

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

October 23, 2015

ATTENDANCE: Bill Freudenberg, Ed Hammer, Bob Mott, Chuck Hayes, Fred Radtke and Ery Teichmiller. Also present were Dianne Jacobson and Susan Richmond. Guest: Jennifer Felty, Headwaters, Inc.

CALL TO ORDER: Teichmiller called the meeting to order at 8:00 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 Radtke. Motion Carried.

APPROVAL OF MINUTES: Radtke made a motion to approve the Minutes of October 15, 2015 with a second by Hayes. Motion Carried.

It was decided no need to go into Closed Session.

ACCEPTANCE LETTER: A copy of the Candidate's acceptance letter was distributed. Teichmiller stated he has spoken with Jim Perez and he is also starting to talk with rental management companies. His tentative start date is November 16, 2015.

PERSONNEL POLICY: A copy of the ADRC Personnel Policy was distributed. Teichmiller asked everyone to take this home and look it over, mark it up and then we can bring it back to another meeting. Jacobson stated that if you look over Jim Perez's outline of his first six months on the job, he states that he will develop a Personnel Policy, so she suggested that we let Mr. Perez work on the Personnel Policy.

OFFICE LOCATION: Teichmiller stated Jacobson has confirmed that she will provide limited secretarial help to the Transit Manager. There will be no dispatch service to start. Teichmiller stated that the first six months that Transit Manager will be traveling quite a bit between the two counties. Discussion held on if he should work out of his home or out of an office location. Felty stated that Headwaters could do a month to month lease instead of a one year lease. To start, Headwaters would only be painting with no remodeling to be done originally. Mott stated he likes the month to month and if more space is needed, we could work into a year lease. Freudenberg asked if a sign would be allowed to be displayed. Felty stated yes. Felty will re-do Lease Agreement to include the following furniture: desk, chair, filing cabinet, conference table and chairs, copier, fax, phone with separate line and bookshelf. She will also include that at any time we could request a one year lease. Felty will also pro-rate the first month rent as we will not need it until November 16, 2015.

There was a motion by Freudenberg with a second by Radtke to approve the Lease with the changes listed above and to have Teichmiller sign once it is completed. Motion Carried.

Jacobson stated that she would contact their Land and Maps Department to see if they could provide large maps of Oneida and Vilas County for the Transit Manager's office.

TRANSIT CHARTER: Jacobson stated that Forest County Commission on Aging has submitted their payment for our invoice so we are able to move forward to change the name on the Charter and bring to the County Boards in November.

INSURANCE COVERAGE: Teichmiller asked for additional coverage for Jim Perez. Freudenberg went to Oneida County Personnel Meeting and they did approve Jim Perez to be covered under Oneida County Insurance. Mott stated that he cannot get a definite answer as regards the Errors and Omissions that the Board would be covered under the County's policy. Teichmiller stated that Vilas County Corporation Counsel is addressing the issue with our insurance carrier. Freudenberg stated that Oneida County Finance Director said that Transit Commission would not qualify for the State Retirement Plan. Teichmiller stated that the Commercial property coverage is already obtained.

LEGAL ISSUES: Freudenberg did talk with BART and they contract with an attorney instead of with the County. He will contact BART again to get the name and contact information for their attorney. It was agreed that we need to get an attorney to look over the Project Contracts to make sure we are covered.

TRANSIT PROJECTS: Jacobson distributed the Contract for Oneida and Headwaters along with the Agreement from Oneida County to Transit Commission. Discussion held on the Amended Agreement with Headwaters. Mott questioned the 5 mile radius from Hwy 47 to Hwy 70. Discussion held on this issue.

Discussion held on the Contract from Oneida County to Transit Commission. Teichmiller stated that he would like a paragraph added that would "hold harmless the Transit Commission". Teichmiller suggested that Mott not be the person to sign this Contract in case there is a conflict of interest. He asked that the Commission on Aging's Vice-Chair sign the Contract.

Jacobson will order the signs for all the vehicles involved with the Transit Commission. Oneida County's will have Transit Commission name and Headwaters phone number. Vilas County's will have Transit Commission name and Aging's phone number. Jacobson will also be sending a letter to all of Lakeland Retirement Foundation's clients informing them of the start of Project #1.

There was a motion by Freudenberg with a second by Hammer to grant Teichmiller permission to speak with an attorney, get a cost for them to do this and have the attorney approve the Contracts. Motion Carried.

Project #2: Richmond stated that she took the Oneida County Contract with Headwaters and the only changes that were made is the name from Oneida County to Vilas County. She made two separate Contracts, one with Headwaters because they will be doing the route in the Lakeland area that will include picking up the Vilas county residents in the Lakeland area and the second Contract is with Phelps Senior Citizens Club for doing the route from Eagle River to Woodruff/Minocqua. Richmond removed some of the details to the specific routes because she felt that if they needed to change the route times, we would then have to do a new Contract and felt that we could just take the specifics out. All other language remained the same.

Teichmiller questioned how the fares would be credited so Transit Commission can show as revenue. Jacobson will contact DOT to see how to do this.

Richmond will contact Phelps Senior Citizens to make sure that their driver is bonded to handle the monies.

Richmond stated that she just received that morning the Contract between Oneida County and Transit Commission, so she will replace Oneida County with Vilas County and send this Contract onto Teichmiller to have him take to the attorney.

There was a motion by Hammer with a second by Freudenberg for Teichmiller to take the Contract between Vilas County and Transit Commission and the Contracts between County and Headwaters and Phelps Senior Citizens Club to an attorney for approval. If there are substantial changes, they will be brought back to the Commission, if not, they will be approved. Motion Carried.

ACCOUNTS PAYABLE: Jacobson stated that she would combine all the October meetings into one mileage check.

Next Meeting will be October 30, 2015, at 8:00 a.m. in Rhinelander. (ONLY if Teichmiller cannot connect with an attorney to approve the Contracts.)

There was a motion by Hayes with a second by Hammer to adjourn the meeting at 10:50am.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging