

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

Marquette County Transit Authority

January 19<sup>th</sup>, 2017

**CALL TO ORDER:**

Vice Chair Tollefson called the meeting to order at 6:00 p.m. on January 19<sup>th</sup>, 2017.

Welcome new Board Member Mr. Connors and welcome back returning members Boyd and Grund.

**ROLL CALL:**

Boyd, Connors, Grund, Longtine, Perry, Peterson, Quayle, Tollefson, Weikel and Worth. LaRue's absence is excused. Others present: Klein & Koski.

**MINUTES:**

Boyd requested an addition to last month's meeting minutes. Clarification of: The Committee should study building in some steps prior to filing a grievance. A formal approach to settling the matter. Another step perhaps of a conflict resolution meeting being filed with a mediator. Less cost associated with this.

Weikel made a motion to approve the January 19<sup>th</sup>, 2017 meeting minutes with the addition noted above. Peterson supported. Unanimously approved.

**CONSENT AGENDA:**

Boyd requested the addition of payroll to be added to the Consent Agenda for approval.

Perry made a motion to approve the Consent Agenda with the addition of payroll. Longtine supported. Unanimously approved.

**AGENDA:**

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

**PUBLIC COMMENT:**

NONE

**ACTION ITEMS:**

1. **2017 Committee Assignment Interests:** Please turn these into the Executive Director.
2. **Report and recommendations from the Finance Committee FY2018 Budget:**

Weikel reported that the Finance Committee met on Tuesday January 17<sup>th</sup>, 2017 to discuss the FY 2018 Budget. Many line items were discussed: Wage Increases-Legal for Personal Policy changes-Other Services for Operations possible addition of security-Building Repair and Maintenance due to building getting older and boiler issues-Electric 30% increase-Depreciation lower due to the Ishpeming building being completely depreciated. Koski commented that an additional contribution will need to be made in FY 2018 to the MERS Pension Plan.

Boyd commented while riding the bus he had a conversation with a driver in regards to the health insurance that Marq-Tran currently has. The driver noted that the coverage could be better. Koski commented that the current insurance that we provide falls into a proper bucket that goes with along with the current health insurance guidelines.

Finance Committee recommends the approval of FY 2018 Budget as presented. Peterson made a motion to approve the FY2018 Budget as presented. Boyd supported. Unanimously approved.

3. **Approval of Resolution of Intent and the Annual Application for FY 2018:** Connors made a motion to approve the Resolution of Intent and the Annual Application for FY 2018. Weikel supported. Unanimously approved.
4. **Letter from Attorney John Heikkila:** Klein explained that our current Attorney will no longer be working for Garan Lucow Miller P.C. and will be going out on his own. Klein recommended to the Board of Directors that we look for a new attorney at this time. Quayle commented that we should advertise a RFP for a new Attorney. Boyd made a motion to look into getting a new Attorney. Quayle supported. Unanimously approved.

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

1. **Discussion on David Stensaas Presentation at December meeting:** Klein commented that they had another meeting with Mr. Stensaas and Chuck Lindstrom from MDOT on January 12<sup>th</sup>, 2017 to find out what the City of Marquette really needed from Marq-Tran. The City is looking for Marq-Tran to do a coordinated public transit human service plan. 5310 funded transits have to have this plan for funding. Marq-Tran is a 5311 funded transit so we are not required to have this plan. However, we are not opposed to doing it. A survey will need to be completed also we need to have meetings. These meeting will include anyone in the committee who used the busses, businesses, any other transits, etc. We compile information from the meetings in regards to the needs for the County of Marquette. Then we come up with a strategic plan for the future. This plan will need to be updated annually. Mr. Lindstrom commented that riders of the busses would be given the opportunity to comment on any gaps they see within the routes for the riders. Funding is the big problem. Gaps in routes are due to funding not being available. There might be programs to go after once this plan is put into place to get more funding. This plan may also help Marquette County secure some funding. You are not bound by anything put into the plan it is just ideas to help improve transit in Marquette County.

Klein commented that another meeting is scheduled for March 23<sup>rd</sup>, 2017 at 10am to go over this again. Mr. Stenaas is going to help write the Coordinated Plan.

Quayle asked if this was a very time consuming plan.

Mr. Lindstom replied that having the meetings may take a little time but it should not take that long to do.

Boyd wants to go on record that the Board supports Marq-Tran going forward working on this plan. Quayle supported. Unanimously approved.

2. **Executive Directors Report:** Klein has nothing further to report at this time.
3. **Board Members Comment:** Boyd inquired if a policy had been put into place with out of county travel requests. Klein commented that she came up with a price according to the driver's wages, benefits and fuel. Each trip will differ due to miles.  
Quayle commented about security down at the Transfer Center. Quayle contacted the City Police. They do not think they can contract with us. What they did suggest is that we come up with some problem hours. The police have zone patrols set up and he could assignment someone to do some extra patrols. This would be the cheapest thing we could do as it would not cost us anything. I think that would be the best thing to do now. There is also a security company in the area GForce Michigan. I think we should explore this to see what the charge would be. They have a fairly good supply of part time employees. I think it would be good to contact them.

**PUBLIC COMMENT:**

None

**ADJURNMENT:**

Quayle made a motion for adjournment. Peterson supported. Unanimously approved. Vice Chair Tollefson adjourned the meeting at 6:59 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

Marquette County Transit Authority

February 16<sup>th</sup>, 2017

**CALL TO ORDER**

Chairman of the Board LaRue called the meeting to order at 6:00 p.m. on February 16<sup>th</sup>, 2017.

**ROLL CALL**

Boyd, Connors, LaRue, Longtine, Perry, Quayle, Tollefson, Weikel and Worth. Grund and Peterson's absences are excused. Others present: Klein & Koski.

**MINUTES**

Tollefson made a motion to approve the Board Meeting Minutes from January 19<sup>th</sup>, 2017 as presented. Longtine supported. Unanimously approved.

**CONSENT AGENDA**

Quayle pulled A from the Consent Agenda. Added to Action Items #3. Tollefson made a motion to approve B, C & D from the Consent Agenda. Connors supported. Unanimously approved.

**AGENDA**

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

**PUBLIC COMMENT**

None

**ACTION ITEMS**

- 1. Committee Assignments for 2017:** Weikel made a motion to approve the Committee Assignments as presented. Longtine supported. Unanimously approved.
- 2. Review Attorney Information:** After review and discussion about our current Attorney starting a private practice the Board of Directors decided to go with Mika Meyers Beckett & Jones PLC from Grand Rapids, Michigan. Tollefson made a motion to approve Mika Meyers Beckett & Jones PLC. Weikel supported. Unanimously approved.
- 3. Consent Agenda A:** Quayle inquired about the purchase from Dalco for the Sweeper/Scrubber in Ishpeming. Klein commented that this purchase was for the sole purpose of keeping the garage

floors cleaned at our Ishpeming location. Quayle inquired about the L.S.C.P. payment of \$646 wanting to know if they visit or facility or helps us with anything throughout the year? Klein commented that they send emails to her with updates throughout the year. Weikel inquired about the 906 Technologies payment regarding the cameras. Klein commented that the cameras were paid for through a grant that Marq-Tran received and that all cameras have been placed on the busses.

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

- 1. Executive Directors Report:** Klein reported that she will be attending the Legislative Conference on March 9<sup>th</sup>, 2017 in Lansing. Klein reported that she attended the Rural Task Force meeting that was held in Munising on February 13<sup>th</sup>, 2017. Marq-Tran will receive \$80K for FY2018.
- 2. Board Member Comments:** Boyd commented about the ad placed in The Mining Journal in regards to spelling out names of grants instead of using the abbreviations. Example JARC. Boyd also inquired about getting cameras and voice recording of meetings. Such as cameras in the Board Room and Training Room. Koski replied that she would get a quote for this equipment.

#### **PUBLIC COMMENT**

None

#### **ADJOURNMENT**

Tollefson made a motion for adjournment. Connors supported. Unanimously approved. Chairman LaRue adjourned the meeting at 6:32 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**Marquette County Transit Authority**

**March 16<sup>th</sup>, 2017**

**CALL TO ORDER:**

Chairperson LaRue called the meeting to order at 6:00 p.m. on March 16<sup>th</sup>, 2017.

**ROLL CALL:**

Boyd, Grund, LaRue, Perry, Peterson, Quayle, Tollefson, Weikel and Worth. Connors and Longtine's absences are excused. Others present: Klein & Koski.

**MINUTES:**

Tollefson made a motion to approve the February 16<sup>th</sup>, 2017 regular Board Meeting Minutes. Weikel supported. Unanimously approved.

**CONSENT AGENDA:**

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

**AGENDA:**

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

**PUBLIC COMMENT:**

None

**ACTION ITEMS:**

- 1. Report from Negotiation Committee:** Klein reported that the Negotiation Committee met with T. Snow of Vast in regards to insurance rates and changes. Insurance rates will not be available to us for a few months yet but Mr. Snow believes the increases will be very minimal at this point. The age of the group continues to go up but the increase should only be a few percent from the information that so far has been provided to him. Klein also commented that future meetings will be scheduled to start discussion of the renewal of the contract. Dates to be determined.

Quayle asked that the Board please review the current contract and see if there are any language changes etc. that they would like the Negotiation Committee to address. Quayle also asked for the Board to look at parameters for the committee such as wage increases and benefits. Quayle commented that Marq-Tran is having a hard time hiring new drivers and that perhaps we need to look at changing how we hire going forward. Quayle also commented that the committee will be looking at the labor market survey information once the other transits reply with the information requested. This will give us an idea of how to compare ourselves to like bus operations with wages and benefits.

**OLD OR NEW BUSINESS:**

1. **Executive Director's Report:** Klein reported that the NMU Economics class met at Marq-Tran and we discussed public transportation with the students. The students were given a tour of the facility and were also educated on how we train the drivers. Klein reported that the Munising transit has hired a new Director. Klein reported that she will be attending the Rural Transit Managers Meeting at the end of March.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

Tollefson made a motion for adjournment at 6:35 p.m. Peterson supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 6:35 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**DRAFT**

Marquette County Transit Authority

April 20<sup>th</sup>, 2017

**CALL TO ORDER:**

Chairperson LaRue called the meeting to order at 6:00 p.m. on April 20<sup>th</sup>, 2017.

**ROLL CALL:**

Boyd, Connors, Grund, LaRue, Longtine, Perry, Quayle, Tollefson, Weikel & Worth. Peterson's absence is excused. Others present: Klein, Koski & Richer.

**MINUTES:**

Tollefson made a motion to approve the March 16<sup>th</sup>, 2017 meeting minutes as presented. Perry supported. Unanimously approved.

**CONSENT AGENDA:**

Weikel pulled D from the Consent Agenda. D added to Action Item #1.

Worth made a motion to approve A, B & C from the Consent Agenda. Tollefson supported. Unanimously approved.

**AGENDA:**

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

**PUBLIC COMMENT:**

Amanda Fritsch from Marquette addressed the Board. She advised the Board of Directors that she is a NMU student and that she was in an Urban Geography class where they studied the infrastructure and the development of cities. Included in this is transportation. Amanda stated that she visited Marq-Tran with her class on March 15<sup>th</sup>, 2017. One of the topics that were heavily discussed was the quality of drivers that are trained at Marq-Tran. The following day after meeting at Marq-Tran she took the bus. She explained to the Board of Directors that her ride was horrid. The driver was tailgating and the stopping was so abrupt that a passenger flew from her seat to the front of the bus. She explained that the driver just got off of the bus without asking if everyone was ok. She explained that the bus driver did call 911. Amanda went on to explain that the one hour trip she was supposed to be took over two hours



and the proper stops along the route were not made. She also explained that the passengers on the bus were rude to the injured lady that was now lying on the floor. She requested to see the footage from that day. Amanda stated that she called Marq-Tran after and was treated poorly.

**ACTION ITEMS:**

**#1.** Consent Agenda D: Weikel inquired about line items that are over budget. Uniforms and Transit Dues. Koski explained that these two lines items are once a year purchases so it appears to be over budget but there will be no more purchases towards those line items. Tollefson made a motion to approve Consent Agenda D. Weikel supported. Unanimously approved.

**#2.** Approval of FOIA Policy: Boyd made a motion to approve the FOIA policy as presented. Worth supported. Unanimously approved.

**#3.** Closed Door Session for Labor Discussions.

Roll Call Vote at 6:22 p.m.

Boyd            Yes

Connors        Yes

Grund          Yes

LaRue          Yes

Longtine       Yes

Perry           Yes

Quayle         Yes

Tollefson       Yes

Weikel          Yes

Worth           Yes

Back from Closed Door Session at 7:18 p.m.

Roll Call Vote at 7:18 p.m.

Boyd            Yes

Connors        Yes

Grund          Yes

LaRue          Yes

Longtine	Yes
Perry	Yes
Quayle	Yes
Tollefson	Yes
Weikel	Yes
Worth	Yes

**OLD OR NEW BUSINESS:**

Executive Director Klein reported that Munising is having an open house for the new facility on May 1<sup>st</sup> from 2-5 p.m.

Klein reported that on May 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup> Marq-Tran will be holding a PASS Training for the State of Michigan.

Klein addressed the citizen comment from tonight's meeting. Klein asked Richer to speak about this.

Richer: Bancroft reviewed the tape of this incident. She did report to me that it looked like the driver did all that he could and was not tailgating. This looked to be a normal driving incident. We have a passenger named Eddy that is very critical passenger. He called and commended the driver for his driving that day. He also stated that the passenger that fell was his sister and he felt that the driver did an excellent job with everything.

LaRue stated that Klein will respond back to the lady that commented on this accident during public comment.

Quayle inquired if the bus had any damage? Richer replied that there was no damage to the outside of the bus.

Tollefson inquired if there are seat belts on the bus. Richer replied that some busses have seat belts.

Quayle inquired if the Board of Directors could watch the video from the bus. Klein replied that she would see if she could get the footage from that day. Richer replied that he believes the only recording of this that was downloaded was the inside view. Quayle commented that we have the potential of a lawsuit here. If you can get all six views you should keep them. Klein commented that she will have the Foreman get all views that he can. Richer commented that we are still waiting for a second doc so that Operations can get the views off of the cameras along with keeping records. Conner's asked if Marq-Tran keeps flash drives on hand. Klein replied that we keep several on hand.

Klein reported to the Board that they are now being filmed. Two cameras were installed in the Board room along with the training room.

Klein reported that the clock at the transfer center was stolen. We looked at footage but he put the clock in front of his face. We have since purchased a new clock.

Boyd commented that the flyers do not have seat belts. These busses are on the high was with fragile passengers. I think we should get seat belts for these busses along with signs.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Tollefson made a motion for adjournment at 7:32 p.m. Connors supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 7:32 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**DRAFT**

Marquette County Transit Authority

May 18<sup>th</sup>, 2017

**CALL TO ORDER:**

Chairperson LaRue called the meeting to order at 6:02 p.m. on May 18<sup>th</sup>, 2017.

**ROLL CALL:**

Boyd, Connors, Grund, LaRue, Perry, Peterson, Quayle, Tollefson, Weikel & Worth. Longtine has resigned from the Board of Directors. Others present: Klein & Koski.

**MINUTES:**

Correction to the April 21<sup>st</sup>, 2017 Board Meeting Minutes requested by Boyd. Typo of highway and New Flyer busses suggestion to add seatbelts.

Tollefson made a motion to approve the Board Meeting Minutes from April 21<sup>st</sup>, 2017 with corrections. Weikel supported. Unanimously approved.

Closed Door Meeting Minutes from April 21<sup>st</sup>, 2017. Correction to the minutes made by Boyd. Correct line that stated the best drivers are retired to some of our best drivers happen to be retired and that perhaps we should utilize this by promoting this at centers across Marquette County.

Connors made a motion to approve the Closed Door Meeting Minutes with corrections from April 21<sup>st</sup>, 2017. Perry supported. Unanimously approved.

**CONSENT AGENDA:**

Grund pulled A from Consent Agenda and added it to Action Item #4.

Worth made a motion to approve B, C & D from the Consent Agenda. Tollefson supported. Unanimously approved.

**AGENDA:**

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

**PUBLIC COMMENT:**

None

## **ACTION ITEMS:**

### **1. Report from Finance Committee FY 2016 Audit:**

Weikel stated that the Finance Committee met on Tuesday April 16<sup>th</sup> at 4pm to review the budget from FY 2016. Topics of discussion were as follows:

\*Pension –changes in the accounting practices for the pension would have to be explained by the auditing firm that conducted the audit. Finance Committee would like to get a funding percentage. Koski will look into this and follow up.

\*Dispatchers Wages- Expenses were up in this line item due to the changes that took place in the dispatch department. There was an addition of a full time dispatcher and a part time dispatcher.

\*Theft-the Finance Committee discussed the theft that took place during the year and made sure that precautions were put into place to stop this in the future.

\*Audit Costs-the Finance Committee would like the staff to look into getting bids from other firms for future audits.

\*Aging of the fleet-the Committee discussed with the aging of the fleet comes higher expenses to keep the busses running properly.

Weikel recommends that the Board approves the FY2016 budget. Peterson made a motion to approve the budget from FY2016. Tollefson supported. Unanimously approved.

### **2. Request from NCLL:**

Klein explained that the NCLL has made a request to use the Spec Services Bus for a trip out of Marquette County. They would like to go to Iron Mountain on September 11<sup>th</sup>, 2017. Boyd inquired how Klein came up with a price for this trip. Klein explained the hourly rate was based on driver's wages, mileage and fuel. Boyd made a motion to approve the request from the NCLL. Peterson supported. Unanimously approved.

### **3. Approval of updated Drug and Alcohol Policy:**

The new Drug and Alcohol policy was provided to each Board Member in their packets. Connors inquired about the legal marijuana card. Could drivers still drive busses if they have this card? Klein replied that they could not. Boyd commented that any discipline related to this policy should be recorded. Peterson made a motion to approve the updated Drug and Alcohol Policy. Tollefson supported. Unanimously approved.

### **4. Consent Agenda A:**

Grund inquired about the John Lyle.com advertising. Klein replied that he generates a book about the Upper Peninsula and we are advertised in it. Grund made a motion to Approve Consent Agenda A. Tollefson supported. Unanimously approved.

## **OLD OR NEW BUSINESS:**

Klein commented on the Coordinated Plan. Powel Township has requested service one day a month to Big Bay and back. Klein is waiting for a reply from Powel Township in regards to what day they are looking to have service.

Klein commented that she will be out of town to attend the M.T.P Fleet Insurance meeting.

Klein reported that PASS Training will take place here at our facility with approximately 17 people on May 22<sup>nd</sup>-May 24<sup>th</sup>.

Klein reported that the employees have been attending CPR classes.

Klein inquired about setting a date for the next Negotiations Committee meeting. June 5<sup>th</sup> at 4pm.

Boyd requested that the drivers be spoken to about not resting on control armed wheel chairs. Klein replied that she would have this brought up at the next safety meeting.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Tollefson made a motion for adjournment at 7:00 p.m. Connors supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 7:00 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**DRAFT**

Marquette County Transit Authority

June 15<sup>th</sup>, 2017

**CALL TO ORDER:**

Chairperson LaRue called the meeting or order at 6:00 p.m. on June 15<sup>th</sup>, 2017.

**ROLL CALL:**

Boyd, Connors, Grund, LaRue, Perry, Peterson, Quayle, Tollefson, Weikel & Worth. Others present: Klein, Koski & Richer.

**MINUTES:**

Tollefson made a motion to approve the Board Meeting Minutes from May 18<sup>th</sup>, 2017 as presented. Weikel supported. Unanimously approved.

**CONSENT AGENDA:**

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

**AGENDA:**

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

**PUBLIC COMMENT:**

None

**ACTION ITEMS:**

**1. Presentation from MERS by Terra Langham:**

Terra Langam from MERS (Michigan Employees Retirement System) spoke with the Board of Directors in regards to the Marquette County Transit Authority state of position. The FY 2016 report was not available but should be available by the end of June. At the end of FY 2015 Marquette County Transit Authority percentage was approximately 94%.

**2. Report from Negotiation Committee:**

Quayle reported that the Committee will be meeting again shortly and will hopefully have some dates to start the negotiation process with the Union.

**3. Date Change for September Board Meeting:**

The Board Meeting will take place on September 14<sup>th</sup>, 2017 at the Ishpeming Office.

**OLD OR NEW BUSINESS:**

Executive Director Klein reported that Marq-Tran was waiting to receive the last quote for an irrigation system. Klein also discussed the parking lots being repaved and new carpet and flooring throughout the facility.

Klein discussed that Marq-Tran will be placing a full time dispatcher down at the Transfer Facility.

Klein discussed the JARC funding that has helped us with extending door to door and fixed routes in the evening.

Quayle commented that he would like to see video tape from the Ishpeming passenger that fell out of wheel chair from 5/30/2017 on the Ishpeming Door to Door service.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

Connors made a motion for adjournment at 6:48 p.m. Weikel supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 6:48 p.m.

Sincerely,

April Koski, Finance Officer



Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**DRAFT**

Marquette County Transit Authority

July 20<sup>th</sup>, 2017

**CALL TO ORDER**

Chairperson LaRue called the meeting to order at 6:03 p.m.

**ROLL CALL**

Boyd, Connors, Grund, Kasper, LaRue, Perry, Peterson, Quayle, Tollefson & Weikel. Worth absence excused. Others present: Klein, Koski & Richer.

**MINUTES**

Tollefson made a motion to approve the Board Meeting Minutes from June 15<sup>th</sup>, 2017 as presented. Weikel supported. Unanimously approved.

**CONSENT AGENDA**

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

**AGENDA**

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

**PUBLIC COMMENT**

None

**ACTION ITEMS**

1. Request for two out of county trips. Veteran's trip motion was made by Quayle. Peterson supported. Unanimously approved. NMU trip motion was made by Quayle. Weikel supported. Unanimously approved.

**OLD OR NEW BUSINESS**

1. Executive Director Comments: Klein will be out of town for the August meeting. Koski will fill in for her absence.
2. We are continuing work down at the Transfer Center with cleaning up the area. Starting next week we will have a dispatcher down at the Transfer Center from 12-6 Monday through Friday.

3. We received our Health Insurance Rates starting in October of 2017. There was an increase of six percent across the board.
4. We received our MERS evaluation for 2016. Marq-Tran was 93% funded at the end of 2016.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Tollefson made a motion for adjournment at 6:17 p.m. Peterson supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 6:17 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

Marquette County Transit Authority

August 17<sup>th</sup>, 2017

**CALL TO ORDER**

Chairperson LaRue called the meeting to order at 6:02 p.m.

**ROLL CALL**

Boyd, Grund, Kasper, LaRue, Perry, Peterson, Quayle, Tollefson, Weikel & Worth. Connors absence was excused. Others present: Koski & Richer. Klein was conferenced in via phone.

**MINUTES**

Tollefson made a motion to approve the Board Meeting Minutes as presented. Peterson supported. Unanimously approved.

**CONSENT AGENDA**

Weikel pulled D and moved it to Action Item #3. Peterson made a motion to approve Consent Agenda Items A, B & C as presented. Tollefson supported. Unanimously approved.

**AGENDA**

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

**PUBLIC COMMENT**

None

**ACTION ITEMS**

1. **Closed Door Session for Negotiations. Roll call vote to go into closed door taken at 6:08 p.m.**  
Boyd Yes  
Grund Yes  
Kasper Yes

<b>LaRue</b>	<b>Yes</b>
<b>Perry</b>	<b>Yes</b>
<b>Peterson</b>	<b>Yes</b>
<b>Quayle</b>	<b>Yes</b>
<b>Tollefson</b>	<b>Yes</b>
<b>Weikel</b>	<b>Yes</b>
<b>Worth</b>	<b>Yes</b>

**Closed Door Session ends at 7:10 and returns to regular Board Meeting.**

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

- 1. Executive Directors Report:** Septembers Board Meeting will be at our Ishpeming location. Building Committee Meeting will be held prior to Board Meeting.
- 2. Board Members Comments:** None
- 3. Consent Agenda Item D-** Weikel inquired about Building Repair and Maintenance being close to budget and Ishpeming account being over budget. Koski explained several repairs made to both buildings had caused these line items to exceed our anticipated budget. Quayle made a motion to approve Consent Agenda D. Peterson supported. Unanimously approved.

#### **PUBLIC COMMENT**

None

#### **ADJOURNMENT**

Quayle made a motion for adjournment at 7:16 p.m. Peterson supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 7:16 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

560 Washington Street

Ishpeming, MI 49849

**Marquette County Transit Authority**

**September 14<sup>th</sup>, 2017**

**CALL TO ORDER:**

Chairperson LaRue called the meeting to order at 6:00 p.m.

**ROLL CALL:**

Boyd, Connors, Grund, Kasper, LaRue, Perry, Peterson, Quayle, Weikel & Worth. Tollefson absence was excused. Others present: Klein.

**MINUTES:**

Peterson made a motion to approve the Board Meeting Minutes of August 17<sup>th</sup>, 2017 as presented. Boyd supported. Unanimously approved.

Peterson made a motion to approve the Closed Door Meeting Minutes of August 17<sup>th</sup>, 2017 with the corrections. Boyd supported. Unanimously approved.

**CONSENT AGENDA:**

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

**AGENDA:**

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

**PUBLIC COMMENT:**

None

**ACTION ITEMS:**

- 1. Approval of Updated Title VI Policy:** Quayle made a motion to approve the Updated Title VI Policy. Worth supported. Unanimously approved.
- 2. Report from the Building Committee:** Peterson reported that the Building Committee met this evening and took a walk around the outside and inside of the Ishpeming location. We recommend looking at the following items:  
→**New Carpeting**

- Sign outside needs some attention
- Damage from plowing on the East side of the building needs to be repaired
- New Computer
- Furnace room needs fire resistant drywall
- Light switches need to be replaced with new covers
- Smoke and carbon monoxide detectors for main office area
- Fire rated door from garage to main office area
- Fire Suppression System

Boyd commented that Rod who takes care of the office up here recommended that we should take a look at his wages.

Connors made a motion to support the recommendation made by the Building Committee. Perry supported. Unanimously approved.

3. **Report from Negotiation Committee:** Quayle made a motion to go into Closed Door Session. Connors supported. Unanimously approved.

<b>Roll Call Vote:</b>	<b>Boyd</b>	<b>Yes</b>
	<b>Connors</b>	<b>Yes</b>
	<b>Grund</b>	<b>Yes</b>
	<b>Kasper</b>	<b>Yes</b>
	<b>LaRue</b>	<b>Yes</b>
	<b>Perry</b>	<b>Yes</b>
	<b>Peterson</b>	<b>Yes</b>
	<b>Quayle</b>	<b>Yes</b>
	<b>Weikel</b>	<b>Yes</b>
	<b>Worth</b>	<b>Yes</b>

**Closed Door Session begins at 6:12 p.m.**

**Closed Door Session ended at 7:02 p.m.**

**OLD OR NEW BUSINESS:**

1. **Executive Directors Report:** Klein reported that Aflac attended our safety Meeting. I wanted to thank everyone from the Negotiations Team for all of the effort put into the meetings. I wanted to thank the Board for the support as well. I also wanted to let you know that we received a new Champion bus. I will be on vacation from October 4<sup>th</sup>-October 13<sup>th</sup>. I will also be having surgery and will not be able to attend the October Board Meeting.
2. **Board Member Comment:** Peterson mentioned a Personal Committee Meeting. Klein reported that she put a review on each member's seat to be filled out and sent in. Personal Committee Meeting scheduled for September 28<sup>th</sup> at 4p.m.

Peterson mentioned the great support from the Administrative Staff and all the Members of the Committee during Negotiations.

Connors mentioned that the website needs hours of operations updated.

Kasper commented that she attended an event using the bus and the driver they had was very helpful and friendly. The driver (Bob) helped each person get on and off the bus. The website does not have rate information and also information about discount fares.

Connors commented that the print on the website is too small.

Boyd inquired about the size of the new bus. Klein commented that the bus is 32 feet. Holds twenty two passengers or four wheel chairs and fourteen people. Boyd inquired about seatbelts. Klein commented that she would look into this. Boyd does not think we should accept any more busses without seat belts.

LaRue asked if we have any grants for GPS systems. Klein commented that we do not at this time.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Quayle made a motion for adjournment at 7:23 p.m. Weikel supported. Unanimously approved. Chairperson LaRue adjourned the meeting at 7:23 p.m.

Sincerely,

April Koski, Finance Officer

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

**DRAFT**

**Marquette County Transit Authority**

**October 19<sup>th</sup>, 2017**

**CALL TO ORDER:**

Chairperson LaRue called the meeting to order at 6:08 p.m.

**ROLL CALL:**

Boyd, Connors, Grund, Kasper, LaRue, Perry, Peterson, Quayle & Worth. Tollefson and Weikel's absences are excused. Others present: Koski & Richer.

**MINUTES:**

Kasper made a motion to approve the Board Meeting Minutes of September 14<sup>th</sup>, 2017. Connors supported. Unanimously approved.

**CONSENT AGENDA:**

Quayle pulled A. Perry made a motion to approve B, C & D from the Consent Agenda. Worth supported. Unanimously approved.

**AGENDA:**

LaRue made the addition to New Business #2 Complaint from KI Sawyer passenger.

Kasper made a motion to approve the Agenda with the addition of #2. Peterson supported. Unanimously approved.

**PUBLIC COMMENT:**

NONE

**NEW BUSINESS:**

- 1. Report from Personnel Committee:** Peterson reported that they are pulling the recommendation for the Administration Staff. Peterson reported that the Personnel Committee met prior to this meeting and decided they need to review further before presenting their recommendation. Grund made a motion to postpone the recommendation from the Personnel Committee. Boyd supported. Unanimously approved. Next Personnel Committee meeting will be held on November 6<sup>th</sup> at 4:00 p.m.



**2. Compliant from KI Sawyer passenger:** LaRue reported that he had been contacted by the City of Marquette along with the passenger in regards to his wife having to walk home from the airport due to the connecting bus not arriving on time. LaRue tried talking to the gentleman but he was very rude and started yelling. LaRue tried to explain to the passenger about the five minute rule with the busses. Passenger was not pleased with his explanation. LaRue and Klein have also written a response to the City of Marquette in regards to this passenger's situation. A copy of the letter from the City of Marquette and a copy of the response from Marquette County Transit Authority were given to each Board Member. Richer explained to the Board the way the routes connect and the importance of the five minute rule to keep the busses on schedule. Richer explained that Marq-Tran has to do what's best to service all of our passengers. This particular passenger has a sheltered place to wait with warmth and a restroom. Boyd inquired about contacting this passenger to let her know the buss is running behind. Richer explained that when the passenger gets on the bus at her pickup location she is informed along the way that her connection bus will be running late.

**3. Consent Agenda Item A:** Quale inquired about the 906 Technologies bills and the amount of money that we have to spend with them. Quayle recommended call NMU and talking to the Tech Department student Professor to see if the students would be able to service some of our needs to technical support.

Koski informed the Board that she passed out the Assessing Customer Satisfaction and Trip Purpose for Marquette County Transit Authority that was conducted by a research team from Michigan State University. Koski also passed out the MTP Quarterly newsletter.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Peterson made a motion for adjournment at 7:09 p.m. Perry supported. Unanimously approved.

Sincerely,

April Koski, Finance





## BOARD MEETING MINUTES

**Date: November 16<sup>th</sup>, 2017 Time: 6:00 p.m.**

### **Call to Order:**

Chairperson LaRue called the meeting to order at 6:00 p.m. on November 16<sup>th</sup>, 2017.

### **ROLL CALL:**

Boyd	Connors	Grund	Kasper	LaRue	Perry
Peterson	Quayle	Weikel	Worth		

Others present: Klein and Richer

### **MINTUES:**

Perry made a motion to approve the Board Meeting Minutes of October 19<sup>th</sup>, 2017 as presented. Boyd supported. Unanimously approved.

### **CONSENT AGENDA:**

Quayle pulled A-Accounts Payable.

Boyd commented that on page two in regards to the KI Sawyer complaint it should read Marquette County not Marquette City.

Connors inquired about the Verizon cell phone bill charge. Klein explained that this in the on call cell phone used for emergencies.

Quayle commented that it looks like the plow truck is in a world of hurt. He inquired about the age of the truck. Klein commented that it is very old but we are trying to keep it up and running just to plow. She explained that we do have a new plow truck but we are trying to save that truck from the ware and tare. Quayle inquired if the employees that are plowing have a good handle on how to plow? Klein replied that yes they do. Quayle inquired if it was worth putting that kind of money into? Richer replied that yes it is. We can plow at our leisure instead of having a company that comes in the morning and then we don't see them again until late afternoon.

Weikel inquired about the transmission and drivetrain bill. They are the same thing so why two bills? Klein will look into it and get back to them.

Quayle inquired about the Auto Armor bill. This bill seems really high. Klein replied that this is a year supply of soap for the bus washer.

Quayle inquired about the Crossroads Truck Repair bills. \$10,955.00 what kind of fuel tank is this? Fuel tank for a bus? Quayle asked who goes over these bills? What is the process for this? Who approves this? Richer replied that the process starts with the Mechanic deciding what kind of problem and then what kind of parts. The Mechanic goes to the Foreman and then if it is a larger purchase the Foreman goes to April and Delynn to get permission for the purchase. LaRue asked Richer why the Foreman would go past him for the purchase? LaRue commented that you are in charge of the garage so they should be going to you first. Klein commented that the Foreman goes to April to make sure we have the funds to pay for the part(s). LaRue commented that they should go to Mike first so that when he comes to a meeting he has the answer in regards to the large purchase. Richer replied that he tries to give the Foreman the leeway to make those decisions. As far as the finance decision goes I am going to send them to April and Delynn anyways.

Quayle commented that I pull high ticket items and most times April knows what the purchase is for but sometimes she does not.

Quayle inquired about OK Industrials tool purchases. Are we trying to catch up on tool purchases? Klein replied that yes, he had not used all of his equipment budget yet so we told him to that he had to get the equipment they needed and stay within his budget. There is a little bit of a catch up and the end of the physical year. Richer commented that they keep a list of what they need throughout the year.

LaRue wanted Richer to explain that mechanics don't have the permission just to go spend \$10,000.00. Klein commented that no they do not have permission to do that.

Grund inquired about the Attorneys fees. She wanted to know if that is what they charged us for Negotiations? Klein replied that was only a portion of what they charged. The total came to approximately \$11,000.00.

Quayle commented on the Attorneys bills: once the phone rings and they pick it up the clock starts running. A few times he would conference in on the phone instead of being in the building. I asked April to provide copies of the bills to me and their bills are not very detailed. There are some things you could do is provide more training for negotiations. I felt neglectful this time but I did not have any training and was out of the loop. Klein commented that it was money well spent.

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

**AGENDA:**

LaRue made the addition of: 2. the review of the Bylaws and Interlocal agreement and 3. KI Sawyer complaint.

Quayle made a motion to approve the Agenda with the additions. Peterson supported. Unanimously approved.

**PUBLIC COMMENT:**

None

**Action Items:**

- 1. Report from the Personnel Committee:** Peterson reported that committee had met several times and we also did some communicating back and forth by phone. We addressed Klein's reviews of the Administration staff and also Klein's reviews. The Committee recommends a 4% pay increase and a job performance bonus of \$1500.00 for the staff retroactive back to October 1<sup>st</sup>, 2017. We felt our staff was very productive and that we have had a good backing from our staff. This is our recommendation 4% and \$1500.00 job performance bonus.

Quayle commented that he is concerned about this. Not that we don't have good people but basically going over this I did a couple things. I took their salaries and added the 4% and bonus and divided that out by 2080 hours. Normally Administration staff works over the 2080 hours but we are not provided with that information so I don't know about the hours. Klein came out to approximately \$32 per hour, Koski approximately \$26 per hour and Richer and Bancroft at about \$24-25 per hour with this increase. It appears to me that we are coming out at about a six percent increase. I think that this is high. What is happening in our area in the field according to the survey that the County did this amount is high. I inquired with the county to see if anybody was getting these types of increases and the reply was no. I did not go into any further detail in regards to calling other businesses, I just called the county. Second concern I have with the percentage instead of setting a dollar amount. Those legacy costs start going up. I think we should have measurable amounts for the staff. We talk about it every year and we never do it. We don't have in my opinion a good measurable tool to justify the percent increases and bonus.

LaRue commented that he called and talked to different townships here and down state in regards to what they do for their staff. They would not give it to me in writing but these prices are not out of line Mike. I am comfortable with it because I know what Marquette Township gets, Chocolay Township and Negaunee. The duties that we assign our staff here are in line with these raises.

Weikel commented that the 4% is inline but I caution with the performance bonus. There should be criteria that says this at this level you get \$500 at this level \$1000 etc. Examples like saving on expenses or addition of passengers.

Quayle we have done this every year and we never follow through with the performance bonuses criteria. This should be in conjunction with the staff.

Boyd commented that the Personnel committee should address these items with more time.

Peterson made a motion to approve the 4% pay increase and a \$1500 performance bonus for the staff retroactive back to October 1<sup>st</sup>, 2017. Connors supported. Quayle asked for a roll call vote.

### **Roll Call Vote:**

Boyd: No      Connors: Yes      Grund: Yes      Kasper: Yes      LaRue: Yes      Perry: Yes  
Peterson: Yes      Quayle: No      Weikel: Yes      Worth: Yes

8 to 2 the motion passes.

Grund commented that the Personnel Committee should meet soon to set the criteria for the staff so they know what is expected of them.

### **2. Review of the Bylaws and Interlocal agreement:**

LaRue would like to postpone the nominating for the positions on the Board until next year. The county does not even decide who will be on the Board until their December meeting. We are losing three this year and five next year. Klein passed out a copy of the bylaws and interlocal agreement. Klein forwarded the information to the Attorney for his review. Klein commented that she thinks we should continue on with the way we have always done it by voting in November for the President, Vice President etc. LaRue disagrees and thinks it should not be voted on until January. LaRue commented that the Bylaws are very outdated.

Weikel made a motion to postpone the nominations until the new Board is established. Quayle supported. Peterson asked who will be in charge for the first meeting in January? Quayle commented that the County normally has a meeting on January 2<sup>nd</sup> to nominate members. Unanimously approved.

### **3. Complaint KI Sawyer passenger update:**

LaRue reported that he received another complaint from the same person. Klein is going to have a meeting with the County to explain the five minute rule.

### **NEW BUSINESS:**

Klein reported that she and Bancroft are going to again have a children's party on December 10<sup>th</sup>. We do get volunteers from some of our drivers as well.

Klein reported that they still have \$400 left from last year's employee party raffle. She is waiting to talk with the Union President to see if they are going to pitch in any funds for a party this year.

Klein thanked the Board for the get well card.

LaRue commented on the Safety awards. He commented that he thinks it is great that we were able to award that much for safe driving.

Quayle inquired about how hiring new drivers is going. Richer commented that we just ran through two groups of two. This time of year we do not do training with the weather. It is too hard to put someone in that position when we can't do enough yard work with them.

**BOARD MEMBER COMMENTS:**

Boyd inquired about the Auditors. Did the job go out for bid? Klein commented that we have the same auditors for this year but we can put it out for bid next year.

Boyd commented that not training in Marquette, Michigan in the winter limits us. Richer commented that trying to train drivers in the winter that have never driven these large busses is difficult. Boyd commented that this is a long time of the year to not train. Maybe we could train at the airport and take the lead for drivers training course. Not just Marq-Tran but other people needing training. This is something to think about.

Boyd commented about getting seat belts in the busses.

Peterson commented that the December meeting is on the 14<sup>th</sup>. Thank you to the Personnel Committee for their time and effort.

**ADJOURNMENT:**

Weikel made a motion for adjournment at 7:24 p.m. Boyd supported. Unanimously approved.

Sincerely,

April Koski, Finance



MARQUETTE COUNTY TRANSIT AUTHORITY

**BOARD MEETING MINUTES**

**Date: December 14th, 2017 Time 6:00 p.m.**

**Call to Order:**

Chairperson LaRue called the meeting to order at 6:00 p.m. on December 14<sup>th</sup>, 2017.

**ROLL CALL: Board Members Present**

Boyd            Connors            Grund            Kasper            LaRue            Perry  
Peterson            Quayle            Tollefson

Others present: Staff-Klein, Executive Director & Richer, Operations Manager

**MINUTES:**

Peterson made a motion to approve the Board Meeting Minutes from November 16<sup>th</sup>, 2017 as presented. Kasper supported. Correction: Tollefson was excused for the November 16<sup>th</sup>, 2017 meeting. Weikel’s absence is excused. Unanimously approved.

**CONSENT AGENDA:**

Quayle pulls A from Consent Agenda. Add to Action Item #5.

Tollefson made a motion to approve B, C & D from the Consent Agenda. Perry supported. Unanimously approved.

**AGENDA:**

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

**PUBLIC COMMENT:**

None

**ACTION ITEMS:**



- 1. Update Credit Card Policy:** Proposed credit card policy was distributed to Board Members. Klein explained to the Board that the policy will be in compliance with the State of Michigan.

Connors inquired about Marq-Tran accepting credit cards. Klein commented that the fees associated with a credit card machine would outweigh the little income we take in for ticket sales.

Tollefson made a motion to approve the credit card policy. Peterson supported. Unanimously approved.

- 2. Election of Board Officers:** Tabled until January 2018 no action needed on this.
- 3. Approval of 2018 Board Meeting Calendar:** Perry made a motion to approve the 2018 Board Meeting Calendar. Peterson supported. Unanimously approved.
- 4. Resolution of Appreciation:** Klein presented the Resolution of Appreciation to LaRue, Tollefson and Weikel.
- 5. A from the Consent Agenda:** Quayle inquired about the Dan Perkins bid. He inquired if we took any other bids. Klein replied that was for the Ishpeming office and we just went to him. Quayle inquired about Hiawatha Chef Supply bill-labor to repair sweeper/scrubber. What is this? Klein explained this is the machinery that cleans the garage floors. This included 3 hose assembly and did a total overhaul on this machine. Boyd commented on the computer for the Ishpeming location. Why was it so expensive? Klein commented that the Ishpeming computer needed to be replaced as the Marquette office emails ride sheets. Quayle made a motion to approve A from the Consent Agenda. Tollefson supported. Unanimously approved.

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

Klein reported that she received a MDOT 35 year Anniversary plaque.

Klein reported that the UPTP cancelled the meeting due to weather.

Klein reported that she attended a Rule Task Force Meeting today in Munising. This is the Road Commission and we received \$80,000 federal money and the state matches 20%.

Klein reported that Annual Application is due February 15<sup>th</sup>, 2018. We will need to have a Finance meeting for this.

Klein reported the Meijer's sent Marq-Tran a generic contract saying that we will be responsible for several things while in their parking lot. I called the Director in Escanaba and asked if he had to sign an agreement to enter the parking lot. He has not signed anything. I had an Attorney look at it and this contract is making us responsible for slip and falls. I do not think we should sign this. I just received a response from the Attorney today that I need to take a look at.

Klein reported the Mrs. Worth called and she is resigning from the Board. She will be sending in a letter. She has one year remaining on the Board.

Klein commented that they had the children's Christmas party last weekend and a great time was had by all.

Klein reported that the adult party will not be taking place as the union has opted out of putting in any funding. There is \$400 left from last year's raffle so perhaps a lunch in the summer.

**BOARD MEMBER COMMENTS:**

Quayle commented about the accidents reported each month. Maybe the Accident Review Board should take these more seriously, especially if it is the same driver. Klein commented that she reviews these to determine if they are at fault or not and if at fault their safety award gets lowered.

LaRue asked Richer if he talks with the drivers if they have several incidents. Richer replied that he reviews the tapes. There are some incidents when the bus is following to close but there are also incidents when cars pull out in front of the busses and they have to stop fast.

Connors commented that the Bylaws are not up to date. Klein replied that she can change some laws but they can't contradict the Interlocal Agreement.

Boyd commented about seat belts on the bus to avoid personal injury. We should be making an effort to offer seat belts on the busses. Items over \$1,000.00 like the computer from 906 Technologies for the Ishpeming office. Do we really need that much storage on a computer? Perhaps shopping around for prices would be better.

Klein replied that busses are built in compartments and there for do not require seat belts. Boyd replied that if the busses were built so good you would not have people bouncing off the seats all the time.

Richer commented that we have not had that incident happen on a New Flyer. These incidents happen on busses that already have seat belts.

Boyd commented that at high way speeds even on the New Flyers that is a frightful thought with no seat belts. Boyd commented that if you apply common sense to it you need seat belts.

Klein commented that Boyd was one of the first ones to sign a waiver to not use a seat belt when we had passengers sign waivers.

Boyd replied that he does not want to personalize this. If I have a chair belt on I feel safe.

Kasper commented on the Operating Summaries. It seems that we always have a negative passenger count.

Richer replied that we have been looking at that as well. We are looking into doing a "free day" ad and campaign. Along with the free day having an extra driver on the bus and have people at the Transfer Center. This way the extra person can answer questions. We are also looking at training for passenger counts. Our drivers use the bathroom at the Transfer Center and I think there may be many passengers jumping on the bus while the driver is inside. We are trying to come up with ideas to help with this.

Kasper commented that we should perhaps advertise the fact the NMU students ride free.

Richer commented that they are looking at working with NMU to advertise this.

Peterson commented that on TV last week he seen Marq-Tran helping out with the gas leak and also the food pantry. It is nice to see this.

Tollefson commented that is has been a pleasure being on the Board for the past six years.

LaRue commented that he would like to see more done with the website. I think we should look for a GPS grant. I would like to thank everybody for the last six years.

**ADJOURNMENT:**

Tollefson made a motion for adjournment at 6:57 p.m. Peterson supported. Unanimously approved.

Sincerely,

April Koski, Finance Officer