**ALTRAN MINUTES**

**February 25, 2025 Altran Office Munising, MI**

**Call to Order**

The meeting was called to order by Dan Malone at approximately 1:00 pm.

**Roll Call**

*Members Present:*  *Members Absent:* *Staff:*

Cathy Pullen Marianne Laskay Cecily Keur

Jerry Doucette Erich Fix

Dan Malone

Victoria Petruske

**Approval of Agenda**

**MOTION-** Doucette made a motion to approve the agenda. Pullen supported the approval of the agenda.

Ayes- Doucette, Petruske, and Pullen. Nays- None. Absent- Laskay.

**Public Comments**

None.

**Approval of Minutes- January**

**MOTION-** Pullen motioned to approve the minutes as presented supported by Petruske.

Ayes- Doucette, Petruske, and Pullen. Nays- None. Absent- Laskay.

**Review of Expenditures- January**

**MOTION-** Doucette motioned to approve the expenditures as presented, supported by Pullen.

Ayes- Doucette, Petruske, and Pullen. Nays- None. Absent- Laskay.

**Review of Financial Report- January**

**MOTION-** Petruske motioned to approve the expenditures as presented, supported by Doucette.

Ayes- Doucette, Petruske, and Pullen. Nays- None. Absent- Laskay.

**Director’s Report**

1. Director’s Report
   * 1. New staff mechanics helper – Grover Nix hired part-time.
     2. New computers – RFQ went through. The computers are in and are being programmed.
     3. Ice Fest – Great turnout. Made a profit.
     4. Chatham out-house races – February 22nd, filled bus with passengers for an $8 fair for both ways.
     5. AED Grant – Approved
     6. Trolley – The Trolley has been sold. For the sale of Bus 71, Altran now gets to keep the full sale price.
     7. Audit – Going well, auditors were in the office on January 20th, 21st, and 23rd.
     8. First quarter OAR – Approved
     9. Public notice of the fair increase – Posted on Facebook, and Altran Website. Will be featured in Munising Beacon once a month for 3 months.
     10. (EST) Earned Sick Time. – Keeping the new policy, 73 hours accrued per year. Time earned does not roll over into future years.
     11. Staff Meeting on February 17th – discussed new EST, seat restraints, the millage renewal coming up, public complaints, accidents, etc.
2. Correspondence – None
3. Committee Reports – None
4. Old Business – Altran Bylaws need to be amended. Bylaws are not posted on the Website. Plans to set up a special meeting to renew Altran bylaws were discussed. Pullen suggested that Altran should report board agreements and updates such as resignations and retirements on the Altran website.
5. New Business
   1. EST – previously discussed.
   2. EST handbook policy – Signed by employees and filed in employee files.
6. Public Comments – None
7. Board Comments – None
8. Next Meeting Date - March 18, 2025 -11:00 a.m.
9. Adjournment

**MOTION-** 1:45 pm meeting adjourned- Doucette motioned to adjourn, supported by Pullen.

Ayes- Doucette, Petruske, and Pullen. Nays- None. Absent- Laskay.

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Signature- Chairperson Date