

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES
August 17, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Steven Schreier, Ed Hammer and Fred Radtke, Pat Daoust and Roger Youngren. Others present: Susan Richmond, Dianne Jacobson and Joel Gottsacker.

EXCUSED ABSENCE: Chuck Hayes

CALL TO ORDER: Chair Teichmiller called the meeting to order at 9:00 a.m. at the Northwoods Transit Connections conference room noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVAL OF AGENDA: Motion by Mott to approve Agenda in any order as per the chair with a second by Radtke. All ayes. Motion carried.

APPROVAL OF THE MINUTES FROM AUGUST 2, 2018: Motion by Radtke to approve the minutes of August 2, 2018 with a second by Hammer. All ayes. Motion carried.

PUBLIC COMMENTS: None

LINE OF CREDIT UPDATE: Teichmiller reported that Peoples State Bank has approved a line of credit up to \$ 50,000 over nine months at 5% interest rate. Chair Teichmiller and Treasurer Schreier have signed the required documents. Credit may be accessed by calling the bank.

BAY AREA RURAL TRANSIT (BART) REPORT:

PLACE FOR BUSES: Daoust and Youngren will be touring one possible option for indoor parking of buses in Rhinelander in the near future. Securing indoor parking for all three communities is a priority before the winter months.

NEW ROUTES: Daoust, Richmond, Gottsacker and Jacobson met previously to discuss various options for new service routes. Using a detailed cost estimating spreadsheet created by Daoust, triangle routes connecting Rhinelander, Eagle River and the Lakeland area appears to be within the budget for 2018. Additional routes to connect the more rural areas of both counties were discussed. Daoust will work with Youngren for further development.

NEW LOCAL FUNDING SOURCES: As Youngren becomes acquainted with both counties he is encouraged to focus on building relationships with potential community partners to expand the base of community funding sources.

UPDATE: Daoust is looking forward to working with Youngren when he officially starts on August 20, 2018.

NEW BUS GRANT STATUS: Discussion on the state of the current fleet and the need to have an ongoing replacement plan. Daoust has written and submitted a capital grant application to WisDOT for the coming year.

SEVEN-MONTH FINANCIAL REPORT: Reports reviewed. Daoust was directed to review lines with a large variance between 2017 and 2018 to discuss at the next meeting. Daoust informed the Commission that per diems and mileage are not an allowable expense within the grant budget. Recommendation to be mindful of meeting expenses and in addition reduce additional meetings of the Executive Committee unless absolutely necessary. Daoust is working with Atlas Bus regarding interest payment on the delayed bus payments.

CHARTER REVISIONS: Draft of proposed OVTC Charter revisions were reviewed and discussed. Daoust will make all changes as discussed. Hammer made a motion to approve the revised OVTC Charter and forward to Vilas and Oneida County Corporation Counsel for their comments, with a second by Radtke. All ayes. Motion Carried. Any changes proposed by Corporation Counsel will return to the OVTC for final approval before being forwarded to Vilas and Oneida Counties for final approval by the Board of Supervisors.

PERSONNEL POLICIES AND PROCEDURES HANDBOOK REVISION: Draft of proposed changes to the Employee Handbook were discussed. Table of contents will be revised once each section is reformatted. Daoust will research if BART has a Mission Statement and report at the next meeting. Discussion on topic of Holiday Pay for part-time employees and alternative options for current employees reviewed. Jacobson will make the revisions to the handbook as discussed. Motion by Mott to approve the changes discussed in the Employee Handbook, with a second by Schreier. All ayes. Motion carried. Motion by Hammer to implement changes related to Health Insurance immediately and changes to remainder of the handbook to take effect January 1, 2019, with a second by Radtke. All ayes. Motion carried. Teichmiller reminded Daoust that all employees must receive new copies of the handbook and sign new acknowledgement forms for each employee's file. Daoust presented options for dealing with all current part-time employees who will no longer receive paid Holidays under the new handbook. Discussion. Motion by Hammer to increase each current part-time employee's wage by 20 cents per hour effective January 1, 2019, second by Radtke. Three ayes, two nays. Motion Carried.

JOB DESCRIPTIONS: Revisions to both job descriptions for the Transit Manager and the Office Manager were reviewed and discussed. Noted the two descriptions differ in headings and format and need further revisions to be consistent. Motion by Hammer to

postpone approval of the job descriptions until a future meeting, second by Schreier. All ayes. Motion Carried.

LETTERS AND COMMUNICATIONS: Letter from Disc Cab owner noted and recognized as received.

CONFIRM, NEXT MEETING DATE AND TIME: Next Oneida Vilas Transit Commission meeting will be at 9:00 a.m. on Thursday, September 20, 2018 at the Northwoods Transit office.

ADJOURNMENT: Teichmiller adjourned the meeting at 11:40 a.m.

Respectfully submitted by:

Dianne Jacobson
Oneida County Department on Aging Director