

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 19 December 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  
Kelly Crofoot, Human Resource Manager

Others Present: Dennis Adams  
Ava Edmondson

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 21 November 2019 were accepted as presented.

IV. Communications – Nothing received

V. Administrative Report

Executive Director's Report – Collins briefed the Board regarding ridership and the status of Accountant Patti Casey and former Board Chair Pat LaChance. Collins reported a representative from Maner Costerisan will be assisting with closing the calendar year end.

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

B. Personnel Report

Crofoot reported

1. A Call Center Operator in training resigned 22 November.
2. A Maintenance Worker in Training resigned 29 November.
3. Our Accountant is on Family Medical Leave effective 16 December.

D. Capital Report – Pratt reported four (4) 24’ buses with 2 W/C accessibility will be received on Monday, 16 December. We’ll be scheduling graphics and radio installation on all five of the 24’ buses received and plan to have them on the road in January. The remaining three (3) 32’ buses should be received in January.

VI. Financial Report

A. December Listing – It was moved by Mertz, seconded by Stryeski to accept the Listing of \$286,503.21 with November Payroll of \$170,217.3, November Payables of \$178,975.76 and total November Expenditures of \$349,193.09. Motion carried.

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

C. Receivables 30-60-90 – Collins briefed the Board on said report.

D. Cash Flow – Collins briefed the Board on said report.

E. Budget v. Actual – Collins briefed the Board on said report.

VII. Old Business

A. Holiday Party – Collins reminded the Board of the upcoming Holiday Party on 04 January at the Comfort Inn & Suites.

VIII. New Business – No items presented

IX. Isabella County Transportation Commission

A. Pledge of Allegiance – Fockler inquired on the status of the flags. Pratt reported flags/stand had been ordered and should be in place by the next meeting.

B. Reappointment – Stryeski reported he had been reappointed by the Isabella County Board of Commissioners for another term to extend through 12/31/22.

C. Staples – Brown presented Staples with a commemorative plaque in honor of his 12 years of service on the Commission.

X. Adjournment – It was moved by Stryeski, seconded by Fockler to adjourn at 12:36pm. Motion carried.