**ALTRAN MINUTES**

**September 16th, 2025 Altran Office Munising, MI**

**Call to Order**

The meeting was called to order by Dan Malone at approximately 11:02 am.

**Roll Call**

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

Jerry Doucette None Erich Fix

Dan Malone Thomas Giles

Jim Seppanen

Victoria Petruske

Cathy Pullen

**Approval of Agenda**

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

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

**Public Comments – None**

**Approval of Minutes- July**

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

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

**Review of Expenditures- July**

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

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

**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.

1. Director’s Report
   1. Vending machine ordered to be delivered in October
   2. Putvin’s and Alger Veteran Affairs is renewing bus wrap. Two buses still need a wrap
   3. Renze finalizing their wrap with their own design team
   4. LBO budget 6% decrease in LBO budget. Altran discussions were talked about to cut services to make the budget
   5. Year-end payables training at the end of September via Zoom with MDOT
2. Correspondence – Friends of Altran to support the mileage. Ken Tonak designated contact
3. Committee Reports – None
4. Old Business
5. New Business
   1. Changing MIClass Signatories
   2. Changing MIClass Administrative/Additional User Acct
   3. MDOT Signature resolution
   4. Blanket online user accounts and signature authority

**MOTION-** Motion by Pullen supported by Seppanen. To remove Cecily Keur from finance manager position and add Thomas Giles. To replace her signatory with the new finance manager Thomer Giles

-Ayes Doucette, Malone, Seppanen, Petruske, and Pullen.

1. Public Comments – None

Board Comments -

* 1. Doucette expressed thanks for all the additional notes presented for this year, and upcoming year. The rest of the board expressed their thanks as well.

1. Next Meeting Date – October 21, 2025 -11:00 a.m.
2. Adjournment

**MOTION-** 12:41 pm meeting adjourned- Seppanen motioned to adjourn, supported by Petruske.

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

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Signature- Chairperson Date