

## **ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES**

**February 25, 2021,**

**ATTENDANCE:** Steven Schreier, Marv Anderson, Chuck Hayes, Billy Fried, Milt Klingsporn. Dawn Winqvist via Zoom. Absent Fred Radtke. Present: Roger Youngren, Transit Manager; Joel Gottsaker, Manager ADRC of Oneida County; Sue Richmond, Director ADRC of Vilas County. Others present Kayla Houpp of The Lakeland Times. Grant Bornbach of Advanced Transportation, LLC via Zoom.

**CALL TO ORDER:** Schreier called the meeting to order at 9:05 a.m. at The Vilas County Court House 330 Court St. Conference Room B, Eagle River, 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 Fried to approve the agenda in any order as per the chair with a second by Hayes. All ayes. Motion Carried.

**PUBLIC COMMENTS AND DISCUSSION:** none

**APPROVAL OF THE MINUTES:** Motion by Anderson to approve Minutes of January 28, 2020. Second by Klingsporn. All ayes. Motion Carried.

**LEASE AT 3611 HIGHWAY 47 AND OPTIONS:** Youngren was given verbal notice by the landlord that the building has been sold with a closing date of April 29, 2021. Youngren reached out to all board members asking for possible properties. St. Germain had a garage and a pole building for lease at a total monthly lease of \$4,500. The Mill Street property is available for lease at \$2,250 per month with a three-year lease. There is a building by the Armory that might be for lease, but no lease payment amount was mentioned by the owner. The building could house all the buses, but the office space needs repairs. There is a building across the street from Culvers that might be available for lease. Fried reached out to the Oneida County Building and Grounds Department and the Highway Department. There is office space above the Highway Department, but it would be difficult for OVTC to have a work bay in the shop. Anderson made a motion to allow Schreier and Youngren meet as appropriate with the top two logical facilities in Rhinelander to negotiate and enter into a tentative program no later than the next monthly meeting. Second by Fried. General discussion of what is the funding mechanism for affording an increased lease payment. All ayes. Motion carried. Additional discussion regarding the Oneida County Highway building and the Evergreen (PETCO) building.

**UPDATE ON CHARTER AND BY-LAWS:** The election of officers is different in each the Charter and By-laws. The OVTC Executive Committee was close to presenting the changes to the OVTC board when COVID -19 hit. The OVTC Executive Committee will meet and bring to the board for approval. County board elections are in April. Oneida County have Vilas County have different time frames for appointing board members to committees. The alternate board member language to be reviewed and updated in the by-laws. The county board chairs can appoint an alternate to meet quorum requirements. State statute requires seven members on the board. Originally there were three counties appointing three members each.

**SPECIALIZED TANSPORTATION SERVICES AND ESTABLISHMENT OF A COPAYMENT SCHEDULE/MEANS TESTING:** Youngren had no new information. The budget has been submitted, but not yet approved by WisDOT. Gottsaker and Richmond said that the new service was in their budget as well. Bornbach asked for a copy of the 2021 budget. Youngren will send a copy of the 2021 budget with the understanding that it is only a draft until approved by WisDOT.

**DRIVER SHORTGAGE:** Youngren posted the driver position in multiple newspapers, the job center and Indeed.com. The driver position starts at \$11.00 per hour. Bornbach said that he starts his drivers at \$13.00 per hour and has many part-time drivers. Youngren was asked to compare OVTC driver salaries with other transit agencies driver salaries. OVTC currently has nine drivers. When one is on vacation or has medical leave, the mechanic might fill in for that shift. Anderson asked how often there was a driver shortage and Youngren replied every other week. Fried asked if the budget can be amended or what funding source could be used for driver salary wage increases. Anderson asked Youngren to put this topic on next month's agenda with more financial information.

**WisDOT AUDIT UPDATE:** The audit is remote and should be completed soon. Youngren is waiting for the WisDOT audit to end before starting the annual audit. Schreier would like to see the annual audit started and not wait until the WisDOT audit is complete.

**2020 FINANCIAL INFORMATION:** Youngren said he is waiting for a few items before 2020 can be complete. He noted that the Capital money for buses should be subtracted and the 4<sup>th</sup> quarter reimbursement should be added to revenue for an estimated total of \$643,368. The anticipated net revenue is \$38,321. General discussion on 2020 budget numbers. Fried asked if the net revenue could be used to pay back each county. Youngren said that he is planning on paying \$5,000 to each county.

**2021 ACTUAL VS BUDGET THROUGH JANUARY:** Youngren said this is a cleaner report with actual revenue and expenses. Overall OVTC is under budget. The ADRC of Oneida County and ADRC of Vilas County money was received in February. Schreier was asked by Peoples State Bank to resubmit the county resolutions allowing OVTC to borrow money along with a letter from the county clerks stating that resolution hasn't been changed or rescinded. There is always a cash flow issue because OVTC doesn't receive their first quarter expense reimbursement until six to eight weeks after the end of the quarter.

**RIDERSHIP REPORT:** Typically, January ridership is down due to cold and snow. 2021 January ridership is consistent with the previous years.

**PUBLIC COMMENTS:** None.

**NEXT MEETING DATE:** Thursday, March 25, 2021 at 9:00 a.m. at the Vilas County Courthouse.

Note: Hayes left the meeting at 9:24 a.m.

Meeting was adjourned at 10:53 a.m.

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

Barbara Newman  
Office Manager