

Oneida – Vilas Transit Commission Executive Sub Committee Meeting Minutes May 23, 2016

Attendance: Erv Teichmiller, Bill Freudenberg, Bob Mott and Jim Altenburg

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: Mott 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 Mott with a second by Freudenberg to approve the Minutes of the Executive Sub Committee Commission Minutes of Feb 22, 2016. Motion carried.

Public Comments: No public in attendance

Bookkeeping Contract: Discussed that committee would like a list of what services the accountant is providing.

Administrative Assistant's fiscal role: Discussed having administrative assistant process receipts, vouchers and writing checks. Mott would like to sign checks once a month.

Budget Adjustment: Discussed reallocating budget. Altenburg discussed with accountant that the payroll tax budget seemed to be too high. Teichmiller would like a better break down of operational expenses to show repairs/maintenance and gas. Altenburg said that bus graphics will go under advertising. There was a motion by Mott with a second by Freudenberg to reallocate \$9119 from Payroll Taxes to Mileage \$5119, Advertising \$2000 and Office Equipment \$2000. Motion Carried.

Buses: Altenburg stated that the commission is purchasing two buses for a total of \$7000. Money to come from the Oneida County Department of Aging. Teichmiller wanted clarification who will own the buses to see who authorized to sign for the buses. Motion by Bill Freudenberg second by Bob Mott for Jim Altenburg to sign for pending transfer of money upon notice from Oneida County Department on Aging. Motion carried.

Adjourned 9.37 a.m.