

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

September 30, 2019

ATTENDANCE: Erv Teichmiller, Steven Schreier, Bob Mott, Chuck Hayes, and Milt Klingsporn. Absent Fred Radtke and Ed Hammer. Others Present: Roger Youngren, Transit Manager; Sue Richmond, ADRC Vilas County Director; Diane Jacobson, ADRC Oneida County Director; and Kayla Houp, Lakeland Times.

CALL TO ORDER: Teichmiller called the meeting to order at 8:58 a.m. the ADRC of Transit Commission Building at 1831 N. Stevens St. Rhinelander, 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 Agenda in any order as per the chair with a second by Schreier. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Hayes to approve Minutes of August 19, 2019 Second by Mott. All ayes. Motion Carried.

PUBLIC COMMENT: No comment.

CLOSED SESSION: Closed Session: Motion by Hayes, second by Klingsporn 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 (Topics Employee Evaluations and wage/benefit compensation). All ayes. Motion carried at 9:02 a.m.

Return to open session 9:50 a.m.

ANNUAL PAY INCREASES FOR STAFF: Youngren evaluated staff salaries and there hasn't been a salary increase since 2018. Motion by Hayes to increase Regional Manager's salary by 5% and to increase all other staff salaries by 2.5%. Raises to be effective September 1, 2019. Second by Schreier. All ayes. Motion carried. Salaries not to be revisited for one year.

INCREASE OF PTO DAYS FOR FULL-TIME EMPLOYEES: Motion by Mott to increase PTO days for full-time employees from 15 days to 18 days per year. Second by Klingsporn. All ayes. Motion carried.

CONFLICT OF INTEREST POLICY: Youngren distributed a non-profit conflict of interest policy for review. Policy tabled until OVTC's attorney can review and propose changes/additions.

DISPOSAL OF TWO BUSES: Both buses beyond repair. Bus N9 is leased by Headwaters. Headwaters contacted WisDOT and N9 was approved for the disposal. N4 is owned by OVTC. All proceeds to be kept by OVTC. Buses will be placed on public bid. Motion by Hayes to follow proper procedures for disposal of bus N9 and bus N4. Second by Mott. All ayes. Motion carried.

STARGAZER COMPLAINT: OVTC operated shuttle buses for Country Rocks Autism sponsored Howard Young Foundation. Stargazer made a complaint to Chad Reuter of WisDOT. Regional Manager was under the understanding from BART that if an elected public official was on the bus then OVTC was able to drive for the event. The event should have been publicized for everyone to bid.

NEW BUS UPDATE: WisDOT has reached a price agreement with Atlas Bus Sales. OVTC was approved for four medium buses. Medium buses have a smaller capacity than before. Regional Manager said the smaller bus would seat 10 passengers or 6 passengers and 2 wheelchair spaces. The base price for the smaller bus is \$59,000.

AUDIT RECOMMENDATION PROGRESS: Youngren gave list of items that have been corrected. Youngren is interviewing CPA firms to prepare monthly financial statements. Youngren to send the corrected audit items and monthly financial statements to the Oneida and Vilas County Board Chair and Finance Directors.

WEBSITE REDESIGN PROPOSAL: OVTC received a proposal from one company to redesign the website. Youngren will be contacting WisDOT to go through the competitive bid process.

NEW FACILITY OPTIONS: Potential building on Highway South 17 in Rhinelander. The building is currently leased. There are two buildings with office space available in the smaller building. General discussion of building. FTA grant to be submitted by December 6, 2019. Youngren has conference call on Wednesday, October 2nd to learn more about the grant. Youngren is also viewing properties in Arbor Vitae and Eagle River for winter bus storage.

RIDERSHIP REPORT: Increased 100 one-way rides from July to August. Very few riders on the Eagle Eye Route. Vilas County ADRC has had requests for the Manitowish Waters, Presque Isle and Boulder Junction areas. New routes are less than one year old. Next meeting the board would like to see a month by month route ridership report.

ROUTE AND FARE DISCUSSION: Grant due December 16, 2019. The fare rate has stayed the same since the beginning, May 2016. 2019 route fares are based on mileage. OVTC is one of 12 rural transit systems in Wisconsin. Board would like to see comparison of other similar transit systems.

FINANCIAL REPORT THROUGH AUGUST 2019 VS. BUDGET EXPENSES: Youngren went through report line by line. Overall under budget \$78,000. Youngren send reports to Oneida and Vilas County Finance Directors.

DRIVER SHORTAGE: OVTC has an ad in the paper for part-time drivers. OVTC down four drivers.

STAFF MEETING/TMI TRAINING: Transit Mutual Insurance completed ride checks on September 26th. TMI conducted a safety course at the most recent staff meeting.

NEXT MEETING DATE: Thursday, October 24, 2019 at 9:00 a.m.

Meeting was adjourned at 11:21 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager