

# ONEIDA VILAS TRANSIT COMMISSION

October 19, 2023

## MINUTES

Attendance: Present Marvin Anderson, Dawn Winqvist, Conner Showalter (Via Zoom), Richard Logan, Fred Radtke 1:02P.M. Holly Tomlanovich and Billy Fried. Absent Tony Rio. Others present Transit Manager Barb Newman and Sue Richmond Director ADRC of Vilas County.

Called to order by Chairman Anderson at 1:00 P.M. at Vilas County Courthouse, Conference Room B at 330 Court St., Eagle River, WI. Noting that this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the American with Disability Act.

ESTABLISHED A QUORUM: 7 Of 8 Members present.

APPROVAL OF MINUTES from August 31, 2023. Motion by Winqvist to approve minutes, second by Logan. All Ayes.

APPROVAL OF AGENDA: Motion by Tomlanovich to approve agenda, second by Fried. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON: Public Comments. None.

DISCUSSION AND POSSIBLE ACTION ON THE 2024 DRAFT BUDGET: Under income, Rhinelander \$9000.00, Eagle River \$6000.00, Lakeland \$9000.00 these numbers are consistent. Managed Care Organization income \$35,000.00. MCOs are now averaging \$3,500.00 per month. That puts the expected income at \$59000.00 increased from \$51,500.00. Vilas County 85.21 \$78,469.00 same as 2023. Oneida county 85.21 \$150,000.00 reflecting an increase of \$5,500.00. The state of Wisconsin \$495,521.53 grant money that shows an increase over 2023. Contract with Headwaters Inc. \$43,200.00 increase of \$4,800.00 over 2023. St Germain \$2,500.00. Nordic Ski Team \$3,037.10. Projected Total Revenue \$831,727.63 for 2024. Under expenditures a proposed across-the-board wage increase of 5% including Transit Manager. The addition of a part-time driver in the Lakeland Area and a twice-a-month food pantry driver in Rhinelander. The proposed changes bring Salaries and Wages to \$472,585.17 for 2024. Under Fringe Benefits Employee Medical Insurance anticipated an increase but has not heard from the insurance company yet. In the past, there has been a motion to pay Newman's out-of-pocket expense for her portion of the plan her husband carries, in 2024 which will be \$75.93. Fried made a motion to pay Newman's out-of-pocket expenses not to exceed \$80.00. Logan Second, All Ayes. There was a motion by Radtke that the Executive Committee do a study and come back to the committee on what increase the Transit Manager's salary should be. Second by Showalter. All Ayes. Other expenses, this year OVTC will purchase two shirts per employee. To provide a uniform service for the mechanic was too expensive. An allowance going towards safety shoes Newman will investigate the cost of safety shoes. Fried asks again about OVTC having their own Corporate Council and maybe using one of the counties' Corporate Council. Vilas has a new Corporation Council a conversation could be had with them.

DISCUSSION AND POSSIBLE ACTION ON ARCHITECTURAL and ENGINEERING GRANT AND NEED ASSESSMENT: Received final approval for a grant in the amount of \$40,000.00 reimbursable at \$32,000.00.

DISCUSSION AND POSSIBLE ACTION ON VEHICLE PURCHASE GRANT: Final approval for the purchase of three Ford Transit Vans. Newman sent out a sample purchase order to Wis DOT. It was sent back stating it looked good. Newman is in communication with People's State Bank regarding a loan and line of credit. A resolution needs to go before both boards to borrow the money for the buses until the grant money comes in.

DISCUSSION AND POSSIBLE ACTION ON THE HEADWATERS MAINTENANCE AGREEMENT: An agreement between OVTC and Headwaters Inc. on bus maintenance is the best use of both agencies' resources. It will mean more record-keeping on the part of the Transit Manager. Newman did reach out to the OVTC attorney on some points that the agreement should cover. Radtke made a motion to try a six-month probation period for light maintenance. No second. Motion by Winquist that a one-year agreement be established with a 30-day out clause. Second by Tomlanovich. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON THE KERBER ROSE CONTRACT: Kerber Rose is proposing an increase in the new contract for the first year to be \$10,500.00, the second year the contract would be \$11,225.00, the third year \$12,025.00. The Kerber Rose representative communicated that the previous contract did not cover their cost and that was why future charges would be going up. Newman had reached out to other firms that did government audits. Three firms did not return her inquiries. Baker Tilley said contracts start at \$20,000.00. Newman Reached out to the same firm that did Oneida County, they recommended staying with Kerber Rose. Newman does recommend staying with Kerber Rose. Motion by Anderson to have the Transit Manager explore some other Options with other firms. Second by Fried. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON BUDGET OVERVIEW THROUGH JUNE: Newman corrected that it would be through September. Fare revenue is down. The MCOs had one month where they did not order punch cards. Other revenue is on track. There was discussion about whether there wasn't a better possibility of someplace to earn interest on the money in OVTC accounts. Newman believes that OVTC will come under the expenditures.

DISCUSSION AND POSSIBLE ACTION ON PAID VOUCHERS: Nothing out of the ordinary. There are expenditures that were reimbursed for Newman attend training. Motion by Winquist to approve the vouchers. Second by Logan. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON QUARTERLY RIDERSHIP REPORT: OVTC is on trend with last year. Overall, probably will end up with more one-way rides than what OVTC had last year. It seems to have evened out since 2020.

DISCUSSION AND POSSIBLE ACTION ON QUARTERLY BUS REPORT: Most everything noted is general maintenance. N-12 has experienced some difficulties. N-5 and N-12 are scheduled to be decommissioned from the fleet. N-17 was purchased from BART, the miles on 17 are mostly highway miles, it was kept inside while owned by BART. OVTC will start changing the oil on the fives so that everyone just knows it has to be done.

Future Agenda Items: Building Committee: Public hearing on application 2024 Public Transit Assistance Program, 5311. Temporary route change in Rhinelander from January 27, 2024, through February 3, 2024. Rider complaint, Kerber Rose Contract, Maintenance agreement with Headwaters, Transit Manager review.

Letters and Communications: None

Adjournment: 2:41 P.M.

NEXT MEETING: November 16, 2023, 10:30 A.M. Vilas County Court House.

Respectfully Submitted,

Brian Moore

Office Manager Northwoods Transit.