

# ONEIDA VILAS TRANSIT COMMISSION

April 25, 2024

## MINUTES

Attendance: Present Marvin Anderson, Holly Tomlanovich, Richard Logan, Fred Radtke, Dawn Winqvist, Billy Fried, Lenore Lopez and Michael Tautgas. Others present Transit Manager Barbara Newman, Sue Richmond Director ADRC of Vilas County and Noah Wolter Mechanic OVTC.

Called to order by Chairman Anderson at 9:00 A.M. at Vilas County Courthouse, Conference Room B 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: 8 Of 8 Members present.

APPROVAL OF MINUTES from March 28, 2024. Motion by Radtke.

APPROVAL OF AGENDA: Motion by Tomlanovich. Second by Radtke. All Ayes.

PUBLIC COMMENTS: None.

Introduction of new commission members: Anderson had everyone introduce themselves and give a short biography and welcomed new commission members Lenore Lopez and Michael Tautges.

Discussion and possible action on: Election of Chairman, Anderson was nominated by Fried. Called for other nominations three times. After hearing no other nominations Fried motioned to close nominations and elect Anderson unanimously. Second, by Tautges. All Ayes.

Discussion and possible action on Election of Vice Chair: Fried was nominated by Anderson. Called for other nominations three times. After hearing no other nominations, a motion was made by Radtke to close nominations and elect Fried unanimously. Second by Tautges. All Ayes.

Discussion and possible action on Election of Secretary/Treasurer: Winqvist was nominated by Fried. Called for other nominations three times. After hearing no other nominations, a motion was made by Fried to close nominations and elect Winqvist Secretary/ Treasurer. Second By Radtke. All Ayes.

Discussion and possible action of Space Need Assessment Grant: This is a \$40,000.00 grant from the Wisconsin Department of Transportation of which 20% comes from the trust funds of Oneida and Vilas ADRC. The deadline has closed when questions can be asked about the project. The deadline to get their Request for Proposal is May 1, 2024. As of this meeting OVTC has not heard from any firm. If any Request for Proposal comes in then a meeting on May 7, 2024, should be held in close session, to discuss the submitted Request for proposal. Part of the process dictates that bids be open on that day. Then a week later award the winning proposal. After discussion it was decided that 10:15 A.M. May 6, 2024, is better.

Discussion and possible action on Americans with Disabilities Act ADA Complementary Paratransit Policy and Paratransit Application: On page 5 the term door- to- door went to origin-to-destination. On page 13 Pick up window went from 15 Minutes before and after scheduled time to 30 Minutes before and after scheduled time. On page 36 Trip Denial Log is discussed. OVTC has been using trip denial logs all along. Some examples of a trip denial would be a time slot is already booked or the person's pick-up point is more than 8 miles. OVTC has an application for Paratransit Eligibility. The one being discussed has been updated. Our riders self-identify as elderly or disabled. OVTC has never asked anyone to fill out an application. Fried motion the application for Paratransit eligibility be accepted as well as the Complementary Paratransit Plan be approved as presented and written in today's packet. Winqvist second. All Ayes.

Discussion and possible action on Internal Rider Conduct Policy: Currently OVTC does not have a internal procedure for disruptive passengers. Newman has been working with Wisconsin D.O.T. to come up with a procedure where someone's service could be suspended for 7 days, reviewed and could. Possibly be suspended for another 7 days. Anderson asked about permanent suspensions, Newman replied because OVTC accepts government money a rider could not be suspended permanently. OVTC hasn't had too many incidents but by having this procedure in place OVTC will have a tool to use. Previous to this policy there have been two incidents where a rider was suspended. This written policy being considered came from the Wisconsin D.O.T. one would assume they ran it through their legal department. Fried motion to approve the rider conduct policy as presented. Tomlanovich second the motion. All Ayes.

Discussion and possible action on Budget overview through March: Fare revenue is in a good place. In that fare revenue is the money received from mange care organizations' and collected from riders. Line 406 reflects interest earned on a savings account. Line 450.01 Vilas County. OVTC has a contract with Vilas County which has been paid in full. Received Oneida County in April the board will see that payment on April's budget review. Looking at expenditures, March was a three-pay period month, so it looks a little high. Line 504 Materials & Supplies OVTC is right in line. Utilities are in line. Line 509 most of that number is advertising. OVTC ran some ads letting riders know free riders were being provided to the nutrition site in Oneida and Vilas Counties during March in celebration of nutrition month. Through the month of March things are right in line.

Discussion and possible action on paid vouchers: Newman explained that Cardmember Service is OVTC credit card. Used when OVTC regular suppliers don't have the parts needed, office supplies and operation supply to mention some incidents of use. Kohn Law is an employee garnishment. Highway 47 Rentals is our landlord, that is last time OVTC will see \$1250.00 as the rent has gone up. Kwik Trip was under \$6000.00 for gasoline. Motion by Tomlanovich to approve the 4/15/2024 invoices. Logan second. All Ayes. Discussion turns to the voucher labeled 3/28/2024. Pointed out that American Insurance is OVTC general liability and is charged yearly. Multimedia reflects the advertising for the rides to the nutrition sites. Motion to approve 3/28/2024 invoices by Winqvist. Second by Logan. All Ayes.

Discussion and possible action on OVTC vacation policy: This is regarding part time drivers. Current policy 1 year receives 8 hours, 3 years receives 16 hours and 5 years receives 24 hours. What this policy doesn't consider is there are drivers who work one day a week 6 hours and other drivers who work 5 days a week 30 hours. As a way to be equitable a plan was put furth that an employee working 0-15 hours for 1-5 years would receive 8 hours vacation, working 16-29 hours would receive 16 hours, a employee working 30+ hours would receive 24 hours vacation time. This is a request that this policy go

into effect June 1, 2024. Tautges wondered if QuickBooks could put a multiplier to indicate vacation time. Motion by Fried bring back the vacation policy with suggestions that Tautges for the May meeting. Second by Logan. All Ayes.

Discussion and possible action on the Quarterly Ridership Report: Ridership is O.K. Newman looked back to 2023 compared to 2024. In Rhineland OVTC is down 400 1-way riders. Part of that drop stems from the increase in price charge for Managed Care Organization. Routes are down ridership. Currently there are no dialysis riders, those riders drove the need for those routes.

Discussion and possible action the Quarterly Vehicle Report: Wolters made the following report. N-1 only needed general maintenance; N-2 needed a new U-Joint. Other notable N-13 need taillights rewired and some body work done after hitting a tree. N-19 needed to be towed back from Eagle River to Rhineland so the spindle on the passenger side could be replaced, N-20 needed a new water pump and backup alarm.

Items for future agendas: Vacation policy for part-time employees. Seasonal workers transit.

Letters and Communication: Fried appreciates being informed about a long-time rider passing away.

Next meeting May 6, 2024, At 10:15 A.M. Vilas County Courthouse. May 30, 2024, at 9:00 A.M.

Adjourn: 10:45 A.M.