



Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair

Charis Austin
Mayor Katie Favale

Rick Baker
Steven Gilbert
Robert Postema

Mayor Rosalynn Bliss
Andy Guy
Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Stephen Kepley
Jack Hoffman
Paul Troost

Tracie Coffman
Mayor Steve Maas

BOARD PLANNING WORKSHOP MEETING

Wednesday, May 18, 2022 – 2:00 p.m.

Rapid Central Station Conference Room (250 Grandville, SW) | Virtual Meeting

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – April 20, 2022	Mayor Carey	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Public Transportation Millage Levy	Linda Medina	Approval
b. Property Acquisition in Standale	Nick Monoyios	Approval
5. DISCUSSION		
Transit Master Plan (TMP) Scope of Work	Nick Monoyios	
6. CHAIR'S REPORT	Mayor Carey	Information
7. ADJOURNMENT		



Board Members

Mayor Gary Carey, Chair

Charis Austin
Mayor Katie Favale

Rick Baker
Steven Gilbert

Mayor Rosalynn Bliss
Andy Guy

Robert Postema

Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Stephen Kepley
Jack Hoffman

Tracie Coffman
Mayor Steve
Maas

Paul Troost

BOARD OF DIRECTORS MEETING

Wednesday, April 20, 2022 – 4:00 p.m.

Rapid Central Station Conference Room (250 Grandville SW) | Virtual Meeting

ATTENDANCE:

Board Members Present:

Charis Austin, Rick Baker, David Bilardello, Mayor Gary Carey, Tracie Coffman, Mayor Katie Favale, Steven Gilbert, Andy Guy, Jack Hoffman, Mayor Stephen Kepley, Robert Postema, Terry Schweitzer, Paul Troost

Board Members Absent:

Mayor Rosalynn Bliss, Mayor Steve Maas

Staff Attendees:

Jason Prescott, Steve Clapp, Kevin Wisselink, Linda Medina, Steve Schipper, Nick Monoyios, Nancy Groendal, Steve Luther, James Nguyen

Other Attendees:

Noel Plaska, Anthony Kirkland, Patrick Lynch, Jack Kelly, Eric Vesely, Chris Swank (GVSU), Laura Bailey (virtual guest)

Mayor Carey called the meeting to order at 4:00 p.m.

1. PUBLIC COMMENT

Chair Carey asked for public comment. No public comment was offered.

2. MINUTES REVIEW – March 23, 2022

Chair Carey asked for approval for the minutes from March 23, 2022, meeting. A motion to approve the minutes from Mr. Postema and supported by Ms. Coffman.

3. CEO'S REPORT

Ms. Prato opened her report by announcing that Mr. Bill Kirk will be leaving The Rapid effective Friday, April 22, 2022. The Rapid continues to have meetings with representatives on community investments. The Rapid will be putting in applications related to The Rapids Hydrogen Fleet. Regarding the recent events going on in the city, The Rapid has plans in place to keep our employees safe, and we continue to monitor the situation. Regarding the available space at Rapid Central Station, we are moving forward with looking at all options, and those include a café' or a potential daycare.

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*

4. ACTION ITEMS

a. Security Integrator

Mr. Wieringa requests approval from the board to execute an agreement with Convergent Technologies to provide access control and security camera installation, maintenance, and repair services.

Chair Carey asked for a motion to approve. Mayor Kepley motioned, and Mr. Schweitzer supported.

b. Security Services - Securitas

Before Mr. Schipper reported on this action item, Chair Carey stated to the board that he witnessed an incident that happened on the platform moments ago and the lack of security presence and that there was no control on the platform or a uniform presence.

Mr. Schipper reminded the board that we came to the board back in January asking for approval for a new security contractor. Due diligence was performed however this contractor made promises that they could not keep. Mr. Wieringa was seeing many red flags and he was key to early detection of the unsatisfactory performance. The contractor was put on a performance improvement plan (PIP). There were many issues with staffing and billing, so this brings us to ask the board to approve a new security contractor.

Chair Carey asked for a motion to approve. Mayor Kepley motioned, and Mr. Schweitzer supported.

c. Purchase of Two (2) CNG 40' Fixed Route Revenue Buses

Mr. Clapp is requesting the board approve the purchase of two (2) CNG buses from the Gillig Corporation in the amount of \$1,297,719.

Chair Carey asked for a motion to approve. Mr. Guy motioned, and Mr. Hoffman supported.

d. FY 22/23 Budget Formulation Guidelines

Ms. Medina is requesting the board approve and adopt the FY 22/23 Budget Formulation Guidelines.

Chair Carey asked for a motion to approve. Mayor Kepley motioned, and Mr. Schweitzer supported.

e. RCS/Ellsworth with Progressive AE

Mr. Wisselink is requesting board approval to enter a contract with Progressive AE to complete the architectural and engineering services for The Rapid's Ellsworth Administration and Rapid Central Station rehabilitation project in the amount of \$266,431, which includes a 10% contingency.

Mayor Kepley asked what the plan for the third floor is. Ms. Prato reported that it is undetermined at this point. Conversations with the Kellogg Foundation and a daycare. They are more interested in the second floor. Infants need to be on the first floor. The second floor is more desirable for preschoolers.

Chair Carey asked for a motion to approve. Mr. Guy motioned, and Mr. Hoffman supported.

f. 1)FY2022 Amendment to Unified Planning Work Program (UPWP)

Mr. Wisselink requests the board approve an amendment to the FY2022 Unified Planning Work Program. (UPWP)

Chair Carey asked for a motion to approve. Mr. Guy motioned, and Mr. Hoffman supported.

f. 2)FY2023 Unified Planning Work Program

Mr. Wisselink is requesting the board approve the FY 2023 Unified Planning Work Program.

Chair Carey asked for a motion to approve. Mr. Hoffman motioned, and Mr. Postema supported.

5. PERFORMANCE REPORTS

a. Paratransit Route Ridership – March 2022

Mr. Schweitzer asked for clarification from Mr. Prescott regarding Cascade Township's change in their numbers. Mr. Prescott stated that there was a change in the reporting because it just capitalized only Cascade trips. Secondly, there have been route changes and new software.

b. Fixed Route Ridership – February/March 2022

No comments

c. Financial Reports

No Comments

6. INFORMATIONAL ITEMS

Mr. Prescott reported on a few highlights. The Rapid Connect program currently has 520 registered users. Between February and March, completed trips have doubled. On-time percentages for Rapid Connect are approximately 90%. We noticed more rides are intentional in Walker. In Kentwood, the rides were more scattered. We started with a 6 a.m. to 6 p.m. service. Recently we expanded service until 10 p.m. The Rapid expects the need and the service to grow.

Mr. Bilardello inquired about the on-time performance and how it is measured? Mr. Prescott stated that he pulls a report that asks what makes you late. Maximum minutes are not to exceed five (5) minutes.

7. CHAIR'S REPORT

Mayor Carey wished Bill Kirk all the best in his new role at DGRI. He also gave thank yous to the leadership team and expressed his appreciation that the board packets are posted in advance.

8. COMMITTEE REPORTS

a. Planning & Technology Committee

Mr. Schweitzer reported that the biggest focus is the Transit Master Plan (TMP).

b. Present Performance & Service Committee

Mr. Bilardello recapped an On-Demand update. Ridership recovery is good, and hiring is very challenging, but make great progress.

c. Finance Committee

Mayor Kepley reported that if there are concerns about the guidelines to the budget and where we are. We had a clean audit. The defined benefit is going very well, and we are in a solid position.

9. ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

The next meeting is scheduled for May 18, 2022, Board Planning Workshop

Respectfully submitted,



Kris Heald, Board Secretary



Date: May 18, 2022
To: ITP Board
From: Linda Medina, Finance Manager
Subject: Certification of 2022 Public Transportation Millage Levy

ACTION REQUESTED

To approve the rate of 1.4074 including Headlee and authorize the CEO to execute and file the L-4029 tax rate requested form with Kent County and other entities.

BACKGROUND

Interurban Transit Partnership (ITP) is a public transportation authority formed under the Public Transportation Authority Act, 1986 PA 196. A millage rate of 1.47 mills was approved in ITP's district for twelve (12) years beginning in 2018. Kent County issues an annual tax rate request (form L-4029) stating the new millage rate including Headlee. FY 21/22's rate was 1.4308 and FY 22/23's rate is 1.4074. This rate will be used to determine the tax revenue collection for FY 22/23.

Feel free to contact me if you have any questions. I can be reached at imedina@ridetherapid.org or 774-1149.

**2022 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County KENT	2022 Taxable Value (All)	13,922,190,738
	2022 Taxable minus RenZones	13,922,190,738
Local Government Unit INTERURBAN TRANSIT PARTNERSHIP		

**PLEASE READ THE
ENCLOSED
INSTRUCTIONS
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the **2022** tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2021 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2022 Current Year Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	INTERURBAN TRANSIT	11/7/2017	1.4700	1.4308	0.9837	1.4074	1.0000	1.4074	1.4074		12/31/2029
								Total Operating Allowed	1.4074		
Prepared by Matthew Woolford	Co-Sign. - Prepared/Verified		Title Equalization Director		Co-Sign Title		CED-Date 4/12/2022	Co-date			

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

PLEASE ENTER REQUESTED MILLAGE IN COLUMN'S 10 AND/OR 11

<input type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Type Name	Date
<input type="checkbox"/> President			

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 051222-1

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to approve the millage levy rate of 1.4074 including Headlee.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute and file the L-4029 tax rate requested form with Kent County and other entities in accordance with the information presented to the ITP Board on May 18, 2022.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date



Date: May 11, 2022
To: ITP Board
From: Nick Monoyios – Director of Planning
Subject: LAKER LINE BRT – PARK & RIDE LOT PROPERTY ACQUISITION

ACTION REQUESTED

Authorization is requested from the ITP Board to purchase the parcel identified for the Laker Line BRT Park & Ride Lot owned by the Standale Downtown Development Authority (DDA) at 4211 Lake Michigan Drive NW for an amount of \$805,000.

BACKGROUND

In June 2020, the Federal Transit Administration (FTA) formally announced a request for ITP staff to develop an expanded scope proposal for the utilization of Laker Line project cost savings of approximately \$10 million. Items identified for inclusion on the expanded scope menu needed to demonstrate value solely applicable to the Laker Line to be eligible for consideration.

In October 2020, staff submitted a finalized menu of preferred expanded scope elements in an amount of \$7,874,300. This request included a conceptual iteration of a park-and-ride lot at the northwest corner of Lake Michigan Drive and Cummings Avenue including the acquisition of the property.

In June 2021, the FTA announced an award to proceed with \$3.97M of federal Capital Investment Grant (CIG) funds to apply toward our Laker Line BRT expanded scope proposal using the project cost savings (approximately \$10M). ITP also received the required 22% match from the Michigan Department of Transportation (MDOT) for a total budget of \$5,090,000.

The expanded scope menu was refined to accommodate the \$5M budget, and the park-and-ride lot remained as a high priority to implement. An appraisal for the property was executed in August 2021 and identified the value of the property at \$805,000, with an overall budget of the park-and-ride lot identified at \$2.5 million.

Procedural coordination continued with City of Walker staff, required National Environmental Protection Act (NEPA) review, and preliminary engineering/design occurred in early 2022. Staff presented the design to the Standale DDA in April 2022 with unanimous support to proceed. In early May 2022, the City of Walker Planning Commission also unanimously approved the development of the designed lot.

The NEPA review and concurrence to proceed was completed in May 2022 and is an FTA requirement prior to property acquisition.

PARK & RIDE LOT DEVELOPMENT TIMELINE

ITEM	DATE RANGE
Property acquisition transaction process	May – June 2022
Issue final design plans for bids	May 25, 2022
Bids due	June 10, 2022
ITP Board authorization for construction bid	June 22, 2022
Construction	July – October 2022

FUNDING

Funding for the park-and-ride lot property is solely from the Laker Line BRT expanded scope grant (federal and State funds). No local funding will be used for this property acquisition.



INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION No. 051822-2

Fiscal Year 2022

Moved and supported to adopt the following resolution:

Approval to authorize the purchase of 4211 Lake Michigan Drive NW (#41-13-19-454-065) for the Laker Line BRT Park & Ride Lot currently owned by the Standale Downtown Development Authority (DDA) for an amount of \$805,000.

BE IT RESOLVED that the ITP CEO is hereby authorized to purchase 4211 Lake Michigan Drive NW for an amount of \$805,000 in accordance with the information presented to the ITP Board on May 18, 2022.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Kris Heald, Board Secretary

Date



Date: May 9, 2022
To: ITP Board
From: Nicholas Monoyios, Planning Department
Subject: TRANSIT MASTER PLAN (TMP) - FINALIZE DRAFT SCOPE OF WORK OUTLINE

DISCUSSION

Below is a draft outline for recommended tasks to be included within the TMP Scope of Work as developed by staff and validated by the Planning & Technology Committee on May 9, 2022.

The elements included in this outline were populated through an examination of ITP's 2010 TMP scope of work, a review of other transit agencies scopes of work, and input from the ITP Board at the Board Retreat in February 2022.

The scope of work will be included as part of the TMP Request for Proposals (RFP) and is used to inform both the intended tasks and documentation deliverables required for inclusion in the TMP process. The final list of tasks will include thorough descriptions in the scope of work and have their associated deliverables identified as well. These resulting deliverables will be assembled for into the final TMP.

Staff requests consideration of this task outline and seeks confirmation and/or any specific additional input from the ITP Board to finalize. This outline will be expanded to inform the full scope of work for inclusion into the RFP.

RECOMMENDED TASKS

1. DEVELOP PROJECT MANAGEMENT PLAN, PROCEDURES AND PROJECT SCHEDULE
 - a. Establish *Guiding Principles and Goals & Objectives* from ITP Board
 - b. Establish regional study area as Kent County and adjacent jurisdictions
 - c. Identifies procedural structures for all Committees, Focus Groups, and the Project Team
 - d.

2. DEVELOP A PUBLIC INVOLVEMENT PLAN (PIP) & STAKEHOLDER OUTREACH STRATEGY
 - a. All Tasks/Deliverables will include public involvement
 - b. Ensure PIP and outreach strategy will accurately be representative of study area demographics
 - c.

3. ANALYZE EXISTING AND FUTURE CONDITIONS
 - a. Review of existing plans (i.e. 2010 TMP, Align Study, COA, Division United, Facilities Master Plan, Rapid Capital Improvement Plan, Municipal Master Plans, 2040 GVMC LRTP, etc.)
 - i. TDM & Rapid Tech Needs Study – concurrent studies with TMP timeline
 - b.

4. EXAMINE REGIONAL CONNECTIVITY NEED/PROPENSITY AND MARKET ANALYSIS
 - a. Gap Analysis
 - b. Multi-modal evaluation (i.e., includes fixed route, express, enhanced, On-Demand, Demand Response, micromobility, etc.)
 - c. Separate recommendations both within and outside of current system area
 - d.

5. TRANSIT PEER REVIEW AND INTERVIEWS
 - a. Operating/capital revenue sources
 - b. Fare Structures
 - c. Policies for service outside of funding authority
 - d.

6. CONDUCT MODAL AND REGIONAL CORRIDOR ANALYSES
 - a. Corridors extending beyond the current system area
 - b.

7. WEST MICHIGAN EXPRESS

- a. Feasibility study to analyze existing and future demand through data models and forecasting to recommend service characteristics and operational/capital needs & funding sources for fiscally sustainable revenue operations.
- b. Can proceed independently from other TMP deliverables
- c.

8. DEVELOP REGIONAL SERVICE PLANNING GUIDELINES, POLICIES, AND PERFORMANCE MEASURES

- a. Metrics to define indicators for phased service adjustment/implementation
- b.

9. FLEET/FACILITIES NEEDS TO ACCOMMODATE IMPLEMENTATION STRATEGY

- a. Includes multi-modal vehicles, storage & maintenance facility needs, park-and-ride lots, hub stops, bus stop infrastructure/amenitization, customer tech applications
- b.

10. ADMINISTRATIVE EVALUATION

- a. Assess recommended staffing levels for successful implementation
- b.

11. JOINT DEVELOPMENT OPPORTUNITIES

- a. Explore best practices and feasibility for joint development and public/private partnerships
- b.

12. PHASED PRIORITIZATION IMPLEMENTATION STRATEGY – ROAD MAP

- a. Define checkpoints to determine pace and direction of phased implementation
- b. Effective Communication/External Relations Strategies for implementation (i.e. campaign best practices)
- c. Includes Change Management Plan – to ensure effective continuity of TMP execution
- d.

TMP PROCESS | ROLES & RESPONSIBILITIES

