

RUSK COUNTY TRANSIT COMMISSION
Regular BOARD Meeting
Friday, June 5, 2026

Dave Willingham, Board Chair, called the meeting to order at 9:00 a.m.

Roll call-Commissioners present: Dave Willingham, Christine Newkirk, Jennifer Shearer, John Hoover, Marlene Tuma, Lisa Podgornik

Excused Absence: Pete Boss, Bill Stewart

Also Present: RCTC's Transit Manager, Sheryl Kisling-Werner

Absent: Tammy Loomis, Fiscal Coordinator/HR

A quorum was met.

APPROVAL OF MEETING MINUTES: 4.10.2026, 5.13.2026

A motion by Newkirk and seconded by Shearer to approve the meeting minutes for April 10 and May 13 as written, carried. Podgornik abstained from approving the 4.10.2026 meeting minutes.

Agenda Items: Willingham

Transit Garage Lease Meeting w/ RC Property Committee:

The Transit Manager attended the June 3, 2026 RC Property Committee meeting. RCTC was not on the agenda, but the committee allowed Werner to make a statement regarding the appointed committee member who has not reached out to RCTC to start lease negotiations, this member appointment was made at the May 6th committee meeting. Werner also stated she sent two emails asking for dates to the appointed member and copying in the County Coordinator, the RC Board Chair and the County clerk, with no reply. The Property Committee Vice Chair stated he would investigate why there is a delay in the start of the negotiations and let RCTC know. Per Willingham he will try to meet with the RC Board Chair about the non-lease renewal negotiations and report back.

2026 Board Elections results by unanimous ballots:

Chair- Dave Willingham

Vice Chair- Pete Boss

Secretary- Jennifer Shearer

Committee Assignments:

Finance Committee: Podgornik and Hoover will join Boss on the Finance committee.

Policy Committee: Tuma will join Newkirk and Shearer on the Policy committee.

FINANCE COMMITTEE RECOMMENDATIONS: Boss

Werner stated that she spoke with Boss, the appointed contact for fleet issues, regarding the unreliable state of the 2006 van support vehicle the Garage Manager is using daily. Boss assisted Werner in suggesting vehicles for the mechanic to inspect for a potential purchase at various dealerships. With approval of the purchase of a 2016 GMC Truck in the sum of \$ 16,030.50, these funds were taken from the money market which held the funds from the prior sale of fleet vehicles.

A motion by Hoover and seconded by Newkirk to approve the purchase of the 2016 GMC support vehicle, with the prior approval of Boss, with funds from the RCTC's money market account, carried.

RC Sheriff's Transportation Agreement:

Per Werner this agreement was received by email from the RC Jail / 911 Administrator.

The Board reviewed the document. The Board instructed Werner to have RCTC's lawyer review the document to include a hold-harmless clause and reduce the liability in the responsibility portion that RCTC would be held to. Werner would then bring the legal recommendations back to the Board for further discussion and steps forward.

CCF Bank Public Depository Designation/ Draft Letter

Werner stated that Transit Commissions qualifies for the Wisconsin Public Deposit Guarantee Fund. This fund guarantees coverage of funds in a banking institution beyond the FDIC coverage of \$ 250,000.00 if the bank fails. Under the Wisconsin State Statue Chapter 34 it states local transit and transportation commissions are classified as an eligible public depositors.

A draft letter was given to the Board for their review which designates CCFBank National Association as RCTC's eligible, in-state, public depository. The bank account (s) must be designated as a public account under this statute in order to qualify.

A motion by Newkirk and seconded by Shearer to have Willingham sign the letter addressed to CCFBank designating them as RCTC's public depository under Chapter 34 of the state statue, and to have the Transit Manager instruct the bank to change RCTC's accounts to a public account type, carried.

FINANCE REPORT: Werner

WisDOT Audit -2019-2021- status: no change

CLA 2025 Audit- audit is complete but under review by fiscal staff

2026 YTD FINANCIALS**2026 Jan- March Revenue and Expense report were reviewed**

- 8110—Transit (5311/85.20)- shows a negative fund balance of - \$ 193,307.01
- 85.21 Drivers Escort- shows a positive fund balance of \$ 93,127.42
- RC Trust Fund positive balance of \$ 7,731.72
- 85.20 reserve grant funds \$ 147,459.90
- Current Advances owed to Rusk County \$ 0
- 2026 Total Pending 85.21 Grant \$ 0
- 2026 5311-85.20 – pending contracts
- Money Market \$ 47,255.78

A motion by Tuma and seconded by Podgornik to accept the Finance report as given, carried.

Transit Manager- Kisling-Werner

CSR DOT Review with RLS: Willingham stated Werner and I completed the mandated review on May 20th. It lasted about 2 hours. Willingham felt there were little negative findings in the review process. A final report will be presented to RCTC in the coming weeks. This report will be shared with the Board when it's received.

MTM/Inclusa: Werner stated she is still working through the vetting process with MTM, it's a very slow process mainly sighting very poor communication within the MTM organization and perspective vendors. The Inclusa contract was extended per my request and its pushed out for the 3rd time to July 31, 2026, allowing more time for MTM onboarding.

Employee Handbook Revisions: Per Werner an email will be sent to include available meeting dates to the Policy Committee, along with the first draft of the revised handbook.

STAFF REPORT – Werner

2- PT Driver / retirement

1 FT Dispatch-resignation

1 FT Driver- resignation

Hired 2 PT drivers- in training

Hired 1 FT dispatch- in training

SAFETY REPORT-Werner:

Tornado Drill: Driver and Dispatch hands on refresher held May 20.2026

Fire Extinguisher Inspection: Fleet vehicle fire extinguisher inspection/ swap completed

GRANT APPLICATIONS/BUDGETS-IF APPLICABLE-REVIEW/APPROVE:

5311 /85.20 grant is review by DOT

2025 Capital Grant – bus ordered- no ETA

NEXT BOARD MEETING: Friday, Aug 7th, 2026 @ RCTC Admin Office @ 9am

Next Finance Committee meeting: Friday July 24, 2026 @ RCTC Admin office @ 9am

Meeting Adjourned: 11:05 am

Minutes prepared by Sheryl Kisling-Werner



Dave Willingham, RCTC Board Chair