



**BOARD MEETING MINUTES**

**DATE: January 18<sup>th</sup>, 2018**

**CALL TO ORDER:**

Peterson called the meeting to order at 6:00 p.m. on January 18<sup>th</sup>, 2018.

**ROLL CALL: Board Members Present**

Bosio	Boyd	Connors	Grund	Kasper	Nankervis
Peterson	Quayle	Tollefson			

Perry's absence was excused.

Others present: Staff-Klein, Executive Director. Staff-Koski, Finance. Staff-Richer, Operations Manager.

**1. NOMINATION AND ELECTION OF OFFICERS FOR 2018**

Peterson welcomed new Board Members Bosio, Nankervis and Tollefson.

Nomination for Chair:

Peterson made a nomination for Nankervis as Chair. Grund supported. Unanimously approved.

Nomination for Vice Chair:

Connors made a nomination for Boyd as Vice Chair. Quayle supported.

Nankervis made a motion for Bosio as Vice Chair. Peterson supported.

Vote:

Quayle-Boyd	Connors-Boyd	Boyd-Boyd	Tollefson-Boyd	Nankervis-Bosio
Bosio-Boyd	Kasper-Bosio	Grund-Boyd	Peterson-Bosio	

Boyd-7

Bosio-2

Boyd as Vice Chair.

Nomination for Secretary:

Quayle made a motion for Peterson as Secretary. Peterson supported. Unanimously approved.

Nomination for Treasurer:

Nankervis made a motion for Grund as Treasurer. Peterson supported. Unanimously approved.

**MINUTES:**

Boyd made a motion to approve the December 14<sup>th</sup>, 2017 Board Meeting Minutes as presented. Kasper supported. Unanimously approved.

**CONSENT AGENDA:**

Tollefson made a motion to approve the Consent Agenda. Peterson supported. Unanimously approved.

**AGENDA:**

Kasper made a motion approve the Agenda as presented. Grund supported. Unanimously approved.

**PUBLIC COMMENT:**

None.

**ACTION ITEMS:**

1. 2018 Committee Assignment Interests. Klein asked that the Board Members please turn in the Committee Interests.

**OLD OR NEW BUSINESS:**

Executive Director Klein reported that Feed America was here today. They provided food to 354 Vets and also provided food to the general public. Boyd inquired if Marq-Tran acquired any Liability Insurance for this event. Klein replied that Marq-Tran already has Liability Insurance so no extra insurance would be needed.

Klein reported that in April of this year she agreed to have the TSA come in and perform an assessment on our transportation baseline security.

The Union Contract has now been signed and is at the printer.

Board Member Comments:

Quayle commented on the Sundara passengers. Seems like they are having issues, what is going on?

Richer replied that it is a long standing client and her actions seem to be a little off so we cautioned our drivers in regards to this.

Quayle commented on the passenger that wanted off the bus then she fell.

Richer replied that the passenger just decided that she wanted off.

Kasper commented that on a Thursday she was at Bell Hospital and the Door to Door bus was parked at the main entrance blocking the door. The bus was not picking up or dropping anybody off.

Richer replied that the driver tries to get as close to the door to pick up the passenger.

Quayle commented that he thinks it was a very positive thing to provide the garage to Feed America.

Tollefson inquired about night service. Klein replied that Door to Door is available until 8:30 and that has been happening since July 2017.

**ADJOURNMENT:**

Tollefson made a motion for adjournment at 6:23 p.m. Kasper supported. Unanimously approved.

Sincerely,

April Koski, Finance



## BOARD MEETING MINUTES

**DATE:** February 15<sup>th</sup>, 2018

### **CALL TO ORDER:**

Nankervis called the meeting to order at 6:00 p.m. on February 15<sup>th</sup>, 2018.

### **ROLL CALL:**

Bosio            Boyd            Connors        Grund            Kasper        Perry  
Nankervis      Peterson        Tollefson

Quayle absent.

Other staff present: Klein, Executive Director. Koski, Finance Officer. Richer, Operations Manager.

### **MINUTES:**

Peterson made a motion to approve the Board Meeting Minutes of January 18<sup>th</sup>, 2018 with correction of Kasper voting for Boyd as Vice Chair. Bosio supported. Unanimously approved.

### **CONSENT AGENDA:**

Bosio made a motion to approve the Consent Agenda as presented. Tollefson supported. Unanimously approved.

### **AGENDA:**

Addition of Action Item #4-Marquette County Commissioners to speak on behalf of a transportation issue for a passenger. Addition of Action Item #5-PR Media added by Tollefson. Perry made a motion to approve the Agenda with additions of Action Items #4 and #5. Tollefson supported. Unanimously approved.

### **PUBLIC COMMENT:**

Gerald Corkin, Chairman for Marquette Board of County Commissioners addressed the Board in regards to passenger Mr. Tasson. Mr. Tasson has contacted Marquette County in regards to transportation issues he was having from Negaunee into Marquette. Long waiting periods getting picked up from therapy. This is causing medication issues when he has to wait extended periods of time. I am asking for your consideration with this issue and not just for him but for all handicapped and disabled persons. Any time

there are concerns brought to the staff during the month they should pass these concerns on to the Board Members before the Board Meeting.

**ACTION ITEMS:**

**1. Committee Assignment for 2019**

Committee Assignments were included with the Board Packets. Any questions or concerns please see Klein.

**2. Report from the Finance Committee**

Grund reported that the Finance Committee met on February 9<sup>th</sup>, 2018 to review the FY2019 Budget. Grund reported that several line items were discussed including self-insuring Dental Insurance, increasing the advertising budget, reconfiguring route costs with the addition of Meijer's and the hospital, discussed the possibility of bringing in an IT person to replace 906 Technologies, aging of our fleet of busses and safety belts. The Finance Committee recommends approval of the FY2019 Budget.

Comments: Conner's-have you looked into any other companies to service the IT needs? Klein replied that we have not looked into other companies.

Grund made a motion to approve the FY2019 Budget as presented. Bosio supported.

Unanimously approved.

**3. Approval of Resolution of Intent and the Annual Application for FY 2019.**

Tollefson made a motion to approve the Resolution of Intent and the Annual Application for FY2019 naming Klein, Executive Director as the Transportation Coordination for the purposes of our state and federal funding programs. Kasper supported.

Roll Call Vote:

Bosio-Yes      Boyd-Yes      Connors-Yes      Grund-Yes      Kasper-Yes      Perry-Yes  
Nankervis-Yes      Peterson-Yes      Tollefson-Yes

**4. Marquette County Transportation Issues for Residents.**

Joseph Derocha, Marquette County Commissioner District 2 addressed the Board. I am here today in regards to a call that was received from a passenger Mr. Tasson. The letter received from Mr. Tasson was never forwarded to Marq-Tran. The most troubling part is the way he was treated as he conveyed to me. When I bring an issue up with Marq-Tran I expect the answer we will get is we will look into our policies and see where we can do better. That is not the answer we get. Instead we get an answer that our policies are fine. This troubles me. I think we can all do better. I am asking this Board to find reasonable solutions. This individual also had an issue with the phone system with nobody answering. He would leave a message and not get a return call until hours later.

Nankervis commented that we can always improve in certain areas. However, passengers also need to be lenient when calling into schedule rides.

Klein commented that she did try and work with Mr. Tasson. She tried to arrange a ride to fit his schedule. He does not want to ride with other passengers so he chooses to schedule a later ride. I think we are trying to serve him the best we can as well as all of the other passengers in Marquette County. When we do get problems and issues we do take care of them.

Derocha is asking for consideration from this Board to try and solve this issue.

Nankervis commented that we have treated him very well and we try and treat all passengers the same way. This passenger also needs to be reasonable when scheduling a ride.

Boyd made a motion that based on listening to the concerns this evening we will undertake a review of our policies to attempt to make improvements and ask for resources to make these improvements we may have and report back in two months. Tollefson supported. Unanimously approved.

#### **5. PR Media**

Tollefson discussed his concern with advertising. I would like the Board to have a motion for every three months that Klein gives us a report on her public speaking on radios and TV. This will give us a better idea of what we are doing and ideas on what we can improve on. I would like to pursue what we can do that will not cost us money. Boyd made a motion to ask the Executive Director to report quarterly in regards to public relations and communications. Tollefson supported. Unanimously approved.

#### **OLD OR NEW BUSINESS:**

Nankervis asked to schedule and Operations Committee meeting to discuss the transportation issue presented this evening. February 28<sup>th</sup> at 1:30 p.m.

Klein commented that she will be out of town from 3/2-3/13 and then I will be traveling to Lansing for a meeting from 3/14-3/16.

Board Member Comments:

Connors mentioned that Disable the Label will be at the Mall again this year.

Bosio commented that he received a call from Mr. Tasson and he went and met with him for over an hour. This passenger needs to be reasonable and I did relay that to him. He wants to ride alone and have other passengers wear masks. I wanted to diffuse TV6 from coming here tonight.

Boyd commented that he likes the idea of a five minute rule when being addressed with public comment.

Boyd inquired if we have been involved with the Presque Avenue project? This will be a major revamp on that stretch of road.

Boyd was approved by a person at the University in regards to the mailboxes across the street from the Transfer Station. They were blocked by the people at the mailboxes and the busses. They wanted to know why the busses parked their? Klein commented that the busses are parking in front of the Jansen House not next to the mail boxes.

**ADJOURNMENT:**

Bosio made a motion for adjournment at 7:21 p.m. Kasper supported. Unanimously approved.

Sincerely,

April Koski, Finance Officer



## BOARD MEETING MINUTES

**DATE:** March 22<sup>nd</sup>, 2018

### **CALL TO ORDER:**

Chairperson Nankervis called the meeting to order at 6:00 p.m. on March 22<sup>nd</sup>, 2018.

### **ROLL CALL:**

Bosio            Boyd            Connors        Grund            Kasper            LaRue  
Nankervis      Quayle        Perry            Peterson        Tollefson

Other staff present: Klein, Executive Director      Koski, Finance      Richer, Operations Manager

Nankervis welcomed back LaRue to the Board of Directors.

### **MINUTES:**

Peterson made a motion to approve the Board Meeting Minutes of March 22, 2018 as presented. Bosio supported. Unanimously approved.

### **CONSENT AGENDA:**

Quayle pulled A. Add to Action Items. Bosio made a motion to approve B, C & D from the Consent Agenda. Tollefson supported. Unanimously approved.

### **AGENDA:**

Kasper made a motion to approve the Agenda as presented. LaRue supported. Unanimously approved.

### **PUBLIC COMMENT:**

**NONE**

### **ACTION ITEMS:**

- 1. Report from Operation Committee:** Nankervis reported that the Operations Committee had a meeting on February 28<sup>th</sup> to address Mr. Tasson's concerns that the County Commissioners presented at the last meeting. The Committee met and reviewed the ADA Application Form,



Door to Door, Para Transit Policy and the ADA Complaint Policy. After review some changes were made to the Para Transit Policy to bring it up to date. The Operations Committee recommends the approval of the updated Para Transit Policy and the letter to be sent to the Marquette County Board of Commissioners.

Bosio recommended that perhaps a personal communication from the Chair to say that the Operations Committee reviewed the complaint and that the policies have been reviewed.

Tollefson made a motion to approve the changes to the Para Transit Policy and the letter to be sent to the Marquette County Board of Commissioners with one word correction of extend. Perry supported. Unanimously approved.

2. **Consent Agenda A Questions:** Quayle inquired about the Fastenal purchase of ice melt. Was the price shopped on this? Richer replied that the parts clerk shops prices before purchasing. Quayle inquired about the attorney fees. What FMLA issues were we inquiring about? Klein replied it was an inquiring regarding an employee. Quayle made a motion to approve Action Item #2. Bosio supported. Unanimously approved.

#### **OLD OR NEW BUSINESS:**

Klein reported that the League of Women's voters sent in a letter that they will be attending our monthly Board Meetings.

Klein reported that Marq-Tran sent flowers for an employee's funeral and that we did receive a thank you letter for that.

Klein reported that she did receive a request for a bus to get people to and from the midnight run for the sled dog races. Klein will respond back letting the person know that she will look into this for next year.

Klein reported that KI Sawyer Community Alliances reached out to her to see if she could attend the next meeting. They would like to discuss adding a few stops and if possible looking into bus shelters. She will be attending the meeting next week.

Klein reported that Marq-Tran will be hosting a drug training session here in the Board room on July 16<sup>th</sup> & July 17<sup>th</sup>.

Klein reported that Clark Harter from the MTPA has offered to conduct a Board Member Training if any of the Board Members were interested.

Conner's commented that you are unable to print anything from the Marq-Tran website. Richer replied that you can print maps and that he would show Conner's how to do that.

Boyd commented that the board should review the Open Meetings Act and where the postings of the meetings are located.

Tollefson commented on seat belt studies: his wife inquired about seatbelts on a school bus and was told that a study showed when there is an accident in a bus it typically rolls on the side. If seat belts were in use it would be a safety issue for students to get out with a seat belt on.

Boyd commented that Marq-Tran should be active in the plan for Presque-Isle road changes.

**PUBLIC COMMENT: NONE**

**ADJOURNMENT:**

Bosio made a motion for adjournment at 6:45 p.m. Tollefson supported. Unanimously approved.

Sincerely,

April Koski, Finance



## BOARD MEETING MINUTES

### CALL TO ORDER:

Chairperson Nankervis called the meeting to order at 6:00 p.m. on April 19<sup>th</sup>, 2018.

### ROLL CALL:

Bosio            Boyd            Connors        Grund            Kasper            LaRue  
Nankervis      Quayle        Perry            Peterson

Excused absence: Tollefson

Other staff present: Klein, Executive Director      Koski, Finance      Richer, Operations Manager

### MINUTES:

Bosio made a motion to approve the Board Meeting Minutes as presented from March 15<sup>th</sup>, 2018. LaRue supported. Unanimously approved.

### CONSENT AGENDA:

LaRue made a motion to approve the Consent Agenda as presented. Peterson supported. Unanimously approved.

### AGENDA:

Perry made a motion to approve the Agenda as presented. Connors supported. Unanimously approved.

### PUBLIC COMMENT:

J. Mitchell League of Women Voters introduced herself to the Board of Directors. The league of women voters will be attending local Government Board Meetings as a learning experience. She came today to introduce herself.

### ACTION ITEMS:

- 1. MERS presentation by Ms. Tammy Marier:** Ms. Marier introduced herself to the Board of Directors and presented them each with a pamphlet in regards to the MERS Health Care Savings Program. Discussion was had in regards to what the program has to offer for the employees of the Marquette County Transit Authority. After discussion Quayle made a motion for zero

contributions to be made by the employer if the Board decides to participate with this program for the employees. Connors supported. Unanimously approved.

**PUBLIC COMMENT:**

NONE

**OLD OR NEW BUSINESS:**

Executive Director Klein reported that Marq-Tran received a Thank You note from the Kiwanis Club for the donation for the Disable the Label event. Marquette County Alliance sent a letter thanking Marq-Tran for letting them use the drive through for the food pantry.

Executive Director Klein reported that she has two requests for proposals out for Grants. Flooring for Marquette and Ishpeming along with a parking lot repair and seal. Both are due on the 27<sup>th</sup> of this month.

Klein reported that NMU has sent out a proposal for transportation on campus that I am working on responding to.

Klein reported that she is working with the Marquette city in regards to transportation coordination plan. Mr. Stensus has an employee that is working on this plan.

**Board Member Comments:**

Kasper-I have a friend that is a retired 911 dispatcher. She had dealt with 911 calls from the bus drivers and that they had to go to dispatch. She did not think that was the best way to handle it. I would like a copy of the procedure. Klein replied that she would look into getting her a copy of this procedure.

LaRue inquired about Meijer's coming in and what changes will need to happen? Richer replied that this change will work well with our current routes. It will just be in addition to the shopper and Trobridge run.

Boyd commented that we spent a little over a half hour in discussions about the MERS Health Care Savings Program. My thought would be to keep in mind better use of our committees. Matters like this to be handled within the committee and then presented to the Board. Also with the parking lot none of which is brought through the committees.

Peterson replied that the parking lot and carpet was discussed when the Building Committee did their inspections of the building's.

Nankervis replied that spending a half hour on the MERS discussion was a good choice for the entire Board.

Bosio replied that it is important that the entire Board was present for the MERS discussion.

LaRue replied all Board Members should listen to the explanation and decide if they are even interested in what is being presented. Then if we want to pursue it refer it to the committee. I think it is very important to be informed.

**ADJOURNMENT:**

Bosio made a motion for adjournment at 6:55 p.m. Kasper supported. Unanimously approved. Nankervis adjourned the meeting at 6:55 p.m.

Sincerely,

April Koski, Finance



## BOARD MEETING MINUTES

### CALL TO ORDER:

Chairperson Nankervis called the meeting to order at 6:00 p.m. on May 17<sup>th</sup>, 2018.

### ROLL CALL:

Bosio	Boyd	Grund	Kasper	LaRue	Nankervis
Quayle	Perry	Peterson	Tollefson		

Excused absence: Connors

Other staff present: Koski, Finance and Richer, Operations Manager. Executive Director Klein was absent.

### MINUTES:

Bosio made a motion to approve the Board Meeting Minutes of April 19<sup>th</sup>, 2018. Perry supported. Unanimously approved.

### CONSENT AGENDA:

Quayle pulled A and C from the Consent Agenda. Quayle made a motion to approve B and D from the Consent Agenda as presented. Tollefson supported. Unanimously approved.

### AGENDA:

LaRue made a motion to approve the Agenda as presented. Kasper supported. Unanimously approved.

### PUBLIC COMMENT:

NONE

### ACTION ITEMS:

- 1. Annual Health Insurance Review with Tom Snow from Vast:** Mr. Snow reported to the Board of Directors that the average increase they seeing for next year's insurance rates are around the 5-7% mark. The increases are based out of the down state area and he feels the increases will be slightly higher in the Upper Peninsula do to less insurance competition.

Boyd asked Mr. Snow if there were any programs available to our employees through our current health insurance carrier BCBS? Mr. Snow replied that BCBS does offer discounted gym memberships to individuals and health analysis through their website. Boyd asked with the help of Mr. Snow that the staff and him work together to come up with some alternative options for our employees and report back at the next meeting in June.

2. **Report from Negotiation Committee Meeting 5/15/2018 with MERS:** Quayle reported that the Negotiations Committee met with the Union and MERS on 5/15/2018 to discuss the Health Savings Account. MERS presented the information to the Union Members. Discussion was had on how they would create groups in order to get everyone to participate. If the Union decides to proceed with Savings Account they will report back to us.
3. **Action Items A & C:** Quayle inquired about the Hiawatha Chef Bill. Richer replied that this was additional repairs and parts needed for the floor sweeper scrubber. Quayle inquired about the 906 Technologies bill in regards to the Fiber Lease. Koski replied that this is now our phone and internet service for all three locations and will be a monthly reoccurring cost. Quayle inquired about the Monthly Fleet Incident Report and the dates stated on the report. Richer explained that this is our physical year dates for the year. Quayle made a motion to approve A & C from the Consent Agenda. Bosio supported. Unanimously approved.

**OLD OR NEW BUSINESS:**

Quayle commented that in the Executive Directors Report Klein stated that she attended the Sawyer Community Alliance Meeting on May 7<sup>th</sup>, 2018. Quayle suggests having an Operations Committee meeting to discuss the response to their inquires prior to Klein responding. Koski will pass this on to Klein to have a meeting set up.

**PUBLIC COMMENT:**

**NONE**

**ADJOURNMENT:**

Bosio made a motion for adjournment at 6:32 p.m. Tollefson supported. Unanimously approved. Nankervis adjourned the meeting at 6:32 p.m.

Sincerely,

April Koski, Finance

**Marquette County Transit Authority**

**1325 Commerce Drive**

**Marquette, MI 49855**

**Board Meeting Minutes of June 21<sup>st</sup>, 2018**

**Call To Order:**

Chairperson Nankervis called the meeting to order at 6:00 p.m. on June 21<sup>st</sup>, 2018.

**Roll Call:**

Bosio	Boyd	Connors	Grund	Kasper	LaRue
Nankervis	Perry	Peterson	Tollefson		

Excused Absence: Quayle

Other staff present: Klein, Executive Director. Koski, Finance. Richer, Operations Manager.

**MINUTES:**

Peterson made a motion to approve the Board Meeting Minutes from May 17<sup>th</sup>, 2018 as presented. LaRue supported. Unanimously approved.

**CONSENT AGENDA:**

Bosio made a motion to approve the Consent Agenda as presented. LaRue supported. Unanimously approved.

**AGENDA:**

Boyd requested an addition to the Action Items. #6 Letter to Sate of Michigan in regards to requesting that all vehicles supplied for use in Marq-Tran's system be equipped with lap and shoulder belts.

LaRue made a motion to approve the Agenda with the addition of Action Item #6. Bosio supported. Unanimously approved.

**PUBLIC COMMENT:**

None

**ACTION ITEMS:**



**1. Grievance 2018-1:**

Nankervis reported that the Grievance Committee met on Monday June 11<sup>th</sup>, 2018 to review and discuss information on Grievance 2018-1. Shana Thornton, Ray Ball and Eugene Greenleaf presented their view of the grievance to the committee. After much discussion the committee made the following recommendation. The Grievance Committee recommends the Board of Directors deny Grievance 2018-1.

LaRue made a motion to approve the denial of Grievance 2018-1. Bosio supported. Unanimously approved.

**2. Report from Operation Committee:**

Nankervis reported that the Operations Committee met on June 12<sup>th</sup>, 2018 to discuss with staff topics received from the Sawyer Community Alliance. Some issues were increase in service, 2 runs per hour, extended evening service, fixed routes on Sunday's, door to door service, extend Forsyth feeder route into Gwinn and change route to include business on KI Sawyer. The Committee decided that we do not foresee adding two runs to KI Sawyer. The Committee is looking at the possibility of making a change on Sunday with the current Ishpeming route by adding two runs to KI Sawyer. Currently we are upon request extending the Forsyth feeder route into Gwinn. The Staff will produce a hand out to inform the group of the services we currently offer and how to utilize them. Klein talked with Bob Struck and will attend another meeting with information and feedback.

Tollefson made a motion to approve the report from the Operations Committee. Peterson supported. Unanimously approved.

**3. Finance Committee Report FY2017 Audit:**

Grund reported that the Finance Committee met on June 14<sup>th</sup>, 2018 to review the FY2017 Annual Audit performed by Schneider, Larche, Haapala & Co. After reviewing the Audit the Committee recommends the Board of Directors approve the FY2017 Annual Audit. The Finance Committee also recommends that Marq-Tran send out a RFP for solicitation of next year's audit.

Boyd commented that the audit report as it was written was very critical of the staff. He would like to see an audit that was easier to read with less confusion in regards to No Significant Findings but also stating that Journal Entries were not reported.

Bosio made a motion to approve the FY2017 Audit and the RFP to be sent out for solicitation of next year's audit. LaRue supported. Unanimously approved.

**4. Wellness Information:**

Klein reported that the staff gathered information in regards to the request made by Board Member Boyd into health and wellness. We came up with two suggestions we would like to present. 1-MD Live Within the Board Packet was a packet of information provided to us from VAST and 44 North. This benefit would allow all employees access to a Doctor 24 hours a day 7 days a week via video conference from an App. The employee would be able to speak with a Dr. for illnesses such as ear pain, sore throats,

rash, pink eye, cough etc. The cost would be zero to the employee. If needed the Doctor would call in a prescription to a local Pharmacy for the employee. The cost for this program would be \$6.50 per employee per month paid for by Marquette County Transit Authority. The staff believes that this would be a great benefit to all of our employees. The annual cost for this benefit would be approximately \$4,680 annually. 44North would administer the program but we would still work directly with VAST.

2-Perform for Life Gym Klein reported that the staff had a meeting with a representative from Perform For Life Gym located on Washington Street in Marquette. This facility can provide an assessment to each employee as well as a personal one on one assessment for workout programs. We would like to see Marq-Tran pay \$20 per month for each employee that would like to join as well as the \$60 assessment fee twice per year. If all employees were to join and utilize the assessments the approximate cost would be \$16,500.00. We feel offering our employees healthy options will benefit Marq-Tran and our employees.

Boyd made a motion approve the MD Live and Perform for Life options presented. Peterson supported. Unanimously approved.

#### **5. Transportation Request:**

Klein reported that Marq-Tran received a request from Donald Anderson to bring Veterans from the Gwinn VFW to Ontonagon, MI for the burial of Lowell Earl Valley who was killed in action on December 7<sup>th</sup>, 1941 while serving on the USS Oklahoma during Pearl Harbor. Klein recommends approving the request for this trip for out of Marquette County without cost due to circumstances.

Discussion was had as far as cost associated with this trip. Tollefson inquired about the cost. Klein replied that it would take approximately 9 hours and including fuel would cost \$690.00 for the day. Tollefson commented that he would like Marq-Tran to provide the transportation but believes that we should not do this at zero cost. Tollefson commented that they should look into getting grants to pay for this transportation or that they should cover half the cost.

Boyd made a motion to approve the recommendation that Marquette County Transit pay for the transportation without cost to the Vets. Peterson supported. Tollefson did not support this recommendation but all other Board members approved. The motion was passed.

#### **6. Request from Board Member Boyd:**

Motion by Boyd as follows:

That a letter be written to the appropriate officials of the Michigan Department of Transportation stating that the MarqTran Board of Directors has one on record at their regular meeting held on June 21<sup>st</sup>, 2018 requesting that all vehicles supplied for use in the MarqTran system be equipped with lap and shoulder belts or other passenger restraint systems as available as well as being equipped with collision avoidance

systems and automatic emergency braking technologies as per the National Transportation Safety Board recommendation at their May 2018 meeting.

Discussion was had by Board Members and the motion was made by Tollefson to deny the motion put forward by Board Member Boyd. Bosio supported. Boyd supported this motion. All other Board Member denied this motion. This motion did not pass.

**OLD OR NEW BUSINESS:**

Executive Director Klein reported that NMU has expressed interest continuing the contract for our fixed routes for the next school year. I sent a proposal of \$17,600 this is the same amount as last year. They will let us know as soon as possible.

Executive Director Klein reported that NMU sent out an RFP for the campus shuttle, door to door service and a Friday shuttle. I sent a sealed proposal for the RFP and to this date there has been no response.

MERS Health savings account for employees: we are still waiting to hear from the Union if they would like to participate in this program.

Executive Director Klein passed around a Letter from the Editor posted in the paper. It was a nice letter written in regards to Marq-Tran and the service they provide.

Boyd provided a written comment on the Michigan Open Meetings Act. Boyd reported that he believes we should increase compliance with the Act in our Notifications of Meetings. Boyd reported that the Minutes should comply with time limits for issuing minutes and corrected minutes. Boyd reported that more specific detail should be written in the minutes as they occurred. Boyd reported that all open meetings should be recorded and made available to the public on our website.

Executive Director Klein commented that all meetings are posted and the doors are always open. The list of Board Members our posted outside of dispatch.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Bosio made a motion for adjournment at 7:12 p.m. LaRue supported. Unanimously approved. Nankervis adjourned the meeting at 7:12 p.m.

Sincerely,

A. Koski, Finance

**Marquette County Transit Authority**

**1325 Commerce Drive**

**Marquette, MI 49855**

**Board Meeting Minutes of July 19<sup>th</sup>, 2018**

**Call To Order:**

Chairperson Nankervis called the meeting to order at 6:00 p.m. on July 19<sup>th</sup>, 2018.

**Roll Call:**

Bosio	Boyd	Connors	Kasper	LaRue	Nankervis
Perry	Peterson	Quayle	Tollefson		

Other staff present: Klein, Executive Director. Koski, Finance. Richer, Operations Manager.

Excused absence: Grund

**Minutes:**

Bosio made a motion to approve the Board Meeting Minutes of June 19<sup>th</sup>, 2018 as presented. Perry supported. Unanimously approved.

**Consent Agenda:**

Tollefson made a motion to approve the Consent Agenda as presented. LaRue supported. Unanimously approved.

**Agenda:**

Bosio made a motion to approve the Agenda as presented. LaRue supported. Unanimously approved.

**Public Comment:**

None

**Action Items:**

1. Transportation Request- Marquette County Veterans Alliance. Boyd made a motion to approve the transportation request. Quayle supported. Unanimously approved.

### ***Old or New Business:***

Executive Director Klein reported that there would be no July safety meeting.

Executive Director Klein reported that she looked into the open meetings act and feels that we are following the rules in regards to posting the meetings and the minutes.

Executive Director Klein reported that drug training will be held at this location on July 16<sup>th</sup> and 17<sup>th</sup>.

Executive Director Klein reported that through the State of Michigan we will be potentially receiving up to 19 busses. If federal funding comes through Marq-Tran could get nine additional busses. Marq-Tran could have a contract for this by year end.

Executive Director Klein reported that the FTA Annual review is now complete. Last year Marq-Tran was found to be deficient with maintenance paperwork but after a follow up visit the items addressed were found to be in excellent condition.

### ***Board Member Comments:***

Kasper reported that a family member had recently taken a senior trip from Ishpeming and she was very complimentary about the trip and the driver.

LaRue reported that he was contacted by a passenger from Lakewood Lane. The passenger stated that they had to wait 45 minutes outside for a bus. Richer commented that if a bus is unable to get in and out of a driveway that the passenger would have to be picked up at the end of the driveway instead of waiting in the house.

Tollefson commented that he would like to see a shelter near Walgreens. He would like to have the Director contact surrounding businesses to see if they would like to participate in sponsoring the shelter. Boyd commented that several of the passengers are from the Salvation Army that attends the lunch service. Boyd suggested contacting the Salvation Army to see if they would participate or let us use a portion of their parking lot for a shelter.

Peterson commented that the drivers doing pickups at Walmart are very helpful to our passengers with loading bags and are very friendly.

Boyd commented that he had called dispatch to alert them that he would be at the Wilson Rd. intersection just on the opposite side. Speed of drivers does not make the other side safe for waiting for the bus. The driver left him sitting there after he drove by.

Boyd commented that he does not feel Marq-Tran is complying with the Open Meetings Act as far as posting the Board Meeting Minutes.

### ***Public Comment:***

None

***Adjournment:***

Bosio made a motion of adjournment at 6:26 p.m. Kasper supported. Unanimously approved.  
Nankervis adjourned the meeting at 6:26 p.m.

Sincerely,

A. Koski, Finance

**Marquette County Transit Authority**

**1325 Commerce Drive**

**Marquette, MI 49855**

**Board Meeting Minutes of August 16<sup>th</sup>, 2018**

**Call To Order:**

Chairperson Nankervis called the meeting to order at 6:00 p.m. on August 16<sup>th</sup>, 2018.

**Roll Call:**

Bosio	Boyd	Connors	Grund	LaRue	Nankervis
Perry	Peterson	Quayle	Tollefson		

Other Staff Present: Klein, Executive Director. Richer, Operations Manager.

Excused Absence: Kasper

**Minutes:**

Peterson made a motion to approve the Board Meeting Minutes of July 19<sup>th</sup>, 2018 as presented. Bosio supported. Unanimously approved.

**Consent Agenda:**

Tollefson made a motion to approve the Consent Agenda as presented. LaRue supported. Unanimously approved.

Peterson inquired about the check made to David Mahan for painting. Inquired if the price included the paint or just labor? Klein replied that the price was for labor only.

**Agenda:**

Tollefson made a motion to approve the Agenda as presented. Bosio supported. Unanimously approved.

**Public Comment:**

J. Mitchell inquired about having the list of Board Member posted publicly for 2018, schedule of Board Meetings, Agenda and the Minutes.

**Action Items:**



1. Transportation request for Bethel Baptist Church to travel to Calumet on September 10<sup>th</sup>, 2018. Tollefson made a motion to approve the transportation request. Boyd supported. Unanimously approved.

### ***Old or New Business:***

Klein reported that she will be attending the Annual Meeting this month down state in Crystal Mountain.

Klein reported that she talked with Meijer and that they are fine with how we are dropping off and picking up passengers.

Klein reported that three employees attended Front Line Training this month.

Klein reported that we are looking at our website with a possible new web design.

### ***Board Member Comments:***

Quayle inquired about the Accident Review Board notes that state we do not have to transport faulty equipment. Are you talking about central dispatch at the State Police Post? Klein replied, yes I believe so. Quayle replied that you better look into this. I am not certain that this is a call that you would make to central dispatch.

LaRue inquired if Richer had ever looked into bus stop signs? Richer replied that two years ago he spoke with Cook sign and the City of Marquette. City would not approve putting any signs on poles or trees.

Boyd commented that there was a write up in the Mining Journal about Marq-Tran that was very nice.

Boyd commented that the Negaunee shuttle is down 90%. Staff should have some guidelines for the Board when there is such a large drop in service. Richer replied that about three years ago we dropped that route down to one day a week which is why you see the large decline.

Boyd inquired about the Walgreen drive through intersection. I requested contacting the Salvation Army as a pickup center at the last Board meeting. I made a suggestion and it did not come back to the Board that anything was followed up on. Maybe suggestions are not the way to go. When a Board member has a thought about something that should be looked into how formal should that be? Richer commented that about three years ago when we changed routes I believe it was at an Operations Committee that it was decided that we were no longer going into the Salvation Army. This was because they were not keeping the parking lot plowed and our busses were getting stuck and our fixed routes were being delayed sometimes as long as ten to fifteen minutes. Boyd commented that this sounds like a Management thing to me. We have plow services here so if we had to we could have it plowed. Tollefson commented that a shelter at the Salvation Army makes more sense. LaRue commented that most of the people using the Salvation Army they are driving their own cars not taking the bus. You should put it where the mass people are. Nankervis commented that he does not agree with having our plows down there plowing out the Salvation Army parking lot.

Tollefson was disappointed about the website. This has been an issue that has been brought up and this is not something we should be hearing about during public comment.

LaRue inquired about the cost of a shelter? Klein commented 5-10K per shelter.

***Public Comment:***

***None***

***Adjournment:***

Bosio made a motion for adjournment. Tollefson supported. Unanimously approved. Nankervis adjourned the meeting at 6:46 p.m.

Sincerely,

A. Koski

**Marquette County Transit Authority**

**560 Washington Street**

**Ishpeming, MI 49849**

**Board Meeting Minutes of September 27<sup>th</sup>, 2018**

**Call To Order:**

Bosio	Boyd	Connors	Grund	Kasper	LaRue
Nankervis	Perry	Peterson	Quayle	Tollefson	

Other Staff Present: Klein, Executive Director. Richer, Operations Manager. Koski, Finance.

**Minutes:**

Tollefson made a motion to approve the Board Meeting Minutes of August 16<sup>th</sup>, 2018. LaRue supported. Unanimously approved.

**Consent Agenda:**

Tollefson made a motion to approve the Consent Agenda. Bosio supported. Unanimously approved.

**Agenda:**

LaRue made a motion to approve the Agenda. Perry supported. Unanimously approved.

**Public Comment:**

**None**

**Action Items:**

1. Approval of Auditor-Boyd made a motion to approve Makela, Toutant, Hill, Nardi & Katona, P.C. as recommended. Peterson supported. Unanimously approved.
2. Report from Building Committee in regards to the Ishpeming location: Peterson reported that the Building Committee performed a walkthrough of the interior and exterior of the Ishpeming office. Noted were: A. Apron by garage should be repaired or replaced. B. Look into getting bumpers on garage doors. C. Sign in the front of the building should be repaired or replaced. D. Painting outside of building in the future. E. Building overall is in excellent shape. Boyd commented that Rod is doing a good job with the onsite management of the building.

**Old or New Business:**

Klein commented that she passed out envelopes to the Board Members with her evaluation inside. Please send those back by the end of next week.

Klein reported on the Board Eligibility for next year. Perry, Quayle and Peterson's terms are up. LaRue and Kasper are eligible for another term.

Klein reported that City Commissioner Paul Schogel came in to get information on the bussing system. He spoke with Klein and Richer in regards to some ideas that he has for transportation for visitors in the area. Richer explained how the bus service currently works in the areas Schogel was inquiring about.

Klein reported that on October 24<sup>th</sup>, 2018 the Rural Task Force will have a training at the Marquette Township offices if anybody would like to sign up please let her know.

Klein reported that she will be attending a meeting with Bob Struck in KI on October 1<sup>st</sup>, 2018.

Klein reported that Marq-Tran participated in the Eastwood evacuation training on September 25<sup>th</sup>, 2018.

**Board Member Comments:**

Quayle inquired about the accident report where a passenger was left on the bus. Klein commented that Pathways in handling the investigation and we have to wait for their report on the full investigation. Klein explained that the driver asked three times if the passenger was on the bus and another passenger said that she did not ride the bus today. Richer commented that we are using this experience as a learning experience for all of our drivers. Richer commented that he met with Pathways and requested again for aids on the bus along with the group homes having a worker to come out to the bus when the passengers are dropped off.

Boyd commented that he appreciated the website improvements. Richer commented that he is currently looking into a different company to help with even more improvements to the website.

Quayle commented that Marq-Tran should solicit bids for an IT Company. Discussion was had in regards to the charges currently being billed. Koski commented that she has been going over every bill with a fine tooth comb and questioning all charges. Quayle made a motion to solicit bids for an IT Company. Boyd supported. Unanimously approved.

Kasper commented that she was riding the Ishpeming Fixed route and the New Flyer bus has a bad exhaust odor. Another passenger commented that the smell was making them feel dizzy. Richer commented that this has been an issue with the New Flyers. As soon as the odor is reported the mechanics pull the buss off the road to look into repairs.

Kasper commented that she attended a community forum at the City of Ishpeming and two groups discussed the need for an express shuttle from Ishpeming to Marquette during commute hours for people to get to work. Klein commented that Marq-Tran had looked into this before and the group requesting it did not approve of the cost that she quoted to them. Klein commented that Marq-Tran can revisit this again.

**Public Comment:**

**None**

**Adjournment:**

Bosio made a motion for adjournment at 6:42 p.m. Boyd supported. Unanimously approved. Nankervis adjourned the meeting at 6:42 p.m.

Sincerely,

A. Koski

**Marquette County Transit Authority**

**1325 Commerce Drive**

**Marquette, MI 49855**

**Board Meeting Minutes of October 18<sup>th</sup>, 2018**

**Call to Order:**

Bosio            Boyd            Connors            Grund            Kasper            Perry  
Peterson            Quayle            Tollefson

Nankervis and LaRue absences are excused.

Others present: Klein, Executive Director and Richer, Operations Manager.

**Minutes:**

Peterson made a motion to approve the Board Meeting Minutes of September 27<sup>th</sup>, 2018. Bosio supported. Unanimously approved.

**Consent Agenda:**

Quayle made a motion to approve B C D placing A in Consent Agenda Items. Kasper supported. Unanimously approved.

**Agenda:**

Discussion on A pulled from Consent Agenda: Quayle inquired about mechanic laptops, how many did we purchase? Klein replied four laptops were purchased. Then made a correction to one laptop. Quayle also inquired about bus cameras that were installed. How many cameras were installed? Richer replied six each on the 4 New Flyers. Quayle inquired about Matco Tools purchased how many drill bits in a set? Richer replied he does not know how many bits are in a set. Quayle moved to approve A from Consent Agenda and the Agenda. Tollefson supported.

**Public Comment:**

Joanna Mitchell from Women's Voters thanked Marq-Tran for posting the Agenda on the website.

**Old or New Business:**

Klein reported that the Grievance for Greenleaf that the Union asked for an extension on in regards to benefit time we have never heard back from the Union so therefore we have won that grievance.

Klein reported that the Personal Committee will meet on October 30<sup>th</sup> at 1:00 p.m.

Quayle inquired about the safety meeting: I see we are going to have seven new runs Monday-Friday and Saturday. Klein replied that it is not actually seven new runs. We are adding a person to cover employees calling in sick for those runs. Quayle inquired about employees not calling in for on call work. Are employees not answering the phone? Richer replied that yes employees are not answering the early morning phone calls. Peterson commented that he thinks that is a good idea to have a body here to fill in if we need coverage.

Quayle inquired about the drivers safety awards. Five dollars a quarter does not sound like a lot of money as an incentive. Klein replied that it does not sound like a lot but it can add up. Quayle replied I think maybe this should be thought about next year that it might be worth boosting that up.

Boyd asked Richer about the website. Richer replied that we are working with Great Lakes Radio and they are fabulous to work with. The programmers are excellent. They are now at the stage to develop the theme of the website. Boyd commented that perhaps the Board should offer up suggestions to Klein that they would like to see on the website.

Bosio commented that next year if we could look into a bus running from Negaunee and Ishpeming to Van Riper one or two days a week. Klein commented that she could look into that for next year.

Tollefson commented that he was talking with another business that is having problems with 906 Technologies. I am glad we are working with another company for the website.

***Public Comment:***

None

***Adjournment:***

Bosio made a motion for adjournment at 6:40 p.m. Tollefson supported. Unanimously approved. Boyd adjourned the meeting at 6:40 p.m.

Sincerely,

A. Koski

**MARQUETTE COUNTY TRANSIT AUTHORITY  
1325 COMMERCE DRIVE  
MARQUETTE, MICHIGAN 49855**

**AGENDA**

Regular Meeting

Marquette Facility  
Room 118  
1325 Commerce Drive  
6:00 p.m.

December 20, 2018

Call to Order:

Roll Call:

Approve Minutes of the November 15, 2018 Regular Meeting.

Approve Consent Agenda:

- A. Approve Accounts Payable for November 2018 in the amount of \$166,696.33  
Payroll in the Amount of \$104,374.48
- B. Monthly Operating Report
- C. Monthly Fleet Incident Report
- D. Budget Report October 2018

Approval of Agenda:

Public Comment:

New Business:

- 1. Union MERS, HCSP
- 2. Approval of 2019 Board Meeting Calendar
- 3. Resolutions of Appreciation Dawn Perry, Gordon Peterson, and Mike Quayle

Any old or new business a Member or the Executive Director desires to bring before the Board

- 1. ED Report
- 2. Board Member Comment

Public Comment:

Adjournment:

*\*Items to be presented at the meeting.*



Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

Board Meeting Minutes of December 20<sup>th</sup>, 2018

**Call to Order:**

Bosio	Boyd	Connors	Grund	Kasper	LaRue
Nankervis	Perry	Peterson	Quayle	Tollefson	

Others present: Klein, Director. Koski, Finance. Richer, Operations/Garage Manager.

**Minutes:**

Bosio made a motion to approve the Board Meeting Minutes of November 15<sup>th</sup>, 2018 with the addition of Koski's comments in regards to employee evaluations as requested by Quayle. LaRue supported. Unanimously approved.

**Consent Agenda:**

Tollefson made a motion to approve the Consent Agenda. LaRue supported. Unanimously approved.

**Agenda:**

LaRue made a motion to approve the Agenda. Perry supported. Unanimously approved.

**Public Comment:**

Harold Barrett and employee of Marquette County Transit address the Board of Directors with his concerns of the HAS Plan that the Union voted on. Barrett stated that he feels he is being forced into something that he does not want to participate in.

Joanna Mitchel from the League of Women Voters inquired about the website to see if it was still on schedule for completion. Klein replied that the website is still being worked on.

Joanna also inquired about the Cities Master Plan. Klein replied that this is still being worked on.

**Old or New Business:**

1. Klein reported on the MERS HSA Plan with a mandatory match of 1% for all full and part time bargaining employees was voted on by the Union on December 3<sup>rd</sup>, 2018 and passed. Provided

the Board approves the MERS HCSP plan the Union would like to start deductions on January 1<sup>st</sup>, 2019. Klein reported to the Board of Directors that some of the employees were not allowed to attend the informational meeting and therefore have no information in regards to this plan. Discussion was had with the Board of Directors and Quayle made a motion table the decision for a month and to also have MERS come into Marq-Tran and have an informational meeting that all bargaining members can attend. Marq-Tran should encourage all bargaining members to attend this meeting and have a sign in sheet. LaRue supported. Unanimously approved.

2. Approval of 2019 Board Meeting Calendar: Bosio made a motion to approve the Board Meeting Calendar of 2019. Larue supported. Unanimously approved.
3. Resolutions of Appreciation for Dawn Perry, Gordon Peterson and Mike Quayle were presented. Klein thanks each of these Board Members for their service.

Board Member Comment: Boyd made a suggestion to the Board of Directors that having some kind of enjoyable social activities and a dinner for all employees and Board members. This should take place during the summer and also winter occasion provided totally by the Board. We do this to show appreciation to all employees as they deliver the good work at MarqTran.

**Public Comment:**

None

**Adjournment:**

Bosio made a motion for adjournment. Tollefson supported. Unanimously approved. Nankervis adjourned the meeting at 6:58 p.m.

Sincerely,

April Koski, Finance

