

## ONEIDA-VILAS TRANSIT COMMISSION EXECUTIVE COMMITTEE MINUTES September 19, 2016

ATTENDANCE: Bill Freudenberg, Bob Mott, and Erv Teichmiller. Also present: Jim Altenburg

CALL TO ORDER: Teichmiller called the meeting to order at 1:07 p.m. at the Transit Commission office 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: Motion by Mott to approve Agenda in any order as per the chair with a second by Freudenberg. Motion Carried.

APPROVAL OF MINUTES FROM August 25, 2016: Motion by Teichmiller to approve minutes second by Mott. Motion Carried.

PUBLIC COMMENT: None

2017 Budget: Transit manager submitted a proposed 2017 budget. General discussion regarding proposed budget. We'll hit \$20,000 in revenue, but not the original \$56,000. Chad Rueter from the State of Wisconsin will be at Transit office and Transit Manager will discuss proposed budget with him. Wages include proposed routes and existing routes bus driver wages and office staff. Discussed chart of accounts. Repairs and maintenance for buses will be combined and additional categories for supplies. Advertising will have additional subcategories. Board is looking for an overmatch in budget. Board would like Dave Lowe to review budget. Also ask Chad Rueter to review.

Kalmar Bus Lease: Kalamar Center has a 2014 12 passenger bus with 12,000 and a 2006 12 passenger bus with 48,000 miles. Kalmar have monthly programs that they would like us to drive for them. We would use the buses any other time that is needed. The garage heated and the rental would include utilities. The transit manager to negotiate a one-year lease, but will need final board approval.

Trip Pay: Not discussed.

Office Staff: General discussion of the number of calls received each day. At times all lines are busy. Motion by Teichmiller to authorize with board approval establishment of a dispatch person. Second by Mott. Motion carried. Transit manager to put together a dispatch job description and begin to advertise open position. Additional equipment needed for position.

Space Needs: Office space too small for 2 workers to both be talking on the phone. Motion by Mott to move to larger office in same building. Second by Freudenberg. Motion carried. Teichmiller abstained.

Adjourned 3:05 p.m.

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