

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

January 9, 2016

ATTENDANCE: Bill Freudenberg, Bob Mott, Ed Hammer, Fred Radtke, Erv Teichmiller and Chuck Hayes. Also present were Dianne Jacobson and Susan Richmond. Guest Brian Jopek, Lakeland Times arrived after coming out of Closed Session.

CALL TO ORDER: Teichmiller called the meeting to order at 9:00 a.m. at the Woodruff Town Hall 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 in any order as per the chair with a second by Hammer. Motion Carried.

CLOSED SESSION: There was a motion by Hammer with a second by Mott to go into Closed Session pursuant to 19.85(1)(c) Wis.Stats. to consider employment, promotion, compensation or performance evaluation data of an employee. Topic: Transit Manager.

Roll call vote taken: Freudenberg: Aye, Mott: Aye, Hammer: Aye, Radtke: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee went into closed session at 9:05 a.m.

Staff present in closed session: Jacobson and Richmond

RETURN TO OPEN SESSION: Motion by Hammer to return to open session with a second by Radtke. Roll call vote taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Radtke: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 10:04 am.

There was a motion by Hayes to accept the resignation of James Perez as Transit Manager, with a second by Mott. Motion Carried.

FINANCIAL REPORT: The Profit and Loss Report/Balance Sheet through December 2015 was distributed. Discussion held. Teichmiller made a request to Freudenberg to have Accountant change the language of the reimbursement to Vilas County in the amount of \$826.54 to read Vilas County Commission on Aging as this was reimbursement for Project #2 route. Mott moved to accept the Profit & Loss through December, 2015 with a second by Hammer. Carried.

TEMPORARY COMMISSION MANAGEMENT: Teichmiller proposed that we contract with Dave Lowe to handle some of the loose ends such as reports and purchasing vehicles that the Transit Manager was working on and to have Lowe available for the new hire to consult with. Mott suggested that if Lowe is not available he suggested that maybe the BART Manager or Rusk County Manager could help. Mott suggested that Teichmiller contact BART and Rusk County Managers to get a copy of their Personnel Handbook and ask how they handle retirement and insurance. Jacobson suggested that the BART Manager could come to one of our meetings to meet with us.

OFFICE LEASE AGREEMENT: CMH Holding Company Lease was distributed. Rent is the same as we had agreed upon with Headwaters. There is a conference room located so we can meet at this location. Freudenberg asked if the rent checks could get mailed to the Treasurer. Discussion held and Teichmiller stated that the rent checks would be mailed to the Treasurer of

the Holding Company. Any problems with building such as plowing, maintenance issues, etc would go to Teichmiller and he will contact the appropriate person for handling such issue. Radtke questioned if there were separate keys for the individual offices. Discussion held.

There was a motion by Hammer with a second by Mott to approve the CMH Holding Company Lease and to add the phone number for the contact person to Lease. Ayes were Freudenberg, Mott, Hammer, Hayes, Radtke. Teichmiller abstained from voting. Motion Carried.

PERSONNEL POLICY: Teichmiller stated that everyone had a copy of the ADRC Personnel Policy to look at. He would like to have a draft form by the next meeting. Jacobson offered to get it into draft form before the next meeting.

For the next Agenda: Closed Session for Transit Manager interviews, Insurance, Retirement, Personnel Policy, Contract Extensions for 2016, transit projects, Transit Name Change (Remove Forest County)

Next Meeting will be Friday, January 15, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander. Interviews will start about 8:30 a.m.

There was a motion by Hammer with a second by Hayes to adjourn the meeting at 10:45 am.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging