

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Wednesday, 25 September 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 12:00pm.

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

Others Present: Ava Edmondson

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 29 August 2019 were accepted As presented.

IV. Communications

A. Collins briefed the Board on the letter received from Scott Kovach asking to be reinstated as a rider. In 2015 Mr. Kovach was suspended from service indefinitely after physically assaulting our driver. Discussion ensued. The Board stands with continued suspension.

V. Administrative Report

A. Executive Director's Report – Collins briefed the Board on service, purchases and Legislative activity.

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

C. Personnel Report – Pratt reported a Call Center Operator was released from employment, Training for three Call Center Operators is underway and two part-time drivers resigned.

D. Capital Report – Pratt briefed the Board about bus sales. Currently, we are unable to post on the MIBid site due to potential State shutdown.

VI. Financial Report

- A. September Listing – It was moved by Mertz, seconded by Stryeski to accept the Listing of \$358,150.04 with August Payroll of \$341,670.30, August Payables of \$255,133.46 and total August Expenditures of \$596,803.76. Motion carried.
- B. Per Diem – The Board accepted the per diem as presented.
- C. Receivables 30-60-90 – Casey briefed the Board on said report.
- D. Cash Flow – Casey briefed the Board on said report.
- E. Budget v. Actual – Casey briefed the Board on said report.

VII. Old Business

- A. Staff Evaluations – Executive Session requested. The remainder of agenda shall be addressed prior to entering Executive Session.
- B. Let Peace Reign – Mertz thanked ICTC for providing service for the Human Rights Committee event Let Peace Reign and for the pass for the auction. It was appreciated.

VIII. New Business – No items presented.

IX. Isabella County Transportation Commission

- A. Shelters – Mertz inquired where the ads come from on the shelters on campus. Collins explained we don't own all the shelters on campus, but the ones we do, we exchange space on the shelters for CM Life ads in exchange for our ads in CM Life.
- B. Mertz shared his grand-daughter is directing the play *Lizzie Borden of Fall River* at the Broadway Theater October 4-6.

VII. Old Business

- A. Staff Evaluations – It was moved by Mertz, seconded by Stryeski to enter Executive Session at 12:35pm for the purpose of discussing staff evaluations. Motion carried.

It was moved by Mertz, seconded by Stryeski to re-enter Regular Session at 1:20pm.

It was moved by Mertz, seconded by Stryeski to approve the step increases for salaried personnel including the proposed lump sum COLA adjustment for Matt Foote and lump sum to Louise Housner. ROLL CALL VOTE: Brown-Yes, Staples-Yes, Mertz-Yes, Stryeski-Yes, Fockler-Yes. Motion carried unanimously.

It was moved by Mertz, seconded by Stryeski to increase Executive Director's salary by 3% and include a \$1800 lump sum payment. The Director may also use the agency owned Ford Fusion during the week for work related travel in addition to other business-related travel outside normal hours. The vehicle will remain available to other staff as needed. ROLL CALL VOTE: Brown-Yes, Staples-Yes, Mertz-Yes, Stryeski-Yes, Fockler-Yes. Motion carried unanimously.

It was moved by Fockler, seconded by Stryeski to pay Municipal Employees Retirement Systems (MERS) the balance of eligible pension expenses calculated in the GASB 68 formula from FY 19 surplus, not to exceed the budgetary surplus of the ICTC in FY 19. ROLL CALL VOTE: Brown-Yes, Staples-Yes, Mertz-Yes, Stryeski-Yes, Fockler-Yes. Motion carried unanimously.

It was moved by Mertz, seconded by Staples to pay from FY 19 surplus funds a bonus not to exceed \$1,000 to all non-probationary full-time employees and \$500 to all non-probationary part-time employees. Bonuses will occur only if a surplus remains after paying all other expenses including the pension expenses calculated by GASB 68. These bonuses are in addition to any other wage adjustments made by previous motions. ROLL CALL VOTE: Brown-Yes, Staples-Yes, Mertz-Yes, Stryeski-Yes, Fockler-Yes. Motion carried unanimously.

- X. Adjournment – It was moved by Staples, seconded by Stryeski to adjourn at 1:38pm. Motion carried.