

Oneida Vilas Transit Commission

January 11, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Bill Freudenberg, Ed Hammer, Chuck Hayes, Fred Radtke, Dianne Jacobson, Sue Richmond, Joe Gottsacker and Jim Altenburg. Excused Milt Klingsporn. Also in attendance: Evan Pretzer of the Lakeland Times, Kevin Bonske of the Star Journal and Ken Krall of WXPB.

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 and in any order, as per the chair with a second by Radtke. All ayes. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Freudenberg with a second by Hammer to approve the Minutes of the Regular Commission Minutes of December 7, 2017. All ayes. Motion carried.

PRELIMINARY 2017 YEAR END FINANCIAL REPORT: Doesn't include bills not received yet. Appears 1.5% to 2% deficit of a \$685,000 budget. Retained earnings are from the previous year. Shows us close to being balanced. Won't close out until March.

WisDOT BUDGET APPLICATION: Submitted a week or so ago. Received and reviewed by the Executive Committee. This budget includes numbers for Headwaters Contract estimated at \$40,000. Clients may be added or taken off as required. Three routes and no additional routes to be added. Headwaters is part of local share when looking at the budget. In 2017 it was counted as fare revenue when it could have been counted as local share. Transit Manager to check to see how MCO revenue should be reported. Local share can be used for bus purchases and interest on loans. It's easier to function as a business rather than in the constraints of WisDOT. Budget allows for mechanic. That gives us the opportunity to trouble shoot and anticipate problems before they arise. Still looking for place to house buses indoors. Transit manager anticipates a ridership increase of 7% -8%. We're learning to do more with less. Both Departments of Aging receive 85.21 money from WisDOT. They retain enough for volunteer escort program and the rest goes to NTC. No tax levy increase. Board would like to see a breakdown of the local share. Vilas County Commission on Aging will make available all 85.21 money for the year. No contract negotiated with the MCOs. Suggested to have an annual review of the fare prices. Look at overall effect of price increase, how fares affect state and federal funding and can MCO's have a contractual relationship. Encourage slow growth within budget and equipment. Motion by Hammer to approve preliminary 2018 budget to WisDOT. Second by Freudenberg. All ayes. Motion carried.

TRANSIT MANAGER REPORT: Ridership numbers not available. Oneida County Department is helping complete report.

STATUS OF NEW BUSES: New buses insured and titled to OVTC. Negotiating with both counties to advance payments for bus purchase with reimbursement from WisDOT grant. Vilas County Commission on Aging gave \$15,000 for one bus and possibly has \$12,500 left in Trust Account for an additional bus.

REPORT ON PUBLIC RELATIONS: Develop a PR design. In the past few months we have allowed a few people to define us. The public needs to hear good and positive comments about us. Hope the press has open arms for a press release that states who benefits from transit and why it is a benefit. Received a \$500 memorial gift from a customer. The money was given because we made a difference in his life. It was suggested we script an announcement so that everyone can give the same presentation.

FISCAL MANAGER CONTRACT: Contract prepared by Oneida County Corporate Council. It has a 60 day out clause. Policies and procedures will be developed over a 2-month period. Cost is under professional services in the 2018 budget. Board Chair had issues with payment for travel time and payment expected within 30 days. Is the County will to hold off on payment until FTA money arrives. Motion by Hammer to accept with payment expectation changes. Second by Freudenberg. Five ayes and one no by Radtke. Motion carried. OVTC can limit the spending by our budget rather than specific language in the contract. The design is to spend more time in the beginning and less towards the end of the year.

FISCAL MANAGER POSITION: CLC Payroll and Accounting to continue to prepare payroll. Joel Gottsacker, Oneida County Assistant Director; Maria Cox, Oneida County Accounting Clerk; Jim Altenburg, OVTC Transit Manager and Barb Newman, OVTC Office Manager to meet on a weekly basis. They will revenues, expenses, ydt budget and cash flow.

HEADWATERS CONTRACT: Jen Felty of Headwaters has been on vacation all week. She proposed payment per rider by routes. Headwaters can add or subtract clients at any time. No additional routes in contract. Motion by Hammer to authorize contract. Second by Hayes. All ayes. Motion carried.

ADVERTISING POLICY: Advertise on sides, back and inside buses. Maybe add monitors in the bus for continuous loop of advertising. Distributed draft of advertising policy which was modeled after Namekogen Transit.

CLOSED SESSION: Closed Session: Motion by Hammer, second by Radtke 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: Hayes/aye, Freudenberg/aye, Teichmiller/aye, Mott/aye, Hammer/aye, and Radtke/aye, 10:28 a.m.

Motion by to return to open session at 12:39 p.m. All ayes. Motion carried.

No action taken in closed session.

Meeting adjourned 12:41 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