



**Bay Metropolitan Transportation Authority**  
1510 N. Johnson St. • Bay City, Michigan 48708  
Phone 989-894-2900 • Fax 989-894-2621  
www.baymetro.com

REGULAR BOARD MEETING MINUTES  
December 20, 2023

CALL TO ORDER: Chairman Michael Halstead called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Michael **Berne**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, Thomas **Boetefuer**, Joel **LaBrie**. Members absent: Dr. Mary Ann **Boettger** and Robert **Redmond**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison and Bethany Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Boetefuer** moved, supported by **Andrus**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **McNally** moved, supported by **DeLorge**, to approve the minutes of the November 15, 2023, Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **LaBrie**, to approve the November 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **McNally** moved, supported by **DeLorge**, to receive for information the October 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **LaBrie**, to receive for information the November 2023 Ridership Report. **The motion carried unanimously.**

ITEM #4: **LaBrie** moved, supported by **Andrus**, to receive for information the November 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #5: To approve Board Resolution No. 2023-16 MDOT Project Agreement FY 2024 Specialized Services Operating Assistance Program. **DeLorge** moved, supported by **McNally**. **The motion carried unanimously.**

ITEM #6: To approve Board Resolution No. 2023-17 MDOT FY 2024 Transportation to Work. **DeLorge** moved, supported by **Boetefuer**. **The motion carried unanimously.**

ITEM #7: To approve Board Resolution No. 2023-18 MDOT FY 2020 Local Federal Transit Formula Grant. **Boetefuer** moved, supported by **DeLorge**. **The motion carried unanimously.**

ITEM #8: To approve Fuel Bid Summary – Cass City Oil. **Berne** inquired whether this was a new vendor and it was indicated it was a new vendor. **McNally** moved, supported by **Boetefuer**. **The motion carried unanimously.**

ITEM #9: Quote summary was reviewed to approve for Propane Recovery System – Superior Energy. **Berne** inquired if this was a new vendor and it was determined it was. However, this vendor was recommended by the propane vendor. **LaBrie** moved, supported by **McNally**. **The motion carried unanimously.**

ITEM #10: To approve the proposal summary for HVAC Replacement Project, - Great Lakes Air Mechanical. **Boetefuer** moved, supported by **Andrus**. **The motion carried unanimously.**

ITEM #11: To approve the procurement request for office moving and storage – Michigan Air. **McNally** moved, supported by **LaBrie**. **The motion carried unanimously.**

ITEM #12: To approve Board Resolution No. 2023-19 MDOT FY 2024 Sec. 5311 Operating Grants for Rural Areas Programs. **DeLorge** moved, supported by **Andrus**. **The motion carried unanimously.**

GENERAL MANAGER’S REPORT: Sprague provided an update on projects and their timelines. Sprague discussed the HVAC Project and some issues that were being had with displacement of office staff and furnishings. It was requested that he contact the City about possible storage containers and/or office trailers. The FTA Review was discussed and it was noted that the Chairman will receive information on this in the Spring. New buses are set to arrive in March/April. It has been requested that we assist with transportation for the Memorial Cup in late May 2024. More information on this will follow. Bay Metro is set for our millage in November 2024. Marking will begin on this matter on June 1. The CBS project was discussed and Board was updated on this project. \


**Andrus** moved, supported by **LaBrie**, to receive for information the General Manager’s Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **Berne**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:17 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
November 15, 2023

CALL TO ORDER: Chairperson Michael Halstead called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: Michael **Berne**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, and John **Andrus**. Absent Robert **Redmond**. Excused Melvin **McNally** and Joel **LaBrie**. Staff present: Eric Sprague, Jody Keitzman-Morrison, Kristy Pletzke and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Boettger** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boettger** moved, supported by **DeLorge**, to approve the minutes of the November 15, 2023 Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **Andrus**, to approve the October, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **DeLorge** moved, supported by **Andrus**, to receive for information the September, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **DeLorge**, to approve the Quarterly Financial Report, with corrections, for September 30, 2023. **The motion carried unanimously.**

ITEM #4: **Boettger** moved, supported by **Boetefuer**, to approve the Pre-Audit Summary FY 2023. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **Boettger**, to receive for information the October, 2023 Ridership Report. Sprague mentioned that the shopping route was set to begin shortly. **The motion carried unanimously.**

ITEM #6: **Boettger** moved, supported by **DeLorge**, to receive for information the October, 2023 Changes in Employment Report. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Discussion was had with respect to amending the Articles of Incorporation with regard to the Board member terms. It appears that we have a odd number of members with expiration dates of their service. Sprague suggested ways that may modify this going forward. It was determined that a Personnel Committee Meeting would be held in January, 2024, to review the situation. It was further decided that seeing a Finance Committee Meeting would also need to be held in January, that both meetings be held on the same day and time, concurrently. Therefore, both the Personnel Committee Meeting and the Finance Committee Meeting would be held on January 3, 2024, at 4:00 p.m.

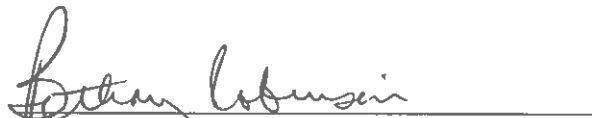
**Andrus** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **DeLorge** moved, supported by **Berne**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:14 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
October 18, 2023

CALL TO ORDER: Chairperson Michael Halstead called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: Michael **Berne**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, and John **Andrus**. Absent Joel **LaBrie**. Excused Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzman-Morrison, Kristy Pletzke and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Boettger** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boettger** moved, supported by **McNally**, to approve the minutes of the September 20, 2023, Regular Board Meeting and approve the minutes of the October 4, 2023, Personnel Committee Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **Berne**, to approve the September, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **DeLorge** moved, supported by **Boetefuer**, to receive for information the August, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **Andrus**, to receive for information the September, 2023 Ridership Report. **Andrus** requested information on the status of a casino bus. It was stated that this route may be looked at after we are properly staffed to provide this route. **The motion carried unanimously.**

ITEM #4: **McNally** moved, supported by **DeLorge**, to receive for information the September, 2023 Changes in Employment Report. It was mentioned that Bay Metro hired two new mechanics on a probationary basis. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **Andrus**, to approve the proposed recommendation by the Personnel Committed for changes made to the following policies:

Changes to BMTA Drug and Alcohol Policies  
Policy Statement: Drug Free Workplace  
Safety Sensitive Employees  
Non-Safety Sensitive Employees  
ADA/ADAAA Policy  
BMTA Board Policy – Policy for Temporary or Permanent Denial of  
Passenger Transportation Service  
Board Policy #15 – BMTA Procurement Policy  
BMTA Procurement Procedures (with changes discussed during meeting)  
BMTA Credit Card Policy  
BMTA Cyber Security Policy  
BMTA Conflict of Interest and Ethics Policy

**The motion carried unanimously.**

ITEM #6: **Boettger** moved, supported by **McNally**, to approve the contract for personal services by Attorney Timothy Quinn. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Sprague provided an update on increased ridership and addressed the handout provided that was drafted by Kietzman-Morrison about congratulating the staff on the increase. 29% increase from 2022 and made the budgeted target. It was also discussed how future events may increase the ridership going forward, i.e., 50<sup>th</sup> Anniversary.

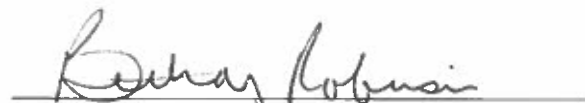
**Andrus** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: Berne discussed the fact that we were a part of Region 3 response. It was explained that we are part of the Emergency Response Team and often times are dispatched for fires etc. Berne was impressed that we were a part of this and did not have knowledge that Bay Metro was involved.

ADJOURNMENT: **DeLorge** moved, supported by **Andrus**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:15 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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PERSONNEL COMMITTEE MEETING MINUTES  
October 4, 2023

CALL TO ORDER: Committee Chairperson John Andrus called the meeting to order at 4:01 p.m.

ROLL CALL: Members present: John **Andrus**, Michael **Berne**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Joel **LaBrie** and Melvin **McNally**. Members absent: Robert **Redmond**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, and Bethany Robinson.

ITEM #1, ITEM #2, ITEM #3, ITEM #4: The proposed changes to the BMTA Drug and Alcohol Policy, Policy Statement: Drug Free Workplace, Safety Sensitive Employees and Non Safety Sensitive Employees were reviewed. J. Kietzman-Morrison explained the changes to each of the documents. The changes consisted of changes to contact persons, collections for transgendered individuals and CBD products.

**Boetefuer** moved, supported by **LaBrie**, to recommend that the proposed BMTA Drug and Alcohol Policy, Policy Statement: Drug Free Workplace, Safety Sensitive Employees and Non Safety Sensitive Employees, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #5: The proposed ADA/ADAAA Policy was reviewed. E. Sprague discussed and J. Kietzman-Morrison confirmed necessity for the policy and its contents.

**McNally** moved, supported by **Halstead**, to recommend that the proposed ADA/ADAAA, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #6: The proposed BMTA Board Policy, Policy for the Temporary and Permanent Denial of Passenger Transportation Service was reviewed. E. Sprague discussed the necessary of having such a policy and the fact that the union is requesting specific policies regarding same.

**Halstead** moved, supported by **Berne**, to recommend that the proposed MTA Board Policy, Policy for the Temporary and Permanent Denial of Passenger Transportation Service, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #7: The proposed changes to the BMTA Procurement Policy was reviewed. K. Pletzke discussed the changes to the policy and reasoning behind them.

**LaBrie** moved, supported by **McNally**, to recommend that the proposed changes to the BMTA Procurement Policy, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #8: The proposed changes to the BMTA Procurement Procedures was reviewed. K. Pletzke discussed the changes which consisted of MDOT guidelines, and the values of the informal procurement methods increasing due to the fact that the cost of items to be purchased has increased. Additionally, information with respect to DBEs was added, rejection of bid language was added and payment of contract administration was added. K. Pletzke also discussed a proposed change to B. Procurement Process (page 2 of 16) and including a subpart 4(d.) to include ACH payments and payments approved by BMTA and Board.

**LaBrie** moved, supported by **Boettger**, to recommend that the proposed changes to the BMTA Procurement Procedures, with the changes discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #9: The proposed changes to the BMTA Credit Card Policy was reviewed. K. Pletzke discussed the changes to the policy with were title changes of individuals.

**Halstead** moved, supported by **DeLorge**, to recommend that the proposed changes to the BMTA Credit Card Policy, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #10: The proposed BMTA Cyber Security Policy was reviewed. K. Pletzke discussed the need for BMTA to have a cyber security policy.

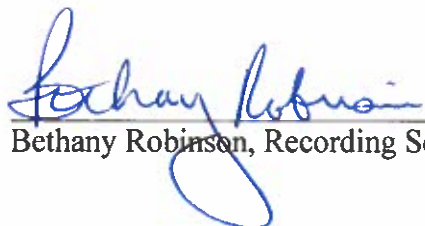
**Boetefuer** moved, supported by **McNally**, to recommend that the proposed BMTA Cyber Security Policy, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #11: The proposed BMTA Conflict of Interest and Ethics Policy was reviewed. K. Pletzke indicated that this policy was taken from the Board Policy and no changes were made other than heading.

**DeLorge** moved, supported by **Boettger**, to recommend that the proposed BMTA Conflict of Interest and Ethics, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ADJOURNMENT: There being no other business to conduct, **LaBrie** moved, supported by **Halstead**, to adjourn. The meeting was adjourned at 4:47 p.m.

  
John Andrus, Committee Chair

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
September 20, 2023

CALL TO ORDER: Acting Chairperson Dr. Mary Boettger called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Michael **Berne**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, Absent: Joel **LaBrie** and Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzmann-Morrison, Kristy Pletzke and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Andrus** moved, supported by **Halstead**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **McNally** moved, supported by **DeLorge**, to approve the minutes of the August 16, 2023, Regular Board Meeting and approve the minutes of the September 6, 2023, Nominating Committee Meeting. **The motion carried unanimously.**

ITEM #1: **Halstead** moved, supported by **McNally**, to approve the Nominating Committee proposal of officers. Michael **Halstead** shall be appointed new Chairman, Dr. Mary Ann **Boettger** shall remain Vice Chairman, Thomas **Boetefuer** shall remain Secretary and John **Andrus** shall remain Vice Secretary. **The motion carried unanimously.**

ITEM #2: **Boetefuer** moved, supported by **Halstead**, to approve the August, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **Halstead**, to receive for information the July, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #4: **McNally** moved, supported by **DeLorge**, to receive for information the August, 2023 Ridership Report. **The motion carried unanimously.**

ITEM #5: **Halstead** moved, supported by **Boetefuer**, to receive for information the August, 2023 Changes in Employment Report. Question was asked as to how many employees are employed at BMTA. J. Kietzman-Morrison indicated that there were 10 salaried employees and 73 hourly employees. **The motion carried unanimously.**

ITEM #6: **DeLorge** moved, supported by **Andrus**, to approve Resolution No 2023-13 Authorizing BMTA to Invest in DCARS Account with Independent Bank. **The motion carried unanimously.**

ITEM #7: **Andrus** moved, supported by **Halstead**, to approve Resolution No 2023-14 Authorizing execution of FY 2024 Pass Through Agreement between BMTA and Bay County. **The motion carried unanimously.**

ITEM #8: **Boetefuer** moved, supported by **McNally**, to approve the Memorandum of Understanding for Mechanic Tuition Assistance, a copy provided in packet. This was discussed at prior Board meetings. **The motion carried unanimously.**

ITEM #9: **Halstead** moved, supported by **McNally**, to approve the BMTA project updates. No questions were had. **The motion carried unanimously.**

ITEM #10: **DeLorge** moved, supported by **Andrus**, to approve the FY 2024 Property and Workers Compensation Insurance Quotes with Retailers (renewals of current policies). **The motion carried unanimously.**

ITEM #11: **Boetefuer** moved, supported by **McNally**, to approve the procurement of transmission removal and replacement on vehicle #419 with McDonald Ford. **The motion carried unanimously.**

ITEM #12: **McNally** moved, supported by **Halstead**, to approve the procurement of CBS A&E & Consultant Services by Sedgewick & Ferweda. **The motion carried unanimously.**

ITEM #13: The Fuel Bid Summary for period October 1, 2023 through December 31, 2023 was reviewed. **Boetefuer** moved, supported by **DeLorge**, to award the competitive bid procurement to the recommended low responsive bidder, Marathon Flint Oil Co. **The motion carried unanimously.**

ITEM #14: **Boetefuer** moved, supported by **Andrus**, to approve Resolution No 2023-15 Authorizing execution of agreement between Bay County and BMTA to Provide Information Technology Services. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: E. Sprague discussed future procedures for Sheriff Cunningham's appointment of Board Members. Sheriff inquired if there a formal procedure for same and Sprague contacted Attorney Sheppard to inquire. Pursuant to Attorney Sheppard, there is not set procedure in the Bylaws/Articles of Incorporation. E. Sprague indicated that there was to be a Personnel Committee meeting scheduled for October 4, 2023 at 4:00 p.m. Further, that all Board Members are also members of the Personnel Committee and Finance Committee.


**Andrus** moved, supported by **McNally**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS:

OTHER BUSINESS: Welcome to Michael Berne as new BMTA Board of Director.

ADJOURNMENT: **Andrus** moved, supported by **Halstead**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:29 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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NOMINATING COMMITTEE MEETING MINUTES  
September 6, 2023

CALL TO ORDER: Chairman Dr. Mary Ann **Boettger** called the meeting to order at 4:01 p.m.

ROLL CALL: Members present: Mary Ann **Boettger**, Melvin **McNally** and Roy **DeLorge**. Members excused: None. Members absent: None. Staff present: Eric Sprague and Beth Robinson.

ITEM #1: Michael Halstead requested to be considered for the officer position of Chairman; Dr. Mary Ann Boettger requested to be considered for the officer position of Vice Chairman; Thomas Boetefuer requested to be considered for the officer position of Secretary; and John Andrus requested to be considered for the officer position of Vice Secretary.


**Boettger** asked if there were any other nominees to be considered. Sprague indicated there were no other nominees for any of the officer positions.

**McNally** moved, supported by **LaBrie**, to recommend the following officer nominations to the Board of Directors at the next meeting:

Chairman:	Michael Halstead
Vice Chairman:	Dr. Mary Ann Boettger
Secretary:	Thomas Boetefuer
Vice Secretary:	John Andrus

**The motion carried unanimously.**

ADJOURNMENT: **DeLorge** moved, supported by **McNally**, to adjourn. The meeting was adjourned at 4:08 p.m.

  
Mary Ann Boettger, Chairman

  
Beth Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
August 16, 2023

CALL TO ORDER: Acting Chairperson Dr. Mary Boettger called the meeting to order at 4:01 p.m.

ROLL CALL: Members present: Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, Absent: Mark **Bauer**, and John **Andrus**. Excused **Joel LaBrie**. Absent Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzmann-Morrison, Kristy Pletzke and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **DeLorge** moved, supported by **Boetefuer**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Halstead** moved, supported by **McNally**, to approve the minutes of the July 19, 2023, Regular Board Meeting and approve the minutes of the August 2, 2023, Finance Committee Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **Andrus**, to approve the July, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **Bauer** moved, supported by **DeLorge**, to receive for information the June, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **McNally** moved, supported by **Halstead**, to receive for information the July, 2023 Ridership Report. **The motion carried unanimously.**

ITEM #4: **Halstead** moved, supported by **Boetefuer**, to receive for information the July, 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **Halstead**, to approve the proposed FY 2024 Final Budget. **The motion carried unanimously.**

ITEM #6: **McNally** moved, supported by **Halstead**, to approve the Quarterly Investment Reports. **The motion carried unanimously.**

ITEM #7: **Halstead** moved, supported by **Andrus**, to approve the proposal for additional pension contribution. **The motion carried unanimously.**

ITEM #8: **DeLorge** moved, supported by **McNally**, to approve Resolution No 2023-12 Authorizing Execution of MDOT Revised FY 20222 and FY 2023 Section 5339 – Local Bus and Bus Facilities Formula Program. **The motion carried unanimously.**

ITEM #9: **McNally** moved, supported by **Boetefuer**, to approve the proposed out of state travel justification for the Gillig meeting. In person meeting is required by Gillig prior to the build of the buses. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Sprague talked about setting up a MOU for mechanic tuition assistance. It was suggested that Sprague talk to the union representative to ensure everyone is on board. The employee picnic is scheduled for August 20, 2023, at the Bay City State Park. Should you need more information, please contact Beth. Nominating Committee has been requested by Chair Redmond. Sprague will get with individuals nominated to schedule same.

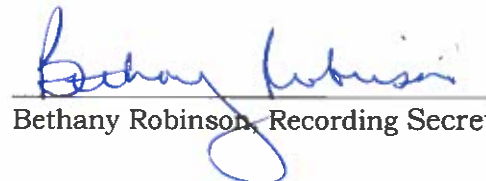
**Andrus** moved, supported by **Bauer**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: Mark Bauer turned in his resignation from the Bay Metropolitan Board of Directors. This is Mr. Bauer's last meeting, and all wished him well. **Halstead** moved to accept the resignation and **DeLorge** seconded acceptance. The motion carried unanimously.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **Bauer**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:17 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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FINANCE COMMITTEE MEETING MINUTES  
August 2, 2023

CALL TO ORDER: Committee Chairperson Dr. Mary Ann Boettger called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Mark **Bauer**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Joel **LaBrie** and Melvin **McNally**. Members absent: Robert Redmond. Staff present: Eric Sprague, Kristy Pletzke, and Bethany Robinson.

ITEM #1: The proposed final FY 2024 Budget was reviewed. Finance Manager Pletzke explained the following noticeable changes for expenses: the increase in the number of new hires is increasing wages; the increase in health insurance rates with Priority Health (from 8% to 11%) and adding OPEB expense based on the actuarial valuation are increasing Fringe Benefits expense. Casualty and Liability insurance is changing based on the addition of Directors and Officers liability insurance and the decrease in the premium amounts with Michigan Transit Pool.

For revenues, Property Tax Revenue has increased based on the annual Equalization letter regarding expected income. Interest income is reflecting an increased based on this year's activity in which we are seeing a large increase due to investing in CDARS, having a sweep account and a liquidity portal.

**LaBrie** inquired whether Board Member payments can increase and it was advised that we are obligated to follow the Bay County pay rate.

**Bauer** moved, supported by **LaBrie**, to recommend that the proposed final FY 2024 Budget, as presented, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

Finance Manager Pletzke reviewed the OPEB actuarial valuation, financial reporting at year end and deposits to and reimbursements from the trust fund. Bay Metro will continue to reimburse as budgeted from the trust fund as long as the annual financial reporting is reflecting the funding to be over 100%.

Finance Manager Pletzke reviewed the pension actuarial valuation and recommended additional funding. It is recommended to contribute \$824,407 to the pension trust fund. It will be funded over three months starting with October for \$274,802, November for \$274,802 and December for \$274,803. The cash flow projection was reviewed in which the projected balance will be 4.7 million after considering the final budget and additional pension contributions.

**Halstead** moved, supported by **McNally**, to recommend that the additional pension contribution of \$824,407 take place over three months starting in October 2023-December 2023. The motion carried unanimously.

ADJOURNMENT: There being no other business to conduct, **Andrus** moved, supported by **Halstead**, to adjourn. The meeting was adjourned at 4:36 p.m.

  
Dr. Mary Ann Boettger, Committee Chair

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
July 19, 2023

CALL TO ORDER: Acting Chairperson Dr. Mary Boettger called the meeting to order at 4:01 p.m.

ROLL CALL: Members present: Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Joel **LaBrie**, Melvin **McNally**, Absent: Mark **Bauer**, John **Andrus** and Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzmann-Morrison, Kristy Pletzke and Beth Robinson. Mark **Bauer** attended at 4:05 pm.

PUBLIC INPUT: There being no one from the public present to address the board, **Halstead** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boettger** moved, supported by **Halstead**, to approve the minutes of the June 21, 2023, Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **McNally** moved, supported by **LaBrie**, to approve the June, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **LaBrie** moved, supported by **Halstead**, to receive for information the May, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **LaBrie**, to receive for information the 2023 Tax Rate Request (Form L-4029). The motion carried unanimously.

ITEM #4: **Halstead** moved, supported by **McNally**, to receive for information the June, 2023 Ridership Report. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **LaBrie**, to receive for information the June, 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #6: **Boetefuer** moved, supported by **McNally**, to approve the 2023 MERS Annual Conference Officer and Employee Delegate Certification Form. **The motion carried unanimously.**

ITEM #7: **Bauer** moved, supported by **DeLorge**, to receive for information the Michigan Consulting and Environmental Air Quality Testing Results dated June 30, 2023. Sprague indicated that no further steps need to be taken as all results were acceptable. **The motion carried unanimously.**

ITEM #8: **LaBrie** moved, supported by **McNally**, to approve the Insurance Agency of Record and Policy Review with United States Liability Insurance. **The motion carried unanimously.**

ITEM #9: **Boetefuer** moved, supported by **DeLorge**, to approve the bid for the purchase of a zero turn mower with bagging system from Tri County Equipment. **The motion carried unanimously.**

ITEM #10: **McNally** moved, supported by **Halsted** to approve the bid for the facilities maintenance office furniture by SBD Commercial Interiors. **The motion carried unanimously.**

ITEM #11: **LaBrie** moved, supported by **Bauer**, to approve Resolution 2023-11 Authorizing Execution of MDOT Revised FY 2019 Section 5339 – Local Bus and Bus Facilities Formula Program. Sprague indicated that this authorization would just extend the expiration date of the original MDOT contract. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Sprague introduced Jody Kietzman-Morrison to discuss hiring issues involving our mechanics. It was advise that Delta College and the Bay Arenac Career Center are looking at putting together programs for the demand in diesel mechanics. They have formed a joint team with area businesses to determine what needs the community has with regard to mechanics. It was noted that most of our mechanics at Bay Metro are of retirement age and it is getting hard to fill these positions. Discussion occurred with regard to hiring bonuses, pay increases and other fringe benefits that may need to be looked at and added to our hiring practices to stay competitive with other businesses looking for skilled mechanics. It was also discussed about hiring assistant mechanics and providing on the job learning and tuition assistance as a way to make employment with Bay Metro more appealing. LaBrie inquired as to where Bay Metro has been advertising for our open positions. Kietzman-Morrison advised that Indeed, colleges and universities in Michigan and Ohio with skilled trades courses have been notified that we have openings. Sprague advised that Bay Metro will have to make some decisions on this point in the near future as we are already short handed and expending overtime costs. Further, our mechanics are getting discouraged at the amount of hours that are being worked.

**Halstead** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: It was discussed that Sheriff Cunningham reappointed both Mr. LaBrie and Mr. McNally to the Board per the amendment to the Articles of Incorporation. It was further discussed that a Finance Committee meeting would be held on August 2, 2023. Discussion also included the Bay Metro Employee Picnic on August 20, 2023.

ADJOURNMENT: **Halstead** moved, supported by **LaBrie**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:38 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



**Bay Metropolitan Transportation Authority**  
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REGULAR BOARD MEETING MINUTES  
June 21, 2023

CALL TO ORDER: Chairperson Robert Redmond called the meeting to order at 4:01 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Mark **Bauer**, Roy **DeLorge**, Michael **Halstead** Joel **LaBrie**, Melvin **McNally**, and Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzmann-Morrison, Kristy Pletzke, Thomas Dominowski, Gary Divo and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Halstead** moved, supported by **LaBrie**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boettger** moved, supported by **McNally**, to approve the minutes of the May 17, 2023, Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **Andrus**, to approve the May, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **Bauer** moved, supported by **Andrus**, to receive for information the April, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **LaBrie** moved, supported by **Halstead**, to receive for information the May, 2023 Ridership Report. Sprague reported that DART will run into the evening on Wednesday to support the Wednesday concert in the park. Further BMTA will start a shopping and casino shuttle in July and test the waters to see if there is a want/need for continued services. **The motion carried unanimously.**

ITEM #4: **Boettger** moved, supported by **Halstead**, to receive for information the May, 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #5: **Boetefuer** moved, supported by **McNally**, to approve the procurement summary for fireproof filing cabinets by SBD Commercial Inferiors of Grass Lake, Michigan. Human Resources is in need of new cabinets. **The motion carried unanimously.**

ITEM #6: **Boettger** moved, supported by **Bauer**, to approve the fuel bid with RKA Petroleum for the next quarter. **The motion carried unanimously.**

ITEM #7: **Halstead** moved, supported by **DeLorge**, to review and discuss amendments to the Articles of Incorporation and ByLaws of Bay Metropolitan Transportation Authority. It was determined that the Articles of Incorporation, Article IX Section 2 would be amended to reflect the change of who appoints/reappoints members to the Board of Directors of Bay Metropolitan Transportation Authority. It was unanimously agreed that the Sheriff of Bay County would be

the chosen individual for authority to appoint board members. **The motion carried unanimously via roll call vote.**

GENERAL MANAGER'S REPORT: Sprague introduced the new Facilities Maintenance Supervisor Gary Divo. Mr. Divo came from Euclid Industries and has numerous years of experience and certifications for the position. Sprague also discussed the air quality testing and the previous inquiry as to the price difference of the bids. It appears the price difference was directly retaliated to the number of canisters each bid consisted of. Further, it was mentioned that the report should be available within the next 2 weeks. Sprague also provided a fleet update as to the 10 Gillig buses that were ordered. We are looking at receiving same in either April/May of 2024 if things continue as planned.

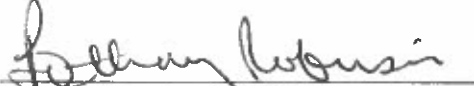
**Andrus** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **Boettger**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:40 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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**SPECIAL BOARD MEETING MINUTES**  
June 14, 2023

**CALL TO ORDER:** Acting Chairperson Dr. Mary Ann Boettger called the meeting to order at 4:18 p.m.

**ROLL CALL:** Members present: Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, and Mark **Bauer** and Dr. Mary Ann **Boettger**. **Members absent** John **Andrus**, Robert **Redmond**, Michael **Halstead** and Joel **LaBrie**. Staff present: Eric Sprague and Beth Robinson.

Two-thirds of Board in attendance is required for voting on changes to Articles of Incorporation and Bylaws. Therefore, there is no quorum to continue with the meeting. Special Board Meeting agenda will be added to the Regular Board Meeting scheduled for one (1) week, June 21, 2023, at 4:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 4:20 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
May 17, 2023

CALL TO ORDER: Chairperson Robert Redmond called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Joel **LaBrie**, Melvin **McNally**, and Robert **Redmond**. Member excused: Dr. Mary Ann **Boettger**. Absent: Michael **Halstead** and Mark **Bauer**. Staff present: Eric Sprague and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **DeLorge** moved, supported by **McNally**, to dispense with public input. **The motion carried unanimously.**

**DeLorge** moved, supported by **Boetefuer**, that the Board Room door be closed due to the construction work being conducted in the building. It was extremely hard to hear the meeting. It being noted that the meeting was still open to the public and it would be monitored if anyone appeared for the meeting to be permitted entrance.

APPROVAL OF MINUTES: **DeLorge** moved, supported by **Boetefuer**, to approve the minutes of the April 19, 2023, Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **Bauer** moved, supported by **Andrus**, to approve the April, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **LaBrie** moved, supported by **Andrus**, to receive for information the March, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **DeLorge** moved, supported by **Boetefuer**, to receive for information the March 31, 2023 investment statements. **The motion carried unanimously.**

ITEM #4: **McNally** moved, supported by **LaBrie**, to receive for information the April, 2023 Ridership Report. Positive input for Rt 5 and there are increasing individuals at the CBS. **The motion carried unanimously.**

ITEM #5: **Boetefuer** moved, supported by **McNally**, to receive for information the April, 2023 Changes in Employment Report. Facilities Maintenance Supervisor position has been posted and interviews will be taking place soon. **The motion carried unanimously.**

ITEM #6: **LaBrie** moved, supported by **Boetefuer**, to approve Resolution No. 2023-09 Blanket Signature Resolution for Master Agreement 2022-0016. This would allow Sprague and Pletzke to sign authorization on all MDOT agreements. **The motion carried unanimously.**

ITEM #7: **LaBrie** moved, supported by **Boetefuer**, to approve the proposal summary for the RPZ Blackflow Valves with Reimer Plumbing. **The motion carried unanimously.**

ITEM #8: **Boetefuer** moved, supported by **LaBrie**, to approve the proposal summary for the Heavy Duty Buses with Gillig (with justification). Discussion was had about Gillig's buses run the longest with better warranties, and the least amount of issues. Further specialized Gillig tools have previously been purchased which will benefit utilizing Gillig in the future. Original funding provided for 11 buses but due to cost increase, it may only provide for 10 buses. **The motion carried unanimously.**

ITEM #9: **LaBrie** moved, supported by **McNally**, to approve the quote summary for air quality testing at the main office and CBS Office with Michigan Consulting & Environmental. Redmond questioned why the bids were so different in price. There has been a complain about smell of caulk from windows that were recently put it, and from the garage into the dispatch area. **The motion carried unanimously.**

ITEM #10: **DeLorge** moved, supported by **Andrus**, to approve the procurement notification/justification for replacement of 6 fuel injectors with ABC Companies. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Sprague provided all Board Members with a copy of the Articles of Incorporation and Bylaws. It has been suggested that there may be changes that need to be made to these documents. A special board meeting will be called by Redmond to discuss changes/amendments. Please review and advise your thoughts. An Employees picnic has been scheduled of August 20, 2023 at Bay City State Park. It will offer a BBQ lunch and games for all. Board Members and their spouses are invited to attend. More information will be provided in the future. The Bus Rodeo will take place in Frankenmuth that the MassTrans meeting on August 3. Bay Metro will be sending 3 drivers to compete and evaluations will be made to send the most qualified individuals. Bay Metro will pay for entry fees for these individuals. With it being so close to home, no other accommodations will be necessary. A few Bay Metro employees will also be attending the conferences held during this time and Bay Metro will cover the cost for those individuals as well.

[During the General Manager's report, the fire alarm went off due to the construction work being conducted in the building and Fire Department appeared on scene. There was no reason to vacate the building. Sprague dealt with this issue accordingly.]

**Andrus** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **LaBrie**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:38 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
April 19, 2023

CALL TO ORDER: Acting Chairperson Melvin McNally called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, and Mark **Bauer**. Member excused: Dr. Mary Ann **Boettger** and Robert **Redmond**. Absent: Joel **LaBrie**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, Thomas Dominowski and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Andrus** moved, supported by **Bauer**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Halsted** moved, supported by **Delorge**, to approve the minutes of the March 22, 2023, Regular (re-scheduled) Board Meeting. **The motion carried unanimously.**

ITEM #2: **Bauer** moved, supported by **Delorge**, to approve the March, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #3: **Delorge** moved, supported by **Halstead**, to receive for information the February, 2023 Financial Reports. Pletzke talked about the workers' compensation insurance premium changes. **The motion carried unanimously.**

ITEM #4: **Halstead** moved, supported by **Bauer**, to receive for information the March, 2023 Ridership Report. Sprague explained that updates for the new routes will show on the April ridership reports. So far there have been no issues with the routes. **The motion carried unanimously.**

ITEM #5: **Bauer** moved, supported by **Delorge**, to receive for information the March, 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #6: **Delorge** moved, supported by **Halstead**, to approve Resolution No. 2023-07 authorizing authority execute of MDOT Project Authorization No 2022-0016-/P9, FY 2023 Local Bus and Bus Facilities Formula Program. Sprague indicated the grant was for 10 buses but with the increase in prices it may only cover 9. **The motion carried unanimously.**

ITEM #7: **Boetefuer** moved, supported by **Halstead**, to approve the proposal summary for the Office Building Sanitary Sewer by Foco Inc., DBA Dependable Sewer. Sprague indicated this grant was approved last year and is just now getting underway. **The motion carried unanimously.**

ITEM #6: **Bauer** moved, supported by **Andrus**, to approve Resolution No. 2023-08 authorizing authority execute of MDOT Project Authorization No 2017-0017-/P25-R2, FY 2019 Section 5310 Enhanced Mobilities of Seniors and Individuals with Disabilities Program. Sprague indicated that this was just an extension of the prior MDOT Project to allow more time. It was further discussed that due to the electronic signature software MDOT is using it has become difficult to coordinate and aid the Chairman to be able to sign said authorizations. It was suggested going forward on all MDOT Project Authorizations, that the resolutions for approval will indicate that the General Manager and Finance Manager have signature authority. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT:

Updating the AVL project, Sprague indicated that the Contractor would see a delay in acquiring hardware; tablets, mounting brackets, etc. AT&T/First Net, the selected wireless provider for this project, is offering the same hardware spec'd by the Contractor at heavily discounted rates. The Contractor will pull the hardware from the Agreement for cost and acquire the hardware from AT&T/First Net.

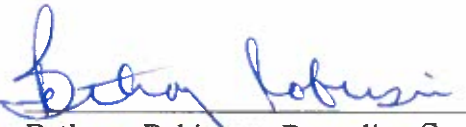
**Halstead** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **Halstead**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:26 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
March 22, 2023

CALL TO ORDER: Acting Chairperson Melvin McNally called the meeting to order at 4:08 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, Mark **Bauer** (via phone), and Joel **LaBrie**. Member excused: Dr. Mary Ann **Boettger**. Absent: Michael **Halstead** and Robert **Redmond**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, Thomas Dominowski and Beth Robinson. Other: Attorney Richard Sheppard.

PUBLIC INPUT: There being no one from the public present to address the board, **Andrus** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boetefuer** moved, supported by **Andrus**, to approve the minutes of the February 15, 2023, Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: Board to retire to closed session to consider the Attorney's opinion regarding the advisability of collection efforts against a vender who currently owes Bay Metropolitan Transportation Authority more than \$13,000. Motion was made by **Boetefuer** moved, supported by **Andrus**, to go into closed session. **The motion carried unanimously.**

ROLL CALL TO RETIRE TO CLOSED SESSION: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, Mark **Bauer** (via phone), and Joel **LaBrie**. Member excused: Dr. Mary Ann **Boettger**. Absent: Michael **Halstead** and Robert **Redmond**.

Closed Session began at 4:12 p.m.

Board Returned from Closed Session at 4:32 p.m.

ROLL CALL TO RETURN TO REGULAR BOARD MEETING: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, Mark **Bauer** (via phone), and Joel **LaBrie**. Member excused: Dr. Mary Ann **Boettger**. Absent: Michael **Halstead** and Robert **Redmond**.

Attorney Richard Sheppard (excused from remainder of meeting after returning from closed session).

ITEM #1: Motion to accept the recommendation of the attorney to reduce the Chevalier Travel to a promissory note. Roll Call Vote - Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, Mark **Bauer** (via phone), and Joel **LaBrie**. Member excused: Dr. Mary Ann **Boettger**. Absent: Michael **Halstead** and Robert **Redmond**.

ITEM #2: **LaBrie** moved, supported by **Andrus**, to approve the February, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **Andrus**, to receive for information the January, 2022 Financial Reports. **The motion carried unanimously.**

ITEM #4: **LeBrie** moved, supported by **DeLorge**, to receive for information the February, 2023 Ridership Report. E. Sprague explained that all three (3) public meetings for the change in routes were positive and involved mostly people with questions about new stops and appreciation for Bay Metro to avoid toll bridges. **The motion carried unanimously.**

ITEM #5: **Boetefuer** moved, supported by **Andrus**, to receive for information the February, 2023 Changes in Employment Report. **The motion carried unanimously.**

ITEM #6: **DeLorge** moved, supported by **LaBrie**, to approve Resolution No. 2023-05 authorizing authority to open a 100% Government Backed Liquidity Investment Portal with Huntington Bank. K. Pletzke explained that this was to ensure that our accounts remain 100% FDIC protected. **The motion carried unanimously.**

ITEM #7: **Boetefuer** moved, supported by **LaBrie**, to approve Resolution No. 2023-06 authorizing authority to Invest in a CDARS account with Independent Bank. K. Pletzke explained that this was simply a "roll over" of the certificate of deposit that was opened last year. Further, the funds used for this certificate of deposit would also include all interest gained from the first investment. **The motion carried unanimously.**

ITEM #8: **Andrus** moved, supported by **DeLorge**, to approve the Diesel Fuel Bid for 04/01/2023 through 06/30/2023 by RKA Petroleum to be accepted. **The motion carried unanimously.**

#### GENERAL MANAGER'S REPORT:

Sprague indicated he wanted to bring in Dominowski to give a general update on miscellaneous projects occurring at Bay Metro. Some of the projects include the tire machine, scissor lift has been delivered, the office building wifi upgrade has been completed. The CBS concrete project has been done, with the exception of some small things that we are waiting for the weather to cooperate with. Projects that are going to be completed soon: parking lot LED lights will be done soon. The vehicle for the Safety and Training Supervisor has been ordered and we should have the VIN numbers soon. 9 transit vans were ordered off the Michigan State Contract. There has been a problem ordering them in the past so we will see if the order actually goes through this time. Dispatch and tablet software is currently in the works. The software is pretty much ready for living testing and that should be put into effect shortly. HVAC project is ongoing and Matrix is evaluating the system and figuring out the best way to move forward. They are in the design stage and this will be at least a year long project. This will be a complete replacement and not a piecemeal situation. Bid projects that are out right now involves the back flow prevention valves and sanitary sewer upgrade, vestibule for the CBS and looking at some heavy duty bus orders.

Sprague indicated that he had approval from Redmond to send Attorney Sheppard to the Auburn DDA meeting in which notice was received in regard to a meeting. Auburn DDA being an authority capturing taxes on behalf of Bay Metro, it was felt this was in the best interest of the Authority. Attorney Sheppard reported that the meeting was simply an annual meeting. Sprague is working on getting information on all tax collection authorities that capture taxes on behalf of Bay Metro and we will be searching to options to opt out of the DDA tax capture once each DDA expands.

Sprague discussed the fact that signatures on MDOT Project Authorizations have gone to an electronic PIN signature authority. Sprague indicated he has authority to sign along with Redmond and Beg. Sprague indicated how the procedure was conducted. It has become somewhat difficult due to requiring some technical ability to conduct this signature. Sprague proposes that going forward, he would have the authority to sign and Pletzke with backup authority to sign pursuant to Resolution of the Board. After April 2023, we will have to ask the Board for a decision to approve for authority to sign via PIN. This will be addressed at April's meeting.

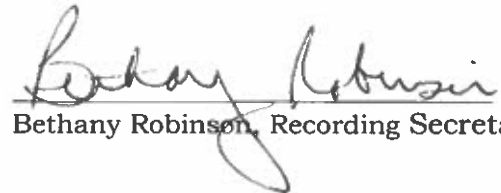
**DeLorge** moved, supported by **Boetefuer**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **LaBrie**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 5:07 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
March 15, 2023

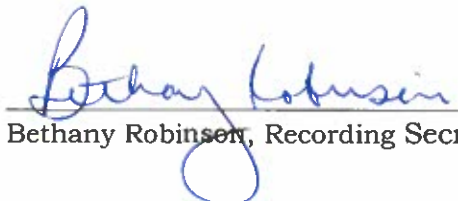
CALL TO ORDER: Acting Chairperson Melvin McNally called the meeting to order at 4:10 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Melvin **McNally**, and Mark **Bauer** (via phone. Member excused: Dr. Mary Ann **Boettger**. **Members absent** Robert **Redmond**, Michael **Halstead** and Joel **LaBrie**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, Thomas Dominowski and Beth Robinson.

No quorum was obtained to continue with a meeting. Meeting rescheduled for one (1) week, March 22, 2023, at 4:00 p.m.

ADJOURNMENT: The meeting was adjourned at 4:12 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



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REGULAR BOARD MEETING MINUTES  
February 15, 2023

CALL TO ORDER: Acting Chairperson Melvin McNally called the meeting to order at 4:03 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, Mark **Bauer** (via phone), and Joel **LaBrie**. Members excused: Dr. Mary Ann **Boettger** and Robert **Redmond**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, Jeffrey Anderson and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Andrus** moved, supported by **Boetefuer**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Halstead** moved, supported by **Boetefuer**, to approve the minutes of the January 18, 2023 Regular Board Meeting. **The motion carried unanimously.**

ITEM #1: **LaBrie** moved, supported by **Halsted**, to approve the January, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **Boetefuer** moved, supported by **DeLorge**, to receive for information the December, 2022 Financial Reports. K. Pletzke gave input and everything is right on target. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **DeLorge**, to receive for information the Quarterly Financial Report for December 2022. K. Pletzke discussed the Sweep Account and CDARS Account along with FDIC coverage. OPEB is 100% funded and looking good. **The motion carried unanimously.**

ITEM #4: **LeBrie** moved, supported by **Andrus**, to receive for information the January, 2023 Ridership Report. E. Sprague indicated that it appears that ridership is going up. Andrus inquired as to the casino bus and it was indicated by E. Sprague that until the route changes are complete, a casino bus has been put on hold. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **LaBrie**, to receive for information the January, 2023 Changes in Employment Report. E. Sprague discussed the retirees of recent. **The motion carried unanimously.**

ITEM #6: **Boetefuer** moved, supported by **Halstead**, to approve Resolution No. 2023-03 authorizing execution of MDOT Project Authorization No. 2022-0016/P8 for FY 2023 Transportation to Work. **The motion carried unanimously.**

ITEM #7: **DeLorge** moved, supported by **Andrus**, to approve Resolution No. 2023-04 authorizing execution of Bay Metropolitan Transportation Authority Title VI Program 2023. E. Sprague indicated minor changes were made for minority information and limited language barriers. **The motion carried unanimously.**

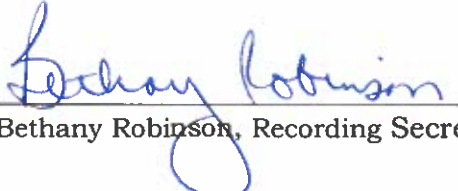
GENERAL MANAGER'S REPORT: Marketing (as presented by the Planner Jeffrey Anderson) – Bus advertising in occurring next week on two different buses. Three billboards will be up with our new advertising from February 20 thru March 19; locations are Wilder Road at the rail road crossing, S. Euclid and Salzburg and the last one is either M-13, M-15 or Henry (third is at the discretion of the billboard company). City Hall and a few Townships have placed ads on their websites. New brochures are going to the Division of Ageing, high-rises, library and City Hall. Route Modifications – Rt. 1 Salzburg to Wilder will be a 2hr trip and shorter on Saturdays; Rt. 4 shorten from 3hr to 2hr and Delta 1x both ways and Midland is going to demand response; Rt. 5 (NEW) Marquette to Patterson to Wenona Beach to State Park to Walmart; Rt. 7 Slight changes; Rt. 8 Community Center is being added along with Handy School. **Halstead** moved, supported by **Andrus**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Halstead** moved, supported by **Andrus**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:45 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary



**Bay Metropolitan Transportation Authority**  
1510 N. Johnson St. • Bay City, Michigan 48708  
Phone 989-894-2900 • Fax 989-894-2621  
www.baymetro.com

REGULAR BOARD MEETING MINUTES  
January 18, 2023

CALL TO ORDER: Acting Chairperson Melvin McNally called the meeting to order at 4:03 p.m.

ROLL CALL: Members present: John **Andrus**, Thomas **Boetefuer**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, Mark **Bauer** (via phone), Joel **LaBrie** and Robert **Redmond**. Members excused: Dr. Mary Ann **Boettger**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison and Beth Robinson. Guest: William Tucker of Maner Costerisan PC.

PUBLIC INPUT: There being no one from the public present to address the board, **Andrus** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Halstead** moved, supported by **LaBrie**, to approve the minutes of the December 21, 2022 Regular Board Meeting, the minutes of the January 4, 2023 Finance Committee Meeting and the minutes of the January 4, 2023 Personnel Committee Meeting. **The motion carried unanimously.**

ITEM #1: Following a presentation by Bill Tucker highlighting various aspects of the annual audit report. Mr. Tucker indicated that the existing expenses and revenue was on track and everything was in order. **Halstead** moved, supported by **DeLorge**, to receive for information the FY 2022 Audit Report prepared by Maner Costerisan PC, as presented. **The motion carried unanimously.**

ITEM #2: **Halstead** moved, supported by **Boetefuer**, to approve the December, 2022 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **DeLorge**, to receive for information the November, 2021 Financial Reports. **The motion carried unanimously.**

ITEM #4: **LeBrie** moved, supported by **Andrus**, to receive for information the December, 2022 Ridership Report. **The motion carried unanimously.**

ITEM #5: **Boetefuer** moved, supported by **LeBrie**, to receive for information the Accessibility Plan. **The motion carried unanimously.**

ITEM #6: **Andrus** moved, supported by **LaBrie**, to receive for information the December, 2022 Changes in Employment Report. Human Resource Manager Kietzman-Morrison reported that 6 individuals were recently promoted from probationary to active status which should help with the driver shortage. **The motion carried unanimously.**

ITEM #7: **Halstead** moved, supported by **DeLorge**, to approve Resolution No. 2023-01 authorizing execution of MDOT Project Authorization No. 2022-0016/P7 for FY 2023 Specialized Services Operating Assistant Program. **The motion carried unanimously.**

ITEM #8: The FY 2024 Preliminary Budget was reviewed. **LaBrie** moved, supported by **Boetefuer**, to approve the FY 2024 Preliminary Budget, as presented, per the recommendation of the Finance Committee. **The motion carried unanimously.**

ITEM #9: **Halstead** moved, supported by **DeLorge**, to approve Resolution No. 2023-02 authorizing execution of Intent to Apply for Financial State Assistance for FY 2024. Sprague indicated this is the initial application for state funding and is based on the FY 2024 Preliminary Budget, which was just received board approval. **The motion carried unanimously.**

ITEM #10: The Travel and Non-Travel Reimbursement Policy amendments were reviewed. **DeLorge** moved, supported by **Boetefuer**, to approve the Travel and Non-Travel Reimbursement Policy, as presented, per the recommendation of the Personnel Committee. **The motion carried unanimously.**

ITEM #11: The Procurement Card Policy amendments were reviewed. **Boetefuer** moved, supported by **Andrus**, to approve the Procurement Card Policy, as presented, per the recommendation of the Personnel Committee. **The motion carried unanimously.**

ITEM #12: The Procurement Policy amendments were reviewed. **Holstead** moved, supported by **Boetefuer**, to approve the Procurement Policy, as presented, per the recommendation of the Personnel Committee. **The motion carried unanimously.**

ITEM #13: The Memorandum of Understanding – Section 27.5 Mechanic In Charge was reviewed. **DeLorge** moved, supported by **Andrus**, to approve the Memorandum of Understanding – Section 27.5 Mechanic In Charge, as presented. Sprague indicated that this matter was tabled during negotiations for updated definitions. **The motion carried unanimously.**

ITEM #14: The Memorandum of Understanding – Section 17.19 Provision of Coffee and Food – Teamster Union - was reviewed. **DeLorge** moved, supported by **Andrus**, to approve the Memorandum of Understanding – Section 17.19 Provision of Coffee and Food, as presented. Sprague indicated that per the auditor's indication, these items were not an approved expense and would need to either discontinue if it was not put in the Bargaining Agreement as a fringe benefit for employees. Once it is considered a fringe benefit, then those expenses would be allowed. Offering coffee and food for the employee holiday luncheon and employee summer picnic is a moral booster and is beneficial to the Authority. **The motion carried unanimously.**

ITEM #15: The Memorandum of Understanding – Section 32.4 Provision of Coffee and Food – Steelworker Union - was reviewed. **DeLorge** moved, supported by **Andrus**, to approve the Memorandum of Understanding – Section 32.4 Provision of Coffee and Food, as presented. Sprague indicated that per the auditor's indication, these items were not an approved expense and would need to either discontinue if it was not put in the Bargaining Agreement as a fringe benefit for employees. Once it is considered a fringe benefit, then those expenses would be allowed. Offering coffee and food for the employee holiday luncheon and employee summer picnic is a moral booster and is beneficial to the Authority. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Tolls on the Liberty Bridge are supposed to start March 31, 2023. Total estimated cost of Bay Metro using the Liberty Bridge annually would be approximately \$250,000. There was a Press Release done on \_\_ and interviews with news stations addressing this issue and the need for Bay Metro to change our linehaul routes to compensate for this expense. While Bay Metro will not be able to completely stop using Liberty Bridge, by changing the linehaul routes this will reduce the expense greatly. DART will be greatly encouraged to utilize other bridges instead of Liberty. It was inquired whether we would be exempt for the first 5 years if the driver/riders were City Residents. Sprague indicated he would have Attorney Sheppard look at the contact with Bridge Partners to see if this was a possibility. **Halstead** moved, supported by **Andrus**, to receive for information the General Manager's Report. **The motion carried unanimously.**

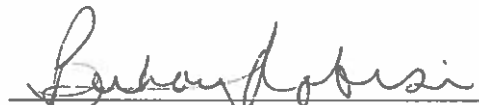
COMMUNICATIONS: None.

OTHER BUSINESS: None.

ADJOURNMENT: **Andrus** moved, supported by **LaBrie**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:48 p.m.



Thomas Boetefuer, Board Secretary



Bethany Robinson, Recording Secretary



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FINANCE COMMITTEE MEETING MINUTES  
January 4, 2023

CALL TO ORDER: Committee Chairperson Dr. Mary Ann Boettger called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: John **Andrus**, Mark **Bauer**, (via conference call), Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, and Melvin **McNally**. Members absent: Joel **LaBrie** and Robert Redmond. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, and Bethany Robinson.

ITEM #1: The proposed preliminary FY 2024 Budget was reviewed. Finance Manager Pletzke explained the following noticeable changes: the changes in revenue and expenses were discussed in respect to the pre and post pandemic cost comparison. It was explained that we are only one quarter into the fiscal year and that it is hard to determine what the next nine months will look like. It was explained that this is not the final budget and that we will have the opportunity to review the budget again in August 2023. There were no questions on revenue and/or expenses.

**Halstead** moved, supported by **DeLorge**, to recommend that the proposed preliminary FY 2024 Budget, as presented, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ADJOURNMENT: There being no other business to conduct, **Andrus** moved, supported by **Halstead**, to adjourn. The meeting was adjourned at 4:10 p.m.

  
Dr. Mary Ann Boettger, Committee Chair

  
Bethany Robinson, Recording Secretary



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PERSONNEL COMMITTEE MEETING MINUTES  
January 4, 2023

CALL TO ORDER: Committee Chairperson John Andrus called the meeting to order at 4:11 p.m.

ROLL CALL: Members present: John **Andrus**, Mark **Bauer**, (via conference call), Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, and Melvin **McNally**. Members absent: Joel **LaBrie** and Robert **Redmond**. Staff present: Eric Sprague, Kristy Pletzke, Jody Kietzman-Morrison, and Bethany Robinson.

ITEM #1: The proposed Procurement Policy was reviewed. K. Pletzke explained that modifications to the policy were required as they did not meet the proper ethics language. Further the procurement levels needed to be increased due to the cost of purchases such as tools and parts increasing and the current levels are not allowing the Authority to make the purchases necessary.

**Delorge** moved, supported by **Halstead**, to recommend that the proposed Procurement Policy, with the changes discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #2: The proposed Procurement Card Policy was reviewed. K. Pletzke explained that modifications to the policy were necessary due to who the current card holders were, and total amount of limits on said cards. It also modified the provisions of use to reflect current needs. Language to the top of page 4 of the policy has been modified pursuant to the issues discussed.

**Boetefuer** moved, supported by **McNally**, to recommend that the proposed Procurement Card Policy, with the changes discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #3: The proposed Employee Travel and Non-Travel Reimbursement was reviewed. J. Kietzman-Morrison explained that the changes within the Employee Travel and Non-Travel Reimbursement modified the language about toll bridge expenses. Employees will not be reimbursed for the cost of using a toll bridge. However, Board members will be eligible for reimbursement along with their mileage claim. Further, the cost of meals had not been increased in some time and were not reasonable for current costs. Travel advances were also increased to represent current costs.

**Halstead** moved, supported by **Delorge**, to recommend that the proposed Employee Travel and Non-Travel Reimbursement, as proposed and discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**


ITEM #4: The proposed Memorandum of Understanding (Mechanic in Charge) was reviewed. E. Sprague explained that this matter was tabled during negotiations for additional clarification as to language involving the duties of Lead Mechanic. The proposed language provides a clearer description of duties.

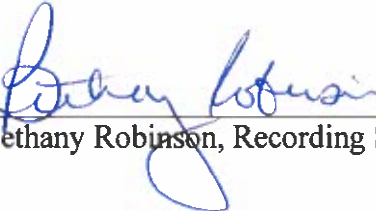
**Halstead** moved, supported by **Boetefuer**, to recommend that the proposed Memorandum of Understanding (Provision of Coffee and Food), with the changes discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ITEM #5: The proposed Memorandum of Understanding (Provision of Coffee and Food) with both unions was reviewed. E. Sprague explained that due to the State Audit provisions, providing coffee and food to employees does not serve a “public purpose”. However, if it is provided in a collective bargaining agreement, it would be considered a “fringe benefit”. The Authority feels that it would benefit employees to provide items such as coffee in the morning, and food and drinks for the holiday luncheon and employee summer picnic. This would boost employee morale, which in turn, is a benefit to the company and the community. It was discussed that the language should include “non-alcoholic” drinks for clarity. E. Sprague wanted to take the draft to both the representatives of the unions prior to the Board Meeting to get their preliminary approval.

**Halstead** moved, supported by **Boetefuer**, to recommend that the proposed Memorandum of Understanding (Provision of Coffee and Food), with the changes discussed, be submitted to the full Board of Directors for approval. **The motion carried unanimously.**

ADJOURNMENT: There being no other business to conduct, **Halstead** moved, supported by **Boettger**, to adjourn. The meeting was adjourned at 4:45 p.m.

  
John Andrus, Committee Chair

  
Bethany Robinson, Recording Secretary