



SAGINAW TRANSIT AUTHORITY REGIONAL SERVICES BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday – June 26th, 2023

12:00 PM

STARS Board Room (615 Johnson St.)

CALL TO ORDER

Ms. Gutierrez called the meeting to order at 12:04PM.

ROLL CALL

Members Present: Ms. Diana Gutierrez-Chair, Ms. Vickie Dillon, Ms. Kathy Miller, Mr. Carl Ruth, Mr. Floyd Kloc, Mr. Dennis Browning, Dr. Michael Gavin

Members Absent: Ms. Evelyn McGovern

EXCUSE ABSENT MEMBERS

Mr. Ruth motioned to excuse Ms. McGovern, supported by Mr. Browning. Motion carried unanimously.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA

Mr. Ruth moved to approve the agenda as presented, seconded by Mr. Browning. Motion carried unanimously.

APPROVAL OF MINUTES

Ms. Miller asked for a correction of page 1, changing the word “whole” to “hole”. Mr. Kloc motioned to approve the agenda as presented with the correction per Ms. Miller. Mr. Ruth seconded the motion. Motion carried unanimously.

PERSONNEL COMMITTEE MEETING UPDATE, ITEMS FOR APPROVAL

T-2 Cellphone Policy-

Mr. Steffens believes the current policy from 2007 is outdated due to recent technology, and he hopes this new draft will be approved. He notes changes to the draft created during the Personnel meeting. Mr. Steffens highlighted that this policy keeps anyone who operates a vehicle regularly while working for STARS from using their phones while driving, and admin only being able to use phones for hand free calls. He continued that cellphones must be off unless being used in designated break areas and the parking lot. This also keeps employees from being on their phones in view of the public while in STARS uniforms. Mr. Steffens stated that if an exception is needed, this can be requested in writing and Mr. Steffens may provide written approval. This is to provide reasonable, mostly medically related, accommodation if necessary. Mr. Kloc asks if we should define “key facilities,” Mr. Steffens suggests using the term “on STARS property.” Mr. Browning asked if this includes all STARS’ vehicles. Mr. Steffens said yes, the only difference is administrative employees such as Ms. Jamie Forbes for example will need to be on the phone occasionally while driving to meetings, so administrative employees can be on a call in STARS vehicles only if they are hands free.

Request to Execute Option 4B-

Due to being unable to take time off during the COVID-19 Pandemic, Mr. Steffens requests to buy down 150 hours of PTO, which personnel recommend be approved, states Ms. Miller. Mr. Kloc noticed that emails are provided but would like to see the language per Mr. Steffens contract. Mr. Steffens showed the board of directors members the

language in his contract. Ms. Miller mentioned that he has an abundance of hours accumulated, and we cannot afford for him to take this amount of time off this fiscal year. Mr. Kloc agrees that per his contract and our situation, it is only right that they approve the buy down of those hours. Everyone was in agreement. Ms. Gutierrez asked for a motion. Mr. Kloc motioned to execute option 4B of Mr. Steffens contract at 150 hours, which was seconded by Mr. Ruth. Motion carried unanimously.

FINANCE DEPARTMENT, ITEMS FOR APPROVAL

FY2024 Preliminary Budget-

Ms. Pavlowski stated that we are looking at increasing the federal portion of the budget by \$1.2 million, by funding half of another prior years budget. This should decrease our deficit by half. Mr. Kloc adds that there will still be a hole, but it will be reduced. Dr. Gavin asked why this is still a work in progress. Mr. Steffens explained how they showed a gap in the budget to start a conversation in Lansing, and to better explain our situation to them. If we fixed this right away, they would assume what they gave us originally was enough. Mr. Steffens continues, each step of the way we are showing Lansing how we are struggling to fix this problem and fill this hole in our budget. This will show them that we need more support at the state level. Mr. Kloc mentioned that we are trying to encourage more funding for transits in general and adds that the Finance Committee recommends this to the Board of Directors for approval. Ms. Miller motioned to approve the draft FY2024 preliminary budget for now, as is, which was seconded by Mr. Ruth. Motion passed unanimously. Mr. Kloc also mentions that the Finance Committee would recommend a motion to receive to file the cashflows and the May Financial Statements. Mr. Kloc motioned to receive to file the cashflows and May Financial Statements, supported by Mr. Ruth. Motion carried unanimously.

OTHER DISCUSSION & ACTION ITEMS

STARS Site Selection-

Mr. Steffens had the Board of Directors members review the packet provided, going over the different sites and their size and value differences, the evaluation criteria for land procurement, public input, stakeholder meetings, public open house results, cost breakdowns, and more. Mr. Steffens mentioned that the only private parcel being looked at for Potter Street Station is the church as the end of the street, which has told us they are willing to sell to us for the good of the community. He showed the Genesee and Davenport sites being boxed in by the train tracks and the river, which may cause serious hold ups with our routes. Mr. Steffens admits he has preference over the Davenport site versus the Genesee due to it being on the river front, a vacant lot, and is closer to the highway. Mr. Steffens would like to recommend the Davenport site as a back up option, as the Genesee site will not be feasible as the plaza owner wants 3-4 million for the building – which we would tear down. He recommends we no longer consider the Genesee site going forward. Mr. Steffens brought up the overwhelming support for the Potter Street Station by stakeholders and the public alike. When mentioning the commercial space and parking garage, stakeholders were even more interested in the Potter Street site. Mr. Steffens would like to bring attention to the fact that with the Davenport and Genesee sites, we would only be able to access transit related funding, while the Potter Street Station site would allow us to capitalize on a plethora of non-transit related grant opportunities. Mr. Steffens recommends the Potter Street Station Site moving forward for the rest of the feasibility study with Spicer. He explains that we will not be locked in with Potter Street, that Spicer will move forward with this site, and once the study is done, we will gather grants and start our next step once we have a proper plan in place. Ms. Dillon asked what the register 201 on the matrix page means. Mr. Steffens suggested this may have something to do with mixed use zoning, and that he will check in with David Marr to clarify. Ms. Dillon then asked what the total cost of the Potter Street site would be compared to the other sites. The Davenport site costs sixty-five million, the Genesee site costs 73 million-excluding the mixed-use facility per Dick Garber-, and the Potter Street site costs one hundred million including the park and ride mixed use space at \$10-15 million for the parking lot and including Mr. Steffens answered. Ms. Dillon mentioned that also includes the twenty-four million to refurbish the station itself, shown in the narrative. She asked if the parking garage is required for this project. Mr. Steffens said it is not, but we may want to do those all together to get all the diverse types of grants and funding that would otherwise be unavailable. He also suggests Historic Preservation grants will be a huge help funding this project. Ms. Dillon asked if we are at the very least open to applying for these different grants with the Potter Street site. Mr. Steffens answered yes that we will also be able to work with the county and city planners on this site, which will open us up to more opportunities. Ms. Gutierrez asked

for a motion if there were no more questions. Mr. Ruth motions to accept the recommendation of the Potter Street Station as the primary site, and the Davenport site as the backup site for the remainder of the feasibility study. Mr. Kloc supported this motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Steffens mentioned how the board will not meet again until August, besides the remote Strategic Planning Session in July that the personnel committee members will attend. He brought up how the Frankenmuth route will start soon, and that this is a \$100,000.00 project. Mr. Ruth asks if that \$100,000.00 is all STARS income. Mr. Steffens replied yes to which Ms. Gutierrez asked if that amount was originally discussed. Mr. Steffens said this service was originally \$130,000.00, but they only budgeted for \$60,000.00 without confirming with us. Mr. Steffens and Mr. McDonough, Head of Planning, collaborated with them and decided to shorten the hours from 12pm-8pm instead of 11am-10pm, to get the cost down to the \$100,000.00 they could afford to spend on this project. Mr. Steffens is excited about the site selection. Ms. Miller mentioned there was a staff survey mentioned during the Personnel committee meeting that had incredibly positive results. She asked for the results to be sent to the Board members after the meeting adjourns.

BOARD MEMBER COMMENTS

Ms. Dillon asked if people could take our Hemlock Semiconductor routes to other stops. Mr. Steffens replied that unfortunately they can only take them to and from the route, and cannot make stops along the way, but we plan to have a conversation with them about something like this in the future.

Mr. Ruth said for the staff to keep up the excellent work.

Mr. Kloc likes where we are going.

Mr. Ruth asked if we are working to fill the vacant seat on the Board of Directors. Mr. Steffens replied that yes, Mr. Mike Hanley recently submitted an application to the city.

ADJOURNMENT

Ms. Gutierrez asked for a motion to adjourn the meeting. Mr. Ruth motioned to adjourn, seconded by Mr. Kloc.

The meeting was adjourned at 12:45 PM.



Vickie Dillon, Secretary

Date: 8/28/23