ROSCOMMON COUNTY TRANSPORTATION AUTHORITY

A Regular Meeting of Roscommon County Transportation Authority was held at 10:00 a.m., September 8, 2026 at the Roscommon County Transportation Authority Main Office at 2665 S. Townline Rd. Houghton Lake, MI 48629. Board Members Present: Chairperson Cherie Johnson, Vice Chair Michael Purkey, Secretary/Treasure Al Schultz, Jodi Shaltz, Shawn Petri. Board members absent: Thomas Pettit, Alma Lou Crossley. Others Present: Executive Director Steven Dubois and Deputy Director Nichole King. Motion made by Shawn Petri, supported by Al Schultz, to approve the amended agenda of September 8, 2026 Regular Board Meeting. All members present in support. Motion carried. Motion made by Jodi Shaltz, supported by Michael Purkey, to approve regular board meeting minutes of August 11, 2026. All members present in support. Motion carried. Motion made by Jodi Shaltz, supported by Al Schultz to authorize Claims and Accounts, Class A bills, Payroll and Payroll liabilities for period ending August 31, 2026. Roll call vote AS-Y, CJ-Y, JS-Y, SP-Y, MP-Y. Motion carried. Motion made by Michael Purkey supported by Al Schultz, to accept and place on file the Trial Balance Sheet of August 31, 2026, Comparison Balance Sheet dated August 31, 2026, and System Wide Monthly Reports through August 31, 2026. All members present in support. Motion carried. Motion made by Al Schultz, supported by Jodi Shaltz, to accept and place on file the Investment Summary Report dated August 31, 2026. All members present in support. Motion carried.

Unfinished Business:

1. Expiring board members-Tom, Jodi, Mike -

New Business:

1. Bus Wash Snowmelt RFP Award – Motion made by Shawn Petri and supported by Michael Purkey to approve the selection of J.R. Heineman and Sons for the Bush Wash Snowmelt RFP and authorize director to proceed with contract finalization and project execution in an amount of $66,000. Roll call vote AS-Y, CJ-Y, JS-Y, SP-Y, MP-Y Motion carried.
2. MDOT Email IPAF Funding- Discussion – Motion made by Jodi Shaltz and supported by Al Schultz to approve the Oscoda County Transit initiative budget as submitted and approved by MDOT. Roll call vote AS-Y, CJ-Y, JS-Y, SP-Y, MP-Y Motion carried.
3. Board member tablet use – Discussion
4. Dynamic Bus Ads – Discussion
5. Job Descriptions – Discussion
6. Employee Manual Update –Discussion and Motion – Motion made by Shawn Petri and supported by Jodi Shaltz to approve the Hourly Personnel Manual as presented with the changes discussed today. All members present in support. Motion carried.
7. Director performance review- Motion - Motion made by Jodi Shaltz and supported by Shawn Petri to except a positive rating performance review for Executive Director and authorize a 2% based on Oscoda additional duties effective September 1, 2026 and 3% based on current Roscommon County Transit duties effective October 1, 2026 with a total of 5% cost of living increase to be reevaluated in six (6) months. Roll call vote AS-Y, CJ-Y, JS-Y, SP-Y, MP-Y Motion carried.
8. Procurement – Motion - Motion made by Michael Purkey and supported by Shawn Petri to authorize the director to expend up to $50,000 overall necessary purchases for the Oscoda County Transit start up infrastructure. Roll call vote AS-Y, CJ-Y, JS-Y, SP-Y, MP-Y Motion carried.

Correspondence:

1. MDOT FY27 Mobility Management

Director's Report:

1. Facility Renovation Project update

2. MPTA/MASS Trans Merger discussion

Public Comment: None

***Closed Session 11:24 am*:** Motion Made by Al Schultz and supported by Jodi Shaltz to enter closed session to discuss Director's performance Review. All members present in support. Motion carried.

Open Session 11:54 am: Motion Made by Shawn Petri and supported by Jodi Shaltz to come out of closed session. All members present in support. Motion carried.

Board Comments:

Adjourn: at 12:00 pm
Next Regular Meeting at Roscommon County Transportation Authority Oscoda office 1226 S. M-72 Mio, MI 48647, October 13, 2026 at 10:00 a.m.

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