

RUSK COUNTY TRANSIT COMMISSION

Regular BOARD Meeting Minutes

Friday, April 10th, 2026

Dave- Willingham called the meeting to order at 9:00 a.m.

Roll call-commissioners present: Dave Willingham, Jennifer Shearer, Chris Newkirk,
Pete Boss

Absent: John Hoover, John Moore

Staff Present: Sheryl Kisling-Werner, Transit Manager, Tammy Loomis, Fiscal Coordinator/HR

The quorum was met.

APPROVAL OF MEETING MINUTES:

A motion by Boss and seconded by Shearer to approve the meeting minutes of 03.06.2026 as written, carried.

Agenda Items:

Transit Garage Lease Non-Renewal: Discussion was held.

A motion by Shearer and seconded by Newkirk to have the Transit Manager compose a email to be sent to Ashley Heath, RC Coordinator, RC Attorney Steven Soreson, and Jerry Biller, RC Property Committee Chair, with the following attachments: board approved rebuttal letter regarding the recent actions of the RC Property Comm, a request to be placed on the next RC Property Comm agenda, WisDOT's Transit Section Chief, Ian Ritz, email, copy of the formal notice of the non-renewal lease from RC, to include a 10 day response deadline, following hard copies to be delivered via the US mail to the same parties, carried.

Board Member Elections: tabled

Finance Committee Report-Boss

Payables Review: Willingham, Moore and Boss used the approved review method. Per Boss and Willingham, the documents they chose and reviewed were in order. After discussion the board agreed to revise the payable review method to include the option to approve the payables within Quick Books platform and by an email process.

Finance Committee meeting cancelled for 3.20.2026

Reserve Funds Status: tabled

Finance Committee Member: tabled

Critical Care Program: Board members requested sliding scale and application used to be emailed to them for review.

County Round Trip Fare: A motion by Newkirk and seconded by Shearer to increase the rate within the Volunteer Driver program for a round trip, within Rusk County rate from \$ 16.00 to \$ 20.00, carried.

Finance Report: Loomis

85.21 Annual Financial Report: submitted/signed by RC/ under review

WisDOT Audit- 2019 2020 2021 Status: in progress

2025 CLA Audit Status: in progress

Yr to Date 03.31.2026 Revenue and Expense report were reviewed:

8110 transit (5311/85.20)- shows a negative fund balance of - \$ 152,718.39

8100 Volunteer Driver Program shows a positive fund balance of \$ 91,456.85

Money Market \$ 63,166.82

Trust Fund positive balance of \$ 7,732.72
Current Advances owed to Rusk County \$ 0
Reserve Fund- \$ 147,459.90

Transit Director- Sheryl Kisling-Werner

Inclusa – CMO – extension letter received – ends May 31, 2026

CSR Review-slated April 21, 2026

MTM Fares- still working with MTM on various program fare structures

2025 Capital Grant Bus purchase: will be ordering the bus before 7.1.26 price increase

City Of Ladysmith Board Rep: waiting on the appointed rep notice from City.

May 1st Designated Route End: not enough riders

Handbook Revisions Meeting Status: Policy Committee- tabled until after elections

Board Meeting Date and Time Posting: completed through rctc website and Facebook

Staff Report: Driver retirement/ PT driver position open
Admin Staff & Driver Appreciation celebrated

Safety Report: Motorcycle, Pedestrian, and bicyclist Roadway Awareness training
Driver review of on-board bike rack use

Grants Applications / Budgets — if needed review and approve: NA

NEXT BOARD MEETING DATE SLATED: Friday, June 5, 2026, 9 a.m. / RCTC Conference Rm

Next Finance Committee Meeting • Friday, May 22, 2026 at 9:00 a.m./ RCTC Conference Rm

Adjourned 11:30 am

Minutes prepared by Sheryl Kisling-Werner



David Willingham, RCTC Chair