

Oneida-Vilas County Transit Commission

May 13, 2016

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

CALL TO ORDER: Teichmiller called the meeting to order at 8:04 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: Radtke made a motion to approve Agenda in any order as per the chair with a second by Mott. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Hammer with a second by Radtke to approve the Minutes of the Regular Commission Minutes of April 22, 2016. Motion carried.

Committee Attendance: There have been past quorum issues with having six board members and when three miss the meeting or two are missing and one leaves early. Erv offered options of finding an alternative or replacing board members. Discussed alternative attending meetings and receiving per diem/mileage, but won't have the ability to vote. Discussed moving meeting times. Discussed members attending via teleconference, but board would like in person board meetings. Fred suggested that he become an alternate and then find a replacement for his citizen position.

Finances: Discussed better need for financial reports for the board. The board would like a line item budget report with percentage to budget. Board would like to have a better breakdown of expense and revenue categories. Jim would like to reallocate money to different categories. Jim said that he would meet the projected budget revenue goal. Discussed if we are fully utilizing accounting services and if the accountant knows what exactly we want. Discussed to shift some responsibilities in house. The executive board will meet to discuss accounting needs.

Transit Manager Report:

a) Web Site Update. We're receiving two or three emails per day. Time to expand website to include agenda, minutes, Title VI and ADA Paratransit policies. With expanded website we'll receive a hit report on website activities.

b) Listening Sessions completed as follows: Three Lakes, City of Rhinelander, Rhinelander Chamber of Commerce, Town of Minocqua Chairman, Lac du Flambeau Commission on Aging & Veterans Affairs, Oneida County Social Services, Town of Woodruff, Alive to Life Seminar and Nicolet College.

c) Two Year Ridership Projection. Jim stated he is not able to have two year projections at this time. Should have a better forecast next meeting.

Routes: Drivers are picking up customers at housing complexes every morning. After that the rest of day spent on demand with seniors. Eagle River is working out issues. Discussed using

buses in off time for special events. i.e. Beef-a-rama, Saint Germain Flea Market. Nicolet College is using survey monkey to gather information for fall semester student demand. Future agendas will have current routes, proposed routes, special events and fares as line item. Future agendas will also have fleet information as a line item.

Potential bus purchase opportunities: Jim found a 28 non-lift passenger bus for \$2000 and a 2000 GMC Supreme for \$7000. 2000 GMC has mechanics inspection. Discussed where to park busses. Motion by Hammer with a second by Hayes to purchase both busses not to exceed \$15000 which includes purchase, graphics, repairs and detailing contingent upon approval of using 85.21 funds. Motion carried.

Title VI Policy, Drug & Alcohol Policy and AD Paratransit Policy: Each policy was discussed. Motion by Hammer to accept Title VI Policy and second by Mott. Motion carried. Motion by Hammer to accept Drug and Alcohol Testing Policy and second by Hayes. Motioned carried. Motion by Hammer to accept Americans with Disabilities (ADA) Paratransit Plan and second by Radtke. Motion carried.

Next Meetings will be Friday, May 27, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhineland.

There was a motion by Hammer with a second by Mott to adjourn the meeting at 10:15 am.

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

Respectfully submitted by:

Barb Newman, Administrative Assistant
Oneida-Vilas Transit Commission