

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 29 August 2019 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 12:05pm.

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

Staff Present: Rick Collins, Executive Director  
Patti Casey, Accountant  
Kelly Crofoot, Human Resource Manager

Others Present: Ava Edmondson

II. Public Forum – Ava Edmondson would like the Board to consider bonuses for the Drivers and Maintenance staff.

III. Minutes – The Regular Business Meeting minutes of 25 July 2019 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Executive Director’s Report – Collins briefed the Board on service issues, staff evaluations, FY 19 and FY 20 budgets with budget recommendations regarding eligible pension expense, training expense, computer upgrades and an employee bonus.

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

C. Personnel Report – Crofoot reported five new Drivers began training August 8<sup>th</sup>.

D. Capital – Nothing to report.

VI. Financial Report

A. August Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$229,309.72 with July payroll of \$232,849.93, July payables of \$145,954.13 and total July expenditures of \$378,804.06. Motion carried.

B. Per Diem – The Board accepted the per diem as presented.

- C. Receivables – Casey briefed the Board on said report.
- D. Cash Flow – Casey briefed the Board on said report.
- E. Budget v. Actual – The Board reviewed said report.
- VII. Old Business – Nothing to report.
- IX. Isabella County Transportation Commission
  - A. Stryeski inquired what our policy was pertaining to small wagons.
  - B. Mertz inquired about the use of CBD oil and drug testing. Discussion ensued.
- VIII. New Business
  - A. FY 19 Budget – Collins reported with 2 months to the fiscal year end we are trending to come in under budget. He recommends finishing the upgrade to the remaining computers for \$11,700 and updating training materials for \$6,200. A motion was made by Stryeski, seconded by Staples to finish the computer upgrade for \$11,700 and updating training materials for \$6,200. Motion carried.
  - B. Staff Evaluations – Executive Session was requested to discuss personnel matters and wages.  
  
A motion was made by Stryeski, seconded by Fockler to enter Executive Session at 12:51pm to discuss personnel matters. Motion carried.  
  
The Board re-entered Regular Session at 1:19pm.
- X. Adjournment – It was moved by Fockler, seconded by Stryeski to adjourn at 1:26pm. Motion carried.