

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

September 25, 2015

ATTENDANCE: Bill Freudenberg, Bob Mott, Ed Hammer, Fred Radtke and Erv Teichmiller.

Absent: Chuck Hayes. Also present were Dianne Jacobson and Susan Richmond. Dave Lowe was present by phone conference.

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: Hammer made a motion to approve Agenda in any order as per the chair with a second by Mott. Motion Carried.

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

TREASURERS REPORT: Freudenberg stated the three checks for Forest County members will be voided due to a claim on one for January 6 meeting that was cancelled and the other two were going to be held until we get an Accountant to do proper withholding. The Revenue/Expense sheet was distributed, showing a current balance of \$13,617.55. There was a motion to receive and place on file the Treasurer's Report made by Hammer with a second by Mott. Motion carried.

TRANSIT MANAGER SEARCH AND TIMELINE: Freudenberg spoke with the BART Manager and he is receiving a salary of \$54,000.00 plus benefits. He runs his health insurance through the County along with the State Retirement system. Discussion held on being a separate entity. Freudenberg stated that he spoke with Oneida County to see if it would be possible that the new Transit Manager could have insurance through the County.

CLOSED SESSION: There was a motion by Hammer with a second by Radtke to go into Closed Session pursuant to 19.85(1)(c) Wis.Stats. to consider employment, promotion, compensation or performance evaluation data of an employee. Topic: Transit Manager hiring.

Roll call vote taken: Freudenberg: Aye, Mott: Aye, Hammer: Aye, Radtke: Aye and Teichmiller: Aye. Motion carried. Committee went into closed session at 9:00 a.m.

Staff present in closed session: Jacobson and Richmond.

RETURN TO OPEN SESSION: Motion by Hammer to return to open session with a second by Mott. Roll call taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Radtke: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 9:45 am. There was no action taken in closed session.

TRANSIT PROJECTS: Jacobson stated that Oneida and Vilas received notification that Lakeland Retirement Foundation will terminate their transportation program as of October 1. Jacobson attended a special meeting at Lakeland and they did agree to extend their service into October but they would have to double their fares. Jacobson stated she is working with Headwaters to start the Transit Project #1 as soon as possible. Headwaters would run into Woodruff, Arbor

Vitae, Minocqua area Monday through Friday to handle the clients in the Lakeland area. Jacobson stated that before Oneida County can contract with Headwaters, we have to have the Lakeland Retirement Foundation sign off on a document to void the current contract.

Discussion held on a sign needed for the vehicles that would show it is operated by Transit Commission. Magnet vehicles signs were discussed. Radtke noted to check if the vehicle(s) are metal or fiberglass for adhering.

Project #2: Richmond stated that they are basically doing this run twice a day Monday, Wednesdays and Fridays. We would just need to get a brochure ready and advertise. Richmond stated that she is waiting till Oneida County got the Contract for Headwaters so that she could change the wording to fit this Project. Teichmiller asked if we could get this Project #2 started to run by mid-October or did we need to wait until November 1. Richmond and Jacobson will meet before the September 30 meeting and make a plan.

2016 5311 APPLICATION: The 5311 Application is due October 15, 2015. Lowe has informed Teichmiller that he has some remaining hours from the current agreement that could be used for this purpose. Motion by Mott with a second by Freudenberg to approve Dave Lowe to submit the 2016 application on behalf of the Transit Commission. In the future the Transit Manager will complete all reporting and applications. Motion Carried.

TRANSIT MANAGER OFFICE OPTIONS: There is no written proposal from Headwaters, but Jacobson did get the size of the room as 10x21 which comes out to about \$2.40/square foot. This includes the phones, copier, fax and furniture. Jacobson will have Headwaters write up a proposal for the September 30 meeting.

TRANSIT CHARTER: Teichmiller stated that both Corporation Counsels agreed that the Charter cannot be changed until Forest County has paid their portion owed to the Transit Commission. The 90 day waiver should not be a problem with only two counties involved, so this language should stay in the Charter. Discussion held on moving forward to invoice Forest County and how the withholding will be taken care of so we can get the Charter language changed.

Mott made a motion with a second by Hammer that Transit Commission not withhold any taxes until the end of 2015 on per diems. Motion Carried.

Jacobson will request Dave Lowe to invoice Transit Commission through September 16 so we can bill Forest County. The bill is one third of all expenses through September 16. Oneida County will create the Transit Commission invoice to Forest County.

FISCAL MANAGEMENT: Jacobson stated that she had received 2 of the 3 bids she requested from Accountant firms. She will bring all 3 bids to the September 30 meeting.

INSURANCE COVERAGE: Teichmiller stated that he has contacted LBJ in Minocqua and they will provide a policy for Errors and Omissions. It was under \$400.00/year for this insurance. Teichmiller stated that there may be additional charges once the Transit Commission is actually operating the vehicles and once we get office space. Radtke asked if there would be a separate charge for the Treasurer and since the Accountant that is hired will be handling all the money, there should not be any additional charges for Treasurer.

LEGAL SERVICES: Freudenberg will call BART to see who their attorney is as they would be familiar with the regional issues. Discussion held on liability issues. Mott stated that if the Transit Commission members are not covered by insurance, he does not want projects under the Commission started.

Teichmiller stated that he and Hayes were not able to make the trip to BART.

Radtke asked about setting a probation period for the new Transit Manager. Discussion held that the person would be an "at will" employee. There would be no money offered for moving expenses. Jacobson will update the list of questions for the interviewees and email them to all Committee members. Each member will be assigned a question and will ask the same question of each interviewee.

Next Meeting will be September 30, 2015, at 8:15 a.m. in Rhinelander.

For the next Agenda:

Interviews conducted in Closed Session/Office Space/Fiscal Management/Transit Options/Legal Services

There was a motion by Hammer with a second by Freudenberg to adjourn the meeting at 10:30am.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging