

Harbor Transit Multi-Modal Transportation System (HTMMTS)
Board Meeting Minutes
Grand Haven Charter Township
January 25, 2017

1. Meeting Called to Order at 5:30 p.m.

Present: Craig Bessinger, Bob Monetza, Patrick McGinnis, Rick Homan, Pete LaMourie, Gordon Gallagher, Mike DeWitt, Bill Cargo, Joanne Marcetti, Joel TePastte, Chris Burns

Absent: None

Also Present: Tom Manderscheid, Director, Anthony Dionise, Operations Manager, Shelly Converse, Customer Care and Compliance Manager, Dennis Swartout, Marketing Representative, Bonnie Suchecki, Human Resource Manager

2. Approval of November 16, 2016 Minutes

Motion by Pete LaMourie, second by Gordon Gallagher, to accept the minutes of November 16, 2016. Motion carries.

3. Approval of the Regular Agenda

Motion by Joanne Marcetti, second by Mike DeWitt, to approve the agenda for the Regular Meeting of January 25, 2017. Motion carries.

4. General Business / Call to Audience

None.

5. Financial Report:

a. FY2017 July 2016 -January 25, 2017 Operating Budget

Manderscheid reported that we are under budget with expenditures at 50.86%. The insurance rebate back from GH Finance has been completed thru January. Labor costs is under budget by \$145K but we must take in to account the labor accruals at year end. Motion by Rick Homan, second by Mike DeWitt to accept the financial report as presented. Motion carries.

6. Public Hearing:

- a. President Craig Bessinger opened the public hearing to receive public comment concerning FY 2018 Capital and Operating Budget and to set at a .580 millage rate within the Harbor Transit Service area at 5:34 p.m.**

No public comment.

b. President Craig Bessinger closed the public hearing at 5:35 p.m.

7. New Business:

- a. Consideration by the HTMMTS Board to approve the President and Secretary to sign the MDOT FY2018 Contract Clauses Certification needed for the Annual Application for Financial Assistance.**

Motion by Bill Cargo to approve the President and Secretary to sign the MDOT FY2018 Contract Clauses Certification needed for the Annual Application for Financial Assistance, support by Mike DeWitt. Motion carries.

- b. Consideration by the HTMMTS Board of a resolution to adopt the FY2018 Operating and Capital Budget and the CY2017 and CY2018 Millage rates to be set a.580 mills to operate Harbor Transit**

Motion by Pat McGinnis to adopt the FY2018 Operating and Capital Budget and the CY2017 and CY2018 Millage rates to be set a.580 mills to operate Harbor Transit, second by Chris Burns. Motion carries.

- c. Consideration by the HTMMTS Board to approve a resolution of intent to apply for state formula operating assistance for FY 2018 under Act 51 of the Public Acts of 1951, as amended, authorizing the Board Secretary to sign the necessary document.**

Motion by Bill Cargo to approve a resolution of intent to apply for state formula operating assistance for FY 2018 under Act 51 of the Public Acts of 1951, as amended, authorizing the Board Secretary to sign the necessary document, second by Joanne Marcetti. Motion carries.

- d. Transportation Director Transition plan.**

Bonnie Suchecki, City of Grand Haven Human Resources Director, reported that the Michigan Municipal League had completed a job analysis of the Director's and Operations Manager positions and the information was returned to the City this week. The detail will be provided for the March meeting.

Bonnie is recommending that we post the position in all available outlets to build a great applicant pool. Applications will be accepted until the position is filled. We could then schedule interviews for Wednesday March 15, narrow the field through the rest of March and wrap up interviews by Tuesday, March 28.

Discussion followed on the job description and whether it should include overseeing the Airport operation. The current description includes this job element, and Tom confirmed that, at the present time, the amount approved in the 2017 budget is sufficient.

All Board members were given the opportunity to serve on the interview team. The interview team will consist of Joanne, Pat, Craig and Bonnie. Tom encouraged the team to send out all interview materials including resumes, questions and scoring criteria to the full board so all Board members have a better understanding of the progress.

e. Strategic Plan Update

First developed with the assistance of the Planning & Performance Dept. of Ottawa County in 2012. We need to continue to track numbers. Administration is to provide some additional insight into what is causing some of the variations.

8. Directors Report

a. Marketing Report

Denny Swartout presented supplemental detail on the written report included in the packet. Wedding bookings are exceeding expectations. HR roundtable discussions have produced valuable insight into the possibility of expanding services to bring employees to local manufacturing plants. Due to budget concerns, the expansion effort is on hold until we see what additional gas tax money the agency will be receiving.

b. Director's written report

i. Update report on extending business hours and service territory

Gordon Gallagher and Pat McGinnis will talk to the Chamber to see if there is interest in jointly studying opportunities to expand services to help get people to work in the service area. The Board expressed strong support for making this a priority goal.

9. Board Members Comments

Joanne complimented the excellent effort put forth by the staff.

Pat asked if the next meeting could be rescheduled for March 15 due to an MML Conference that is conflicting – all agreed that this would be acceptable.

10. General Business/ Call to Audience

No public comment

11. Adjournment

**Next HTMMTS Board meeting will be held on March 15, 2017 at the Village of
Spring
Lake Administrative Offices, 102 West Savidge Street, Spring Lake, MI 49456**