

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 25 October 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 – Brown called the meeting to order at 12:02pm.

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

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 27 September 2018 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Executive Director's Report – Collins reported on Service Initiatives, Safety Week and the upcoming election. Pratt briefed the Board that one of ICTC's previous General Managers, Mike Mobey, was inducted into MDOT's Hall of Honor.

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

C. Personnel Report

1. Crofoot reported a part time driver hired 9/19.
2. Crofoot reported a part time maintenance worker hired 9/21.
3. Crofoot reported a part time driver hired 10/15.
4. Crofoot reported a full time driver/dispatcher resigned 10/22.

D. Capital Report –

1. Pratt reported Tremco returned to continue the roof repair.
2. Pratt reported there are concerns with our server room since all the equipment was replaced. The room gets too warm and keeping the AC on in that area is not an option. Mt. Pleasant Heating and Cooling, the vendor who installed our rooftop system, suggests we install a mini split system that will run as a solo component. This would be used in the warmer months. The addition of a fan that would use outside air to cool down the room in the winter is also suggested. This is a similar project they did for Isabella County building and the Commission on Aging IT rooms. The total project cost is \$6235. A motion was made by Stryeski, seconded by Staples to have the mini split system installed to maintain the temperature in the server room. Motion carried.

VI. Financial Report

- A. October Listing – It was moved by Staples, seconded by Stryeski to accept the Listing of \$256,073.52 with September payroll of \$246,060.02, September payables of \$157,154.26 and total September expenditures of \$403,214.28 Motion carried.
- B. September 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. Job Descriptions – Salaried and Maintenance Job Descriptions were presented for review. The Board would like further discussion of documents and wages in Executive Session.

VIII. New Business

- A. Free Rides – Pratt reported on 25 May 2018 the Board approved free rides for 4 events and one day of fare donations to a local charitable organization. The Board requested to be reminded when the events draw near. In November, we will be offering free rides for:
 - Election Day, 06 November (to/from polls only)
 - Veteran’s Day, 11 November
 - Food for Fare Day, 16 November

IX. Isabella County Transportation Commission

A. Mertz inquired about the status of the downtown bus shelter. Brief discussion ensued.

B. Executive Session – It was moved by Stryeski, seconded by Staples to enter Into Executive Session at 12:45pm for the purpose of discussing personnel matters and wages. Motion carried.

The Board re-entered Regular Session at 1:53pm.

It was moved by Mertz, seconded by Stryeski to accept the Job Descriptions. Motion carried.

It was moved by Fockler, seconded by Stryeski to accept the six tier wage scale for salaried positions. Motion carried.

It was moved by Stryeski, seconded by Fockler to accept the salary recommendations as presented by Collins. Motion carried.

It was moved by Stryeski, seconded by Mertz to pay \$49,731.63 of the unfunded liability with MERS using a portion of projected revenue surplus. Motion carried.

It was moved by Stryeski, seconded by Fockler to present non-probationary full-time employees with a \$500 and non-probationary part-time employees with a \$250 wage distribution using projected revenue surplus. Motion carried.

X. Adjournment – It was moved by Stryeski, seconded by Fockler to adjourn at 2:00pm. Motion carried.