

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

May 27, 2021,

ATTENDANCE: Steven Schreier, Marv Anderson, Chuck Hayes, Billy Fried, and Dawn Winquist. Absent Fred Radtke and Milt Klingsporn. Present: Roger Youngren, Transit Manager; Sue Richmond, Director ADRC of Vilas County; Joel Gottsacker, Manager ADRC of Oneida County. Others present Kayla Houp of The Lakeland Times.

CALL TO ORDER: Schreier 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 Fried to approve the agenda in any order as per the chair with a second by Anderson. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Anderson to approve Minutes of April 14, 2020. Second by Winquist. All ayes. Motion Carried.

PUBLIC COMMENTS: none

ELECTION OF THE OVTC CHAIR: Schreier opened nominations for Board Chair. Nomination: Hayes moved to nominate Anderson for Board Chair. Nominations closed. All ayes. Motion carried.

ELECTION OF OVTC VICE-CHAIR: Anderson opened the nominations for Board Vice-chair. Nomination: Hayes moved to nominate Fried for Board Vice-chair. Nominations closed. All ayes. Motion carried.

ELECTRONIC SIGNATURE ON CHECKS: Newman gave a presentation on program called Checkrun powered by AP Technologies. The program is compatible with OVTC's bookkeeping system. Secretary/Treasurer and Newman to inquire with OVTC's bank regarding bill payment options and bring the information to the next meeting. Motion by Schreier to use electronic signatures on checks. Second by Fried. Four (4) ayes and one (1) nay Anderson. Motion carried.

ELECTION OF OVTC SECRETARY/TREASURER: Anderson opened the nominations for Secretary/Treasurer. Nomination: Fried moved to nominate Schreier for Secretary/Treasurer. Nominations closed. All ayes. Motion carried.

MISSION STATEMENT DRAFT: Youngren presented a draft mission statement stating that it's been discussion for some time. The mission statement is important for drivers and passengers. Anderson asked if the statement could be modified. Fried asked about other mission statements. Hayes made a motion to approve the mission statement with a change in the wording from "Oneida and Vilas counties" to "participating counties". Four (4) aye and one (1) nay Fried. Motion carried.

INCREASE WAGE FOR (2) DISPATCHERS: Youngren said that last month he intended to include the dispatchers when discussing the driver's salaries. Raising the dispatcher's salaries by \$1.50 per hour would increase the budget by \$5,400 for the remainder of the year. There was a staff wage adjustment at the beginning of the

year. The driver wage adjustment was due to a labor shortage of drivers. General discussing regarding the difference in wages between the dispatcher's wages and driver's wages. Motion by Hayes to support the manager recommendation to increase the salary of the two (2) dispatchers as presented. No second. Motion failed.

PAID TIME OFF POLICY FOR PART-TIME EMPLOYEES: Youngren explained that part-time employees are consistently working 36 hours per week. All drivers and dispatchers are part-time employees. Discussed taking time off in eight (8) hour increments. Anderson made a motion to approve with PTO hours must be taken in minimum of eight (8) hour increments. Second by Schreier. Anderson rescinded the motion. Schreier rescinded his second. Anderson made a motion to approve the Paid Time Off policy as presented and documenting the paid time off by the Transit Manager. Second by Hayes. All ayes. Motion carried.

2021 WISDOT REIMBURSEMENT AMOUNT: Youngren stated previously there was an 82% reimbursement, but this year would likely receive a 100% reimbursement due to carryover from the CARES act. The 2021 budget has not been approved by WisDOT because of the carryover from the CARES Act.

2020 AUDIT UPDATE: Kerber Rose is expecting to have a draft of the financial audit completed by June 10, 2021.

ACTUAL VS BUDGET THROUGH APRIL 2021: Fee revenue is down. Ridership increased 5 ½% from the previous month. Salaries, materials, and supplies all under budget. Anderson asked to have the employee salaries budgeted by position monthly.

RE-ESTABLISH BEAR PAW AND WHITETAIL ROUTES EFFECTIVE JULY 2, 2021: Youngren said that the dispatchers have been receiving inquiries regarding the routes. The routes were suspended during the pandemic. OVTC has relaxed the on-demand rides include rides for leisure. Youngren will advertise the routes with a media blitz, OVTC website and flyers on the bus. Schreier made a motion to approve reinstating the routes. Second by Winquist. All ayes. Motion carried.

FARE BOX PROPOSALS: There was a bid of \$998 per fare box from a local company that expired in April. Another bid was received for \$1,100 per fare box. Anderson said the price was too high and maybe a simple wooden box would work. Youngren will bring less expensive alternatives to the next board meeting.

COMPONENTS OF THE 2022 WISDOT BUDGET PROPOSAL: Hayes requested this agenda item. He asked about the due date and who is involved in the budget process. The root of his question was that OVTC is using ADRC money, but they weren't included in last year's budget process. Per the by-laws the Treasurer should be included in the budget process.

RIDERSHIP REPORT: Up 5 ½% from the previous month. There is an eight (8) mile radius from the Walgreens in Woodruff, the Trigs in Eagle River, and the Walmart in Rhineland.

PUBLIC COMMENTS: Newman said that one of the drivers liked to listen to the meetings via zoom.

NEXT MEETING DATE: Thursday, June 24, 2021 at 9:00 a.m. at the Vilas County Courthouse in Jury Room F.

Meeting was adjourned at 10:37 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager