

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
MEETING AVAILABLE ELECTRONICALLY

Regular Business Meeting of the Isabella County Transportation Commission, held Monday, 30 August 2021 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
Dennis Adams, Vice Chair
Gerald Stryeski, Commissioner
Rick Fockler, Commissioner
Michael Pung, Commissioner

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

II. Pledge of Allegiance

III. Public Forum – There was no public comment.

IV. Minutes – It was moved by Fockler, seconded by Stryeski to accept the Regular Business Meeting minutes of 22 July 2021 as presented. Motion carried.

V. Communications – None received.

VI. Administrative Report

A. Executive Director’s Report – Collins reported on the RFP for dispatch software, the annual County millage request, and Legislative matters.

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

C. Personnel Report - Crofoot reported:

1. A Full time Relief Driver started training 7/26.
2. A Part time Driver resigned effective 8/23.

D. Capital Report – Pratt reported receiving 3 buses that have been on order since 2019. They will be on the road in approximately 3 weeks after radio installation, graphic application, etc. We are expecting six (6) 24’ buses mid to late fall 2021.

VII. Financial Report

- A. August Listing – It was moved by Adams, seconded by Fockler to accept the Listing of \$317,264.54, July payables of \$143,339.95, July payroll of \$338,896.13, and total July expenditures of \$482,236.08. Motion carried.
- B. Per Diem – The Board accepted the per diem as presented.
- C. Receivables – The Board reviewed said report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.
- F. FY 21/22 Revised Budget - Collins briefed the Board on the revisions to the FY 21/22 budget. It was moved by Fockler, seconded by Pung to accept the revisions as presented. Motion carried.

VIII. Old Business – No items presented.

IX. New Business

- A. MERS – Based upon the most recent actuarial from our pension fund, Collins would like the Board to consider either removing the cap or increasing the Employer’s current portion of the MERS contribution, and, as we have done in the past, he also recommends that we pay down a portion of the unfunded liability. Discussion ensued. It was moved by Pung, seconded by Stryeski to increase the Employer’s contribution from 8% to 15% and deposit \$200,000 into the pension fund to pay down unfunded liability. Roll Call Vote: Brown-Yes, Adams-Abstain, Fockler-Yes, Stryeski-Yes, Pung-Yes. Motion carried.
- B. Budget Surplus – Collins reported a projected budget surplus of \$815,000. In addition to paying down unfunded liability with MERS, Collins suggested a bonus paid to ICTC employees as the labor contract offers, at the discretion of the Board, up to 5% of wage paid out as bonus. Discussion ensued. It was moved by Stryeski, seconded by Pung to pay from surplus funds a bonus of \$1,500 to all non-probationary full-time employees and \$750 to all non-probationary part-time employees. Roll Call Vote: Brown-Yes, Adams-Yes, Fockler-Yes, Stryeski-Yes, Pung-Yes. Motion carried.
- C. Job Descriptions – The Board reviewed job descriptions with recommended changes for currently filled staff positions. Discussion ensued. It was moved by Fockler, seconded by Stryeski to accept the job descriptions as presented with the exception of the Accounting Assistant whose physical job requirements will be changed to match the Accountant. Motion carried.

- D. Salaried Evaluations – Executive Session requested to discuss personnel matters.
It was moved by Adams, seconded by Stryeski to enter Executive Session at 12:55pm.

The Board re-entered Regular Session at 1:26pm.

It was moved by Pung, seconded by Adams to accept the salary adjustments as presented.
Motion carried.

It was moved by Pung, seconded by Adams to increase the Executive Director’s salary by \$5,000. Motion carried.

- X. Isabella County Transportation Commission – No items presented.

- XI. Adjournment – It was moved by Adams, seconded by Fockler to adjourn at 1:40pm.
Motion carried.