

## **FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES**

**April 22, 2015**

*ATTENDANCE:* Larry Berg, Bill Connors, Jr., Ed Hammer, Chuck Hayes, Bob Mott, Fred Radtke, Bob Shepherd and Erv Teichmiller. Excused was Bill Freudenberg. Also present were Dianne Jacobson, Janell Schroeder and Susan Richmond.

*APPROVAL OF AGENDA:* Bob Mott made a motion to approve Agenda in any order as per the chair with a second by Larry Berg. Motion Carried. There was a motion to amend the Agenda by Ed Hammer with a second by Bill Connors to add Treasurer under Elections. Motion Carried.

Introductions were made.

*REVIEW HISOTRY OF ESTABLISHING TRANSIT COMMISSION:* Dianne Jacobson gave the history of how the Transit Commission began, discussions held on the various Surveys that were completed.

*ELECTIONS (Chair, Vice-Chair, Secretary and Treasurer):* Chuck Hayes made a motion to nominate Erv Teichmiller as Chairman with a second by Bob Mott. With no other nominations, Larry Berg made a motion and Fred Radtke seconded unanimous ballot for Chair. Carried.

Larry Berg made a motion to nominate Bob Mott as Vice Chairman with a second by Bill Connors. With no other nominations, Chuck Hayes made the motion and Fred Radtke second the unanimous ballot for Vice Chairman. Carried.

Larry Berg made a motion to nominate Bob Shepherd as Treasurer with a second by Bill Connors. With no other nominations, Bob Mott made a motion with a second by Larry Berg for unanimous ballot for Treasurer. Carried.

Bill Connors made a motion to nominate Bob Shepherd as Secretary with a second by Larry Berg. Clarification was given that the three Aging Unit Directors would take turns typing Minutes and getting out the Agendas, it would be the Secretary's responsibility to just make sure that the Agendas and Minutes were sent out in a timely fashion. With no other nominations, Bob Mott made a motion with a second by Chuck Hayes for unanimous ballot for Secretary. Carried.

Erv Teichmiller as Chairman took charge of the Agenda.

*TRANSIT CHARTER:* Teichmiller gave history to the citizen members of how the Charter was established by the Corporation Counsels of the three counties. Teichmiller suggested that everyone review the Charter. In essence the Mission of the Commission is the "Purpose" in the Charter. Connors questioned if the Counties had to allocate all of their 85.21 monies so the Transit would have more federal draw down funds. Discussion held. He also questioned about financing. Discussions held.

Jacobson stated that she spoke with the Department of Transportation and they would adjust our application and the budget as we are starting later than expected.

Mott assured members that each County has agreed that no service we currently have will be diminished, but that we would enhance our services.

Mott questioned if each County had to approve the Transit budget. Discussions held and it was agreed that the Transit Commission would approve the budget. The Aging units would have listed in their budgets amounts to the Transit Commission and of course each County approves the Aging Budgets.

Berg questioned the word "liberally" on page 5 of the Charter under Powers. Jacobson stated she would check with Oneida County Corporation Counsel as he served as the lead counsel.

*BY-LAWS:* Draft copy was distributed. Teichmiller stated he wants to make sure that in the future, if documents need to be approved that they are distributed with the Agenda before the meeting. The following additions were requested:

Add to Secretary position: Minutes of meetings be sent out in a timely fashion with the Agenda to be reviewed.

Add to Treasurer position: Sign All checks along with one other Officer designated by the Commission.

Teichmiller asked if the members wanted to appoint a Finance/Budget and Executive/Personnel Committees right away. Hammer suggested that no Committees be established now because they are small in size and the entire group can make decisions for now. Teichmiller agreed that once the Transit has been in existence longer, they can appoint separate Committees.

Add: Proposed budget be completed by September 1, and send to counties for review. Have Public Hearing before October 15. Radtke suggested that we add to Public Hearings a rotating location to each county to make it easy for citizens to attend.

Change: Employment Status: Executive Director to Transit Commission Manager.

Mott suggested that we request Dave Lowe, Consultant to attend a few meetings to help figure out wages, benefits, etc.

Per Diems: Until the Transit Commission has money, it was asked of the members to keep track of their mileage and dates of meetings to submit to the Commission once a checking account is established or submit to their Counties for now and the Commission can reimburse the Counties at a later date.

All members were asked to review the revised By-Laws when the Agenda comes out for the next meeting to be officially approved.

*DISCUSS ACTIONS NECESSARY:* Overview of Budget Summary was distributed. Dianne stated do not pay attention to the specific routes, this was just a draft for the application and NOT Commission's budget. 58.59% is federal/state, 85.21, Fare and County match 41.41%. Discussions on funding sources.

*Insurance:* Question arose regarding if the officers and citizen members need insurance. Jacobson will ask lead Corporation Counsel for terms of liability.

*PER DIEM:* It was discussed that the per diem would be \$47.00/meeting with mileage to be reimbursed at the Federal IRS rate (.575/mile) This will have to be approved at the next meeting.

*CONSULTANT PROPOSAL:* Jacobson distributed the proposal for hiring the Transit Manager by Dave Lowe, Consultant. It was decided by the members that they would like Dave Lowe to attend a few meetings to answer specific questions:

1. Specific programs each County has, how do we separate it out?
2. Start-Up money, how do we get this started?
3. Do we need Standing Committees to start?
4. When do the counties give their start-up funds?
5. Can the Transit have a Trust Account?
6. Are we covered by each County's liability?
7. How do we pay Consultant when no account is set up?
8. Suggestions on "weekly" meetings.
9. Can we "carryover" funds?
10. Can we set up a Complaint Procedure? Does Consultant have samples from other areas?
11. Thoughts on having full time staff versus Contract Staff?
12. When do we start the process of hiring?

Discussion held on how to pay Consultant and what funds can be used. It was suggested that we could use our Trust Account funds from the County's 85.21 funds. Vilas is close to the "funding cap" in their Trust Account, so it was thought that Vilas could pay for the first meeting visit by the Consultant. Members asked that the Consultant come up with a To-Do List for this Committee with a timeline for these duties. Also that we would like the Consultant to come up with a preliminary budget for Commission.

*NEXT MEETING:* Jacobson took down several dates for the next meeting and will check with both a representative from Department of Transportation and Consultant to see what date they could attend to answer our questions.

Meeting adjourned at 12:28 p.m.

Respectfully submitted,

Sue Richmond  
Vilas County Commission on Aging Director