Oneida Vilas Transit Commission   **August 26, 2016**

Attendance: Erv Teichmiller, Bob Mott, Bill Freudenberg, Fred Radtke and Chuck Hayes. Also in attendance Sue Richmond and Jim Altenburg. Excused was Ed Hammer and Dianne Jacobson

Call to Order: Teichmiller called the meeting to order at 8:05 a.m. at the Transit Commission Building, 1831 N. Stevens Street, in Rhinelander, noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

Approval of Agenda: Hayes made a motion to approve Agenda and in any order as per the chair with a second by Radtke. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Freudenberg with a second by Hayes to approve the Minutes of the Regular Commission Minutes of July 25, 2016. Motion carried.

Public Comments: None

Executive Committee Meeting: Mott gave a recap of the executive meeting. General discussion regarding the Personnel Policy Handbook. Get insurance sign off form from Vilas County if eligible employees don't want health insurance. At a later date decide if all full time employees should receive 15 PTO days. We need a record keeping system for HRA. Motion by Hayes to revise Personnel Policy Handbook to 3.4 Timekeeping to "The Transit Office Manager is responsible for tracking all pay roll records including the maintenance of master records of employee banks of PTO, holidays, etc… The Transit Manager will review and sign-off on a printed copy of this record monthly." And 4.1 Paid Time Off to: Paid Time Off consolidates "vacation days and sick days" into a single "bank account" of paid leave that the employee will manage and draw from in accordance with the following provisions. Use of the PTO will be based on PTO earned. Holidays are separate from this.
Guidelines:
   a. Full-time employees will receive the equivalent hours of 15 work days off equaling 120 hours. "Subject to board approval. Second by Radtke. Motion Carried

Treasurer's Report: Discussed when Federal funds will be received. We'll provide proof of insurance to Oneida County for the buses. Review insurance annually. Motion by Radtke to receive and place balance sheet and profit & loss budget performance on file. Second by Mott. Motion carried.

Gas for Buses/Gas Cards: We're currently able to purchase gas through the Vilas County Highway Department. Working with Oneida County to be able to purchase fuel through them also. Transit Manager requested gas cards for drivers are out of county for special events. Cards will be restricted to gas and oil purchase only. Freudenberg made a motion to secure gas cards credit cards from Kwik Trip. Second by Hayes. Motion carried.

Transit Manager's Report: One way ride in July were Rhinelander 730, Lakeland Area 124 and Vilas 289. Route from Phelps to Eagle River to Three Lakes and then to Rhinelander Every Monday. Route from

Phelps to Eagle River or Land O'Lakes. Monday, Wednesday and Friday route from Eagle River to Minocqua. Within two weeks starting a Minocqua to Rhinelander route that will go back and forth every day, 3 times a day. Possible starting October 1st taking over the Headwaters routes in Rhinelander and then Minocqua.

Third Part Contracted Services: The board reviewed the agreement that the transit manager had made. Discussion regarding when and how program would work and how companies would receive a PO number after hours. Motion by Hayes to forward Third Party Contracted Services Agreement to our attorney for review. Second by Radtke. Motion carried.

Garage Rentals: Transit manager will reach out to Oneida County, Town of Minocqua and Town of Woodruff to see if there are locations to park the buses. Vilas County is allowing us to park at their garage.

Next Meeting Monday, September 9, 2016 at 1831 N. Stevens Street, Rhinelander. Back up Meeting date of September 13, 2016 at 1831 N. Stevens Street, Rhinelander.

Meeting adjourned at 9:58 am.

Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.

Respectfully submitted by:

Barb Newman, Office Manager
Oneida-Vilas Transit Commission