

## Oneida Vilas Transit Commission

September 9, 2016

Attendance: Erv Teichmiller, Bob Mott, Bill Freudenberg, Fred Radtke and Chuck Hayes. Also in attendance Sue Richmond, Dianne Jacobson and Jim Altenburg. Excused was Ed Hammer. Guests: Daleth Mountjoy of the Rhinelander River News and a representative from Rapid Cab

Call to Order: Teichmiller called the meeting to order at 8:07 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: Hayes made a motion to approve Agenda and in any order as per the chair with a second by Mott. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Radtke with a second by Freudenberg to approve the Minutes of the Regular Commission Minutes of August 26, 2016. Motion carried.

Public Comments: None

Treasurer's Report: Discussed why gas usage was lower in Rhinelander. Gas is part of the subcontract from Oneida County. It will be separated from the subcontract bill to reflect the correct category. Jim will report to the board if there are too many repair expenses. Mott made a motion to receive and place on file the Balance Sheet and Profit & Loss Budget Performance Date ending August 31, 2016. Second by Hayes. Motion carried.

Employee Benefit HRA-MERP: Commission to set up HRA account. Office Manager will ask accountant how to set up separate account. Motion by Teichmiller to call it a HRA and the commission fund the account at the beginning of the calendar year with a second by Mott. Discussed for clarity on who maintains and manages account. The office manager will maintain account with payments being paid from Explanation of Benefits. Motion carried.

Credit Card/Gas Policy: Credit and gas cards provide convenience and ease for budgeted items. If not budgeted, the expense must go before the board. If the employee doesn't have a receipt they are obligated to pay. Gas Credit Card #2 - Receipts for purchases must be retained for each purchase and given to the Office Manager with the daily driver reports. Radtke made a motion to approve the Credit Card Use Policy as submitted on September 9, 2016. Second by Hayes. Motion carried.

2017 Budget Discussion. Transit Manger provided some preliminary budget numbers. Budget due by October 15, 2016. Anticipating both Federal State money within the next few weeks. Transit Manager to discuss budget with Chad Rueter of the State of Wisconsin. Drop dead date for budget should be October 10, 2016.

Chair moved up 10 d for discussion. Additional dispatch being requested by Transit Manger. It would be a part-time position with the possibility of more than one position being created.

Grant Opportunity for Buses: There are four eligible buses for replacement. Once a bus is replaced we have eighteen months before we are to sell it. Grant approved in December and money distributed in March. This is an 80/20 split with the 20% coming from the county.

Transit Manager to discuss grant opportunities with State of Wisconsin Employee Chad Rueter.  
Transit Manager to see if we are able to parent with anyone else.

Transit Manager's Report:

- a. Update on Ridership: Rhinelander increased by 248 from last month for a total of 978. Lakeland Area increased by 129 for a total of 253. Eagle River increased by 183 for a total of 472. Vilas Commission on Aging transitioning riders to bus company.
- b. Route Development: Currently there is an interest in a Minocqua to Rhinelander Route. Suggestion when purchasing vehicles to purchase a small bus or van. Good use of minivan for Phelps area. Dependability is an issue. No back up buses available. Suggestion to rent a vehicle rather than cancel any routes. Suggestion to Presque Isle and Sayner every other week. The key is make sure to develop a capacity before adding a route.
- c. Trip Pay: Base on length of trip and per hour. Similar to school bus or semi driver's pay. Drivers to sign agreement before trip.
- d. Chair move to 2017 Budget

Possible Kalmar bus lease: They have a 2014 bus with 12,000 miles and a 2006 bus with 50,000 miles. Possible bus lease where Commission pays for maintenance, responsibly for Kalmar's transportation needs and Commission is able to use the bus all other times. Board asked Transit Manager to bring back in wiring advantages and disadvantages regarding lease. Sue Richmond from Vilas Commission on Aging has \$11,000 from her trust fund that she will turn over to the Commission.

**Next Meeting Wednesday, September 28, 2016 at 1:00p.m. at 1831 N. Stevens Street, Rhinelander.**

Meeting adjourned at 9:44 am.

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

Respectfully submitted by:

Barb Newman, Office Manager  
Oneida-Vilas Transit Commission