

## **FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES**

**January 22, 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.

*CALL TO ORDER:* Teichmiller called the meeting to order at 8:04 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:* Hammer made a motion to approve Agenda in any order as per the chair with a second by Mott. Motion Carried.

*APPROVAL OF MINUTES:* There was a motion by Hammer with a second by Freudenberg to approve the Minutes of the Executive Meeting of January 9, 2016 and the Regular Commission Minutes of January 15, 2016. Motion carried.

*CLOSED SESSION:* There was a motion by Hayes 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 Vacancy.

Roll call vote taken: Hayes: Aye, Freudenberg: Aye, Mott: Aye, Hammer: Aye, and Teichmiller: Aye. Motion carried. Committee went into closed session at 8:08 a.m.

Staff present in closed session: Jacobson and Richmond

*RETURN TO OPEN SESSION:* Motion by Hayes to recess the closed session and 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 9:20 am.

No action taken in Closed Session.

*TREASURERS REPORT:* Freudenberg distributed the Profit and Loss Report through December 31, 2015, along with the Bank Statements. Discussion held. Jacobson distributed a draft copy of a voucher that would be attached to each invoice so that we would have a paper trail. Jacobson suggested that Transit Commission members use one Personal Expense Vouchers per month, and submit for payments after the last meeting of the month is held. Motion made by Hammer with a second by Mott to receive and place on file the Treasurer's Report. Motion Carried.

Teichmiller spoke with the DOT about carryover monies. He was told that we could use carryover but has to be kept in a separate account and we would need permission to use it the following year. Teichmiller asked about having a separate audit done and the DOT stated they would do the audit in a few years.

*TRANSIT COMMISSION CHARTER:* Oneida County passed the Resolution on January 19, 2016. Motion made by Hammer with a second by Freudenberg to recognize the change in the Transit Name, removing Forest County. Motion carried. Jacobson will make a copy of the new Charter and start the process of having appropriate signatures added (Oneida and Vilas County Board Chairs and the Transit Commission Chair).

*FINANCE POLICY:* Teichmiller has made the changes and he will give a copy to the Accountant and to the new Transit Manager when hired.

*PERSONNEL POLICY:* Mott explained that they have gotten through a fifth of the Policy. They will meet again on Tuesday, January 26, 2016 at 7:45 a.m. to continue working on it.

*D/B/A OPTION:* Teichmiller asked DOT about us using a “doing business as”. Chad at the DOT stated that as long as “Oneida-Vilas Transit Commission” the official name is located along with the d/b/a name, we should be able to use a doing business as name. No suggestions were made about a name at this meeting.

*CONSULTANT SERVICES:* Teichmiller and Lowe have signed the Contract. Teichmiller stated that Chad from DOT stated that we could not use state or federal funding to pay this contract. Discussion held regarding the source of funding we would use.

*2016 ROUTES AND CONTRACTS:* Richmond brought the Contract regarding payments between Transit Commission and Vilas County to be approved. Motion made by Freudenberg with a second by Hammer to approve the Vilas County and Oneida-Vilas Transit Commission 2016 Contract. Motion carried. Richmond also brought copies of the Vilas County and the Phelps Senior Citizens Club Contracts to provide the Transit routes for the new Transit Manager.

Jacobson distributed the flyer that she made up for the route from Rhinelander to Lakeland area. Teichmiller stated that we need to get ads in the paper and/or radio spots as soon as possible. DOT stated that we can take elderly and disabled as long as we are also offering the trips to the general public.

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Roll call vote taken: Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee went into closed session at 10:08 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 Hayes. Roll call vote taken Freudenberg: Aye, Mott: Aye, Hammer: Aye, Hayes: Aye and Teichmiller: Aye. Motion carried. Committee returned to open session at 11:08 am.

Motion by Mott with a second by Hammer to make an offer of employment to the selected candidate. Motion carried.

**Next Meeting will be Friday, February 12, 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander.**

There was a motion by Hammer with a second by Hayes to adjourn the meeting at 11:12 am.

*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