

# PUBLIC PARTICIPATION POLICY



## Purpose

Valley Transit encourages public participation in the development of mobility services offered in the Fox Cities. The purpose of this policy is to define public participation applicable to Fox Cities Transit Commission (FCTC) Meetings.

## Public Comment

Public comment is welcomed by the FCTC to help fulfill its responsibilities to the Common Council. Public comment in the following venues is subject to the parameters outlined in this policy and applicable ordinances and laws.

- Public Meetings
- Fox Cities Transit Commission Meetings
- In Writing

## Public Meetings

A public meeting is a formal event that gathers citizen comments and positions from all interested parties for public record and input into decisions. Valley Transit conducts a public meeting when proposing increases to the basic fare structure and on major service reductions. Major service reductions are defined as route or service proposals with a greater than 10% reduction in the service's hours or miles. Temporary or short-term service changes related to special events, detours, weather or emergencies are not considered a major service reduction and would not trigger a public meeting.

Public meetings occur at regular FCTC meetings and/or by other local municipal governments who participate in funding Valley Transit's service. The meeting official will be the chair of the FCTC. When the meeting is held before another governmental unit, another public official may be designated.

Notice of public meeting will be published in THE POST-CRESCENT, citing the date, time and place of the meeting. Valley Transit will make other reasonable efforts to notify the public of the meeting including but not limited to: social media digital postings; postings on revenue vehicles, at the Transit Center and local municipal buildings; and notices in other local newspapers as appropriate. Reasonable accommodations for people with disabilities will be made upon request. Comments will be received both at the meeting and in writing for a period of time specified in the meeting notice.

## Fox Cities Transit Commission Meetings

Every FCTC meeting agenda includes an offering for public participation on agenda items. The FCTC meets twice each month. Meetings are sometimes cancelled due to lack of agenda items. Meeting agendas and schedules can be accessed by the public from the City of Appleton's website's online calendar or by contacting Valley Transit.

## In Writing

In order to ensure full participation by those who are unable to attend the FCTC meetings, written comments by mail, fax or electronic mail are accepted. Written comments may be sent through the following methods:

- Mail to:  
**Fox Cities Transit Commission**  
**c/o Valley Transit**  
**801 S. Whitman Ave**  
**Appleton, WI 54914**
- Fax to: **Fox Cities Transit Commission, c/o Valley Transit, (920) 832-1631**
- Electronic Mail to: [valley.transit@appleton.org](mailto:valley.transit@appleton.org)

All applicable written comments received through the methods above will be forwarded to FCTC commissioners as a part of the staff memo for the public meeting. These comments and any received during the applicable public meeting are considered by the FCTC commissioners prior to finalizing decisions. Written comments must be received according to the comment period stated in the public notice in order to be incorporated into the record for that meeting.