

## **Oneida Vilas Transit Commission**

**February 15, 2018**

**ATTENDANCE:** Erv Teichmiller, Bob Mott, Bill Freudenberg, Chuck Hayes, Milt Klingsporn, Dianne Jacobson, Sue Richmond, Joe Gottsacker and Jim Altenburg. Excused Ed Hammer and Fred Radtke. Other people present: Carrie and Rich Linzmeier of Stargazer Limousine/Northwoods Mobility, Evan Pretzer of the Lakeland Times, Kevin Bonske of the Star Journal.

**CALL TO ORDER:** Teichmiller called the meeting to order at 9:02 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 THE AGENDA:** Hayes made a motion to approve Agenda in any order, as per the chair with a second by Klingsporn. All ayes. Motion Carried.

**APPROVAL OF MINUTES:** There was a motion by Freudenberg with a second by Klingsporn to approve the Minutes of the regular Commission Minutes of January 11, 2017. All ayes. Motion carried.

**PUBLIC COMMENTS:** Carrie Linzmeyer of Stargazer Limousine/Northwoods Mobility Services wanted the commissioners to know that their companies currently comply with all transportation rules and regulations. They are not deterred by the requirements for third-party contracts the DOT staff conveyed at the meeting with providers on January 25, 2018.

**REPORT ON MEETING WITH PRIVATE PROVIDERS:** Mott shared his notes from the conference call meeting on January 25, 2018. Those present included: Mott; Jim Altenburg, Transit Manager; Joel Gottsacker, Oneida County Dept on Aging; Rich and Carrie Linzmeyer, Stargazer Limousine/Northwoods Mobility Services; Matthew Daily, DisCab; and Chad Reuter, WisDOT. Reuter said the role of the State of Wisconsin is not to arbitrate, but rather to facilitate working better together. In 2018 the North Central Regional Planning Commission will facilitate a DOT required five-year Coordinated Transportation Plan working with each county's 85.21 agency. Oneida and Vilas counties Aging Units are planning to do one plan together and it will provide a good opportunity for stakeholder input. Reuter described the three different options OVTC has to involve local providers; a voucher system, a memorandum of understanding and a bid process. The 2018 budget cannot accommodate any new programs, and Reuter added OVTC does not have sufficient staffing to manage any new programs. All second-tier recipients will be subject to the same financial audits, open records, mandatory drug testing, etc. The private providers expressed concern related to their reduction in passengers and the effect on the future of their businesses. Private providers also suggested that OVTC consider creating routes linking the three major communities (Rhinelander, Lakeland Area and Eagle River). The private providers were assured they will be invited stakeholders when the Coordinated Transportation Plan is developed in 2018.

**REPORT ON FISCAL MANAGER CONTRACT:** Gottsacker, Cox, Altenburg and Newman met regarding several financial related issues. There is a delay in closing the 2017 books due to missing data when the OVTC transferred from Quick Books Pro 2016 to Quick Books Online. The driver log forms were reviewed and revised to gather better data (effective February 2018). Gottsacker has developed a spreadsheet that demonstrates the cash flow projection on a monthly basis. The spreadsheet should be complete for the next meeting.

**2017 FINANCIAL REPORT:** No report available until the Quick Books problem is fixed by the software company. Reimbursement for bus insurance should be received soon.

**2018 BUDGET STATUS:** Gottsacker presented a newly formatted monthly finance report for the commission review. Comments expressed supported the new format. January report reviewed. Altenburg is talking to the new insurance company related to a payment plan for premium payments, versus a lump sum annual payment as they requested.

**HEADWATERS CONTRACT:** Altenburg reported he is still working with Headwaters on a final contract that incorporates a flat annual fee for the service.

**BUS PURCHASE STATUS:** Teichmiller reported on his progress towards securing a short-term loan from Peoples State Bank. The OVTC has the required local match funding for the three new buses (\$15,000 from Saint Matthias, \$15,000 from Vilas County Trust fund, \$15,000 from River Valley Bank and \$7,500 from Rotary Club). A loan of \$123,705 is required to fund the balance of the purchase.

**AUTHORIZE SIGNATURE FOR BANK LOAN:** Motion by Hayes to authorize the OVTC Treasurer and Board Chair to sign for bank loan. Second by Mott. All ayes. Motion carried.

**ADVERTISING POLICY:** Reviewed advertising policy. Revised policy removing verbiage regarding promoting competitive business. Discussed who can determine if an ad is offensive. Any appeal goes to the Transit Commission for a final decision. The policy still needs to be sent to the OVTC Attorney for final approval.

**TRANSIT MANAGER REPORT:** New report format for ridership distributed. One-way rides in January was 3,342. Drivers are reporting they like the new driver log forms. Another new addition to driver's logs is a place to record Vilas or Oneida County residency.

**BUSINESS PLAN:** The Business Plan was created by Gottsacker and Teichmiller at the request of the Oneida County Administration Committee. Draft copies of the plan were reviewed. Discussed the additional information added to the cash flow analysis section. OVTC continues to be challenged to resolve the cash flow issue (through bank or counties). OVTC can work towards a budget that includes an overmatch to start building our own reserve, however that will take time. This document must be approved by OVTC prior to distribution to the counties. Additional work is being done on the plan and feedback will be requested from Roger Luce, Oneida County Economic Development Executive Director.

CLOSED SESSION: Motion by Hayes, second by Klingsporn to enter in to closed session pursuant to section 19.85 (1)(c) Wis Stats., to: consider employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. (Topics – 1. Performance Evaluations; 2. Personnel Wages & Benefits). Roll Call Vote: Freudenberg/aye, Hayes/aye, Klingsporn/aye, Mott/aye and Teichmiller/aye at 10:32 a.m.

Motion by Hayes with a second by Mott to return to open session at 2:05 p.m. All ayes. Motion carried.

The Chair announced that in closed session Altenburg, Transit Manager submitted his intent to resign, effective immediately. Motion by Mott to accept immediate resignation of Altenburg. Second by Freudenberg. All ayes. Motion carried.

Next meeting date Monday, March 5, 2018 at 9:00 a.m. and Thursday, April 12, 2018 at 9:00 a.m.

Meeting adjourned 2:18 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