

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

January 15, 2016

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

CALL TO ORDER: Teichmiller called the meeting to order at 8:00 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 AGENDA: Freudenberg 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 Freudenberg with a second by Hammer 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 Vacancy and Interviews.

Roll call vote taken: Freudenberg: Aye, Mott: Aye, Hammer: Aye, and Teichmiller: Aye. Motion carried. Committee went into closed session at 8:05 a.m. Hayes entered at 8:15 a.m.

Staff present in closed session: Jacobson and Richmond

RETURN TO OPEN SESSION: Motion by Mott to return to open session with a second by Hayes. Roll call vote taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 10:30 am.

No action taken in Closed Session.

FINANCIAL POLICY: An Executive Board Meeting was held on January 14, 2016, to develop a Fiscal Policy. The Fiscal Policy was distributed. Teichmiller stated some items are not shown in this Policy as they will appear in the Personnel Policy. Discussion was held, document reviewed and attached. Motion made by Hammer with a second by Freudenberg to approve Fiscal Policy. Mott asked to have check with voucher when they are signing the checks, so check can be verified. This will be added to #8, motion does not change. Motion Carried.

PERSONNEL POLICY: Teichmiller proposed that members review both the ADRC Policy (distributed at a meeting earlier) and the BART Policy that was distributed today to come up with the Transit Commission Policy. Teichmiller asked if Hammer, Mott and Freudenberg would serve on the Personnel Committee to work on this Policy. They will meet on Tuesday, January 19, 2016 and will bring to our next Transit Commission meeting on the 22nd.

D/B/A OPTION: Teichmiller will check with the DOT and legal counsel to make sure we can operate with a *doing business as* option. One suggestion was made for Northwoods Connection or Northwoods Transit.

CONSULTANT SERVICES: Teichmiller stated he has spoken with David Lowe regarding the end of year reporting and he is willing to do this service for us on a temporary basis at \$50.00/hour

not to exceed \$1,000.00. Teichmiller will check with DOT to see which funds we can use for this service. A motion by Hayes with a second by Freudenberg to have Teichmiller sign the Memorandum of Understanding to utilize David Lowe at \$50.00/hour not to exceed \$1,000.00 to complete the reporting necessary for the Transit Commission. Motion Carried.

2016 ROUTES AND CONTRACTS: Richmond brought three flyers regarding the change to the existing route that is going to Woodruff for Dialysis and two proposed routes that she would like to get started, one being in Eagle River and one in Phelps. Teichmiller stated that he would like the Aging Units to have leverage to tweak the routes as needed without having to come back each time for approval. A motion by Mott with a second by Hayes to approve the two new routes and the changes to the existing route. Motion Carried.

Jacobson stated that the route running from Rhinelander to Woodruff has been slow running. Headwaters has made the decision that when there is only a few riders that they use the taxi service in Minocqua to provide those rides. It is working out well for now.

For the next Agenda: Closed Session for Transit Manager/Personnel Policy/Transit Name Change (Remove Forest County)/Contracts

Next Meeting will be Friday, January 22, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander.

CLOSED SESSION: There was a motion by Hayes with a second by Hammer 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 Vacancy and Interviews.

Roll call vote taken: Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee went into closed session at 11:30 a.m.

Staff present in closed session: Jacobson and Richmond

RETURN TO OPEN SESSION: Motion by Hayes to return to open session with a second by Hammer. Roll call vote taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 12:20 pm.

No action taken during Closed Session.

There was a motion by Hammer with a second by Hayes to adjourn the meeting at 12:25 pm.

Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.

Respectfully submitted by:

Susan Richmond, Director

Vilas County Commission on Aging