May 25, 2023

TO: Mayor and City Council Members

FROM: Amber Schaner, City Clerk/Treasurer

RE: Boards and Commissions Vacancies

Listed below are the several terms which will be expiring July 1. We advertised for applications in the Tribune on April 1. This schedule allowed time to refer applications to the several committees so they may make recommendations to City Council at their May and June meetings, in accordance with approved procedure. This schedule also allows time for City Council to approve the appointments before July 1.

1. Planning Commission:

   Sandy Tuggle  07/01/23  07/01/26
   Jordan Weber   07/01/23  07/01/26

   Received: Stanley Sterk
   Received: Sandy Tuggle
   Received: Jordin Weber
   Received: Jake Stearley
   Received: Joe Lyons

2. Zoning Board of Appeals:

   Alternate-Vacancy  07/01/23  07/01/26
   Alternate-Vacancy   07/01/23  07/01/26

   Received: Stanley Sterk

3. Recreation Commission:

   Rebecca Hopp  07/01/23  07/01/26
   Jordin Weber   07/01/23  07/01/26

   Received: Rebecca Hopp
   Received: Jordin Weber
   Received: Carol Sanchez

4. Kitchel-Lindquist-Hartger Dunes Preserve Committee Board:

   Janet Freund  07/01/23  07/01/26
   Alternate-Bryan Pereira  07/01/23  07/01/26

   Received: Janet Freund
   Received: Carol Sanchez
5. **Beautification Commission:**

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<thead>
<tr>
<th>Position</th>
<th>Appointment Date</th>
<th>Expiration Date</th>
</tr>
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<td>07/01/23</td>
<td>07/01/26</td>
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<tr>
<td>Alternate-Vacancy</td>
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*Received: None*

6. **Construction Board of Appeals:**

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<tr>
<th>Name</th>
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<tbody>
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<td>William Smith</td>
<td>07/01/23</td>
<td>07/01/26</td>
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<tr>
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<td>07/01/23</td>
<td>07/01/26</td>
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<tr>
<td>Vacancy</td>
<td>07/01/23</td>
<td>07/01/26</td>
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*Received: None*

7. **Brownfield Redevelopment Authority:**

<table>
<thead>
<tr>
<th>Name</th>
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<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Scarpino</td>
<td>01/01/23</td>
<td>01/01/26</td>
</tr>
<tr>
<td>Jim Menerick</td>
<td>01/01/23</td>
<td>01/01/26</td>
</tr>
<tr>
<td>Vacancy</td>
<td></td>
<td>01/01/25</td>
</tr>
</tbody>
</table>

*Received: Rebecca Hopp  
Received: John Reifel  
Received: Ryan Weber  
Received: Roger Jonas*

8. **Coast Guard Festival Committee**

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Date</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Terry Grotemat</td>
<td>07/01/23</td>
<td>07/01/26</td>
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*Received: Terry Grotemat*

9. **Community Energy Steering Committee**

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<tr>
<td>Vacancy</td>
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<tr>
<td>Vacancy</td>
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</table>

*Received: Garry Post  
Received: Nicholas Pietrangelo*

c: Craig Bessinger, City Manager
AGENDA

HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM (HTMMTS) BOARD MEETING

Ferrysburg City Hall

17290 Roosevelt Rd. Room # 5, Ferrysburg, MI 49409

May 24, 2023 AT 4:30 PM

1. Meeting Called to Order

2. Roll Call

3. Approval March 22, 2023 HTMMTS Board Meeting Minutes

4. Additions/Corrections to the Agenda

5. Approval of Regular Agenda

6. General Business/Call to Audience

7. Consideration for Approval of Consent Agenda:
   
   a. Discussion/Action Payable Warrants.
   b. File/Receive Financial Reports.
   c. File/Receive National Transit Summaries & Trends 2021

8. Old Business
   
   a. Wage Study Update.

9. New Business:
   
   a. Discussion/Update on 172nd Property
b. Discussion/Action to request Harbor Transit millage renewal be placed on the August 2024 ballot for Spring Lake Township & Spring Lake Village. (.60 per $1,000.00 of taxable value for five years, 2024-2028)

c. Amendments to the Harbor Transit Personnel Manual


11. Reports:

   a. Marketing Report- Annelise Walker


   c. Transportation Directors Report – Scott Borg

12. Board Members Comments:
    Craig Bessinger
    Bill Cargo
    Ashley Latsch
    Kevin McLaughlin
    Joel Tepasste
    Christine Burns
    Gordon Gallagher
    Cathy Pavick
    Bill Cate
    Deanna McIntyre
    Will Whittemore

Next regularly scheduled Board Meeting will be held on July 26, 2023 at 4:30 PM at the Village of Spring Lake Administrative Offices, 102 West Savidge Street, Spring Lake, MI 49456
Regular HTMMTS Board Meeting Minutes
March 22, 2023
Spring Lake Township

1. Meeting Called to Order by President Craig Bessinger at 4:30 p.m. Lack of a quorum was noted; minutes from today’s meeting can be authenticated by a majority vote at the next meeting with a quorum.

2. Roll Call

   Present: Craig Bessinger, Bill Cate, Gordon Gallagher, Ashley Latch & Deanna McIntyre.

   Absent: Chris Burns, Bill Cargo, Kevin McLaughlin, Cathy Pavick, & Joel TePastte

   Also Present: Scott Borg, HTMMTS Director; Dana Appel, Finance and Compliance Director; Annelise Walker, Marketing Coordinator; Tom Burghardt, HTMMTS Operations Supervisor; Tina Hawley, HTMMTS Dispatch Office Administrator; Lisa Brown, HR Collaborative; & Peter Hefner, Vredeveld-Hefner CPAs, LLC.

3. Approval of the March 1, 2023, HTMMTS Special Board Meeting Minutes

   Motion by Gallagher, second by McIntyre, to accept the minutes from the special meeting held March 1, 2023. Motion carries.

4. Additions/Corrections to the Agenda

   Scott Borg asked that Item 7F be changed to reflect 3-year terms for all candidates for the LAC Advisory Committee. Also, Item 8, Old Business for an updated document. Approved.

5. Approval of Regular Agenda

   Motion by Gallagher, second by McIntyre to approve the amended agenda. Motion carries.

6. General Business/Call to Audience

   None

7. New Business:


   b. Discussion/action on Harbor Transit 2022 Financial Audit. Presented by Peter Hefner, Vredeveld-Hefner CPAs, LLC. No deficiencies noted. Scott Borg thanked Peter Hefner for a thorough audit. Motion by Gallagher, second by Latch to approve. Motion carries.

   c. Discussion/action on Payable Warrant. Presented by Dana Appel. Motion by Gallagher, second by McIntyre to approve the Payable Warrant as presented. Motion carries.

   d. Receive/file Financial Statements. Motion by Gallagher, second by McIntyre to receive the financial statements as presented. Motion carries.
e. Discussion/action on FY 2023 Budget amendment as presented by Dana Appel. The budget was adjusted to account for the environmental study for the land purchase for the new HTMTTS facility. Motion by Gallagher, second by Latch to approve. Motion carries.

f. Approval of LAC Advisory Members for additional 3-year terms:
   (1) Angie Davis, City of Grand Haven
   (2) Lisa Greenwood, City of Grand Haven
   (3) Heather Phillips, Grand Haven Township.
       Motion by Gallagher, second by McIntyre, to approve. Motion carries.

g. Discussion/action on HTMTTS Consent Agenda Policy. Motion by Gallagher, second by Latch to approve. Motion carries.

h. Discussion/action on HTMTTS Accessibility Plan. Motion by Gallagher, second by Latch to approve. Motion carries.

8. Old Business

   Discussion/action to adopt the Annual Hard Cap option, - 1) Section 3 - Limited a public employer’s total annual healthcare costs for employees based on coverage levels, as defined in the Act. Motion by Gallagher, second by McIntyre to approve. Motion carries.

9. Reports:

   a. Marketing: Annelise Walker reported on several new advertising bus wraps, radio advertising for the MATS connection point and promoting CASPR, and a 5.1% increase in Facebook followers.

   b. Operations: Scott Borg reported that the ridership numbers are up by about 2,000 over the same time last year. There were two crashes and one injury involving busses, two ridership complaints, and one compliment.

   c. Transportation: Scott Borg introduced Tina Hawley as the new Dispatch Office Administrator; the Federal Transit Administration Region 5 has approved the NEPA (National Environmental Policy Act) study, but the type of study is yet to be determined; VIA is the most likely dispatch software HTMTTS will be using; two juveniles caused $1,526.73 in damage to a bus and HTMTTS is working with the Ottawa County Victim Rights to see restitution; both US Senator Peters and US Representative Scholten have invited HTMTTS to apply for grants; and Representative Scholten will visit HTMTTS on April 12, 2023.

10. Board Member Comments:

   Gordon Gallagher expressed his appreciation for all the work to stay in contact with Muskegon Transit.

Meeting adjourned by President Craig Bessinger at 5:26 PM. The next meeting is Scheduled for Wednesday, May 24, 2023, at Ferrysburg City Hall, 17290 Roosevelt Rd, Ferrysburg.

Respectfully Submitted

Bill Cate
Secretary
TO: Harbor Transit Board Members
FR: Scott Borg Transportation Director
RE: Directors Report
DT: May 17, 2023

Board Members,

**Congresswoman Hillary Scholten Visits Harbor Transit:**

Congresswoman Hillary Scholten who serves the Third Congressional District and serves on the House Committee on Transportation and Infrastructure toured Harbor Transit on April 12, 2023. The discussion centered on Harbor Transit’s Service to the Tri-Cities area as well as our connection with Muskegon Area Transit. We discussed the needs for a new facility and discussed potential funding opportunities. The Congresswoman and her Team had the opportunity to see where the new potential site is for the facility and supports Harbor Transit’s efforts in our future growth.

**Senator Gary Peters:**

On Friday, April 21, 2023 I received a phone call from Peter Ross Dickow West Michigan Regional Director called to give Harbor Transit an update on the Congressionally Directed Spending Earmark that Senator Peters Office asked Harbor Transit to participate in. Peter informed me that Harbor Transit met the criteria with the new facility project and that will go to the appropriations committee in July. If we survive the appropriations committee then it will go before the House and Senate in the Fall of 2023. Peter felt we have a very good chance with our project.

**Computer Aided Dispatch Software (CAD):**

Harbor Transit along with 6 other Transit Agencies in the State of Michigan have completed the RFP process and have chosen VIA Transportation as it’s next Dispatch Software program. Founded in 2012 VIA serves over 400 Local Governments across more than 20 countries globally. VIA will offer the most up to date software to allow Transit Dispatch Operation and Bus Operations be more efficient. Implantation will begin within the next two weeks with the complete roll out expected to be completed in September 2023.

**John Phillips Safety & Training Coordinator:**

On June 3rd Mr. John Phillips will be retiring from Harbor Transit after 10 years as the Safety and Training Coordinator. John Started at Harbor Transit on May 23, 2013 as a Bus Operator after retiring from his professional career as a Safety & Security Vice President and Consultant. John had an extensive career in Safety and Security on the West Coast California. John’s career spans many years as a professional
starting out as a Police Officer for the City of Detroit. When John retired from his professional career he and his family decided to make Grand Haven their home.

John’s Key Accomplishments at Harbor Transit.

- John Developed the Training and Safety Curriculum for Harbor Transit.
- John has trained well over 100 New Bus Operators during his career at Harbor Transit.
- John had had a 100% Success rate in Bus Operators passing their CDL State Driving Test.

I would like to take a moment and thank John Phillips for his unwavering support that he has provided for the past ten years at Harbor Transit. Harbor Transit is a much safer place due to John Phillips and the Safety Program he has put into place. I would like to take a moment wish John the very best in his future endeavors.

If you have additional questions I can be reached at sborg@harbortransit.org.

Thank you,

Scott Borg
Transportation Director
May 17, 2023

To: Scott Borg, Harbor Transit Director
FR: Tom Burghardt, Operations Supervisor
RE: Operations Update

Ridership Report
Ridership Comparison

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<th>Month</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>% Change 2010 to Present</th>
<th>% Change 2022</th>
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<td>4,993.00</td>
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2023 Ridership by Municipality

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<th>Month</th>
<th>Ferrynburg</th>
<th>Grand Haven City</th>
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<th>Spring Lake Village</th>
<th>Spring Lake Twp</th>
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<td>Dec</td>
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440 North Ferry Street
Grand Haven, MI 49417
(616) 842-3220
Trinity at the Lakes (Mercy) 2023

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<th>Month</th>
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On Time Performance

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2023 No-Show by Month

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<td>Dec</td>
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</tr>
<tr>
<td>Total</td>
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</table>

**Safety**
Bus crashes since last board meeting: (1)
(3-23-23) Harbor Transit driver struck tree while exiting a parking spot.

**Injuries**
Injuries since last board meeting: (0)

**Road Calls**
Vehicle road calls since last board meeting: (0)

**Ridership Complaints:** (2)
Complaints:(2)
(4/13/23) Passenger complained dispatcher was rude on phone.
(5/9/23) Citizen complained one of our buses were facing the wrong direction on a one-way street.
Ridership Compliments: (2)

(4/13/23) Customer filled out Recommendation form as “above and beyond” for her driver. She said he was wonderful, he buckled her in her seat, was prompt and polite, a true gentleman.

(5/17/23) Momentum center staff thanked the Harbor Transit staff for all the work they do in providing safe transportation for their members.
2022 Local Unit Population Estimates

The 2022 city and township population estimates were recently released by the US Census Bureau.

Some highlights of the release include:

- Since 2020, 15 of the 24 local units in Ottawa County saw population growth.
- The largest growth was seen in Port Sheldon Township (4.1%), Grand Haven Township (3.9%), Blendon Township (3.8%), and Holland Township (3.7%).
- Between 2021 and 2022, 16 local units saw population increases—with Port Sheldon Township seeing the largest growth at 2.5%.
Population change in Ottawa County (2020-2022)

- Port Sheldon Township: 4.1%
- Grand Haven Charter Township: 3.9%
- Blendon Township: 3.6%
- Holland Charter Township: 3.7%
- Jamestown Charter Township: 2.6%
- Tallmadge Charter Township: 2.0%
- Crockery Township: 2.0%
- Olive Township: 1.8%
- Spring Lake Township: 1.7%
- Georgetown Charter Township: 1.3%
- Park Township: 1.2%
- City of Hudsonville: 0.8%
- Zeeland Charter Township: 0.7%
- City of Coopersville: 0.3%
- Polkton Charter Township: 0.1%
- Chester Township: -0.1%
- Robinson Township: -0.2%
- City of Grand Haven: -0.3%
- Village of Spring Lake: -0.4%
- City of Ferrysburg: -0.4%
- Allendale Charter Township: -0.6%
- Wright Township: -0.6%
- City of Zeeland: -0.8%
- City of Holland: -1.1%

Looking for more?

Population data for the entire state is available on the US Census Bureau’s website. If you enjoy digging into similar data and reports, you can find more—including additional population charts and graphs—on the Department of Strategic Impact’s County Statistics page.
TRANSPORTATION TECHNICAL COMMITTEE

AGENDA
June 1, 2023

I. CALL TO ORDER

II. APPROVAL OF THE PREVIOUS MINUTES (MAY 4, 2023) - (ATTACHMENT I) (ACTION)

III. PUBLIC COMMENT (AGENDA ITEMS)

IV. TRANSPORTATION IMPROVEMENT PROGRAM
   A. FY2023-2026 TIP (AMENDMENT 9) (ATTACHMENT II) (ACTION)

V. 2045 LONG RANGE PLAN
   A. WESTPLAN 2045 LONG RANGE PLAN (INFORMATION)

VI. MPO ROUNDTABLE
   A. EV DISCUSSION

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

COPIES TO:

MAYOR
COUNCIL MEMBERS
CITY ATTORNEY
CLERK AND TREASURER
PUBLIC WORKS SUPERVISOR
BLDG. INSPECTION - ZON. ADM.
FIRE CHIEF
POLICE CHIEF
EMPLOYEES
TRIBUTE
CHRONICLE

Scan
ATTACHMENT I

WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM
(WESTPLAN)
TECHNICAL COMMITTEE MEETING

MEETING MINUTES
May 4, 2023

Members Present:
Brett Laughlin, Ottawa County Road Commission
Wally Delamater, Village of Spring Lake
Paul Bouman, MCRC
Scott Borg, Harbor Transit
Wade Vandenbosch, Muskegon County
Jim Murphy, City of Norton Shores
Luke Walters, MDOT Lansing
Derek Gajdos, City of Grand Haven
Amy Haack, Village of Fruitport
Craig Bessinger, City of Ferrysburg
Jeff Marcinkowski, Rural Township Rep
Brian Armstrong, City of Whitehall
Mark Dixelkoen, City of North Muskegon
Scott Beishuizen, City of Montague
Ben VanHoven, City of Roosevelt Park
Todd, Myers, City of Muskegon
James Koons, MATS

Members Absent:
Andrew Sibold, FHWA (Non-Voting)
Steve Biesiada, Muskegon Urban Township Rep
Khi Guy, City of Muskegon Heights

Others Present:
Tyler Kent, MDOT Grand Region
Dana Appel, Harbor Transit
Paige Brodeur, MDOT
Ryan Gladding MDOT

Staff Present:
Brian Mulnix, WMSRDC
Joel Fitzpatrick, WMSRDC
Robert Johnson, WMSRDC

I. CALL TO ORDER

The meeting was called to order at 1:30. A quorum was present. Attendance was taken via roll call.

II. APPROVAL OF PREVIOUS MINUTES
A motion was made and supported to approve the minutes from the March 2, 2023 meeting. Motion approved. *M/S Vanhoeven/Delamater*

III. PUBLIC COMMENT

The WestPlan Public Participation Plan procedure was followed to achieve public participation for this meeting. No members of the public spoke.

IV. TRANSPORTATION IMPROVEMENT PROGRAM

A. FY2023-2026 TIP (Amendment 7) - Mr. Brian Mulnix presented the proposed 2023-2026 TIP Amendment as shown on the attached page. Mr. Robert Johnson gave a presentation on the proposed purchase of public involvement software. A motion was made and supported to approve the amendment. Motion approved. *M/S Koens/Murphy*

V. 2050 LONG RANGE PLAN UPDATE

Mr. Ryan Gladding gave a brief update on the status of the modeling component of the LRTP. Mr. Joel Fitzpatrick stated that he would send out a list of existing projects for comment.

VI. MPO ROUNDTABLE

Mr. Joel Fitzpatrick gave an overview of upcoming MPO projects including road ratings, safety plan, and non-motorized plan, and Eco-Counters.

VII. PUBLIC PARTICIPATION

The WestPlan Public Participation Plan procedure was followed to achieve public participation for this meeting. No members of the public spoke.

VIII. ADJOURN - Meeting adjourned at 2:05 p.m.