

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

September 4, 2015

ATTENDANCE: Bill Freudenberg, Bob Mott, Ed Hammer, Fred Radtke, Chuck Hayes and Erv Teichmiller. Absent: Larry Berg, and Bob Shepherd. Also present were Dianne Jacobson, Janell Schroeder and Susan Richmond. Dave Lowe was present by phone conference. Guests: Jennifer Felty, from Headwaters, Inc. and Brian Jopek from the Lakeland Times.

CALL TO ORDER: Teichmiller called the meeting to order at 8:30 a.m. at the Health & Aging Building 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 in any order as per the chair with a second by Hammer. Motion Carried.

APPROVAL OF MINUTES: Hammer made a motion to approve the Minutes of August 4, 2015 with a second by Freudenberg. Motion Carried.

TRANSIT MANAGER SEARCH AND TIMELINE: Lowe stated that he received 15 applicants and has narrowed it to 4 applicants: two from California, one from Milwaukee and one from Rhinelander area. Dianne J. was asked to send Lowe a copy of all the Members addresses and Lowe will mail a hard copy of resumes/applications, any notes Lowe had taken and any letters of references that were included. Lowe stated that he narrowed the search due to three areas:

1. Enthusiam for a start-up project and creating this program;
2. Experience with Transit and business, working independently;
3. Experience with working with Boards and Commissions.

It was decided that interviews would be conducted in Closed Session on September 30, 2015, starting at 8:45 a.m. The Committee will meet at 8:30 a.m. Each applicant will have 30 minutes to answer 6 questions. Jacobson asked if each candidate could bring in writing a Plan on how/what they will plot their first 6 months.

2016 5311 APPLICATION: The 5311 Application is due in October. Lowe will submit the application and give the Transit Commission a copy of what is being requested.

TRANSIT PROJECTS: Jacobson stated that both Projects # 1 and #2 should push back the start time to a tentative date of October 1, 2015. She was not able to connect with Oneida County Corporation Counsel as he was out on vacation but felt that we would have a draft of MOU and Contract sometime in September.

TREASURERS REPORT: Jacobson distributed Revenue/Expense Report showing that the Transit Commission paid the following expenses to Dave Lowe in the amount of \$675.00 and a check to Bill Freudenberg of \$94.00, and received a check from DOT in the amount of \$5,582.00, leaving a balance of \$15,646.73. Jacobson stated that checks for last month and this month will be distributed today at end of the meeting. Once an accountant is hired, they would be able to take the appropriate taxes out. Mott questioned how the federal funds would come to the Transit. There was a motion to receive and place on file the Treasurer's Report made by Radtke with a second by Hammer. Motion carried.

The BART trip is scheduled for September 18, 2015, and Teichmiller and Hayes will be traveling to tour the BART operations.

TRANSIT MANAGER OFFICE OPTIONS: Teichmiller stated that the Community Mental Health building has office space available. Hammer and Freudenberg looked at office space at Headwaters. Felty and Teichmiller excused themselves from the meeting. There are two options at Headwaters, one being a garage space and one an existing office space in the building with entrance door right outside of the room. There are support systems within Headwaters such as copier, fax, phone, desk and table. There is a conference room available also. Jacobson will contact the State to make sure there is no conflict for leasing office space from Headwaters. Mott suggested that Hammer and Freudenberg continue to compare office space and to make sure the space has everything that we would get from Headwaters, along with square footage listed. They will bring proposals to the next Transit meeting, along with a proposal from Headwaters in writing.

The Community Mental Health space at 1831 N. Stevens Street is available and they could go look at that space today after meeting. Freudenberg stated he will check with Public Service building also.

TRANSIT CHARTER: Mott explained that the Commission on Aging Committee voted that they did not want the 90 day period changed on the Charter. Teichmiller stated that he felt the Charter should remove the 90 day waiting period but it was decided that the 90 days should not be removed. September 16, Forest County's 90 day period will be over and they will be removed from the Transit Commission. Mott stated that he had heard no response from Forest County regarding the reasons why they pulled out of the Transit Commission. All expenses to date will be shared amongst the three counties. All were in agreement that the new Charter will only change the name of the Transit and nothing else. Schroeder thanked the Transit Commission for their professionalism during this 90 day period.

FISCAL MANAGEMENT: At some point we will need to get our own fiscal manager. We may want to contract out the fiscal portion with a CPA. Jacobson checked with local accountants and she stated that they were all around the \$90.00 to \$120.00/a month. Mott stated that it is a good idea to have an independent Contractor. Jacobson stated that she will put together a list so each Accounting Firm will quote the same.

INSURANCE COVERAGE: Teichmiller checked with the company that provides the ADRC of the Northwoods a policy for Errors and Omissions. It was under \$400.00/year for this insurance. There was a motion by Mott with a second by Hammer to move forward with the quote for insurance and bring it to the next meeting.

LEGAL SERVICES: Teichmiller stated that he will talk with BART to see who their legal representative is as they would be familiar with the regional transportation issues.

Discussion was held on benefits including vacation time for the Transit Manager. We will have to negotiate these items with the potential Transit Manager. Jacobson stated that in the 2016 Budget we have funds for a benefit package.

Hammer suggested that we bring in an attorney to make sure that we are not forgetting anything.

Next Meeting will be September 25, 2015, at 8:30 a.m. in Rhinelander.

Teichmiller and Hayes will travel to BART on September 18, 2015 and bring back a report at the September 25 meeting.

September 30, 2015, at 8:30 a.m. interviews will be conducted.

For the next Agenda:

Review of BART/Review of Charter/Report on Facilities/Report on Insurance & Accounting Firms/Report on Employment Questions/Report of Two Projects.

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

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging