

# ONEIDA VILAS TRANSIT COMMISSION

December 21, 2023

## MINUTES

Attendance: Present Marvin Anderson, Dawn Winquist (via zoom), Conner Showalter (Via Zoom) , Richard Logan, Fred Radtke, Holly Tomlanovich 11:07 A.M. and Billy Fried. Absent Tony Rio. Others present Transit Manager Barb Newman, Sue Richmond Director ADRC of Vilas County and Joel Gottsaker, Oneida County ADRC Manager.

Called to order by Chairman Anderson at 11:05 A.M. at Vilas County Courthouse, Conference Room C/D 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 November 16, 2023. Motion by Logan to approve minutes, second by Radtke. All Ayes.

APPROVAL OF AGENDA: Motion by Radtke to approve agenda, second by Logan. All Ayes.

Letters and Communications: Jeff Lestner was introduced to the board members. Lestner, who is a Headwaters route driver for Oneida Vilas Transit won a \$100.00 Visa Gift Card from Transit Mutuals Safety Star Contest.

Discussion and possible action on Architectural and Engineer and Need assessment Grant: Newman and Logan had a conversation with Joe from the Wisconsin Department of Transportation regarding \$40,000.00 Needs Assessment Grant. Because of his help Newman and Logan were able finish the form.

Discussion and possible action on Vehicle Purchase Grant: Tomlanovich made a motion for the board to approve the purchase of three Ford Transit Vans. Second by Logan. All Ayes. A & J is having a little trouble with the jump seats. Possible delivery in February 2024.

Discussion and possible action on Headwaters Maintenance Contract: Oneida Vilas Transit Commission created the contract under review. Radtke had concerns about OVTC having good liability Insurance covering any unforeseen issues OVTC may have regarding maintenance or repairs done to Headwater vehicles. Newman will investigate a separate policy covering the issues Radtke brought up. The additional cost would be worked into the contract because this would be a stand-alone program.

Discussion and possible action on Kerber Rose Contract: Newman contacted Clifton Larson about providing the audit services. Kerber Rose three-year contract would still be less than the contract that Clifton Larson put forth. Newman feels a yearly audit is in the best interest of OVTC and it is part of the charter. Motion by Fried to sign a three-year contract with Kerber Rose. Second by Tomlanovich. All Ayes.

Discussion and possible action on budget overview through November: The Manage Care Organizations did not purchase punch cards in November. The Headwaters Check came in December 7<sup>th</sup> while Moore was on vacation. Headwaters will be all caught up by next year. OVTC in November received the first and second quarter reimbursement. Salaries & Wages are fine. Fringe Benefits are good. Material and Supplies are right where they should be. Utilities, during this time year use more Natural Gas to keep shop heated. Dues and Subscriptions OVTC got money back from when Newman attended a function in La Crosse. There will be two more payrolls in December. All in all, the budget looks good.

Discussion and possible action on paid vouchers: OVTC purchased two sets of tires from Pomp's and one set from Wal-Mart. OVTC has used the uniform allowance to get shirts for everyone. Motion by Tomlanovich to approve the voucher as presented. Second by Radtke. All Ayes.

Discussion and possible action on marketing efforts: Most of the marketing budget had gone into brochures and advertising in Senior Focus. When asked if anyone had contacted Newman about an article she replied, no. Thought when the new buses arrived that would garner some media attention as it did the first time. Richmond said the ADRC of Vilas County has a contract with one of the local radio stations. If Newman wanted it in the new year, she could record a message and it would play for a month.

CLOSED SESSION: 11:50 A.M. Pursuant to Wis. Stat. Section 19.85 (1)(C) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility. Conduct Transit Manager Review. Showalter and Winquist excused themselves.

Open Session: 12:24 P.M. Action on matters discussed in closed Session: Motion by Fried to approve a 3% raise for all employees. Including the Transit Manager. Second by Tomlanovich. All Ayes. Five members of the executive committee.

Future Agenda Items: Transit Manager Paid Time Off Request, Route for J1 participants, Facilities. In February bus stops.

Next meeting: January 25, 2024, at 9:00 A.M.

Adjourn: 12:35 P.M.