

## **ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES**

**June 25, 2021,**

**ATTENDANCE:** Marv Anderson, Billy Fried, Steven Schreier, Fred Radtke and Dawn Winquist. Present: Roger Youngren, Transit Manager; Sue Richmond, Director ADRC of Vilas County. Others present Brian Jopek of The Lakeland Times.

**CALL TO ORDER:** Anderson called the meeting to order at 9:00 a.m. at The Vilas County Court House 330 Court St. Conference Room B, Eagle River, noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVAL OF THE AGENDA:** Motion by Radtke to approve the agenda in any order as per the chair with a second by Hayes. All ayes. Motion Carried.

**APPROVAL OF THE MINUTES:** Motion by Winquist to approve Minutes of May 27, 2020. Second by Hayes. All ayes. Motion Carried.

**PUBLIC COMMENTS:** Anderson read a letter of resignation from Milt Klingsporn.

**APPROVAL OF TRANSIT MANAGER VACATION SCHEDULED JUNE 30-JULY 9, 2021:** Motion by Winquist to approve transit manager request for vacation from June 30 to July 9, 2021. Second by Radtke. All is in place for the routes to resume July 2<sup>nd</sup>. Newman will process payroll during Youngren's vacation. All ayes. Motion carried.

**2022 BUDGET PREPARATION:** Anderson asked how the budget process works. He asked to have the budget started in August with a draft budget submitted to the board in September. Richmond said their 85.21 money was for the volunteer driver program and the rest is given to OVTC. Youngren said the 2021 85.21 money will stay in OVTC Trust fund. Schreier and Youngren will work on an initial budget draft.

**TRANSIT MANAGER PERFORMANCE PROCESS:** Youngren has never had a performance evaluation from the OVTC board. The initial process will set dates and create an evaluation tool. The evaluation tool starts with the job description. Schreier reached out to the Oneida County HR Director for the Oneida County department head evaluation form. Schreier was also looking at a 360-review option. Anderson had the Vilas County evaluation form. The July board meeting will focus on timing and getting the evaluation done this year.

**TRANSIT CHARTER EDIT UPDATE:** Both county's corporation councils have look at the charter and have suggested updates. Hayes met with the Vilas County corporate council and has agreed to work on the revisions. Ultimately the revisions will go to both county boards. Schreier said that OVTC has worked with a private attorney in the past and might want to consider hiring the private attorney. Motion by Schreier for Hayes and Newman to work on updating the charter draft and bring to next board meeting. Second by Radtke. All ayes. Motion carried.

**COMMUNICATION REGARDING RE-ESTABLISHING BEAR PAW AND WHITETAIL ROUTES EFFECTIVE JULY 2, 2021:** The routes have been advertised with flyers on the buses, the OVTC website and the local newspaper. There will be a full-page ad in the Vilas News Review the end of July. Youngren spoke with the St. Germain Town Chair last week. Youngren said that OVTC has continued to support the Town of St. Germain and asked for a donation.

ACTUAL VS BUDGET THROUGH APRIL 2021: Fare revenue is down, but that was expected due to the routes resuming at a later date. First quarter reimbursement hasn't been submitted because WisDOT hasn't finalized the 2021 budget. Youngren asked The ADRC of Oneida County to give the 3<sup>rd</sup> quarter 85.21 in June rather than July to help with cash flow. There is not a fuel contract and Youngren reaches out every six months to fuel companies to see if there is better offer. Hayes asked if the fuel tax refund is part of the budget. Fried asked if the accounting software fees were in the budget. He also asked if OVTC is going to meet the revenue budget and not to rely on taxpayers for a bailout. Youngren stated without a timely WisDOT reimbursement, OVTC will have to use their line-of-credit.

DEMONSTRATION ON RAM LONE STAR 3500 VAN: Creative Bus Sales brought a low floor bus to view. The purchase price was \$74,000. They also have a Toyota Sienna rear loading van and will send pricing for the van. Discussed smaller buses with space for two wheelchairs. Richmond said both Vilas and Oneida County ADRC's three-year plan survey wanted more transportation options. Ridership not back to where it was pre-pandemic. OVTC will focus on justifying need for smaller fleet.

FLEET UPDATE: N7 is out of service and is currently being used for spare parts. One bus is owned by OVTC, and the rest are leased through Headwaters Inc. The bus insurance premium is determined by mileage not by the individual vehicles. Youngren to seek permission from Headwaters Inc. to dispose of N7.

RIDERSHIP REPORT: Rides are picking up in June. Not too many passengers during the heat spell.

NEXT MEETING DATE: Thursday, July 29, 2021, at 9:00 a.m. at the Vilas County Courthouse in Conference Room B.

Meeting was adjourned at 10:44 a.m.

*Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.*  
Respectfully submitted by:

Barbara Newman  
Office Manager