

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

**November 20, 2020,**

**ATTENDANCE:** Steven Schreier, Marv Anderson, Chuck Hayes, Billy Fried, Milt Klingsporn and Dawn Winqvist. Absent Fred Radtke. Present: Roger Youngren, Transit Manager; Joel Gottsaker, Interim Director ADRC of Oneida County; Sue Richmond, Director ADRC of Vilas County and Kayla Houpp of The Lakeland Times.

**CALL TO ORDER:** Schreier called the meeting to order at 2:00 p.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 Hayes 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 October 23, 2020. Second by Winqvist. All ayes. Motion Carried.

**PUBLIC COMMENTS:** None.

**2020 AUDIT PROPOSAL:** Youngren had contact two companies that process government audits. One company withdrew from the process. Kerber Rose submitted a three-year proposal with a first-year cost of \$5,300. The cost is \$1,700 less than the Wipfli audit. This audit is required by our charter for both Oneida County and Vilas County. Hayes made a motion to accept the Kerber Rose proposal contingent upon satisfactory responses to Youngren's reference checks. Second by Winqvist. All ayes. Motion carried.

**REPAYMENT TO ADRC'S:** Youngren, Gottsaker, Richmond and Newman met to discuss repayment plan. Vilas County to be repaid \$57,867.92 by Jan 31, 2021 and Oneida County \$124,167 by March 31, 2021. Gottsaker said that the CARES Act money should last through September 2021. The trust fund money can't be used to pay the county loans.

**PROPOSED PARATRANSIT SERVICE IN 2021:** Oneida County and Vilas County have received requests for this type of service. OVTC will meet with each ADRC and request a vehicle with wheelchair access for the underserved areas in the counties. Youngren said there is no data to support the expense running the new vehicles and Youngren used a best estimate for the 2021 budget. Gottsaker said there should be a means test to determine whether a person is eligible before providing rides. Medicaid recipients are to use MTM for their transportation needs. Discussion if this new service would take away business from local companies. Youngren spoke with WisDOT and the new service has to be written into the 2021 management plan plus the ADA and Title VI policies have to be rewritten. Both ADRC's have each had a public hearing. OVTC will have a Public Hearing at the December commission meeting with a notice running in the newspapers. This type of service was part of the five-year regional transportation plan. Anderson made a motion to conduct a public hearing in December in conjunction with the regular commission meeting. Second by Winqvist. All ayes. Motion passed.

**NORDIC SKI TEAM:** Due to COVID-19 safe distancing practices OVTC is only able to transport 9 ski members on the bus at a time. Lakeland Bus will be transporting the ski members for this 2020/2021 season. Youngren said that OVTC would lose local share this year but may provide transportation for the 2021-2022 ski season.

**HEADWATERS CONTRACT:** Due to the increase in COVID-19 cases Headwaters ridership is down. Youngren and Jenny Felty changed the contract to \$1,250 per month for transportation. The Three Lakes and Rhinelander routes have been reinstated with the Pine Lake route being eliminated. This is an annual contract regardless of the numbers of riders, but both parties may renegotiate the contract if circumstances change.

**FARES:** Youngren reached out to the Oneida County Health Department and was told if the drivers handle cash to follow safe hand washing procedures. Schreier noted that WisDOT is covering expenses to limit the risk of COVID-19 when handling money. OVTC is to provide hand sanitizer to all drivers. Gottsaker suggested moving forward with fare boxes. Once the pandemic slows there will always be cold and flu season. Youngren will research fare boxes. Anderson made a motion to reinstate appropriate fares that were in place prior and to give Youngren direction to investigate fare payment options. Fares to be reinstated December 1, 2020. Second by Fried. Fried suggested a local carpenter could make the fare boxes so as to not make it complicated. Winquist questioned whether there was enough time to reinstate fares by December 1<sup>st</sup>. Motion by Anderson to amend previous motion and reinstate fares on January 1, 2021. Second by Fried. Schreier called a vote on the amendment. All ayes. Motion carried. Schreier called for a vote on the original motion. four ayes and two nays. Motion carried. Hayes wanted to clarify his vote stating that 1) the reason for stopping the fares has not gone away and 2) OVTC hasn't checked with other transit agencies. Youngren said that through monthly FTA talking sessions, many transit agencies have gone back to collecting fares. Anderson called for vote finalization. 4 ayes and 2 nays.

**2021 BUDGET PROPOSAL AND DRAFT:** Youngren walked through the draft. Budget doesn't have any salary increases for 2021; fuel is based on 10 mpg at \$3.00 per gallon; start paratransit routes April 1<sup>st</sup>; Core routes of Bear Paw and Whitetail to restart April 1<sup>st</sup>; Rhinelander on-demand 16 hours per day; Lakeland on-demand 11.25 hours per day; Eagle River on-demand 10.25 hours per day; Eagle Eye – Boulder Junction and Manitowish Waters route every Monday and eliminate every other Friday; Headwaters - Three Lakes and Rhinelander route, but no Pine Lake route; Ski Club November and December; reduction in bus insurance by \$7,000; no rent increase. Fried said this was a completely different format looking at just expenses. Discussion regarding expenses, grant money, local share money, Headwaters contract and how all fit together. Bay Area Rural Transit is forecasting fuel \$3.00 per gallon. The Headwaters contract is \$1,250 per month and Youngren made the assumption that three towns will give \$2,500 each. Anderson said the bottom line is revenue – expenses = total and it's not clear if OVTC took in more money than that. Fried asked if county repayment plan is in the budget. Youngren this is the WisDOT budget and the county repayment money is not in this budget. Motion by Winquist to approve projected expenses for submission to the WisDOT. Second by Klingsporn. General discussion to identify costs associated with salaries and wages. Motion by Winquist to withdraw previous motion. Second by Klingsporn.

**POLICY CONCERNING USE OF COMPANY VEHICLE:** Hayes left the meeting. Hayes left a policy handout for the commission. Future agenda item.

**VEHICLE USE POLICY:** Hayes left the meeting. Hayes left a policy handout for the commission. Future agenda item.

**RIDERSHIP REPORT:** Rides are consistent with last month.

CLOSED SESSION: Motion by Anderson to enter in to closed session pursuant to section 19.85 (1)(c) Wis Stats., to: consider employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility (Topic – Staff Performance Evaluations and Compensation). Second by Fried. Roll call vote. Winqvist/Aye, Schreier/Aye; Anderson/Aye; Klingsporn/Aye; Fried/Aye. All ayes. Motion carried. Commission went into closed session at 4:13 p.m. Others present in closed session Youngren and Newman.

Motion by Anderson to return to open session. Second by Winqvist. Roll call vote. Winqvist/Aye, Schreier/Aye; Anderson/Aye; Klingsporn/Aye; Fried/Aye. All ayes. Motion carried. Commission went into open session at 4:39 p.m. Winqvist made a motion to give all OVTC staff a 3% raise effective January 1, 2021 and to amend the budget. Second by Klingsporn. Roll call vote. Winqvist/Aye, Schreier/Aye; Anderson/Nay; Klingsporn/Aye; Fried/Aye. Four ayes and one nay. Motion carried.

Fried made a motion to approve expenses as amended and then to be forwarded to WisDOT. Second by Winqvist. Roll call vote. Winqvist/Aye, Schreier/Aye; Anderson/Aye; Klingsporn/Aye; Fried/Aye. All ayes. Motion carried.

Future agenda items are a market wage study and an employee evaluation form.

PUBLIC COMMENT: None

NEXT MEETING DATE: Friday, December 18, 2020 at 9:00 a.m. at the Vilas County Courthouse.

Meeting was adjourned at 4:42 p.m.

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

Respectfully submitted by:

Barbara Newman  
Office Manager