

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

**April 22, 2016**

**ATTENDANCE:** Bill Freudenberg, Bob Mott, Chuck Hayes, Fred Radtke and Erv Teichmiller. Also present were Jim Altenburg, Dianne Jacobson and Susan Richmond. Excused was Ed Hammer

**CALL TO ORDER:** Teichmiller called the meeting to order at 8:01 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:** Hayes made a motion to approve Agenda in any order as per the chair with a second by Freudenberg. Motion Carried.

**APPROVAL OF MINUTES:** There was a motion by Freudenberg with a second by Mott to approve the Minutes of the Regular Commission Minutes of March 24, 2016. Motion carried.

**TRANSIT SOFTWARE UPDATE:** Altenburg spoke with various companies: Fleetmatic, Teletrack and Route Bus. Fleetmatics: 2-year contract with a cost of \$40 per bus per month plus we purchase bus units. Teletrack: not so refined \$35 per bus per month. 1 yr. contract doesn't include bus units or 2-year contract that includes bus unit. Route Bus was vendor from WRAPP Conference. Jim suggested that we use Fleetmatics. Motion by Radtke to accept Fleetmatics proposal of \$40 per bus per month with a second by Freudenberg. Motion carried.

**UPDATE CITY OF RHINELANDER MEETING:** There was a meeting held with the City Treasurer Julie Ostrander, Rapid Cab owner Greg Brusco and one Rapid Cab employee, Dianne Jacobsen and Jim Altenburg. Altenburg said that the city was worried about duplicating on-demand services. City worried about money side and cab company worried out loss of business. Jacobsen gave a short 10-year history of trying to get the transit system up and running. Jim showed the Rhinelander Fixed Routes. Motion by Radtke to approve the temporary Rhinelander Fixed Routes and second by Freudenberg. Motion carried

**UPDATE DOT MEETING:** Altenburg is putting together a plan for a grant application for three buildings/shops and eleven busses. The shops will be in Eagle River, Rhinelander and the Minocqua area. Four busses are being replaced. Altenburg spoke with the Keshena Tribe because they run the Lac du Flambeau bus program. Keshena Tribe would like to partner on grant request. The next meeting date with the tribe is April 25, 2016. The committee is in agreement that Altenburg pursue the grant which is Due April 29, 2015. Upon successful receipt of grant money, the board will then vote to accept or deny the money. Newman said that she is working with Becky Solderholm of WisDOT to prepare Drug policy, Title VI discrimination policy and ADA paratransit policy.

**FINANCE:** Account transaction sheet distributed. Radtke asked who the checks were for. Teichmiller would like account prepared Profit & Loss, etc. Teichmiller said that he wants the counties to send fare collections and then transit will send back to counties. Transit needs to record the fare donations per the State. Altenburg asked for petty cash for each driver.

Motion to authorize petty cash bag not to exceed \$200. Motion by Hayes with a second by Mott. Motion carried.

*TRANSIT MANAGER'S REPORT:* Altenburg stated he purchased a 55' tv monitor, office desk and computer for office. Altenburg stated web site up and running. Altenburg stated he went to listening session on Arbor Vitae for the Visually Impaired 10 people, Oneida Senior Center 50 people, Prime Timers Club in St. Germain 80 people, Holy Catholic Church Woodruff 20 people, Nokomis Town Hall 20 people, Evergreen Manor Rhinelander 30 people, Nicolet College with VP of Student Affairs, and Oneida County Sherriff's Dept. Altenburg discussed joining the Rhinelander, Minocqua and Eagle River Chambers. Altenburg to send board copy of pass samples. Teichmiller asked to have Updates on routes as a line item on the next agenda. Eagle River is doing 4 days a week, but hope to add 5<sup>th</sup> day. M-W-F for dialysis, but no other riders

*PART-TIME DRIVER POSITION:* Altenburg asked to start a pool for part-time future drivers. Motion by Radtke to start pool for future part-time drivers. Second by Mott. Motion carried.

*BUS GRAPHIC AND DETAILING:* Altenburg is working with Press Express for bus graphic. It will be transit logo with green lettering.

*ADMINISTRATIVE ASSISTANT EXTEND HOURS:* Altenburg suggested increasing administrative assistant position to 30 hours. He stated that transit is also paying for some of Mary Boyer's hours from The Oneida County Dept. of Aging. Mary Boyer will be working at the transit office also. Motion by Radtke to increase Administrative Assistant's hour to 30 and second by Mott. Motion carried.

*STRATEGIC PLANN II – ED HAMMER:* Hammer was excused from this meeting. He will give his update at the next meeting.

**Next Meetings will be Friday, May 13, 2016, at 8:00 a.m. and Thursday, May 26 2016, at 8:00 a.m. at 1831 N. Stevens Street, Rhinelander.**

There was a motion by Mott with a second by Hayes to adjourn the meeting at 10:05 am.

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

Respectfully submitted by:

Barb Newman, Administrative Assistant  
Oneida-Vilas Transit Commission