**ALTRAN MINUTES**

**August 26, 2025 Altran Office Munising, MI**

**Call to Order**

The meeting was called to order by Dan Malone at approximately 11:01 am.

**Roll Call**

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

Jerry Doucette None Erich Fix

Dan Malone Cathy Pullen (arrived late) Cecily Keur

Jim Seppanen Thomas Giles

**Approval of Agenda**

**MOTION-** Seppanen made a motion to approve the agenda as presented, supported by Doucette.

Ayes- Doucette, Malone, Seppanen, and Petruske. Nays- None. Absent- Pullen

**Public Comments – None**

**Approval of Minutes- July**

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

Ayes- Doucette, Malone, Seppanen, and Petruske. Nays- None. Absent- Pullen

**Review of Expenditures- July**

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

Ayes- Doucette, Malone, Seppanen, and Petruske. Nays- None. Absent- Pullen

**Review of Financial Report- July**

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

Ayes- Doucette, Malone, Seppanen, Petruske, and Pullen. Nays- None. Absent- None

(Pullen arrived during the discussion of the financial report)

**Director’s Report**

1. Director’s Report
   1. P15 Revision approved. This will be for building renovations.
   2. Crystal Mountain. There was a conference from August 19th – 20th 2025 for Michigan Public Transit. Erich Fix attended. This is a yearly conference near the end of the transit fiscal year.
   3. Two new drivers and one dispatcher.
   4. Bus 92, 93,94, and 95 delivered. These will be for replacing older buses.
   5. Public transit donation for silent auction. The Munising public including many Munising businesses donated to a silent auction held at Crystal Mountain. The donations totaled over $1,500 in products and vouchers.
   6. 3rd Quarter OAR was submitted and has been completed successfully.
   7. Capital contracts for this year completed.
   8. Transit van buses having transmission issues. Working with dealership to maintain warranty.
   9. Thomas Giles transitioning well with new position.
   10. Bus 72 will be up for auction. It is being decommissioned.
2. Correspondence – None
3. Committee Reports – None
4. Old Business
   1. Vending Machine.
5. New Business
   1. New clerk secretary. Cathy Pullen.

**MOTION-** Petruske motioned to appoint Cathy Pullen as new clerk secretary, supported by Seppanen.

Ayes- Doucette, Malone, Seppanen, Pullen, and Petruske. Nays- None. Absent- None

* 1. L4029 Form, form needing to be signed by Dan Malone and Cathy Pullen for 2025 Millage. Both signed the form.

1. Public Comments – None
2. Board Comments
   1. Jerry Doucette Dan Malone, and Cathy Pullen thanked Cecily Keur for the work she had done for Altran and welcomed Thomas Giles into his new position.
3. Next Meeting Date – September 16th, 2025 -11:00 a.m.
4. Adjournment

**MOTION-** 11:25 am meeting adjourned- Petruske motioned to adjourn, supported by Seppanen.

Ayes- Doucette, Malone, Seppanen, Petruske, and Pullen. Nays- None. Absent- None

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Signature- Chairperson Date