

Transit Meeting
May 18, 2020
Minutes

Present; Mr. Rick Blake – Chairman, Mr. Steve Willis, Ms. Sue Kunkel, Ms. Katie Swope and Brad Brummond – Transit Administrator

- 1) Call to order 4:00pm
- 2) Public Comment – None
- 3) Approval of February 2020 minutes

A motion to approve minutes of the February 17, 2020 meeting was made by Steve Willis and seconded by Rick Blake. All ayes, motion approved unanimously.

4) Administrator's Report:

- A) Covid-19 update
 - a. Following CDC guidelines
- B) Administrative Leave Policy
 - a. A motion to approve administrative leave policy as written was made by Rick Blake and seconded by Katie Swope. All ayes, motion approved unanimously
- C) Return to Service Plan
 - a. Returning on May 26th with limited service. Essential travel work, medical, and nutritional.
 - b. Try to limit to 2 buses. Will keep sanitizing to a minimum and clean spare buses.
- D) New Buses Progress
 - a. Production set for July 7, 8 and 10 start dates for new buses. Tentative ship dates July 23,24, and 28
 - b. Inspection determine if we will be going to do inspection or contracting it out. Brad will check into the cost of each.
 - c. Final 2 buses of the fleet the PO has been issued waiting for Gillig to return.
- E) Agency Charges
 - a. If paid will be crediting for April and May, resuming billing for June.
- F) 2020 1st Quarter Review
 - a. A motion to approve quarter report as written was made by Steve Willis and seconded by Katie Swope. All ayes, motion approved unanimously
- G) Merrill Transit Facebook page
 - a. Nothing completed at this time.

Next meeting date will be June 15, 2020. Meeting to be held at the Transit Office in City Hall, 1004 E 1st St, Merrill, WI 54452.

6) Motion to adjourn was made by Rick Blake and seconded by Steve Willis. All ayes, motion approved unanimously.

Respectfully submitted by:

Brad Brummond
Transit Administrator