP interactions speak Spanish. The remaining interactions involve infrequent contact with Swahili, Kinyarwanda, Dari, Punjabi, Chinese, French, and Arabic. Many documented interactions are questions that riders have regarding the intermodal services (Amtrak and Lamers Connect) that use the transit center. Other inquiries include common questions about bus schedules, routes, and fares.

The mobility manager and travel training specialist logged 196 conversations using Language Line\* for outreach and travel training. Language Line consists of inbound and outbound landline conversations as well as real-time interactions using the Language Line app on their company provided devices. Collectively, there were 253 encounters with LEP persons; an average of 7 encounters per month (1/1/2023-4/30/2025).

*\*Call volume sourced from paid invoices to Language Line Solutions.*

### Factor 3 – Importance

Valley Transit understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A network of community support and an accessible transportation system is a key link to connecting LEP persons to these essential services.

Valley Transit continually identifies the activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. Valley Transit will continue to work with the community coalitions and resources to deepen partnerships and determine how to overcome barriers to access.

#### **Factor 4 – Resources and Costs**

Even though Valley Transit does not have a separate budget for LEP outreach, Valley Transit works to implement low-cost methods to reach LEP persons. This includes interpretation services, translation of some written materials and outreach activities focused on reaching LEP persons.

Valley Transit conducts outreach activities by working with many ethnic organizations/coalitions through the Fox Cities as well as the City of Appleton's Special Assistant to the Mayor for Community, Culture and Belonging. In January 2023, Valley Transit expanded our service offerings to include Language Line Solutions which offers the portability of using an app to provides immediate access to a live interpreter for our mobility manager and travel trainer. In their roles, they have more frequent and intentional interactions with direct assistance to overcome barriers, communicate instructions during travel training, and enhance relationships and build trust.

The Valley Transit mobility manager and travel trainer positions represent a significant investment and provide direct support to any community member that needs transportation service. Both positions routinely participate with organizations that represent LEP persons and provide one-on-one travel training assistance to community members, including LEP persons. Our travel trainer is bilingual (Spanish) and since most of our LEP encounters are Spanish speaking individuals, Valley Transit can resolve each case quickly to provide the assistance needed. Infrequent encounters with various other languages are handled with interpretation services and supported by our travel trainer when bus or other Valley Transit service is needed.

Despite having a low frequency of LEP encounters, Valley Transit has created rack cards, VT Connector Rider "How-to" Summaries in Spanish, and added a Spanish voiceover on our "How to Ride the Bus" video to the myvalleytransit.com website. Since the website offers Google Translate as well as the accessibility widget for translating the website, a plain English document was created so languages, other than Spanish, have a tool to guide them with website navigation in their preferred language. Fox Valley Technical College, a major resource in the region for teaching English as a second language and regularly invites Valley Transit to present an overview of Valley Transit and offer group rides to their English Language Learner (ELL) classes several times a year.

We will continue to review this area to determine if a greater need exists that would warrant a different approach. If requests for translation of written materials increase significantly, Valley Transit will reconsider translation and printing of additional written documents.

We have found that participation in the network of organizations that work with LEP persons is a much better investment for limited resources. Our community has several programs and coalitions that work towards supporting LEP individuals.

For planning outreach, Valley Transit's MPO, East Central Wisconsin Regional Planning Commission (ECWRPC), will also continually assess this area to determine how they can support Valley Transit for transportation-related planning. ECWRPC has an additional focus on public outreach and inclusivity as it relates to regional transportation planning.

Description of how Language Assistance Services are Provided by Language
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- ✓ Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- ✓ When Valley Transit sponsors an event, staff greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Attendees at FCTC meetings are greeted to learn if support is needed.
- ✓ Vehicle operators, travel trainer, dispatchers and other front-line staff are provided opportunities to share their experience concerning any contacts with LEP persons to ensure resources are provided.
- ✓ Front-line staff that carry issued cell phones with the Google Translate App downloaded. This app allows users to enter text or use voice to translate between multiple languages. Service is also available on PCs at main office and downtown transit center. Drivers that need support radio for supervisor support at transit center or where appropriate.
- ✓ Travel Trainer position is bi-lingual (English & Spanish), which is an in-house resource for Spanish language assistance.
- ✓ Language Line Solutions are used by mobility manager, travel trainer and operations supervisors. Dispatch has been trained on how to use Language Line to receive in-bound calls.

#### Description of how LEP Persons are Informed of the Availability of Language Assistance Service

Valley Transit does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Individualized travel training is provided with contracted interpretation services
- ✓ Partnering agencies with Valley Transit help inform their constituents of transit services and how to reach out to Valley Transit for more information
- ✓ The Valley Transit website uses the "Google Translate" translation service. This service allows users to translate any, or all, parts of the website into their native language. Additional accessibility is provided by accessiBe plug-in service.
- ✓ Utilize pictograms and other symbols on travel cards to assist LEP persons with bus route information.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/spanish.html> and <http://www.wisconsinrelay.com/>
- ✓ ECWRPC conducts many ongoing events and outreach efforts that include the topic of public transportation in the Fox Cities region. ECWRPC specializes in gathering public input from all groups, including LEP persons. As ECWRPC encounters LEP persons, they connect them with the appropriate language assistance service and discuss lessons-learned in this area with Valley Transit.

#### Description of how the Language Assistance Plan is Monitored and Updated

Valley Transit reviews its plan on an annual basis or more frequently as needed. Valley Transit will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivery of programs and services to ensure meaningful access to minority and LEP persons.

Valley Transit meets with contracted service providers on an annual basis to ensure the Title VI requirements are met on an annual basis to ensure the Title VI requirements are met. Valley Transit partners with East Central Wisconsin Regional Planning Commission (ECWRPC) to support applicable subrecipients in developing/updating a Title VI Program and compliance with requirements. WisDOT has provided subrecipients statewide with a Title VI Program template to help ensure all required elements are contained within the plan. To monitor compliance, Valley Transit meets with subrecipients quarterly, works with ECWRPC to schedule plan updates and forwards subrecipient Title VI information to the FTA, when requested. ECWRPC assists Valley Transit with the development of this plan and updates when needed.



## Description of how Employees are Trained to Provide Language Assistance to LEP Persons

Each year, Valley Transit will review the principles of Title VI and Valley Transit's Language Assistance Plan with its employees. Valley Transit will ensure that our contracted service providers also educate their staff on Title VI requirements, and specifically LEP provisions.

The following training will be provided:

- ✓ Information on the Valley Transit Title VI Program and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Documentation of language assistance requests.
- ✓ How to handle a potential Title VI complaint.

If a driver, dispatcher or other team member needs further assistance related to LEP individuals, the Valley Transit management team will identify strategies to meet the language needs of the participants of the program or service.

Valley Transit has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with Valley Transit to ensure the individual receives access to the transportation service.

Valley Transit drivers and staff contact supervisor(s) on duty for assistance with LEP persons. If possible, the Google Translate App or Language Line is used. If further assistance is needed, the supervisor will contact our Mobility Manager or Travel Trainer positions to assist the LEP person with appropriate support.

As part of the annual site visit process, Valley Transit will discuss updates to the Language Assistance Plan with its subrecipients and contracted service providers.

## Minority Representation Information

### A. Minority Representation Table<sup>3</sup>

The table below depicts Valley Transit's non-elected commissioners on the Fox Cities Transit Commission (FCTC). *Note: Percentages do not add up to 100%, because "Hispanic" is an ethnicity, not a race.*

County/Body	White Alone	Black or African American Alone	American Indian and Alaskan Native Alone	Asian, Native, Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races	Hispanic	No Responses
Calumet County	89.2%	0.9%	0.3%	0.0%	0.3%	5.7%	5.6%	-
Outagamie County	86.6%	5.8%	1.1%	1.1%	1.7%	5.4%	5.1%	-
Winnebago County	87.8%	2.6%	0.4%	0.1%	1.2%	4.6%	4.9%	-
FCTC*	46.7%	0.0%	0.0%	6.7%	0.0%	0.0%	0.0%	46.7%

<sup>3</sup> FCTC data was collected with a "Minority Representation Data Collection Form" and represents completed forms from commissioners that opted to self-identify.

## B. Efforts to Encourage Minority Participation

Valley Transit understands that having representation of diverse populations on committees, councils and boards results in sound policy reflective of its entire population. As vacancies on boards, committees and councils become available, Valley Transit makes efforts to encourage and promote engagement and input from all backgrounds including race, color and national origin.

To encourage participation on its boards, committees and councils, Valley Transit will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, Valley Transit will use creative ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members, offering a web-based participation option (when possible) and providing transportation, if needed for its members.

## Facility Location Equity Analysis

Valley Transit has no current or planned projects that require a facility location equity analysis.

## Fixed Route Service Standards

### Vehicle Load Standards

#### 1. Expressed in writing

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 26-foot bus, 58 passengers for 35-foot buses, and 69 passengers for standard 40-foot buses.

#### 2. Expressed in tabular format

Vehicle Type	Number in fleet	Average Passenger Capacities				
		Seated	Standing	Total	Wheelchair Capacity	Total Capacity With Wheelchairs
35' New Flyer	16	31	27	58	2	54
40' New Flyer	12	39	30	69	2	64

### Vehicle Headway Standards

#### 1. Expressed in writing

Vehicle Headway is the length of time it takes between two buses traveling in the same direction on a particular route. Valley Transit's buses are scheduled with either 30- or 60-minute headways.

## 2. *Expressed in tabular format*

ROUTE(S)	WEEKDAY PEAK SERVICE	WEEKDAY OFF-PEAK SERVICE	SATURDAY SERVICE
1, 2, 3, 4 & 5	60 Minutes	60 Minutes	60 Minutes
9	30 Minutes	30 Minutes	30 Minutes
12, 15, 20, 30 & 41	60 Minutes	60 Minutes	60 Minutes
6	N/A	60 Minutes	60 Minutes
8	60 Minutes	60 Minutes	N/A
11	60 Minutes	60 minutes	N/A
16	60 Minutes	60 Minutes	N/A
19	N/A	60 Minutes	60 Minutes
31	60 Minutes	60 Minutes	60 Minutes
32	60 Minutes	60 Minutes	60 Minutes

### ***On-Time Performance Standards***

One of the most important service standards is On-Time Performance or adherence to published schedules.

- A Valley Transit bus is considered on-time if it departs a scheduled time point no more than 1 minute early or more than 5 minutes late.
- Valley Transit's On-Time Performance objective is 90% or greater.

Valley Transit continuously monitors on-time performance and system results are published as part of a quarterly key performance indicators (KPI) report covering the reliability, quality and safety of operations. This KPI report is presented quarterly to staff and the transit commissioners.

### ***Service Availability Standards***

Valley Transit currently provides service to most major destinations and large employment centers within the communities that it serves. Valley Transit's 5-year Transit Development Plan (TDP) analyzes regional mobility and reassesses all service standards. The TDP reviews coverage of service by regional employment centers, population, households without a car, income and other community demographics that may indicate propensity to use public transit. Valley Transit reviews its level of service to each community during each TDP process and discusses expansion opportunities when additional resources become available. Route planning focuses on placing new service within ¼ mile from densely populated areas that have a high propensity for transit usage. Valley Transit optimizes the funding and resources that it receives from the partner communities to maximize its route coverage within these communities and transit-supportive areas.

## Fixed Route Service Policy

### ***Vehicle Assignment Policy***

Valley Transit frequently reviews the ridership of its routes and assigns the larger and smaller capacity buses to the areas whose ridership best matches these capacity characteristics. Vehicles are assigned according to route capacity and rotated with the service group daily.

### ***Transit Amenities Policy***

Valley Transit has over 950 formal bus stop locations, many of which have been at the same location for more than forty years. In 2021, all stops were re-signed with more visible signage that included route number(s) that service the stop and contact info.

Valley Transit places bus stops every 2-3 blocks (approximately) and near major trip generators. 45 locations also include a bus shelter. Bus shelters are located throughout the service area. These shelters have also been in place for many years. As funding becomes available, old shelters are being replaced with new, accessible shelters.

Additional shelter locations can be requested by contacting Valley Transit. New installations are dependent on the ability to obtain the necessary right of way to locate the shelter and a sponsoring business or other entity to maintain and provide snow removal, if possible. Valley Transit utilizes passenger count data by location to prioritize locations with the highest usage. Valley Transit also reviews accessibility, socio-economic and minority population data prior to installing a new shelter.

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For four months Ending April 30, 2025**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2025 Amended Budget	2025 % of Total Budget
<b>REVENUES</b>						
Bus Fare Revenue	106,893	52,676	195,242	227,139	740,000	26.38%
Paratransit Fare Revenue	31,433	34,863	121,842	140,328	557,410	21.86%
Total Fare Revenue	138,326	87,539	317,084	367,467	1,297,410	24.44%
Other Charges for Service	2,630	8,905	7,205	17,214	65,000	11.08%
Other Revenues	-	-	4,886	8,101	8,000	61.08%
TOTAL REVENUES	140,956	96,444	329,175	392,782	1,370,410	24.02%
<b>EXPENSES BY LINE ITEM</b>						
Regular Salaries & Labor pool alloc	200,410	247,657	775,998	953,142	3,586,732	21.64%
Overtime	29,712	50,258	112,766	198,553	77,358	145.77%
Incentive Pay	-	-	-	1,480	-	0.00%
Other Compensation	1,639	-	1,639	-	-	-
Fringes	76,819	83,540	294,301	336,885	1,311,426	22.44%
Unemployment Compensation	1,480	-	5,424	(38,973)	-	-
Salaries & Fringe Benefits	310,060	381,455	1,190,128	1,451,087	4,975,516	23.92%
Training & Conferences & Tuition Fees	2,788	4,782	4,850	11,141	25,000	19.40%
Employee Recruitment	8,335	430	17,115	2,510	7,280	235.10%
Office Supplies & Parking Permits	837	896	1,448	3,076	5,400	26.82%
Subscriptions	189	178	432	399	1,413	30.57%
Memberships & Licenses	-	50	9,507	9,230	15,970	59.53%
Postage & Freight	2	2	672	889	3,700	18.17%
Awards & Recognition	142	20	142	843	930	15.27%
Food & Provisions	48	-	48	-	1,240	3.90%
Insurance	-	11,468	185,333	239,167	314,905	53.74%
Insurance dividend & return of surplus	(16,094)	(16,426)	(16,094)	(16,426)	-	-
Depreciation Expense	126,812	118,656	507,248	474,625	1,521,743	33.33%
Administrative Expenses	123,059	120,056	710,703	725,454	1,897,581	37.45%
Landscape Supplies	-	-	-	-	1,500	0.00%
Shop Supplies & Tools (& misc)	6,585	3,465	12,494	16,653	55,450	22.53%
Printing & Reproduction	1,019	-	2,528	1,978	29,470	8.58%
Uniforms	69	933	2,702	1,200	9,290	29.09%
Gas Purchases	32,757	20,709	125,312	143,000	571,500	21.93%
Safety Supplies	91	306	605	729	1,500	40.30%
Vehicle & Equipment Parts	23,034	6,872	70,772	72,152	322,300	21.96%
Miscellaneous Equipment	3,657	-	13,769	2,884	25,100	54.86%
Signs	377	300	377	2,332	12,000	3.14%
Supplies & Materials	67,589	32,585	228,559	240,928	1,028,110	22.23%
Accounting/Audit	-	-	-	-	15,000	0.00%
Bank Services	163	-	491	681	6,680	7.36%
Consulting Services	-	-	-	-	40,000	0.00%
Solid Waste/Recycling	-	369	1,133	1,476	6,161	18.39%
Contractor Fees	246,330	165,771	958,527	713,928	4,008,877	23.91%
Advertising	7,000	4,080	30,450	32,033	50,309	60.53%
Health Services	1,068	2,765	2,875	3,905	9,200	31.25%
Snow Removal Services	9,370	7,825	51,380	38,430	56,008	91.74%
Laundry Services	770	766	1,676	2,685	15,340	10.93%
Other Contracts/Obligations	331	3,465	1,161	5,245	100,190	1.16%
Purchased Services	265,033	185,041	1,047,694	798,383	4,307,765	24.32%

**City of Appleton**  
**VALLEY TRANSIT INCOME STATEMENT**  
**For four months Ending April 30, 2025**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2025 Amended Budget	2025 % of Total Budget
Electric	-	4,993	17,506	15,007	58,434	29.96%
Gas	-	2,770	13,855	10,114	24,638	56.23%
Water	-	-	1,512	2,301	7,850	19.26%
Waste Disposal/Collection	-	-	787	1,304	4,763	16.52%
Stormwater	-	-	3,348	2,569	10,000	33.48%
Telephone	3,361	2,115	6,527	5,221	29,156	22.39%
Utilities	3,361	9,878	43,535	36,516	134,841	32.29%
Building/Grounds Repair & Maintenance	585	425	1,133	425		
Vehicle Repair & Maintenance	1,532	13,437	3,988	15,874	10,050	39.68%
Equipment Repair & Maintenance	1,000	93	1,000	4,831	9,650	10.36%
FMD Charges & Material	-	-	28,513	26,497	137,933	20.67%
Software Support	98	15,685	136,868	98,147	170,430	80.31%
Repairs & Maintenance	3,215	29,640	171,502	145,774	328,063	52.28%
Total Operating Expenses	<u>772,316</u>	<u>758,655</u>	<u>3,392,120</u>	<u>3,398,142</u>	<u>12,671,876</u>	26.77%
OPERATING INCOME (LOSS)	<u>(631,360)</u>	<u>(662,211)</u>	<u>(3,062,945)</u>	<u>(3,005,360)</u>	<u>(11,301,466)</u>	
<b>NON-OPERATING REVENUES</b>						
Federal Support	-	-	-	-	3,560,391	0.00%
State Support	-	-	-	-	3,082,885	0.00%
Appleton Support	319,965	331,561	1,279,860	1,326,244	724,810	176.58%
Other Local Support	664,468	552,276	1,801,618	1,578,112	1,899,499	94.85%
Investment Income	-	73	2	16,597	12,500	0.02%
Donations	-	4,167	-	16,723	63,386	0.00%
TOTAL NON-OPERATING REVENUE	<u>984,433</u>	<u>888,077</u>	<u>3,081,480</u>	<u>2,937,676</u>	<u>9,343,471</u>	32.98%
Land	-	-	-	-	-	0.00%
Buildings	-	41,786	-	785,858	7,500,000	0.00%
Machinery & Equipment	-	-	35,016	-	-	0.00%
Furniture & Fixtures	-	-	199,173	-	-	0.00%
Vehicles	-	-	-	-	50,000	0.00%
Capital Expenditures	-	41,786	234,189	785,858	7,550,000	3.10%
NET INCOME (LOSS)	<u>353,073</u>	<u>184,081</u>	<u>(215,654)</u>	<u>(853,542)</u>	<u>(9,507,995)</u>	

**City of Appleton**  
**PURCHASED TRANSPORTATION**  
**For four months Ending April 30, 2025**

Description	Month of April Actual	Prior Year April	YTD As of April Actual	Prior YTD April	2025 Amended Budget	2025 % of Total Budget
<b>PURCHASED TRANSPORTATION EXPENSE</b>						
VTII - Disabled	111,945	84,778	416,339	347,495	2,550,000	16.33%
VTII - Elderly	7,344	3,047	22,899	15,328	76,500	29.93%
PT - Optional (Sunday)	408	123	1,709	1,016	12,750	13.40%
Outagamie County Demand Response Rural	34,543	33,417	136,612	128,482	462,600	29.53%
Neenah Dial - A - Ride	4,940	3,056	19,647	13,181	120,705	16.28%
Calumet County Van Service	6,917	-	21,006	8,977	37,620	55.84%
Connector	75,708	23,683	312,156	121,224	476,352	65.53%
Downtown Trolley	-	-	-	-	40,800	0.00%
Total Purchased Transportation	241,805	148,104	930,368	635,703	3,777,327	24.63%

## Total Monthly Passengers

**51,267**  
 ↘ -19% change  
 63,218 prev. year

## Total YTD Passengers

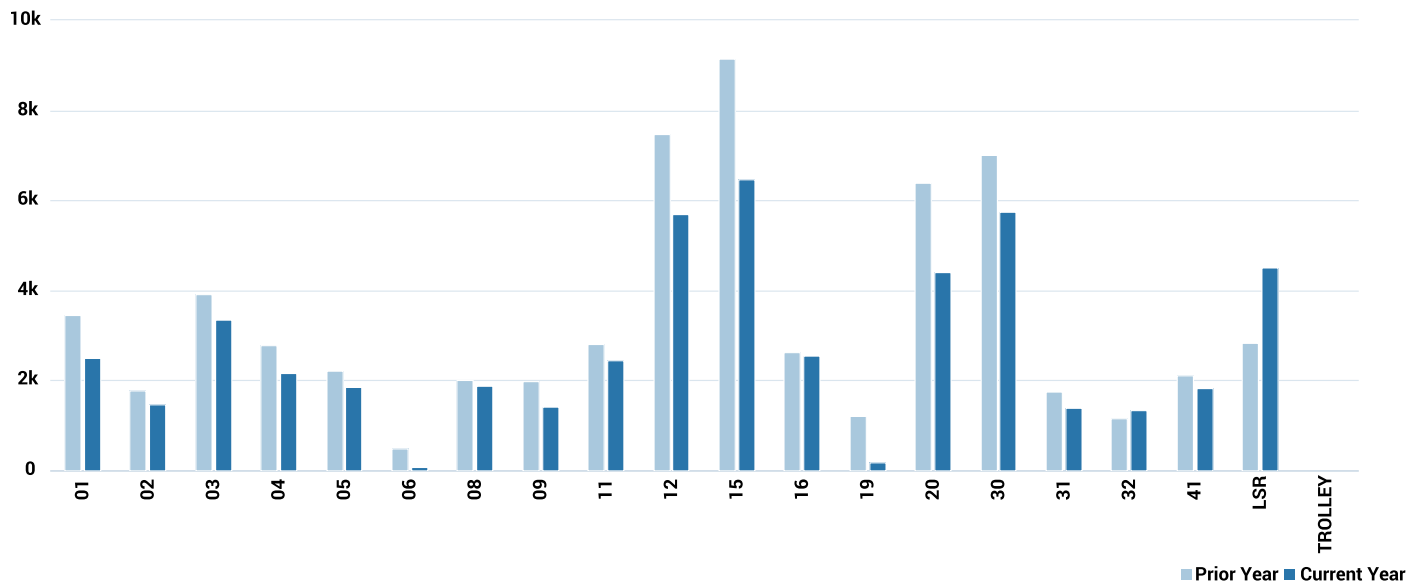
**193,172**  
 ↘ -20% change  
 240,172 prev. year

## Monthly Fare Group Trend

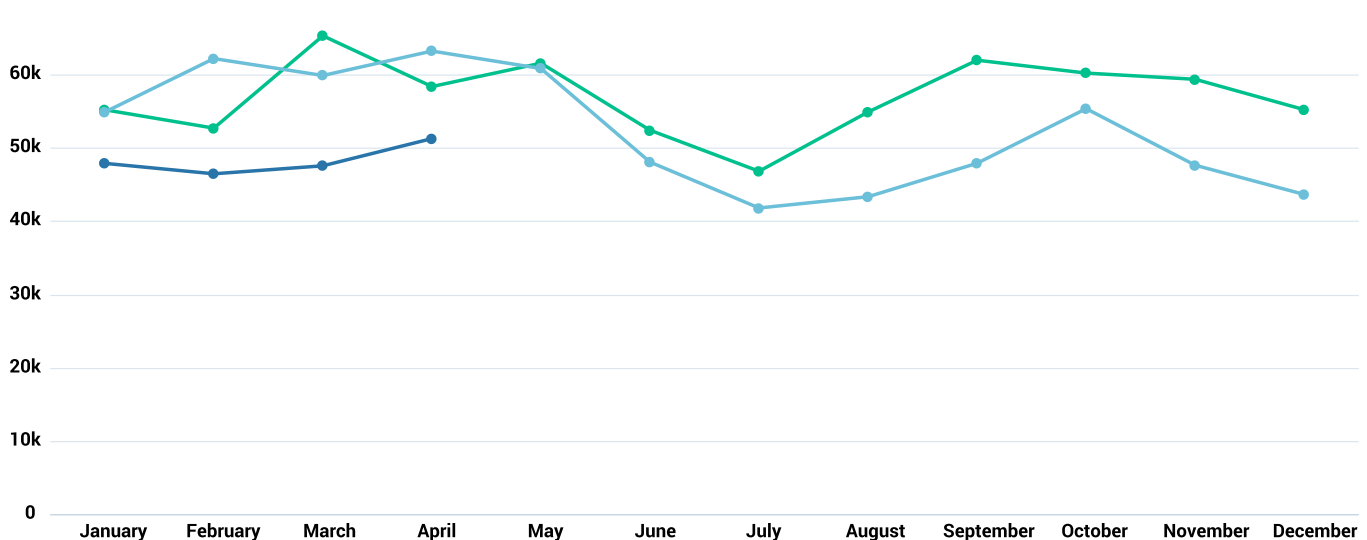
Fare Group Desc	Prior Year	Current	% Change
Passes & Tickets	27,792	20,929	-24.7%
AASD	9,714	10,521	8.3%
Cash	9,333	7,018	-24.8%
Transfers	8,911	7,012	-21.3%
FVTC	4,972	3,856	-22.4%
Free	1,409	1,190	-15.5%
Lawrence University	1,087	741	-31.8%

\*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

8,459

↗ 10%  
change

7,721  
prev. year

Total YTD  
Passengers

32,090

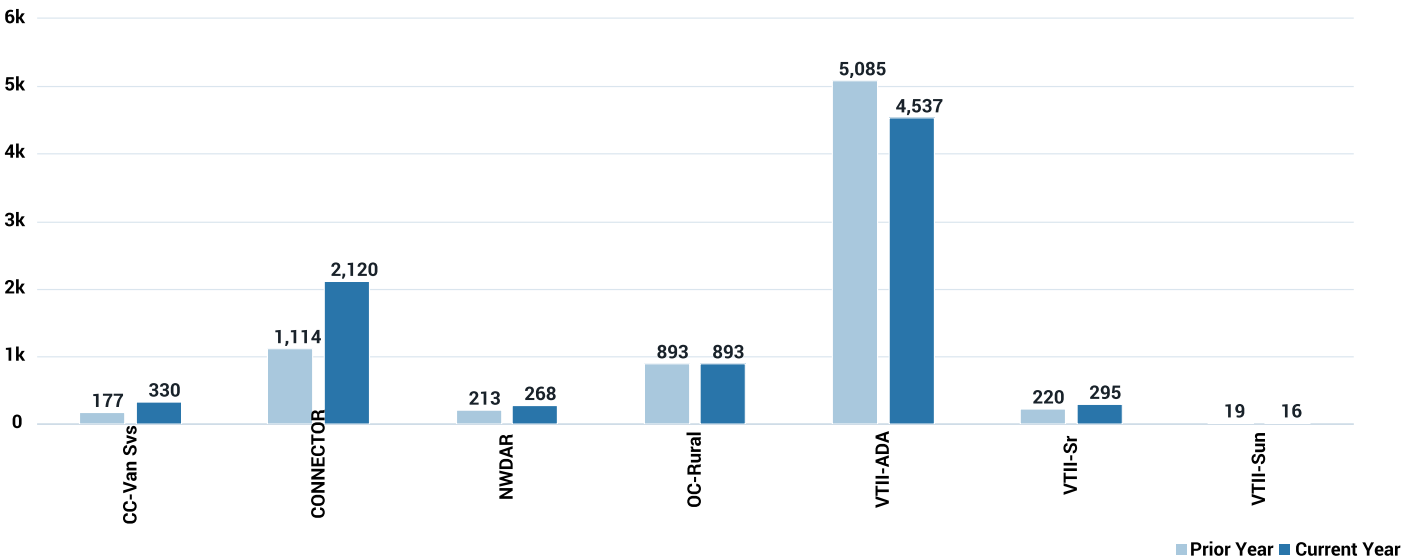
↗ 3%  
change

31,056  
prev. year

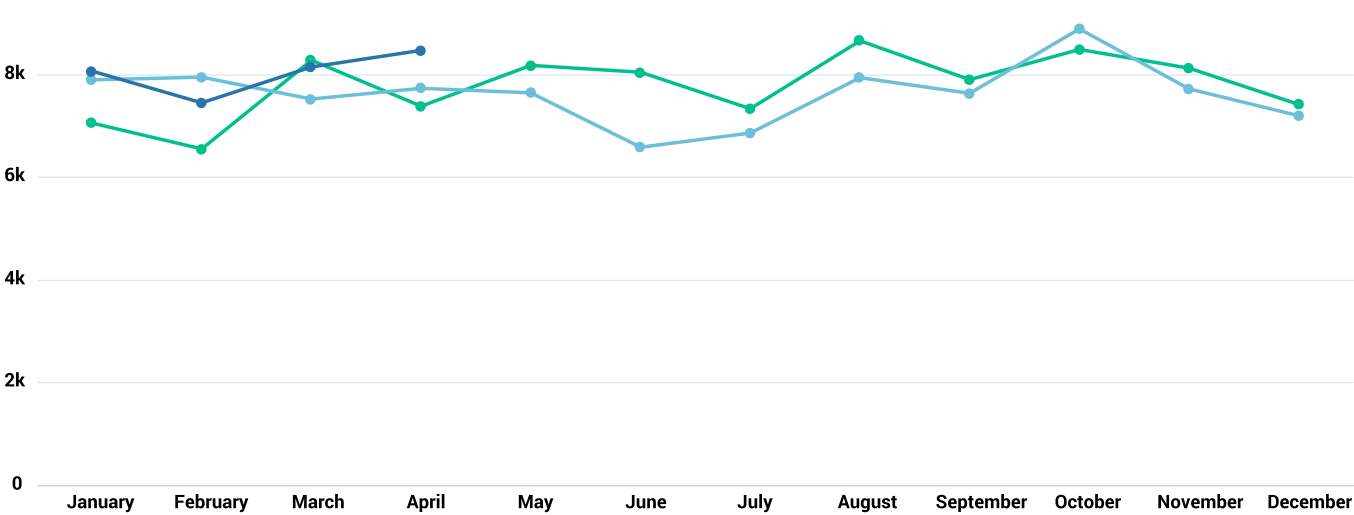
Monthly Ridership by Program Trend

Reporting Route	Prior Year	Current Year	% Change
VTII-ADA	5,085	4,537	-10.78%
CONNECTOR	1,114	2,120	90.31%
OC-Rural	893	893	0.00%
CC-Van Svs	177	330	86.44%
VTII-Sr	220	295	34.09%
NWDAR	213	268	25.82%
VTII-Sun	19	16	-15.79%

Monthly Ridership by Program



Monthly Ridership Trend by Year



Agency FY: ● 2023 ● 2024 ● 2025