

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 25 May at 12:00pm at the ICTC offices located at 2100 E. Transportation Drive, Mt. Pleasant. Phone number 989.773.2913.

I. Call to Order – Brown called the meeting to order at 12:00pm.

Commissioners Present: Don Brown, Chair
Sam Staples, Vice Chair
Matt Mertz, Commissioner
Gerald Stryeski, Commissioner
Rick Fockler, Commissioner

Staff Present: Rick Collins, Executive Director
Lisa Pratt, Deputy Director
Patti Casey, Accountant
Kelly Crofoot, Human Resource Manager
Kaylie Monroe, Outreach Coordinator

Others Present: Ava Edmondson
Kevin Kenny

II. Public Forum

- A. Mr. Kenny would like the Board to review current policy.
- B. Ms. Edmondson has concerns with the separation of drivers from ICTC.

Brown stated policy review is currently underway.

III. Minutes – The Regular Business Meeting minutes of 26 April 2018 were accepted as presented.

IV. Communications

- A. A letter was received from CMU student Andrea Miller. Ms. Miller thanked Collins for taking the time to sit down with her to discuss our system and what ICTC provides to the community.
- B. An email was received from Kristin Palm notifying ICTC of the passing of her father, Al Palm, one of ICTC's regular riders. Ms. Palm thanked ICTC for the service provided to her father so he could maintain his independence.

V. Administrative Report

- A. Legislative Report – Nothing to report.
- B. Operating Report – Collins briefed the Board on the operating statistics.
- C. Personnel Report – Crofoot briefed the Board on personnel matters.
- D. Capital Report – Nothing to report.

VI. Financial Report

- A. May Listing – It was moved by Staples, seconded by Stryeski to accept the Listing of \$250,301.57 with April payroll of \$252,647.68, April payables of \$210,218.55 and total April expenditures of \$462,866.23. Motion carried.
- B. April Per Diem – The Board accepted the per diem as presented.
- C. Receivables 30-60-90 – The Board reviewed said report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.

VII. Old Business

- A. Parade 365 - Outreach Coordinator Kaylie Monroe reported on the Parade 365 bus wrap promotional campaign she completed last month.

VIII. New Business – No items presented.

- A. Free Rides – Pratt requested the Board to consider approving free rides during the following events, until further notice:
 - January: Care Store (fares donated to provide household items to those in need)
 - June: Dump the Pump (3rd Thursday in June, free rides)
 - November: Veteran’s Day (free rides for Veterans)
 - Food for Fare (mid-November)
 - All elections

Brown requested that the Board be reminded of these events as well as receive ridership information. It was moved by Staples, seconded by Stryeski to approve the request. Motion carried.

IX. Isabella County Transportation Commission

A. Executive Session – It was moved by Staples, seconded by Stryeski to enter into Executive Session at 12:44pm to discuss personnel matters. Motion carried.

It was moved by Stryeski, seconded by Focker to re-enter Regular Session at 1:10pm. Motion carried.

B. Mertz inquired if the board meeting minutes and agenda are being posted for employees. Collins stated these documents, along with ridership statistics and monthly budget, are posted in the driver ready room. Mertz also shared the Road Commission has two board members whose terms expire this year.

C. Focker inquired about a bus pass for board members. Stryeski would like a pass as well. Pratt will request Crofoot to issue passes at next meeting.

X. Adjournment – It was moved by Mertz, seconded by Focker to adjourn at 1:17pm. Motion carried.