

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 30 August 2018 at 12:00pm at the ICTC offices located at 2100 E. Transportation Drive, Mt. Pleasant. Phone number 989.773.2913.

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

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

Commissioners Absent: Don Brown, Chair

Staff Present: Rick Collins, Executive Director
Lisa Pratt, Deputy Director
Kelly Crofoot, Human Resource Manager
Liz Bouchey, Accounting Assistant
Kaylie Monroe, Outreach Coordinator

Others Present: Ava Edmondson

II. Public Forum – Ava Edmondson would like the Board to consider using insurance refunds for bonuses for hourly employees at fiscal year-end per the labor contract. Staples asked Collins to explain the language in the contract. Collins stated there has been no language in the contract for insurance refund bonuses since 2005. In 2008 language was negotiated that if a budget surplus existed, the Commission may consider bonuses.

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

IV. Communications – None received.

V. Administrative Report

A. Legislative Report – Collins reported Recreational Marijuana, Minimum Wage and Paid Sick Leave Bills will appear on the November ballot.

B. Operating Report – Collins briefed the Board on the operating statistics.

C. Personnel Report – Crofoot briefed the Board on personnel matters.

D. Capital Report –

1. Pratt reported two contracts were received for the purchase of 10 replacement buses. Said buses have been ordered and we should receive them the first of the year 2019. Included in the order: 3 – 32’ 5wc accessible, 5 – 26’ 2wc accessible and 2 – 24’ 2wc accessible buses. An additional seven buses have been applied for, but notification won’t occur until December.

VI. Financial Report

A. August Listing – It was moved by Mertz, seconded by Stryeski to accept the Listing of \$253,890.42 with July payroll of \$231,377.75, July payables of \$323,532.01 and total July expenditures of \$554,909.76 Motion carried.

B. July 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. Policy Review

1. Personnel Guidelines Manual – After last month’s discussion with Commissioner Fockler, Management suggests additional changes to the PGM. It was moved by Mertz, seconded by Stryeski to accept the changes to the Personnel Guidelines Manual as presented. Motion carried

2. General Operating Policy – The General Operating Policy was presented with suggested changes. Discussion ensued. A motion was made by Mertz, seconded by Stryeski to accept the changes to the General Operating Policy as presented. Motion carried.

VIII. New Business – Collins briefed the Board on the ICTC’s annual millage levy request of .862 mills. The County Board of Commissioners approved said request.

IX. Isabella County Transportation Commission – Mertz briefed the Board on upcoming diversity march.

X. Adjournment – It was moved by Stryeski, seconded by Mertz to adjourn at 12:58pm. Motion carried.