

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
FEBURARY 7, 2003

Present: Dawson, McLeod, Stanek, Straw.

Also present from the general public: Tom Sandeen.

Meeting called to order by Chairman Dawson at 8:57 a.m.

Public comment by Sandeen voicing his concerns about Meadowbrook spending money on vans to transport their clients when ACT has vans available that can do the same job. Sandeen commented that since Meadowbrook passed their millage, they seem to be spending a lot of money. He mentioned a Kubota tractor and the possible purchase of a fourth van. Straw stated that he had approached Meadowbrook Director Judy Martin regarding ACT providing transportation to Traverse City for her clients. Ms. Martin stated that Meadowbrook prefers to provide that service for themselves.

2003 meeting schedule was presented and some revisions were made. There will be no March 31st meeting the April 28 meeting date was changed to May 2nd and there will not be a September 1st meeting because of Labor Day. Meeting schedule for 2003 is as follows: March 7th, May 2nd, June 2nd, June 30th, August 4th, September 29th, November 3rd and December 1st.

Straw presented a billing from the Charlevoix County Clerk on the Regional Transportation deficit. Straw went on to inform the committee that he first brought this issue to their attention at the September meeting, at which time the committee was informed that Straw was disputing the billing. Straw told the committee that the Regional Program was formed in 1998 and the transit systems involved - Kalkaska, Charlevoix, Grand Traverse, Benzie and Antrim agreed to be equally responsible for any deficits that occurred in the program. Charlevoix County was the fiscal agent for the program, which disbanded in 2001. For a three-year period, Charlevoix is showing a total deficit of \$94,365, of which Antrim owes \$16,085.90 after subtracting their previous local share of \$7,573. Straw believes the total deficit should be \$39,433 based on information provided by Charlevoix over a three-year period. When four counties divide this, Antrim County's remaining balance would be \$2,285. Straw also feels that Kalkaska, which dropped out eight months into the program, should share some of the deficit. They are currently not figured into the equation. Straw has requested an audit from MDOT, which he has not received yet. McLeod suggested that Straw sit down with Prosecuting Attorney Charlie Koop and bring this matter to his attention.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Heard that the power washer is broken down and would be too costly to repair. Straw requested an emergency procurement condition to purchase a new power washer without going through the sealed bid process. Permission was given to purchase a new power washer using grant money.

Heard that Straw terminated an employee for a third violation of departmental work rules. The Administration Committee will hear the grievance on February 12th.

Ridership report was presented. January 2003 passengers totaled 6,502. Passengers for January 2002 were 6,131, an increase of 371 passengers. Straw indicated that this is quite good considering a loss in passengers from Elk Rapids Head Start and CMH clients. Also, February 1st transportation for the White Pine Stampede went well with a total of 409 skiers transported.

Heard that Straw attended the Rural Task force meeting on January 9th to approve road and transit projects for the next five years. A pressure washer was approved for ACT. Copies of road projects were distributed for committee review.

Next meeting is scheduled for March 7th, 2003.

Meeting adjourned at 9:35 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
MARCH 7, 2003

Present: Dawson, McLeod, Stanek, Straw

Also Present: Tom Sandeen.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Heard that Straw had a meeting with Judy Martin, Administrator of Meadowbrook regarding the facility's transportation needs. The transportation that Meadowbrook is providing to their clients is more specialized than service we can offer at this time. Will continue working with Meadowbrook to offer activity trips for residents.

Heard that the Administration Committee heard the grievance filed by Lorne Marshall. The Administration Committee agreed to reinstate Marshall with the understanding that he will not commit any similar or like violations for the next two years.

Heard that Straw had a meeting with the Mancelona HeadStart teachers concerning Marshall's reinstatement. Marshall will drive a HeadStart route with the parent rider who had written a letter of support about his driving. Also, Straw had a meeting with Northwest Michigan Human Services in Traverse City, administrators of the HeadStart program in the ten-county area. Human Services stated that at this point, ACT will continue to provide transportation for the Mancelona center for the next school year.

Heard that Straw talked to Charlie Koop concerning the Charlevoix County billing for Regional Transportation. Koop suggested that we wait for an MDOT audit on the program. Koop also suggested that we might want to send payment of \$2,285, the amount we believe to be Antrim County's share of the deficit.

Ridership report was presented. February 2003 passengers totaled 5,772. Passengers for February 2002 were 5,494, an increase of 278 passengers.

Next meeting is scheduled for May 2nd, 2003.

Meeting adjourned at 9:30 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
MAY 2, 2003

Present: Dawson, McLeod, Stanek, Straw, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by Stanek, support by McLeod to have Chairman Dawson sign MDOT Contract 2002-0008 for Federal Operating Assistance in the amount of \$74,044. All voting aye. Motion carried.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Ridership report was presented. April 2003 passengers totaled 5,037. Passengers for April 2002 were 5,040, a decrease of three passengers.

Heard that Federal Operating Assistance for 2004 will be at the same level as 2003.

Straw requested that ACT be reimbursed for the increased cost of the annuity that is being offered to employees effective May 1, 2003. The cost would be \$1,760. The committee agreed that this should be reimbursed through the General Fund and will be addressed by the Finance Committee.

Heard that a new service vehicle was purchased for \$22,918. The contract authorization amount was \$31,250. Straw is going to request that the contract be amended so that the difference can be used for other capital equipment. Straw suggested that a surveillance camera for the fuel island be purchased with those funds. Motion by McLeod, support by Stanek to support Straw's request. Motion carried.

McLeod requested a comparison of Special Trips for last year as opposed to what is projected for this year. This report will be prepared for next month's meeting.

Next meeting is scheduled for June 2nd, 2003.

Meeting adjourned at 9:40 a.m.

Respectfully submitted.

**ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
JUNE 2, 2003**

Present: Dawson, McLeod, Stanek, Straw, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Straw presented the 2004 Budget and Appropriation Request. The request for 2004 Appropriation is \$62,000 with total revenues of \$544,200. This is an appropriation increase of \$15,000 over 2003, which would pay for employee wage increases and increased cost of health insurance for 2004. Total expenses are projected at \$569,200, with a total deficit of \$25,000. Straw proposes that \$25,000 from budget reserves be used to balance the budget. Motion by McLeod that a recommendation be made to the Finance Committee that an appropriation request of \$60,000 be made and that \$27,000 be used from the budget reserves. Support by Dawson. Motion carried.

Ridership report was presented. May 2003 passengers totaled 4,142. Passengers for May 2002 were 5,840, a decrease of 698 passengers. The decrease is attributed to fewer special trips and loss of CMH clients.

Next meeting is scheduled for June 30th, 2003.

Meeting adjourned at 9:30 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
AUGUST 2, 2003

Present: Dawson, McLeod, Stanek, Straw, White.

Meeting called to order by Chairman Dawson at 11:00 a.m.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Meeting schedule was set for the remainder of the year for 9:00a.m. on Fridays the week before the Board of Commissioners meet. The dates are September 5, October 3, November 7 and December 5.

Heard that the high band radio frequency has been obtained and we are in the process of installing new radios in the buses.

Heard that the 9th Annual Transit Employees Conference will be held in Mackinaw City September 5th through the 7th. A total of seven employees from ACT will attend.

Heard that bids will be requested for a video surveillance system for the fuel island.

Discussion on Allied Ambulance Service using ACT's fuelling facilities. Dawson will investigate whether Allied is a commercial enterprise before any decision is made on fuelling.

Next meeting is scheduled for September 5, 2003.

Meeting adjourned at 11:35 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
AUGUST 5, 2003

Present: Dawson, McLeod, Stanek, Straw, White

Meeting called to order by Chairman Dawson at 11:00 a.m.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Meeting schedule was set for the remainder of the year for 9:00 a.m. on Fridays the week before the Board of Commissioners meet. The dates are September 5, October 3, November 7 and December 5.

Heard that the high band radio frequency has been obtained and we are in the process of installing new radios in the buses.

Heard that the 9th Annual Transit Employees Conference will be held in Mackinaw City September 5th through the 7th. A total of seven employees from ACT will attend.

Heard that bids will be requested for a video surveillance system for the fuel island.

Discussion on Allied Ambulance Service using ACT's fuelling facilities. Dawson will investigate whether Allied is a commercial enterprise before any decision is made on fuelling.

Next meeting is scheduled for September 5, 2003.

Meeting adjourned at 11:35 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
SEPTEMBER 5, 2003

Present: Dawson, McLeod, Stanek, Straw.

Also Present: Tom Sandeen, Larry Ager.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Public Comment: Sandeen questioned why we were using buses instead of vans for Health Ride. Straw explained the issue and McLeod informed Sandeen that the issue should not be brought up at committee meetings. Ager would like to see more advertising and media exposure for the bus system and there was discussion on where to advertise. It was agreed that we would do more advertising.

Motion by McLeod, support by Stanek to approve the financial reports as presented. All voting aye. Motion carried.

Chairman Dawson signed a Federal Capital Contract to purchase a new pressure washer.

Some discussion on Allied Ambulance Service using ACT's fuelling facilities.

Ridership report was presented. Passengers for August 2002 totaled 3,058. Passengers for August 2003 totaled 2,552, a decrease of 506 passengers.

Next meeting is scheduled for October 3, 2003.

Meeting adjourned at 9:40 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING OCTOBER 3, 2003

Present: McLeod, Stanek, Straw, White.

Also Present: Larry Ager, Betty Averill, Terry Smith.

Meeting called to order by Vice Chairman Stanek at 9:00 a.m.

Public Comment: Smith representing Allied Ambulance made a presentation to request fuelling at ACT. Considerable discussion. It was suggested that Smith check with Milton and Torch Lake Townships on how they purchase their fuel. Also, Smith should check on whether Allied has tax exempt status, and check with Derrer Oil on fuelling at their facilities without paying taxes. Averill complemented ACT on their clean buses. Ager inquired about advertising.

Motion by Stanek, support by McLeod to approve the financial reports as presented. All voting aye. Motion carried.

Ridership report was presented. Passengers for September 2002 totaled 5,943. Passengers for September 2003 totaled 4,356.

Next meeting is scheduled for November 7th, 2003.

Meeting adjourned at 9:40 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING NOVEMBER 7, 2003

Present: Dawson, Stanek, Straw

Meeting called to order by Chairman Dawson at 9:00a.m.

Review of October 3, 2003 meeting minutes.

Motion by Stanek, support by Dawson to approve the financial reports as presented. All voting aye. Motion carried.

Went into closed session from 9:20 to 9:45 a.m. - union negotiation issues.

Ridership report was presented. Passengers for October 2002 totaled 6,427. Passengers for October 2003 totaled 5,831.

Next meeting is scheduled for December 3rd, 2003.

Meeting adjourned at 9:50a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING DECEMBER 9, 2003

Present: Dawson, McLeod, Straw

Meeting called to order by Chairman Dawson at 9:00a.m

Review of November 7, 2003 meeting minutes.

Motion by McLeod, support by Dawson to approve the financial reports as presented. All voting aye. Motion carried.

Straw informed committee that a tentative agreement has been reached with the union on a new contract. Employees will be voting December 9, 2003.

Heard that two employees are on medical leave. Permission was received from the Administration Committee to lift hiring freeze to hire a temporary part-time employee to fill in.

Bids were opened for a closed circuit television system. Two bids were received. Bid from Future Sound of Ellsworth in the amount of \$8,931.30. Bid from Surveillance and Sound Technologies of Kewadin in the amount of \$7,287.80 for option one and \$6,787.80 for option two. Motion by McLeod, support by Dawson to accept the option two bid from Surveillance and Sound Technologies. All voting aye. Motion carried.

Ridership report was presented. Passengers for November 2002 totaled 5,163. Passengers for November 2003 totaled 4,285.

Heard that Straw would like to bid out fuel purchases on a yearly basis. Past practice has been to call fuel companies for a quote on an as-needed basis with little difference in price. Motion by McLeod, support by Dawson to open up fuel purchase for bidding. Motion carried.

There will be no meeting in January. Next meeting is scheduled for Friday, February 6, 2004.

Meeting adjourned at 9:40a.m.

Respectfully submitted.