

Oneida Vilas Transit Commission

March 1, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Bill Freudenberg, Chuck Hayes, Milt Klingsporn, Dianne Jacobson, Sue Richmond, and Joel Gottsacker. 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 9:00 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: Freudenberg made a motion to approve Agenda in any order, as per the chair with a second by Mott. All ayes. Motion Carried.

APPROVAL OF MINUTES: There was a motion by Mott with a second by Freudenberg to approve the Minutes of the regular Commission Minutes of February 15, 2018. All ayes. Motion carried.

PUBLIC COMMENTS: None.

INTERIM MANAGEMENT TEAM (IMT) REPORT

- A. Dianne Jacobson is lead working closely with Richmond and Gottsacker along with Newman to manage Northwoods Transit operations. In addition the IMT is working on the Business Plan and Wis-DOT has reopened the Public Transit Assistance Program (PTAP) 2018 application for some additions and revisions to the Management Plan and application budget. Board asked to be kept in the loop.
- B. All Staff Meeting, Thursday February 22nd. Good turn-out of employees with 16 of 18 in attendance. Teichmiller was present and shared thanks on behalf of the Transit Commission on the dedication of employees. Agenda included responsibility of the IMT, timeline for hiring a new Transit manager, new driver log, update on new buses, training opportunities and brainstorming ideas from employees. IMT was encouraged by how engaged and positive all employees were.
- C. WisDOT reopened PTAP application. Gottsacker has been our primary contact with WisDOT regarding the 2018 application. Discussed revenues, expenses and local share.
- D. Technical Assistance Report. Gottsacker and Cox continue work in this area, but recent expansion of IMT duties has slowed progress. 2017 Financial Close will be available at the April OVTC meeting.

HEADWATERS CONTRACT: Discussed contract. Motion by Freudenberg to approve contract with title revision, information on HSF 2 code, identification our policy limits and agree to lease vehicle. Second by Mott. All ayes. Motion approved.

BUSINESS PLAN: Gottsacker made some suggested revisions and added metrics to report. Motion by Freudenberg to approve business plan as presented. Second by Mott. All ayes. Motion approved.

BUS PURCHASE STATUS: OVTC going before Oneida County board for approval to borrow money to purchase the buses. Atlas Bus Company asked if we could pay some interest since they have had to wait so long for the payment.

ZERO TOLERANCE POLICY UPDATES: WisDOT added opioids to list of prohibited drugs. Change system contact to spell Menasha correctly. Motion by Mott to approve Zero Tolerance Drug Policy as presented with correction. Second by Freudenberg. All ayes. Motion carried.

POLICY PROHIBITING WEAPONS IN THE WORKPLACE: Richmond used the Vilas County policy and changed language to tailor to OVTC. This policy informs employees they are not allowed to possess weapons while on duty for OVTC. This policy does not relate at all to passengers. Motion by Freudenberg to accept policy with an effective date of March 1, 2018. Second by Hayes. All ayes. Motion carried.

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 – Transit Manager vacancy). Roll Call Vote: Hayes/aye Freudenberg/aye, Teichmiller/aye, Mott/aye and Klingsporn/aye, at 11:34 a.m.

Motion by Hayes with a second by Klingsporn to return to open session at 1:02 p.m. All ayes (Freudenberg was excused during closed session). Motion carried.

Next meeting date Thursday, April 12, 2018 at 9:00 a.m. Next Executive Committee meeting date Thursday, March 22, 2018 at 8:00 a.m.

Meeting adjourned 1:12 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