RUSK COUNTY TRANSIT COMMISSION
Regular BOARD Meeting Minutes
Friday, October 3, 2025

Pete Boss, Vice Chair, called the meeting to order at 9:00 a.m.

Roll call-Commissioners present: John Hoover, Pete Boss, Jennifer Shearer, Chris Newkirk, Ashley Nelson
Excused Absence: Willingham and Moore
Also Present: Sheryl Kisling-Werner- Transit Manager and Tammy Loomis, Fiscal Coordinator/HR

Guests: April Anderson- Auditor for CliftonLarsonAllen, CPA firm

The quorum was met.

APPROVAL OF MEETING MINUTES: 8.1.2025
A motion by Shearer and seconded by Newkirk to approve the minutes for Aug 1, 2025 meeting minutes as written, carried.

2024 Financial Audit Presentation: April Anderson reviewed with the Board the 2024 Financial Audit Report completed by her and the firm. She reviewed the highlights of both programs. She stated RCTC is in good financial standing.
A motion by Shearer and seconded by Newkirk to approve the 2024 Financial Audit Report as presented, carried.

Agenda Items – Boss
Insurance Coverage Presentation will be Dec 5th at the Reg Board Meeting.
Credit Cards- Per Werner bank credit cards have been approved and in use, termination of the Rusk County credit cards will be done once they are cleared.
Checking Account- discussion was held to change the current checking account into a money market account as explained by Werner. **A motion by Shearer and seconded by Newkirk to change the current checking account to a money market account, carried.**
Maintenance shop- Discussion was held regarding Rusk County wanting to park another ambulance in the RCTC maintenance building. Per the Werner an email was sent to the Rusk County Property Manager regarding their plan. It detailed that the ambulance that is now parked at the shop was supposed to be a short-term solution and that we have no room for another ambulance, and this building was built for Transit services only, and the present ambulance should be moved to another location.
Cash Flow Policy: tabled
Medicaid Number- Per Werner a Medicaid number has been applied for and received, this is a mandate to work with Wi Care Management companies like IRIS, and Inclusa.
New Accounting System: per Werner we are exploring a new accounting system. This would be a savings overall with a more friendly platform.
Finance Committee Report/ Recommendations: Boss
Reserve Funds –regarding the RC Finance Committee request for revised 2019-2024 / 85.20 Grant Award Contracts, Werner stated all contracts have been revised and signed Willingham and we are waiting on WisDOT signatures and then returned by email.

Payables- Invoices from Rusk County for administrative services were discussed and revisions were approved by the RC Finance Committee. Revised invoices should be supplied to use but we have not received them as of today.

2026 DRAFT Proposed Budget: after review
A motion by Newkirk and seconded Nelson to approve the 2026 Combined Budget as presented, carried

FINANCE REPORT: Loomis
PAYABLES/BANK REC/CREDIT CARD REVIEW: Willingham – per Werner no issues were found
Bank Transfer- transfer to the money market was completed in the sum of $ 21,359.60, these funds were from past vehicle sales.

2025 YTD FINANCIALS
Yr to Date 8.31.2025 2025 Revenue and Expense report were reviewed

- **8110—Transit (5311/85.20)- shows a negative fund balance of - $ 164,172.97**
- **85.21 Drivers Escort- shows a positive fund balance of $ 91,130.41**
- **RC Trust Fund positive balance of $ 42,254.14**
- **Reserve funds from 2019-2024/ 85.20 grant funds are $ 147,459.90**
- **Current Advances owed to Rusk County $ 0**
- **2025 Total Pending 85.21 Grant $ 0**
- **2025 5311-85.20 Total Pending Grant funds- $ 264,538.66**

A motion by Newkirk and seconded by Shearer to accept the YTD Finance report as given, carried.

Transit Manager- Kisling-Werner
Volunteer Driver Banquet: set for 10.23.2025/ RC Senior Center at 5pm

Staff Report: Werner – all staff positions filled
2-FT Driver hired- active
1-Dispatch resigned- 1- former employee hired

Safety Report:
Winter Driving tips and Route riders ER forms and Alternate PU/Drop locations mailed to residences.

GRANT APPLICATIONS/BUDGETS-IF APPLICABLE-REVIEW/APPROVE:
85.21 / 2026 Application open in TMS
85.21 Public hearing will be set watch for notice by email

RCTC Web Page: Per a customer request the website will be reviewed and updated per Werner.

NEXT BOARD MEETING DATE SLATED: Friday, Dec 5, 2025 at 9 a.m / RCTC Conference Room
Next Finance Committee Meeting: Scheduled Friday, Nov 14 at 9:00 a.m./ RCTC Conference Room

Motion to adjourn- Shearer/ Newkirk, carried
Adjourned at: 10:30 a.m.

Submitted by the Transit Manager, Sheryl Kisling-Werner

Pete Boss , RCTC Vice Chair