

**ONEIDA-VILAS TRANSIT COMMISSION EXECUTIVE COMMITTEE MINUTES**  
**January 4, 2018**

ATTENDANCE: Erv Teichmiller, Bob Mott, Bill Freudenberg, Dianne Jacobson, Sue Richmond and Jim Altenburg.

CALL TO ORDER: Teichmiller called the meeting to order at 8:01 a.m. at the Transit Commission office 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: Motion by Mott to approve Agenda in any order as per the chair with a second by Freudenberg. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Freudenberg. Second by Mott. To approve the minutes of the December 4, 2017 minutes. All ayes. Motion carried.

PUBLIC COMMENT: Dianne Jacobson, Director of the Oneida County Department on Aging stated that Sue Richmond, Director of the Vilas County Commission on aging are not board members.

2018 BUDGET REVIEW: Reflects the revision to the Headwaters Contract. Transit Manager anticipating that the Lakeland area need will double in 2018. Transit Manager distributed a preliminary advertising policy. Discussed how many hours required to sell advertising. Advertising budget income lowered to \$5,000. Medical will include health insurance for the future mechanic. Blackcat automatically prefills FICA. If benefits are lower, the money can shift to another category. Transit Manager is working with Trigs in Eagle River for grocery delivery. More revision might be made at the Commission Board meeting on the Jan 18<sup>th</sup>.

SERVICE PLAN MAY-JUNE: Transit Manager gave labor estimate through first week in February. The goal is to know the budget and keep labor reduced for winter months. Can't give full forecast until he knows what equipment he has. Lakeland area is open until 6:00 p.m. and the rest of the areas are open until 5:00 p.m. Board Chair would like reduction in cost between November and May to stay within budget when summer comes. Transit manager said that we're running two buses in Rhinelander and Lakeland areas. There are six to seven buses in service and all the buses aren't being used all day long. Three buses are going to be retired. Executive Board wants comparison from 2017 to 2018. Question asked if we're working from budget or from demand. Need to operate differently than last year. Respond slowly to demand to stay within existing design.

NEW BUS STATUS: Have funding for one bus. Board Chair working with potential donors. All are titled in Headwaters name. Hope to keep one bus as a service vehicle.

FISCAL MANAGER JOB POSITION/JOB DESCRIPTIONS: Absolute certainty we're not going to be in the same position this year. Some beyond our control and some within our control. Oneida

County Finance Director is concerned about the \$50,000 loan from Oneida County. Our concerns are different. We don't want to get into a situation where we don't receive the WisDOT/ FTA money in August. It was suggested that Joel and Maria from the Oneida County Department on Aging help with technical assistance. Work to set down policy and procedures. Monthly reports to the Commission Board. If they see a problem, it goes to Jim and it's Jim's job to bring the problem to the board. If there is a red flag before a commission meeting and email goes to the Board Chair. Suggested if something is amiss and can't be resolved through discussion then send an email to the Commission. Don't reply to all so as not to violate the open meetings law. Part of plan is to look at cash flow.

CLOSED SESSION: Closed Session: Motion by Freudenberg, second by Mott to enter in to closed session pursuant to section 19.85 (1)(c) Wis Stats., to: consider employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. (Employee/Hours Reduction) Roll Call Vote: Mott/aye, Freudenberg/aye, Teichmiller/aye, 9:10 a.m.

Motion by Mott and second by Freudenberg to return to open session at 11:52 a.m. Motion carried.

No action taken in closed session.

Back to SERVICE PLAN MAY-JUNE: Transit Manager to request delay in gas purchase payments to both counties.

Back to NEW BUS STATUS: Buses housed outdoors. No indoor housing for the buses. New buses need to be funded or are to go back the end of January.

Meeting adjourned at 12:27 p.m.

**Next meeting January 11, 2018 at 9:00 a.m. for full Commission.**

*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