

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

May 29, 2020

ATTENDANCE: Bob Mott, Steven Schreier, Fred Radtke and Milt Klingsporn. Absent Ed Hammer, Chuck Hayes, and Vern Wiggerhauser. Others Present: Roger Youngren, Transit Manager; Sue Richmond, Director ADRC of Vilas County; Joel Gottsaker, Interim Director ADRC Oneida County; Kayla Houpp, Lakeland Times; Dianne Jacobson.

CALL TO ORDER: Mott called the meeting to order at 9:01 a.m. the Health & ADRC Building at 100 W. Keenan 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 Radtke 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 Schreier to approve Minutes of February 7, 2020. Second by Radtke. All ayes. Motion Carried.

PUBLIC COMMENTS: None

INTRODUCTION OF NEW BOARD MEMBER VERN WIGGERHAUSER: Wiggerhauser was absent.

ELECTION OF OFFICERS: Mott opened nominations for Board Chair. Nomination: Radtke moved to nominate Mott. Second by Schreier. Mott respectfully declined nomination. Mott nominated Schreier. All ayes. Motion carried. Mott opened nominations for Vice-Chair: Schreier nominated Mott. Second by Radtke. All ayes. Motion carried. Mott opened nominations for Secretary/Treasurer. Schreier nominated Hayes. Motion carried all ayes.

CARES ACT AND DISCUSSION REGARDING FUNDING AND ADRC FUNDING: Youngren had discussions with Chad Reuter of WisDOT. Richmond and Gottsaker had discussions with John Swizzler of WisDOT. The CARES Act will pay 100% of OVTC operating expenses from January 20,2020 to December 31, 2020. Youngren was on multiple conference calls regarding best practices for keeping passengers and drivers safe. OVTC eliminated fares, sanitizes the buses daily, installed plastic curtains around the drivers, suspended the intercity routes and limits passengers to essential rides only. Richmond and Gottsaker are purchasing sneeze guards that attach to the back of seats for the volunteer escort program. Richmond has spoken with the Vilas County Highway Department and they are looking to build an additional storage building. Richmond is able to use \$30,000 of the 85.21 grant money towards the building so that OVTC can house the Eagle River buses. Gottsaker suggested purchasing a handicapped van for senior and disabled customers. WisDOT sent a check for \$16,000. Youngren suggested that we send the money back because of the CARES Act.

CURRENT OPERATIONS: Fixed routes were suspended March 27, 2020. Headwaters suspended their operations and have now recently started to reopen. OVTC is providing on-demand service in the Eagle River, Lakeland, and Rhinelander areas. The food pantry buses in Phelps and Rhinelander have continued to operate. One new bus is in service and the other two new buses are in the garage. Purchased a 2020 Dodge Caravan. One dispatcher and multiple drivers have been laid off. Moved to new space at 3611 Highway 47 , Rhinelander

on March 1, 2020. Landlord repaired leaks in the shop roof. Currently in the middle of the annual audit from Wipfli CPA's and the multi-year audit from WisDOT. There aren't any timelines for when the audits will be complete. Discussed new policy requiring passengers to wear face masks.

NEW FACILITIES AND MLS GRANT: No transit company was awarded the grant. The grants were awarded for roads, bridges, and bike paths. WisDot advised the OVTC can apply for a capital grant for 2021. Our current facility is for sale at \$249,000. The rent is \$1,250 plus the cost of heat for the shop.

TMI-DRIVING INCENTIVE AWARD: OVTC didn't have any accidents in 2019. OVTC is the Division I Driving Incentive Program recipient and earned \$500 safe driving award.

FLEET UPDATE N17 is a new bus purchased from Bay Area Rural Transit. N 21 is a new Dodge Caravan. The other new buses are N18, N19 and N20. There are 15 vehicles in the fleet and 10 units are in operation every Monday, Wednesday, and Friday. The senior drivers are driving the new buses. OVTC was awarded a grant to purchase new shop equipment. Discussion bus regarding replacement schedule and bus washing schedule.

BUDGET VS. ACTUAL: Under budget for all revenue and expenses. The fuel prices fell, and drivers are purchasing less gas. There aren't any significant mechanical issues. TMI has canceled their in-person board meetings. Discussed if the mechanic should purchase commonly replaced auto parts to keep on hand.

2020 RIDERSHIP NUMBERS: January ridership was 3,730, February was 3,135 and March was 1,008. Headwaters requires their rider to wear a mask. OVTC will require all passengers to wear a mask and will have masks available at no charge for the passengers.

CLOSED SESSION: Motion by Mott, 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 – Drivers disciplinary action). Roll call vote Mott/aye, Radtke/aye, Schreier/aye, and Klingsporn/aye at 11:02 p.m.

Motion by Klingsporn with a second by Schreier to return to open session at 11:45 a.m.

Motion by Mott to terminate Driver 1. Roll call vote: Mott/aye, Radtke/aye, Schreier/aye, and Klingsporn/aye. All ayes motion carried.

Motion by Mott with a second by Klingsporn to place Driver 2 on probation for 30 days with the stipulation that he be retrained in wheelchair restraint procedures. Roll call vote: Mott/aye. Klingsporn/nay. Schreier/aye and Radtke/nay. 3 aye and 1 nay motion carried.

Commission Board in agreement with Youngren's policy to require all passenger to wear a seatbelt.

NEXT MEETING DATE: Friday, June 26, 2020 at 9:00 a.m. Next Executive Committee meeting date June 12, 2020

Meeting was adjourned at 11:49 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager