

# CITY OF MACKINAC ISLAND

## AGENDA

### TRANSPORTATION AUTHORITY

Tuesday, September 19, 2023 at 10:00 AM

City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan

---

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Approval of Minutes**

[a.](#) June 20, 2023 Annual Meeting

**V. Approval of Payments for:**

**VI. Correspondence**

**VII. New Business**

a. Winter Service Contract Update

b. Approval of Title VI Plan

[c.](#) Payables

Robinson & Son \$3832.00 Public Officers Policy

APT Technologies \$50.00 June 20<sup>th</sup> Meeting

Oscar Larson \$280.80 Quarterly B Inspection

Foster & Swift \$2722.50

Foster & Swift \$1800.00

Anderson Tackman & Co - \$760.00 Audit

Anderson Tackman & Co - \$1800.00 final audit billing

Robinson & Son \$10,500.00 Marine General Liability Policy

Coal Dock Painting

**VIII. Old Business**

a. Coal Dock Repair/Grant Allocation

**IX. Adjournment**

**MINUTES OF THE ANNUAL MEETING OF THE MACKINAC ISLAND TRANSPORTATION AUTHORITY HELD TUESDAY, JUNE 20, 2023 AT 1:00 P.M.**

The annual meeting of the Mackinac Island Transportation Authority (MITA) was called to order by Andy McGreevy at 1:02 PM.

PRESENT: Sam Barnwell, Robert Brown, Brad Chambers, Andy McGreevy  
 ABSENT: Steve Moskwa  
 STAFF: Mark Koerner

Motion by Barnwell, second by Chambers to adopt the Agenda as written. All in favor. Motion carries.

Motion by Brown, second by Chambers to approve the minutes of the April 13, 2023, meeting as written. All in favor. Motion carries.

Operation Officer's Report

Mark Koerner reported an update re: the MDOT grants. Six items were discussed with Brian Kass as needing to be done:

1. Coal Dock electrical upgrades based on the electrical engineering already conducted.
2. Rebuilding small building addition near the head of the dock (old hardware store) for a winter ferry terminal (restrooms, waiting area, etc.)
3. Repair work to the existing warehouse further out on the dock. This will be used as the ferry operations/dock/terminal maintenance facility and storage building.
4. Installation of lateral supports along the length of the dock.
5. Passenger loading/offloading ramp.
6. Concrete footer repairs to the larger building near the head of the dock and repairs to the transition point from shore to the dock.

Kass identified items one and four as being able to do now with the current grant money. The Authority members agreed it would make sense to do the ramp at the same time. (item 5).

Correspondence

**Letter from SHPO re: Grant Application**

McGreevy stated the grant application had been denied. Motion by Barnwell, second by Chambers, to place the letter on file. All in favor. Motion carries.

New Business

**Winter Service Contract**

Koerner stated that talks are in the very beginning stages. Koerner reached out to Mackinac Island Ferry Company attorney, Jim Murray, and they would like to meet and discuss. The meeting date is not yet set, but he hopes in the next couple of weeks. Jerry Fetty was in attendance and stated they are eager to sit down and discuss winter service. Barnwell suggested putting Koerner, McGreevy, Fetty and Jim Murray all on one text or email string to speed up the communication process.

**Quote from Oscar W. Larson Co. to Move Fuel System Tanks**

McGreevy stated he has requested a quote from Oscar Larson to move the fuel system toward the tanks. The quote came back at \$85,366.00 and he felt this was too much to spend at this time. Barnwell stated that it would be nice to get this work done right for insurance purposes, but isn't sure if they could use MEDC

money for this project. Chambers asked if there were any other options, and none were identified. McGreevy stated he did not want to use MEDC money for this project. Motion by Barnwell, second by Chambers to place the quote on file. All in favor. Motion carries.

### **Approval of Public Officials Mngt. & Employee Practices Liability Insurance Quote**

Motion by Barnwell, second by Chambers to approve the Public Officials Management & Employment Practices Liability Insurance quote. Roll call vote: Ayes: Barnwell, Brown, Chambers, McGreevy. Nays: None. All in favor. Motion carries.

### **Approval of Invoices**

- APT Technologies - \$50 April 13<sup>th</sup> Meeting
- Foster and Swift - \$967.50 Professional services rendered through April 30, 2023
- Foster and Swift - \$2092.50 Professional services rendered through May 31, 2023
- Rehmann - \$240 Feb to May Quickbooks
- Richard Clements Architect - \$580 for Engineering
- Anderson Tackman & Co. - \$2783.75 Progress billing for audit
- UPEA - \$6500 Additional engineering for coal dock repair project

Motion by Barnwell, second by Brown to approve payment of all invoices. The Clements and UPEA invoices are to be paid with MEDC funds. All in favor. Motion carries.

### Old Business

#### Coal Dock Repair / Grant Allocation

McGreevy stated there was a dock visit with himself, Clements and Dombroski. They all looked at redoing the footings and add a second story to the side of the building that the hardware store is on. A ceiling and drywall will be added for fire protection. McGreevy stated that O'Boyle and Company may be available and he would like to get a quote from them. It is hoped that MEDC money can be used for this. McGreevy would like all work to be interior work so Zoning and HDC permits would not be required. The following companies will be asked to quote this job: Ryba Marine, Plutchak Fabrication, Derosha, and O'Boyle and Company.

### Comments From The Board

Brown asked how the dock was after the Plutchak repairs were done. McGreevy reported that all was good. McGreevy stated if work is in progress, we may be able to ask for an extension on the grant money. Motion by Chambers, second by Brown to have McGreevy and Koerner work together to draft a letter to MDOT regarding the 6 projects discussed with Kass. All in favor. Motion carries.

### Public Comment

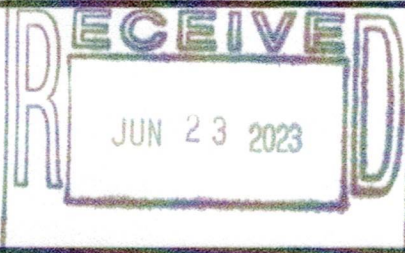
Jerry Fetty asked for the emails of the people to be involved in the winter service contract discussion. Pereny is to provide Fetty with that information.

There being no further discussion there was a Motion by Chambers, second by Barnwell to adjourn the meeting. The meeting was adjourned at 1:24 P.M.

Robinson & Son, LLC  
PO Box 432  
Hudson Falls, NY 12839  
Phone: 518-761-9260 Fax: 518-761-9265

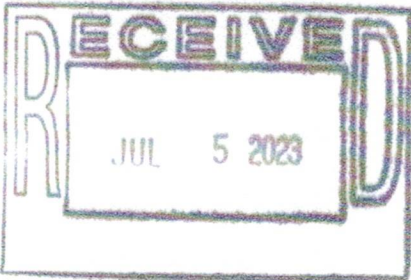
<b>INVOICE NO. 14123</b>		Page 1
ACCOUNT NO.	OP	DATE
MACKISI	MT	06/22/2023
PRODUCER		
Robinson & Son LLC		
BALANCE DUE ON		
06/26/2023		
AMOUNT PAID	AMOUNT DUE	
	\$3,832.00	

Mackinac Island Transp Authority  
7358 Market St  
Mackinac Island, MI 49757



Itn #	Due Date	Trn	Type	Description	Amount
49561	06/26/23	REN	DOLI	Public Officers	\$3,637.00
49562	06/26/23	CFE	DOLI	Company fee	\$195.00
<b>Invoice Balance:</b>					<b>\$3,832.00</b>

*Paid 6-30-23  
check # 1181*



# Apt Technologies LLC

PO Box 326  
Mackinac Island, MI 49757-0326  
(847) 867-2383

**6/30/23**

## BILL TO

MI Transportation Authority

*Paul  
7-31-23  
#1185*

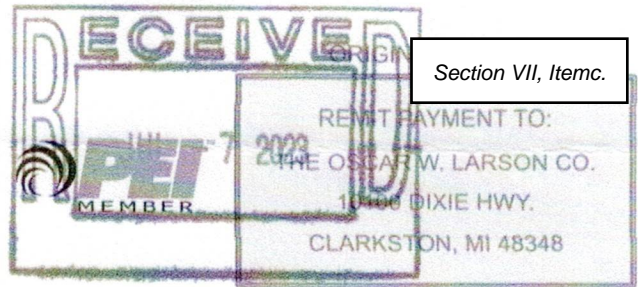
Details	AMOUNT
6/20/2023 MITA Meeting 1 hr	\$50.00
<hr/>	
TOTAL	\$50.00

Please make all checks payable to Apt Technologies LLC

# Oscar W. Larson Co.

10100 Dixie Hwy., Clarkston, MI 48348 • (248) 620-0070  
 Fax: (248) 620-0071 • (248) 620-0072

Cincinnati, OH (513) 813-7650 • Fax: (513) 813-7651  
 Columbus, OH (614) 907-7629 • Fax: (614) 310-8896  
 Dearborn, MI (810) 217-6524 • Fax: (313) 278-6030  
 Fort Wayne, IN (260) 496-9870 • Fax: (260) 496-9480  
 Gaylord, MI (989) 732-4190 • Fax: (989) 732-3377  
 Grand Rapids, MI (616) 698-0001 • Fax: (616) 698-2265  
 Indianapolis, IN (317) 337-9473 • Fax: (317) 337-9474  
 Louisville, KY (502) 442-2308 • Fax: (502) 632-6382  
 Toledo, OH (419) 873-0555 • Fax: (419) 873-0559



Section VII, Itemc.

Invoice Number: SRVCE00000921488  
 Invoice Date: 6/30/2023  
 Service Call ID: 220516-0326

Purchase Order Number: N/A  
 Work Completed: 6/1/2023  
 Purchase Date: 7/3/2023

*Paid  
7-3-23  
#1184*

**SOLD TO:** 104285  
 Mackinac Island Transportation Auth.  
 P.O. Box 930  
 Mackinaw Island, MI 49757-0930

**LOCATION:**  
 COAL DOCK FUEL TANKS %  
 7325 Main Street  
 Mackinac Island, MI 49757-0930

<b>Charges:</b>	<b>Equipment/ Rental:</b>	\$	0.00
	<b>Material:</b>	\$	0.00
	<b>Labor:</b>	\$	255.00
	<b>Subcontractor:</b>	\$	0.00
	<b>Other/ Travel/ Freight:</b>	\$	25.80
	<b>Total Charges:</b>	\$	280.80
	<b>Tax:</b>	\$	0.00
	<b>Payment:</b>	\$	0.00
	<b>Amount Due:</b>	\$	280.80

**Description of Services Performed:**

Performed quarterly "B" operator inspection and advised site of findings.

Detail of Charges	Item Description	Quantity	Unit Price	Total Amount
<u>Other</u>				
FERRY	Ferry to island	1.00	10.80	10.80
	HS&E	1.00	15.00	15.00
	<b>Other Subtotal</b>			25.80
<u>Labor</u>				
ST - Technician		2.50	102.00	255.00
	<b>Labor Subtotal</b>			255.00

**Total Invoice Amount \$280.80**

Terms Net 10; 1 1/2 PER MONTH (18% PER ANNUM) SERVICE CHARGE ON PAST DUE ACCOUNTS. NO CREDIT ISSUED WITHOUT INVOICE NO. MERCHANDISE IS NOT RETURNABLE WITHOUT PERMISSION AND IS SUBJECT TO RESTOCKING CHARGE WHEN SHIPPED IN ACCORDANCE WITH ORIGINAL ORDER. PRICES SUBJECT TO CHANGE WITHOUT NOTICE. A SURCHARGE OF 3% OF THE INVOICE TOTAL WILL BE ADDED FOR PAYMENTS MADE WITH A CREDIT CARD.

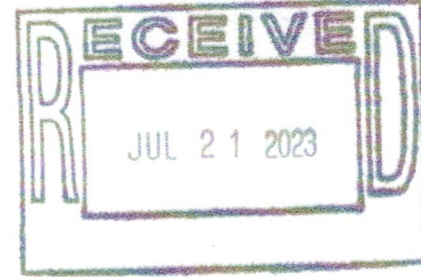
**FOSTER SWIFT**  
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

313 S. Washington Square Lansing MI 48933  
P: 517.371.8100 F: 517.371.8200  
Tax ID #38-1904703

JULY 19, 2023

BILLING ATTORNEY MARK T. KOERNER  
INVOICE # 862379  
CLIENT/MATTER # 37384-00001

ANDREW MCGREEVY  
AMCGREEVY@MACKINACTRANSIT.ORG



*Paid  
7-31-23  
check #  
1183*

MACKINAC ISLAND TRANSPORTATION AUTHORITY  
RE: GENERAL

FOR PROFESSIONAL SERVICES RENDERED THROUGH JUNE 30, 2023:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
06/08/23	MTK	RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING MEETING; PREPARE RESPONSE; RECEIPT AND REVIEW NOTICE OF RESCHEDULED ANNUAL MEETING;	0.60	135.00
06/09/23	MTK	RECEIPT AND REVIEW EMAIL REGARDING AGENDA; RECEIPT AND REVIEW EMAIL FROM B. KASS REGARDING PROCUREMENT; RECEIPT AND REVIEW EMAIL WITH RESPONSE TO GRANT APPLICATION;	0.80	180.00
06/14/23	MTK	RECEIPT AND REVIEW EMAIL REGARDING MEDC GRANT; REVIEW GRANT REQUIREMENTS; PREPARE EMAIL TO CLIENT REGARDING THE SAME; RECEIPT AND REVIEW RESPONSE; PREPARE REPLY;	1.20	270.00
06/15/23	MTK	RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING GRANT APPLICATION;	0.20	45.00
06/15/23	MTK	RECEIPT AND REVIEW EMAIL FROM COUNSEL FOR MACKINAW ISLAND FERRY COMPANY; PREPARE RESPONSE REGARDING MEETING;	0.50	112.50
06/16/23	MTK	TELEPHONE CONFERENCE WITH D. PETERSON OF MDOT REGARDING LAKE BED DISTURBANCE PERMIT; RECEIPT AND REVIEW EMAIL FROM COUNSEL FOR STARLINE; PREPARE RESPONSE; RECEIPT AND REVIEW RESPONSE;	0.90	202.50
06/19/23	MTK	RECEIPT AND REVIEW BOARD PACKET;	0.70	157.50

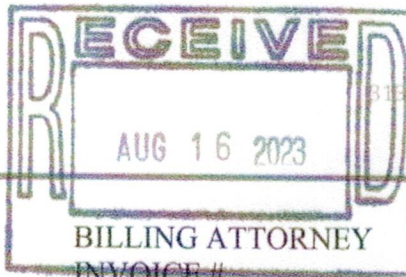
BILLING ATTORNEY      MARK T. KOERNER  
INVOICE #                 862379  
CLIENT/MATTER #        37384-00001

JULY 19, 2023

MACKINAC ISLAND TRANSPORTATION AUTHORITY  
RE: GENERAL

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
06/20/23	MTK	REVIEW PRIOR EMAILS WITH MDOT REGARDING WORK APPROVAL FOR UPDATES AT BOARD MEETING; TELEPHONE CALL FROM CLIENT REGARDING MEETING; TELEPHONE CONFERENCE WITH CLIENT IN PREPARATION FOR MEETING; ATTEND ANNUAL MEETING;	1.90	427.50
06/22/23	MTK	TELEPHONE CALL FROM D. PETERSON FROM MDOT RE: PERMIT; TELEPHONE CONFERENCE WITH D. PETERSON RE: THE SAME; RECEIPT AND REVIEW EMAIL FROM D. PETERSON RE: THE SAME;	0.90	202.50
06/26/23	MTK	RECEIPT AND REVIEW EMAIL REGARDING MEETING; PREPARE RESPONSE; RECEIPT AND REVIEW SURVEY CONCERNING MEETING DATES AND TIMES; COMPLETE THE SAME; RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING LEASE; PREPARE RESPONSE; RECEIPT AND REVIEW REPLY; RECEIPT AND REVIEW NOTICE OF MEETING;	1.60	360.00
06/28/23	MTK	REVIEW ISLAND HARDWARE LEASE;	1.10	247.50
06/30/23	MTK	PREPARE FOR AND CONDUCT WINTER SERVICES MEETING;	1.70	382.50
TOTAL PROFESSIONAL SERVICES			12.10	2,722.50
CURRENT MATTER TOTAL				<u>2,722.50</u>





AUGUST 15, 2023

BILLING ATTORNEY  
INVOICE #  
CLIENT/MATTER #

MARK T. KOERNER  
864268  
37384-00001

ANDREW MCGREEVY  
AMCGREEVY@MACKINACTRANSIT.ORG

*Paid  
8-18-23  
check # 1188*

MACKINAC ISLAND TRANSPORTATION AUTHORITY  
RE: GENERAL

FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2023:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
07/11/23	MTK	REVIEW AND REVISE LEASE AGREEMENT;	1.10	247.50
07/12/23	MTK	REVISIONS TO HARDWARE LEASE; PREPARE EMAIL TO CLIENT REGARDING THE SAME;	0.50	112.50
07/13/23	MTK	FINAL REVISIONS TO HARDWARE LEASE; PREPARE EMAIL TO CLIENT REGARDING THE SAME; TELEPHONE CONFERENCE WITH CLIENT REGARDING STATUS;	1.10	247.50
07/14/23	MTK	TELEPHONE CONFERENCE WITH MDOT REGARDING FUNDING MECHANISM FOR MITA; PREPARE DETAILED EMAIL TO CLIENT REGARDING THE SAME; PREPARE EMAIL TO CLIENT REGARDING MEETING TO DISCUSS PROJECTS;	1.10	247.50
07/17/23	MTK	RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING FUNDING MECHANISM; TELEPHONE CONFERENCE WITH CLIENT REGARDING PROJECTS;	0.60	135.00
07/24/23	MTK	TELEPHONE CALL FROM MACKINAC COUNTY ECONOMIC DEVELOPMENT DIRECTOR;	0.20	45.00
07/25/23	MTK	RECEIPT AND REVIEW EMAIL FROM MACKINAC COUNTY ECONOMIC DEVELOPMENT ALLIANCE;	0.20	45.00
07/28/23	MTK	RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING PROCUREMENT CHECKLIST; REVIEW THE SAME; REVIEW GRANTS; REVIEW PROJECT SUMMARY FERRY BOAT	1.60	360.00

# FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

313 S. Washington Square Lansing MI 48933  
P: 517.371.8100 F: 517.371.8200  
Tax ID #38-1904703

BILLING ATTORNEY      MARK T. KOERNER  
INVOICE #                    864268  
CLIENT/MATTER #        37384-00001

AUGUST 15, 2023

MACKINAC ISLAND TRANSPORTATION AUTHORITY  
RE: GENERAL

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
07/31/23	MTK	FORM NEEDED FOR PROJECTS; RECEIPT AND REVIEW EMAIL REGARDING SIGNED LEASE AGREEMENT; RECEIPT AND REVIEW EMAIL FROM CLIENT REGARDING MEETING TO UPDATE; PREPARE RESPONSE; RECEIPT AND REVIEW REPLY; RECEIPT AND REVIEW EMAIL ENCLOSING MARINE GENERAL LIABILITY POLICY; REVIEW THE SAME; PREPARE FOR MEETING WITH CLIENT; METING WITH CLIENT REGARDING STATUS OF VARIOUS MATTERS;	1.60	360.00
		TOTAL PROFESSIONAL SERVICES	8.00	1,800.00
		CURRENT MATTER TOTAL		1,800.00

**Anderson, Tackman & Company, PLC**

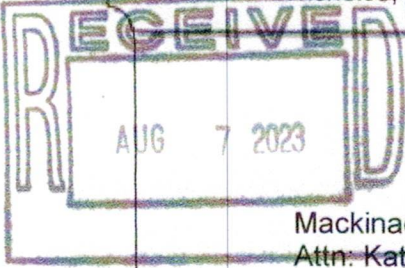
16978 S. Riley Avenue  
Kincheloe, MI 49788

Phone: (906) 495-5952

Fax: (906) 495-7312

antack@antack.com

www.antack.com



Date: 07/31/23 Invoice: 135228

Due: 08/27/23 Amount: \$760.00

Mackinac Island Transportation Authority  
Attn: Katie Pereny  
7358 Market St.  
Mackinac Island, MI 49757

Beginning Balance	\$0.00
Invoices	760.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
<b>Amount Due</b>	<b>\$760.00</b>

Client Phone: (906) 847-6190

**This invoice is for the following services rendered for Mackinac Island Transportation Authority:**

Progress billing in connection with audit of financial statements for year ending September 30, 2023	760.00
--	--------

**Invoice Total \$760.00**

*Paid  
8-18-23  
check # 1187*

Robinson & Son, LLC  
 PO Box 432  
 Hudson Falls, NY 12839  
 Phone: 518-761-9260 Fax: 518-761-9265

**RECEIVED**  
 SEP - 6 2023

<b>INVOICE NO. 14221</b>			Section VII, Itemc.
ACCOUNT NO.	OP	DATE	
MACKIS1	MT	08/18/2023	
PRODUCER			
James B. Robinson			
BALANCE DUE ON			
08/18/2023			
AMOUNT PAID		AMOUNT DUE	
		\$10,500.00	

Mackinac Island Transp Authority  
 7358 Market St  
 Mackinac Island, MI 49757

Itm #	Due Date	Trn	Type	Description	Amount
50159	08/18/23	REN	ML	Marine General Liability	\$10,500.00
<b>Invoice Balance:</b>					<b>\$10,500.00</b>