

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Transportation Committee

AGENDA

April 15, 2021 - 4:00 p.m.
via Zoom

Doug Brown, Chair
Rillastine Wilkins, Vice-Chair

Connect to Zoom from your computer, tablet or smartphone at:

<https://zoom.us/j/93448610925?pwd=WHlhdmhMcFJKNVdZL3pUQmFPa3hpdz09>

Phone: (312) 626-6799

Meeting ID: 934 4861 0925

Passcode: 115216

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<https://www.facebook.com/MuskegonCountyMI>

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes of the March 11, 2021, Committee Meeting
- 4) Informational Items (filed at the call of the Chair):

Transit Operations Report - March 2021

- 5) Public Comment (on an agenda item)
- 6) Items for Consideration

TR21/04 – 17 (Airport – Bob Lukens) To approve the staff recommendation to award Bergman Associates the contract to perform architecture and engineering services for the Airport Terminal Roof replacement.

TR21/04 – 18 (Airport – Bob Lukens) To authorize staff to participate in discussions of a transit-related parking facility project in downtown Muskegon, to pursue federal and state transit capital grant funding to support the transit portions of such a project, and to prepare partnership agreements for Board consideration if transit project funding is awarded for such a development.

- 7) Unfinished Business
- 8) New Business
- 9) Public Comment
- 10) Final Board Comment
- 11) Adjourn (call of the Chair)

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the Commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Transportation Committee

March 11, 2021
4:00 p.m. via Zoom

Doug Brown, Chair
Rillastine Wilkins, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Brown at 4:14 p.m.

ROLL CALL

Present: Kim Cyr (Twin Lake), Marcia Hovey-Wright (Muskegon), Susie Hughes (Muskegon Township), Zach Lahring (Muskegon), Charles Nash (Muskegon), Bob Scolnik (Norton Shores), Rillastine Wilkins (Muskegon), Malinda Pego (Muskegon), Doug Brown (Muskegon)

Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Hovey-Wright, supported by Commissioner Hughes, to approve the minutes of the February 23, 2021, meeting as written.

Roll Call:

Yes: Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Doug Brown

No: None Motion carried.

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION

TR21/03 - 09 It was moved by Commissioner Hughes, supported by Commissioner Nash, to grant an easement to DTE Gas Company to install an above-ground gate valve and associated infrastructure on property owned by the Muskegon County Airport. This easement request has been reviewed and approved by the Federal Aviation Administration.

Roll Call:

Yes: Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Doug Brown

No: None Motion carried.

TR21/03 - 10 It was moved by Commissioner Hughes, supported by Commissioner Nash, to approve acceptance of a Grant Offer from the FAA in the amount of \$1,006,702 and authorize the Board Chair to sign and authorize the County Clerk to execute any necessary resolutions for the grant offer.

Transportation Committee

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Roll Call:

Yes: Charles Nash, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Susie Hughes,
Doug Brown

No: Zach Lahring, Malinda Pego

Motion carried.

TR21/03 – 11 It was moved by Commissioner Hughes, supported by Commissioner Hovey-Wright, to authorize the Board Chair to execute MDOT Aeronautics ARFF grant 2021-0156 in the amount of \$2,000 and authorize the County Clerk to execute the required resolution.

Roll Call:

Yes: Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright,
Susie Hughes, Zach Lahring, Doug Brown

No: None

Motion carried.

TR21/03 – 12 It was moved by Commissioner Hughes, supported by Commissioner Hovey-Wright, to authorize MATS to award RFP 21-2403 for a Microtransit Turnkey Demand Response Service for the Muskegon Area Transit System to highest-rated vendor River North Transit, LLC, a wholly-owned subsidiary of Via Transportation, Inc., contingent on Corporate Counsel review of the contract terms, and to authorize the Transit Systems Manager to work with River North Transit, LLC, to finalize, and continuously modify as necessary, the service parameters of a MATS microtransit program for a three-year period, for a not-to-exceed price of \$2,705,611.

Roll Call:

Yes: Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Susie Hughes,
Charles Nash, Doug Brown

No: Malinda Pego, Zach Lahring,

Motion carried.

TR21/03 – 13 It was moved by Commissioner Hughes, supported by Chairman Scolnik, to authorize MATS to extend its operation of the temporary Reserve-A-Ride program until July 31, 2021.

Roll Call:

Yes: Bob Scolnik, Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Charles Nash,
Doug Brown

No: Zach Lahring, Malinda Pego

Motion carried.

TR21/03 – 14 It was moved by Commissioner Hovey-Wright, supported by Commissioner Hughes, to authorize MATS to remove bus #0703 from the roster of active revenue vehicles and to permit MATS to dispose of the bus in a future vehicle/ equipment auction to be conducted using County surplus goods procedures, or a scrap sale if a buyer is not found at auction.

Roll Call:

Yes: Rillastine Wilkins, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash,
Malinda Pego, Bob Scolnik, Doug Brown

No: None

Motion carried.

TR21/03 – 15 It was moved by Commissioner Nash, supported by Commissioner Hughes, to authorize MATS to transfer ownership of MATS minivans 1303, 1304, 1305, 1306, 1307, 1308, and 1309, and small buses 1904 and 1905, to Saginaw Transit Authority Regional Services (STARS) using the MDOT vehicle transfer process.

Roll Call:

Yes: Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown

No: None Motion carried.

UNFINISHED BUSINESS

Commissioner Nash addressed the board regarding the possibility of a motion to have all expenditures approved by the board for the expenditures that go through for that grant funding on the \$1M grant. Administrator Eisenbarth recommended that a report come forth to the Ways & Means committee regarding the monies spent. Corporate Counsel responded about the scope of the spending. He listed many scenarios including operational expenses that money would be able to be spent on. He stated that the grant is very broad. The funds were allocated on a variety of factors to all airports.

Administrator Mark Eisenbarth addressed the board regarding the agreement with the tenant at the airport. He believes they are very close to an agreement and informed the board he would like to bring this under his report at full board.

NEW BUSINESS

TC21/03 – 16 It was moved by Commissioner Lahring, supported by Commissioner Pego, to reroute the MATs bus to go by the veteran's facility and out to the airport.

It was moved by Commissioner Hovey-Wright, supported by Commissioner Wilkins, to Table TC21/03 – 16 to the Full Board meeting on March 30, 2021.

Roll Call on Motion to Table:

Yes: Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown

No: None Motion carried.

PUBLIC COMMENT

None

FINAL BOARD COMMENT

Commissioner Lahring commented regarding the commissioners and administrator addressing who is present for public comment.

ADJOURNMENT

There being no further business to come before the Transportation Committee, the meeting adjourned at 5:43 p.m.

**COUNTY OF MUSKEGON
MUSKEGON AREA TRANSIT SYSTEM
OPERATIONS REPORT
MARCH 2021**

	MONTH TO MONTH			YEAR TO DATE		
	2021	2020	CHANGE	2021	2020	CHANGE
MATS PASSENGER ACTIVITY						
Fixed Route Services						
Linehaul Service	14,590	27,393	-47%	35,345	102,599	-66%
MARC - New Service	0	342	-100%	0	1,289	-100%
Fixed Route Total	14,590	27,735	-47%	35,345	103,888	-66%
Demand/Response Services						
GoBus	0	906	-100%	0	3,567	-100%
ADA Paratransit	228	0	-	592	0	-
Reserve-A-Ride	399	0	-	1,061	0	-
Demand/Response Total	627	906		1,653	3,567	
TOTALS	15,217	28,641	-47%	36,998	107,455	-66%
DAILY AVERAGE						
Fixed Route Services						
Linehaul Service	634	1,054	-40%	579	1,332	-57%
MARC - New Service	-	24	-	-	23	-
Demand Response Services						
GoBus	-	35	-	-	46	-
ADA Paratransit	10	-	-	10	-	-
Reserve-A-Ride	15	-	-	14	-	-
PASSENGERS PER HOUR						
Fixed Route Services						
Linehaul Service	7.5	10.6	-29%	6.7	11.5	-42%
MARC - New Service	-	2.2	-	-	2.0	-
Fixed Route Average	7.5	10.1	-26%	6.7	10.9	-39%
Demand Response Services						
GoBus	-	1.9	-	-	2.1	-
ADA Paratransit	1.5	-	-	1.5	-	-
Reserve-A-Ride	2.1	-	-	2.1	-	-

NUMBER OF DAYS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2021	2020	2021	2020
Linehaul Service	23	26	61	77
MARC - New Service	0	14	0	56
GoBus	0	26	0	77
ADA Paratransit	23	0	61	0
Reserve-A-Ride	27	0	74	0

NUMBER OF REVENUE HOURS USED TO CALCULATE DATA

	MONTHLY		ANNUAL	
	2021	2020	2021	2020
Linehaul Service	1955	2595	5294	8899
MARC - New Service	0	159	0	634
GoBus	0	475	0	1662
ADA Paratransit	150	0	401	0
Reserve-A-Ride	193	0	506	0

Muskegon County Transportation Committee

Request for Board Consideration

Requestor: Robert M. Lukens

Committee Date: 2021-04-15

Requesting Department: Community Development
- Airport

Full Board Date: 2021-04-20

Budget: Budgeted



Agenda Number: TR21/04 -17

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve the staff recommendation to award Bergman Associates the contract to perform architecture and engineering services for the Airport Terminal Roof replacement.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

On October 28, 2020 Muskegon County issued RFQu 20-2391 for architecture and engineering services for replacement of the Muskegon County Airport terminal roof. 399 companies received notice of the RFQu and 54 firms viewed the document. Thirteen qualifications were received and the firms were narrowed down to the top three. Those three firms were interviewed, the firms were then re-scored, and Bergman Associates received the highest overall score including pricing.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input type="checkbox"/> 

MUSKEGON COUNTY QUALIFICATION SUMMARY

Commodity Number: 91842, 92500, 92533, 92536, 92544, 92556, 92581, 92588

Qualification: RFQu 20-2391

Department: Airport

Release Date: 10/28/2020

Product / Service: Airport Terminal Roofing Modifications

Opening Date: 03/05/2021

MITN Solicitation Statistics	
Received Notice:	399
Viewed Documents:	54
Solicitation Received:	13
No-Solicit Form Received:	0

Vendor Name & Address	Received	Responsive	Phase 1 Technical Score Before Interviews (Without Price)	Phase 2 Shortlist After Interviews (Without Price)	Phase 3 Combined Score Technical + Price (Includes Price)	Cost Proposal	Comments
Archifootprint Inc 11245 Strang Line Road Lenexa KS 66215	Yes	Yes	55.0%	N/A	N/A	N/A	
Bergmann Associates 560 5th St NW Ste 305 Grand Rapids MI 49504	Yes	Yes	92.0%	94.0%	95.2%	\$46,779.00	
Byce and Associates Inc 487 Portage St Kalamazoo MI 49007	Yes	Yes	69.0%	N/A	N/A	N/A	
Century A&E 277 Crahen Ave, NE Grand Rapids MI 49525	Yes	Yes	91.0%	84.5%	N/A	N/A	
Concept Design Studio 800 E Ellis Rd, Ste 508 Norton Shores MI 49441	Yes	Yes	75.0%	N/A	N/A	N/A	
DLZ Michigan Inc 950 W Norton Ave Ste 207 Muskegon MI 49441	Yes	Yes	81.0%	N/A	N/A	N/A	
Fishbeck 1515 Arboretum Dr SE Grand Rapids MI 49546	Yes	Yes	91.5%	94.0%	75.2%	Late Bid Disqualified	

Name of Buyer: Jamie Burmeister

Department Recommendation: Bergmann Associates

Director of Finance/Assistant County Administrator's Name: Beth Dick

Signature: 

Vendor Awarded: _____

Board Approval Date: _____

Board Motion Number: _____

MUSKEGON COUNTY QUALIFICATION SUMMARY

Commodity Number: 91842, 92500, 92533, 92536, 92544, 92556, 92581, 92588

Qualification: RFQu 20-2391

Department: Airport

Release Date: 10/28/2020

Product / Service: Airport Terminal Roofing Modifications

Opening Date: 12/1/2020

****MITN Solicitation Statistics****

Received Notice:	399
Viewed Documents:	54
Solicitation Received:	13
No-Solicit Form Received:	0

Vendor Name & Address	Received	Responsive	Phase 1 Technical Score Before Interviews (Without Price)	Phase 2 Shortlist After Interviews (Without Price)	Phase 3 Combined Score Technical + Price (Includes Price)	Cost Proposal	Comments
Ghafari Associates LLC 89 Monroe Center St NW, Ste 400 Grand Rapids MI 49503	Yes	Yes	76.5%	N/A	N/A	N/A	
Neyer, Tiseo, & Hindo, Ltd NTH Consultants Ltd 41780 Six Mile Rd, Ste 200 Northville MI 48168	Yes	Yes	88.0%	N/A	N/A	N/A	
Sidock Group Inc 379 W Western Ave., Ste 200 Muskegon MI 49440	Yes	Yes	87.0%	N/A	N/A	N/A	
Spalding DeDecker 905 E Sounth Blvd Rochester Hills MI 48307	Yes	Yes	86.0%	N/A	N/A	N/A	
Tower Pinkster 4 East Fulton, Ste 200 Grand Rapids MI 49503	Yes	Yes	73.5%	N/A	N/A	N/A	
WGI Michigan Inc 5136 Lovers Lane, Ste 200 Kalamazoo MI 49002	Yes	Yes	84.0%	N/A	N/A	N/A	

Muskegon County Transportation Committee

Request for Board Consideration

Requestor: Robert M. Lukens

Committee Date: 04-15-2021

Requesting Department: Community Development
- Airport

Full Board Date: 04-20-2021

Budget: Budgeted

Agenda Number: TR21/04 -18

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*


Move to authorize staff to participate in discussions of a transit-related parking facility project in downtown Muskegon, to pursue federal and state transit capital grant funding to support the transit portions of such a project, and to prepare partnership agreements for Board consideration if transit project funding is awarded for such a development.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

On a periodic basis, usually every 6 years, the US Congress establishes authorizing legislation for its transportation programs. The current authorization is scheduled to expire September 30, 2021. In this year's process, Congressional members are being afforded the opportunity to present project funding requests from their communities, for possible inclusion in the authorizing legislation. Inclusion in the legislation would allow these Member Designated Projects to receive dedicated capital funding and proceed to completion. There are also opportunities for such capital projects to be included in other federal transportation packages presently under consideration.

The Muskegon Area Transit System has been in preliminary communication with City of Muskegon staff regarding a potential funding request to be made for a transit-related project in downtown Muskegon. If funded, the project proposes to bring transit capital funding together with City of Muskegon resources and private developer funding to build a mixed-use retail, residential, and parking facility. The site and partnership terms for the project are yet to be determined. Under the Federal Transit Administration's Joint Development project guidance, any award of federal funds for such a project would require that federal project rules be followed on all aspects of the project and that adequate long-term benefits of the project accrue to the public transit program.

Staff requests authorization to engage local community partners in further discussions of a transit-related parking facility project and to pursue up to \$15 million in federal transit capital grant funding to support the transit portions of such a project.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: <input type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 