

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

March 24, 2022

Attendance: Marvin Anderson, Billy Fried. Via Zoom Steven Schreier and Fred Radtke; Absent Dawn Winquist. Others present: Barbara Newman Transit Manager and Kelly Holm The Lakeland Times.

Public HEARING: Anderson opened the Public Hearing at 9:10 a.m. The Hearing was properly posted in the Vilas News Review, The Lakeland Times, and the Northwoods River News. No public present in person or on the phone. No copies were requested to be mailed out. Anderson called three times for public comment. The public hearing was closed at 9:14 am.

CALL TO ORDER: Anderson called the regular meeting to order at 9:15 A.M. at Vilas County Court House, 330 Court Street, Conference Room B, Eagle River WI. Eagle River noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

ESTABLISHED A QUORUM: 4 of 5 members present establishing a quorum (two via zoom).

APPROVAL OF MINUTES: Motion made by Fried to approve the minutes, second by Schreier. All ayes. Motion carried.

2022 PUBLIC TRANSIT ASSISTANCE PROGRAM PTAP GRANT/BUDGET APPROVAL. Fried asked for additional clarification of non-reimbursable and reimbursable expense calculations. Motion by Fried to approve the 2022 Public Transit Assistance Program PTAP Grant/Budget. Second by Schreier. All ayes. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON ADAMS WAY PROPERTY: Radtke asked if OVTC should put a deposit down to purchase the property. Radtke asked if OVTC has the first right of refusal if another person wants to purchase the property. The transit manager hasn't received remodel estimates. Anderson authorized Newman to ask Mark Denis for a firm asking price on the Adams Way property.

3611 HIGHWAY 47 LEASE: New present new lease and terms for 3611 Highway 47 property. Motion by Fried to accept 3611 Highway 47 Lease as presented. Second by Schreier. All ayes. Motion carried.

OFFICE MANAGER POSITION: Newman explained the office manager is the hub of the company. The office manager speaks regularly with all drivers and dispatchers. The office manager hears what's happening in dispatch and helps dispatch when needed. Radtke asked if the office manager is the wrong job description. Anderson read the current job position duties. Motion by Fried to recommend that the transit manager offer the interim office manager the office manager position. Second by Schreier. All ayes. Motion carried. Discussion of current salary and a proposed salary. Schreier wanted to see the fiscal impact of the new salary. Schreier said it was important to recognize that Moore has been actively engaged and has held more responsibility since Youngren's notice to retire. Motion by Radtke to increase Moore's salary to \$17.00 per hour and have a six-month evaluation. Second by Anderson. Radtke, Fried and Anderson aye and Schreier nay. Motion carried.

NORTH CENTRAL WISCONSIN PLANNING COMMISSION MEETING: Looking at the transportation needs in Vilas and Oneida Counties. Engage Rhinelander because of the shared-ride taxi program and look at

efficiencies. Recognize that there are people not receiving service through us or private vendors. Radtke asked to bring in experts like Bay Area Rural Transit to evaluate OVTC services.

ACTUAL VS BUDGET YEAR END DRAFT: Newman states that all expenses are in and are awaiting the fourth quarter reimbursement. Radtke questioned the category of 517% of the goal. Newman said she would send Radtke a drill-down of that category. Newman also said that a line-item transfer could be made to balance the category, but that WisDOT looks at the overall budget.

PAID EXPENSE VOUCHERS: Newman explained that the bus insurance is paid in January. January payroll is for one payroll the other was placed in the 2021 budget. December payroll will be larger. Motion by Schreier to approve the vouchers as presented. Second by Anderson. All ayes. Motion approved.

NEWMAN TRAINING MAY 9, 2022 – MAY 13, 2022: Newman explained that this was the second of four pieces of training for her Transit Safety and Security Program Certificate. Moore will be in charge while Newman is gone, but Newman will be available via phone for any questions or concerns. Motion by Fried to approve Newman's training. Second by Schreier. All ayes. Motion carried.

CONFIRM DATES FOR FUTURE MEETINGS: Anderson said the committee assignments will likely be filled for Vilas County by the next meeting date. Newman will create a one-page new commission member orientation.

PUBLIC COMMENTS: None

The next meeting date is April 28, 2022.

Meeting adjourned at 10:42 am.

Respectfully submitted by: Barbara Newman, Transit Manager