

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

**October 28, 2021**

**ATTENDANCE:** Marvin Anderson, Billy Fried, Steven Schreier, Charles Hayes, Fred Radtke, and Dawn Winquist. Ed Knauer via zoom. **PRESENT:** Roger Youngren, Transit Manager; Sue Richmond, Director ADRC of Vilas County; Joel Gottsacker, Manager ADRC of Oneida County. Others present Kelly Holm of The Lakeland Times.

**CALL TO ORDER:** Anderson called the meeting to order at 8:30 a.m. at the Vilas County Court House, 330 Court Street, 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.

**ESTABLISH A QUORUM:** 6 of 6 members present establishing a quorum.

**APPROVAL OF AGENDA:** Motion by Schreier to approve the agenda in any order as per the Chair with a second by Fried. All ayes. Motion carried.

**APPROVAL OF THE MINUTES:** Motion by Winquist to approve the minutes of Monday, October 25, 2021. Second by Radtke. All ayes. Motion carried.

**PUBLIC COMMENTS:** None.

**DISCUSSION AND POSSIBLE ACTION ON ACTUAL VS. BUDGET THROUGH SEPTEMBER:** 2<sup>nd</sup> and 3<sup>rd</sup> quarter reimbursement from WisDOT has not been received. Under budget in most expense categories. Unbudgeted registration expense for transfer of Headwaters buses. Hayes asked for a list of WisDOT reimbursable and non-reimbursable expenses. Fried asked how to cover overages in budget. Anderson asked if the timing of payroll is affecting salaries showing overbudget.

**DISCUSSION AND POSSIBLE ACTION ON WHITETAIL AND BEAR PAW ROUTES:** Numbers down due to Labor Day being a no service holiday. Estimated annual ridership to be 1700 one-way rides with a cost of \$89 per ride. Each route runs three loops per day three times per week. Youngren and Richmond suggested cutting part of the routes. Schreier asked what a private provider would charge for the medical appointments. Richmond said the cost would be higher since the private provider would be coming from Oneida County. Gottsacker reached out to private provider and was told an approximate cost is \$187 per ride.

**DISCUSSION AND ACTION ON KERBER ROSE AUDIT REPORT:** Greg Pitel, partner, summarized the audit results. He suggested creating a capital asset policy. Due to the small size the office there is deficiency in the separation of duties. He suggested having the board review the payment vouchers and the journal entries. Youngren asked for Patel to assist with a capitalization policy. Patel said as of December 2020 OVTC is in a positive financial position. Motion by Schreier to accept this report. Second by Anderson. All ayes. Motion carried.

**DISCUSSION AND ACTION ON 2022 PROPOSED BUDGET:** Youngren received funding notice of 59% reimbursement. Discussed reducing expenses and reducing route services. Fried asked if increase in fare revenue would fill the deficit and asked for next meeting the net effect of fare rate changes. Contact BART to see how they accumulate wealth. Put the money to repay the counties in the budget even though it's not a reimbursable expense.

**REGIONAL MANGAER REPORT:** Youngren gave report on MN/WI Transit Conference that he attended in October. Advertising on buses is reported as local share revenue. He saw different options for smaller van type vehicles, and

one will be brought to OVTC to view. He spoke with other transit agencies relating to driver shortages. He attended multiple break-out sessions and a luncheon focusing on management styles.

RIDERSHIP REPORT: Youngren explained total ridership down due to closed for Labor Day. Discussed routes earlier in meeting.

VOUCHERS FOR PAID EXPENSES: Vouchers paid is a standard item per committee and is a good snapshot of how money is being spent. One time Shell bill was due to gas card error.

DISCUSSION AND POSSIBLE ACTION ON 1106 ADAMS WAY PROPERTY: Youngren was unable to enter the building for pictures. Owner said he receives additional revenue from a non-profit organization that has a semi-trailer on the property. Schreier said this could be another revenue stream. The owner has been asked to provide a selling price by November 15<sup>th</sup>. The commission members would like to see the building prior to purchase agreement. Youngren to reach out to WisDOT regarding the possible purchase of the property.

Recess 10:30-10:34

Vilas County Clerk David Alleman joined the meeting. Wis.Stat Section 19.85(1)(c) is for negotiating an employee salary, but not for discussing a salary in a known position. Alleman recommended staying in open session. Alleman left the meeting.

DISCUSSION AND POSSIBLE ACTION ON OUTSOURCING OPERATIONS OF OVTC: Schreier said Running Inc runs the taxi service in Rhinelander and is subsidized by WisDOT also. They have a need for drivers, mechanics, and office personnel. Radtke said we previously had a management contract with BART. They were particularly good and have years of experience. Motion by Anderson for Schreier to check on outsourcing of management and report back to the transit commission. Second by Winquist. All ayes. Motion carried.

PERSONNEL DUTIES, RESPONSIBILITIES AND COMPENSATION: Commission stayed in open session and took up the agenda item in its stated purpose. Radtke said three different employees will have increased responsibilities with reports and being a commission secretary are a big deal. Fried noted there was an interim management team with BART and both ADRC's the last time there wasn't a transit manager. Hayes asked about a way to increase salaries to compensate for increased duties or having a one-time bonus or adjustment in 2022. Motion by Fried to appoint Barb Newman as interim transit manager commencing on November 12, 2021, until this commission can name a permanent transit manager. Second by Winquist. Schreier said historically it was the opposite where Newman was given the duties but not the title. She was compensated after the new transit manager was hired. He asked if this was finite or is she going to revert to her base pay. Five ayes and one nay. Motion passed. Motion by Fried to place interim transit manager at the current transit manager's salary wage and to direct the interim transit manager to bring back salary recommendations for the dispatchers at the next commission meeting. Four ayes, two nay. Motion passed. Discussed hiring a temp service to help with the additional workload until a permanent solution is found. Hayes recommend the hiring of a temp service suggestion be brought back at another meeting.

LETTERS AND COMMUNICATIONS: Schreier stated the WisDOT audit has been going on for 2 years. Schreier asked for someone to complete an exit interview with Youngren.

NEXT MEETING DATE: Thursday, November 18, 2021, at 9:00 AM at the Vilas County Courthouse, Conference Room to be determined.

Meeting was adjourned at 11:22 a.m.

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

Barbara Newman

Office Manager