



Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair			Mayor Stephen Kepley, Vice-Chair	
Charis Austin	Rick Baker	Tracie Coffman	Mayor Katie Favale	Steven Gilbert
Andy Guy	Renee Hill	Jack Hoffman	Mayor David LaGrand	Mayor Steve Maas
	Tim Mroz		Paul Troost	

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, October 22, 2025 – 4:00 p.m.

Location Change, Rapid Operations Center, 301 Bartlett Street SW

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – September 24, 2025	Mayor Carey	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Contract with Top To Bottom Cleaning Group	Deron Kippen	Approval
b. Contract with Progressive Companies for Busch Drive Construction	Steve Schipper	Approval
c. Real Property Acquisition – 600 Century Ave. SW	Steve Schipper	Approval
d. Five-Year Contract with Cardinal Infrastructure	Deb Prato	Approval
e. 2026 Board and Committee Meeting Schedule	Deb Prato	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. September 2025		
b. Fixed Route Ridership	Tim Roseboom	Information
1. September 2025		
c. Finance	Linda Medina	Information
1. Operating Statement – August 2025		
2. Professional Development and Travel Report		
a. August 2025		
3. Grant Statement		
6. CLOSED SESSION In accordance with MCL Section 15.268 8(d)	Mayor Carey	Motion
7. CHAIR'S REPORT	Mayor Carey	Information
8. ADJOURNMENT		

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



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Paul Troost

Steven Gilbert
Mayor Steve Maas

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, September 24, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

ATTENDANCE:

Board Members Present:

Charis Austin, Mayor Carey, Tracie Coffman, Mayor Favale, Steven Gilbert, Jack Hoffman, Mayor Kepley, Paul Troost

Board Members Absent:

Rick Baker, Andy Guy, Renee Hill, Mayor LaGrand, Mayor Maas, Tim Mroz

Rapid Attendees:

Josh Brink, Steve Clapp, Jason Culberson, Kris Heald, Jeffrey King, Deron Kippen, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Tim Roseboom, Steve Schipper, Lindsay Thomasini, Mike Wieringa, Kevin Wisselink

Public Attendees:

Samuel Bakker (Transdev), Pam Clark-Engwall (John Ball Area Neighborhood Association), Max Dillivan (GR Mobile), Michelle Hicks (Transdev), Margo Johnson (John Ball Area Neighborhood Association), Colin McGru, Michael Williams (DAKC)

Mayor Carey called the meeting to order at 4:15 p.m.

1. PUBLIC COMMENT

Ms. Margo Johnson, representing John Ball Area Neighbors, expressed her appreciation for The Rapid's support of the community garden located at 700 Butterworth SW. She highlighted the garden's positive impact on the low-income, high-crime neighborhood, fostering community engagement, skill development, and public safety. She praised the addition of raised beds and accessibility features, emphasizing benefits for residents and local businesses. Ms. Johnson also thanked Mr. King and the Board of Directors for their involvement.

Additionally, Ms. Pam Clark-Engwall, a new resident and master gardener for the community garden, shared her enthusiasm for expanding the garden and engaging more community members, expressing gratitude for the ongoing support.

2. MINUTES REVIEW – August 27, 2025

Chairman Mayor Carey entertained a motion to approve the meeting minutes from August 27, 2025. Mayor Favale motioned to approve, and Mr. Gilbert supported it. The motion passed unanimously.

3. CEO'S REPORT

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

Ms. Prato began her remarks by expressing gratitude to Ms. Johnson, Ms. Clark-Engwall, and Mr. King for their dedicated efforts toward the community garden. She also acknowledged the Facility Team for ensuring the irrigation system is operational and the grounds are well-maintained. She emphasized that participating in community activities enhances our reputation and strengthens our brand. As an access company, providing access to vital resources—like a community garden—contributes to a well-rounded life for our community.

She shared that she spent Thursday in Lansing, meeting twelve (12) legislative members, and had lunch on Monday with Rep. Grant. She highlighted that, despite the busy legislative schedule, all were receptive to our message regarding transportation and public transit. She noted that the PA51 CTF Roads Fund legislation is progressing, and discussions surrounding performance incentives tied to farebox recovery are ongoing. While our transit system could potentially qualify for these incentives, she pointed out that the current metrics may not be ideal for transit across the state. She proposed considering alternative metrics, such as route density linked to education, employment, and healthcare access—factors that serve as economic drivers for Michigan’s budget. She also mentioned that federal definitions of farebox recovery, which include our contract partners like GVSU, DASH, Gaines Township, Alpine Township, and GRCC, are being discussed and could be advantageous.

Lastly, she requested input from board members regarding the next Board of Directors meeting scheduled for October 22nd. Due to fireproofing work at the Conference Center, the room will be unavailable. Options included the Chamber of Commerce meeting room, or the training room at the Rapid Operations Center at 333 Wealthy St. SW. Since there was no preference expressed by the board, it was decided to hold the meeting at the Rapid Operations Center.

4. ACTION ITEMS

a. Approval of Agency Safety Plan Designation, Ms. Prato

Ms. Prato presented this housekeeping item to the board and took the opportunity to reintroduce Mr. Jason Culberson, the new Director of Safety. She explained that Mr. Steve Luther previously served as Chief Safety Officer; however, following his retirement, a new appointment is required.

Authorization is being requested to designate Jason V. Culberson, Manager of Safety and Training, as the Chief Safety Officer for ITP, The Rapid.

Chairman Carey entertained a motion to approve the authorization to name Jason V. Culberson, Manager of Safety and Training, as the Chief Safety Officer. Mayor Favale motioned to approve, and Ms. Coffman supported it. The motion passed unanimously.

5. PERFORMANCE REPORTS

a. Paratransit Route Ridership, Mr. Jason Prescott

No questions

b. Fixed Route Ridership, Mr. Tim Roseboom

No questions

c. Financial Reports, Ms. Linda Medina

No questions

6. CHAIR’S REPORT

Chairman Mayor Carey yielded the floor.

7. COMMITTEE REPORTS (Draft minutes not approved by committees)

a. Present Performance & Service Committee (September 16, 2025), Ms. Austin

Ms. Austin noted that a draft copy of the committee's report was included in the meeting packet. She highlighted that the committee reviewed all the reports related to paratransit and fixed-route ridership. Additionally, the Community Value Survey was discussed, and the committee suggested a few questions be included in the next survey to better capture community feedback.

c. Finance Committee (August 13, 2025), Vice Chairman Mayor Kepley

Mayor Kepley commented that the committee had a great meeting, and all discussions have been presented to the full board. He noted that the discussions focused on revenue strategies and various options for simplifying the fare structure.

Around the Horn:

Mr. Gilbert shared that discussions around the state budget are intensifying. He noted that the Appropriations Committee will be voting on some items tomorrow on the Senate floor. While progress is being made, he addressed Mr. Hoffman, mentioning that the road funding amount is likely to be reduced slightly, to approximately \$1.5B. Mr. Hoffman responded that this is a disappointing outcome, especially after the Governor's efforts to address transportation funding.

Ms. Coffman expressed gratitude to The Rapid staff for their patience during the construction of the childcare facility and appreciated the partnership. She mentioned that Southeast Michigan representatives will visit next month to observe the project, as they are interested in developing a similar initiative.

Ms. Prato briefly noted that the 'Journey Home' sculpture has been moved to the other side of the sidewalk.

Ms. Austin announced that the Association for the Blind and Visually Impaired will hold their White Cane Safety Day Celebration at Calder Plaza at 10:00 a.m. on October 15th, and everyone is invited.

Mayor Kepley addressed Ms. Austin regarding the White Cane Safety Event, inquiring if they will conduct the exercise where participants are blindfolded and guided to simulate the experience of being visually impaired. Ms. Austin confirmed that the group will be walking, and The Rapid will be represented with resource tables.

Mayor Kepley shared that he personally participated in that exercise to understand what friends and neighbors who are blind or visually impaired experience. He described the experience as both amazing and frightening and strongly recommended everyone try it.

9. ADJOURNMENT

The meeting was adjourned at 4:33 p.m.

The next meeting is scheduled for October 22, 2025

Respectfully submitted,



Kris Heald, Board Secretary

Date: October 22, 2025

To: The Rapid Board

From: Deron Kippen – Director of Facilities
Kevin Wisselink – Director of Procurement and Capital Planning

Subject: CONTRACT WITH TOP TO BOTTOM CLEANING GROUP FOR PROVISION
JANITORIAL SERVICES – PROJECT 2025-26

ACTION REQUESTED

Authorization is requested from The Rapid Board of Directors to enter a contract with the locally owned and operated Top to Bottom Cleaning Group to provide janitorial services for ITP facilities, effective December 28, 2025. The term of the contract is three years with two one-year extensions.

BACKGROUND

The Rapid has utilized Boykin Services, Inc. and DetailXperts for janitorial services for the past five years. Each contractor had certain buildings that they are assigned to, including Rapid Central Station, Rapid Operations Center, Ellsworth Administrative Building, Laker Line Operations Center, Butterworth Facilities Building and Kentwood Station at Woodland Mall. As a regular practice, service contracts are re-procured every five (5) years.

PROCUREMENT

The Rapid elected to pursue this procurement as a Request for Proposals (RFP); the RFP process allows for consideration and weighting of service performance factors and is not limited to price. The Rapid held the option to award the contract to multiple firms as has been done with the current contract.

An RFP was issued on Wednesday, August 13, 2025. The RFP was posted to the Michigan Intergovernmental trade Network (MITN) which advertised it nationally, as well as The Rapid's website. The advertising resulted in 124 individual contractor views of the solicitation. The Rapid ultimately received eight responses, four of which were deemed responsive: DetailXperts, Du-All Cleaning, J&M Legacy and Top to Bottom Cleaning Group.

EVALUATION

The evaluation team consisted of the Director of Facilities, the Facilities Supervisor and the Director of Fleet Maintenance. The proposals were evaluated and scored on the basis of the quality of their proposals, their firm's experience, and their cost proposal.

Results of the Round 1 evaluation results were as follows:

Firm	Average Score	Year One Cost
Top to Bottom	74.3	\$251,194
DetailXperts	62.0	\$420,000
Du-All Cleaning	49.0	\$2,529,740
J&M Legacy	48.7	N/A

J&M Legacy did not bid on all the facilities outlined in the RFP, but because The Rapid could make an award to multiple firms based on the building, their bid was considered.

After scoring Round 1, two firms had significantly higher scores than the other two and were invited to enter the Round 2 in-person interviews, Top to Bottom and DetailXperts.

Because both firms moving to Round 2 scored closely in Round 1, it was decided to conduct a simple ranking of the firms for Round 2 based on their interview. While both firms performed adequately in the interview process, Top to Bottom was unanimously selected by the evaluators as the top choice to carry out janitorial work at all Rapid facilities

Firm Name	Round 2 Rank
Top to Bottom	1.0
DetailXperts	2.0

There were several factors that determined why the Review Team selected Top to Bottom Cleaning Group:

First, they submitted a detailed, comprehensive proposal that discusses their staffing plan and quality control efforts, providing an excellent framework for how they will successfully carry out the RFP requirements.

Second, they performed exceptionally well during the in-person second round interviews, directly answering all questions and giving the review team a high level of confidence in their ability to perform the outlined scope of work.

Third, they were the lowest cost of all the responsive bidders, but they also pay their employees a higher hourly wage than the other second round competitor.

Fourth, Top to Bottom's contacted references were very positive while DetailXperts references were not.

Fifth, while the incumbent firms have been performing an adequate job of cleaning our facilities and were responsive when cleaning issues were pointed out to them, they both required a significant level of oversight from our facilities staff.

Last, they are a local business and have strong local oversight and additional workforce capacity given their expansive local clients.

FUNDING

This project is funded through the annual operating budget.

INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS**RESOLUTION No. 102225-1****Fiscal Year: 2025-2026**

Moved and supported to adopt the following resolution:

Approval to enter a contract with Top to Bottom Cleaning Group to provide janitorial services for ITP facilities, effective December 28, 2025. The term of the contract is three years with two one-year extensions.

BE IT RESOLVED that the ITP CEO is hereby authorized to enter a contract with Top to Bottom Cleaning Group to provide janitorial services for ITP facilities, effective December 28, 2025. The term of the contract is three years with two one-year extensions in accordance with the information presented to the ITP Board on October 22, 2025.

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: October 22, 2025

To: ITP Board

From: Steve Schipper, Chief Operating Officer
Kevin Wisselink, Director of Procurement and Capital Planning

Subject: PROJECT 2026-07: BUSCH DRIVE CONSTRUCTION A&E

ACTION REQUESTED

Authorization is requested by The ITP Board to enter into a contract with Progressive Companies in the amount of \$420,750 for Professional Planning, Architectural and Engineering Services for construction of a new demand response operations building at 3531 Busch Drive SW.

BACKGROUND

The Rapid purchased the facility at 3531 Busch Drive SW for its demand response service operations. The Rapid's contractor, Transdev, began operations from this site in October 2022 and the site has proven very successful for these services. Vehicles are stored, maintained, fueled and dispatched from this site.

One of the drawbacks identified when purchasing the facility was its limited administrative space. Transdev has just enough room at this site, but there is no room for growth and The Rapid desires to locate its demand response management and scheduling staff at this site to improve communications and working relationships with demand response operations.

Therefore, The Rapid contracted with Progressive Companies to investigate the expansion of administrative space at this site. During this design work, Progressive Companies discovered that expanding the existing site presents several challenges. There is limited room to expand, the existing building is built on the floodplain and expanding the building will lead to less-than-optimal space utilization. Progressive therefore brought a proposal to construct a new building on this site instead.

There are a number of advantages this brings:

1. The ability to build the building that makes sense today and sets The Rapid up for future growth.
2. Building above flood plain will keep the building out of the path of flooding.
3. Placing the building in a well-designed location on site allows operation to continue until move-in day, meaning there is no downtime.
4. A new building won't need repair or maintenance for many years to come.
5. The project budget for a new building that fits the needs of The Rapid and is only marginally more expensive than adding a bus wash to the existing building and expanding the administrative function.

The Rapid Board approved entering a contract with Progressive Companies in April 2024 to design the new facility. However, environmental reviews at the Federal level had to be completed before design could begin. These reviews took much longer than originally anticipated and were finally granted in August 2025. This year and a half delay resulted in increased costs to design the project through normal cost of living increases, and as a result this project is being brought back to the Board for approval.

PROCUREMENT

Based on ITP requirements, Progressive put together a proposal to conduct the A&E work for the Busch Drive project. The proposal provided by PAE is consistent with the A&E Services contract ITP has with Progressive. Staff analyzed the PAE proposal and found that A&E fees represent approximately 6% of the project construction costs. To determine if PAE's cost was fair and reasonable staff first looked at the historical range of A&E projects. Typically, architecture and engineering costs fall in the range of 6-10%. This request falls below that range, indicating that this is a fair and reasonable cost for this work.

Additionally, the fee is a 5% increase from what was brought to the Board in April 2024. This falls within an expected CPI increase and is also fair and reasonable. The actual construction authorization will come back to the Board once design development is complete.

FUNDING

The project is being funded using federal and state funds and is dependent on receiving authorizations for the use of federal funds on the project. There are no local funds involved in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102225-2

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approval to enter a contract Progressive Companies in the amount of \$420,750 for Professional Planning, Architectural and Engineering Services for construction of a new demand response operations building at 3531 Busch Drive SW.

BE IT RESOLVED that the ITP CEO is hereby authorized to contract with Approval to enter a contract Progressive Companies in the amount of \$420,750 for Professional Planning, Architectural and Engineering Services for construction of a new demand response operations building at 3531 Busch Drive SW in accordance with the information presented to the ITP Board on October 22, 2025.

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: October 22, 2025

To: ITP Board

From: Steve Schipper, Chief Operating Officer
Kevin Wisselink, Director of Procurement and Capital Planning

Subject: Purchase of Property at 600 Century Ave SW

ACTION REQUESTED

Authorization is requested from the ITP Board of Directors to purchase the property at 600 Century Ave SW, Grand Rapid, MI for the amount of \$3,400,000.

BACKGROUND

Currently, ITP has four sites located within a quarter mile radius south of downtown Grand Rapids. These include Rapid Central Station, the Ellsworth Administration Building, Vern Ehlers Amtrak Station, and ITP's Operations Center where most of ITP's buses are stored and maintenance is performed. Additionally, the Laker Line Operations Center, CNG Fueling Station and Facilities Maintenance Building are all located within a mile of these facilities.

ITP has been looking for several years for opportunities to purchase more land in this area. Possessing more property in a concentrated area gives ITP more flexibility in responding to the region's transportation needs, the opportunity for expansion of transit services, and the opportunity to partner in new community solutions such as the need for affordable housing and transit-oriented development.

At the same time, development around The Rapid's facilities is accelerating. There is significant development including the new 12,000-seat Acrisure Amphitheater is being built less than a quarter mile from Rapid Central Station, and directly across the street from our Wealthy Operations Center which will greatly increase traffic congestion and will ignite interest for future development adding new life and activity in the area that once was considered undesirable and undevelopable. As a result of the new investments and joint public development in the area and riverfront has made finding available property for any ITP expansion of our operating footprint increasingly difficult.

The property at 600 Century SW, Grand Rapids, which is also listed as 620 Century SW, is situated just south of ITP's Rapid Central Station campus, encompassing Vern Ehlers Amtrak Station, and our Ellsworth Administration Building. The property is a 24,242-square-foot, multi-story, multi-tenant office building and 38,725 square feet of land area with associated site improvements, as well as a parking lot parcel containing 8,930 square feet. It has three active leases, including the Veterans Association, and Community Rebuilders, which ITP would continue to honor after taking ownership of the property.

ITP first became aware of the property at 600 Century SW when we were renovating our Ellsworth Administration Building in 2023/2024. ITP leased the space and relocated our administrative team to the location during the renovation. Again in 2025, ITP leased the property to house our staff while we updated and modernized our Dispatch Office at Rapid Operations Center. During lease discussions with the property manager and owner representative it became apparent that the property may be available for purchase.

600 Century's location makes it ideal for expanding upon The Rapid's current property locations. It has many potential uses for ITP, including:

- Creation of a second demand response operations center. ITP operates a main demand response operations center at 3531 Busch Drive SW, and this will continue to be the primary center. Opening a second operations center at 600 Century SW would allow ITP to better position demand response vehicles throughout the service area, reducing deadhead trips and making demand response operations more efficient, while increasing ITP's demand response service capacity.
- Expansion of ITP's administrative space. As we expand, operational and administrative space constraints are also increasing. Permanently relocating some training functions to this facility would alleviate the demands on the existing Rapid operations facilities.
- Creation of a regional driver training facility with a driving course. ITP currently does not have a dedicated driver training facility and practice range and is forced to rent temporary spaces in the area. As development throughout the region increases, these opportunities are becoming fewer, and having a dedicated space would be very beneficial to ITP.

PURCHASE

ITP first met with the property owners in spring 2024 to discuss the possibility of purchasing this property. They were willing to work with ITP, so the federal required National Environmental Policy Act (NEPA) review process was started. This required a Phase I and Phase II Environmental Site Assessments (ESAs) which were completed in May 2025. Based on the findings of these reviews, the FTA allowed ITP to enter negotiations with the property owners for the purchase of 600 Century.

ITP then had an appraisal of the property completed in July 2025. This showed the value of the 600 Century SW to be \$2,595,000. 600 Century Ave SW also has an easement appurtenant with adjacent parcel, 560 Century Ave SW, which currently used for parking and is permanently tied to 600 Century Ave SW. The easement appurtenant would transfer with the change of property ownership and has a land-only value of \$275,000.

During the latter part of July 2025, ITP negotiated the purchase price with the 600 Century SW with DeVries Properties, the company that currently owns the property. At July 23, 2025, Board Meeting, ITP staff received approval from the Board of Directors to move forward with negotiating a fair and reasonable purchase price for the property, subject to final board approval. The initial asking price for the subject property was \$3,500,000. Within one week ITP negotiated a purchase price of \$3,400,000 with DeVries Properties.

This offer had to then be reviewed by FTA staff since federal funds are being used to purchase this property. This concurrence with the offer amount was received on Wednesday, October 15, 2025, and was the last regulatory requirement, meaning the ITP is authorized to pay the negotiated amount.

This is a very reasonable, prudent offer, in the best interests of the public to stabilize, increase investment in, and solidify an opportunity for expansion of ITP's downtown campus and provide opportunities for future expansion.

FUNDING SOURCE

\$3,200,000 of the funding for this project is coming from federal and state sources. The remaining \$200,000 of required funding comes from Operating sources to complete the purchase.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102225-3

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approval to purchase the property at 600 Century Avenue SW, Grand Rapids, MI in the amount of \$3,400,000.

BE IT RESOLVED that the ITP CEO is hereby authorized to purchase the property at 600 Century Avenue SW, Grand Rapids, MI. in accordance with the information presented to the ITP Board on October 22, 2025.

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



U.S. Department
of Transportation
Federal Transit Administration

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5232
312-353-2789
312-886-0351 (fax)

October 14, 2025

Ms. Deb Prato
Chief Executive Officer
Interurban Transit Partnership (ITP)
300 Ellsworth Avenue SW
Grand Rapids, MI 49503-4005

RE: 620 Century Ave., SW, Grandville, Michigan
Request for Administrative Settlement

Dear Ms. Prato:

The Federal Transit Administration (FTA) has reviewed Interurban Transit Partnership's (ITP) letter dated October 2, 2025, requesting concurrence for an administrative settlement for the property located at 620 Century Ave., SW, Grandville, Michigan. The purchase of this property will allow ITP to expand transit services, partner on additional community solutions, and respond to transportation needs.

The subject property is approximately 38,725 square feet (SF) of land and improved with a 24,242 (SF), multi-story, multi-tenant office building. The building has three tenants. The acquisition consists of the entire property. ITP is using the voluntary acquisition requirements in 49 CFR 24.101(b)(1) to acquire the property. ITP cannot initiate condemnation proceedings to acquire the property.

On July 21, 2025, ITP met with the owner to discuss acquiring the property. ITP offered \$2,595,000 for the property which was supported by an appraisal report. The owner wanted \$3,500,000 for the property. The owner disagreed with the appraiser's assessment of the basement square footage and felt the value should be higher. Both parties continued negotiating and reached an agreement in the amount of \$3,400,000. ITP has supported and justified why the settlement is reasonable, prudent, and in the public interest. Therefore, FTA concurs with the requested settlement in the amount of **\$3,400,000**.

The administrative review was conducted based on ITP's Appraisals and Review Appraisals and meets the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and the implementing regulations, 49 CFR Part 24. ITP is advised that any displaced occupants are eligible for relocation assistance benefits and should be provided with assistance in accordance with the requirements of 49 CFR part 24.

If you have any questions, please contact Lisa Joiner, Lead Transportation Program Specialist, at (312) 353-2791 or lisa.joiner@dot.gov.

Sincerely,

KELLEY
BROOKINS

Digitally signed by
KELLEY BROOKINS
Date: 2025.10.14
07:01:15 -05'00'

Kelley Brookins
Regional Administrator
Federal Transit Administration, Region V



Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514 • Fax 616.774.1195

October 2, 2025

Ms. Lisa Joiner
Office of Program Management and Oversight
Federal Transit Administration - Region V
200 West Adams Street, Ste. 320
Chicago, IL 60606

RE: REVISED Uniform Act 49 CFR 24 - Request for Administrative Settlement Concurrence
Parcel 600/600 Century Ave SW, Grand Rapids, MI 49305

Dear Ms. Joiner:

The Interurban Transit Partnership (ITP) is requesting FTA concurrence of an Administrative Settlement for the acquisition of the property captioned above in order to expand the contiguous footprint of ITP through voluntary acquisition process under 49 CFR 24 Subpart B. The settlement amount of \$3,400,000 exceeded the threshold of the appraisal amount of \$2,595,000 thus FTA Concurrence is required.

Background

Currently, ITP has 4 sites located within a quarter mile radius south of downtown Grand Rapids. These include Rapid Central Station, the Ellsworth Administration Building, Vern Ehlers Amtrak Station, and ITP's Operations Center where most of ITP's are stored and maintenance is performed. Additionally, the Laker Line Operations Center, CNG Fueling Station and Facilities Maintenance Building are all located within a mile of these facilities. See Attachment 1 for a map of existing properties and the new 600 Century Ave SW building location.

ITP has been looking for several years for opportunities to purchase more land in this area. Possessing more property in a concentrated area gives ITP more flexibility in responding to the region's transportation needs, the opportunity for expansion of transit services, and the opportunity to partner in new community solutions such as the need for affordable housing and transit-oriented development.

When ITP first began building our facilities in Grand Rapids in the early 2000s, the downtown to the north was bustling, but that activity and development did not yet extend far into the southern outskirts. Since that time, downtown Grand Rapids has steadily grown to the south and now development surrounds ITP's facilities. There are new housing starts and office and warehouse redevelopments, Founders Brewing, one of the region's most notable destinations, who in 1997 built a bottling facility and taproom; and currently under construction and set to open in Spring 2026 is new 12,000-seat amphitheater is being built less than a quarter mile from Rapid Central Station, and directly across the street from our Wealthy Operations Center which will greatly increase traffic congestion, and will ignite interest for future development adding new life and activity in the area that once was considered undesirable and undevelopable. As a result of the new investments and joint public development in the area and riverfront has made finding available property for any ITP expansion of our operating footprint increasingly difficult.

ITP first became aware of the property at 600 Century SW when we were renovating our 300 Ellsworth Administration Building in 2023/2024. We leased the space at 600 Century SW and relocated our administrative team to the location during the renovation. Again in 2025 we leased the property to house our staff while we updated and modernized our Dispatch Office at Rapid Operations Center. During lease discussions with the property manager and owner representative Mike DeVries it became apparent the property may be available for purchase.

Subject Property

The property at 600 Century SW, Grand Rapids, Parcel 600, is situated just south of ITP's Rapid Central Station campus, encompassing Vern Ehlers Amtrak Station, and our Ellsworth Administration Building. The property is a 24,242-square-foot, multi-story, multi-tenant office building and 0.889 net acres (38,725 square feet) of land area with associated site improvements, as well as a parking lot parcel containing 0.205 net acres, or 8,930 square feet.

A Phase I ESA was completed on December 23, 2024. A Phase II ESA was completed on May 7, 2025. An appraisal of the subject property was completed on July 7, 2025.

The owner of parcel 600, located at 600 Century Ave SW, Grand Rapids is 620 Century Limited Partnership. The Partnership is a group of investors represented in our conversations by Mike DeVries of DeVries Properties of 1345 Monroe Ave NW Grand Rapids, MI 49505.

It should be noted parcel 600, 600 Century Ave SW has an easement appurtenant with adjacent parcel 560, 560 Century Ave SW, whereby the land use of parcel 560, currently used for parking is permanently tied to parcel 600, 600 Century Ave SW. The easement appurtenant would transfer with the change of property ownership. The underlying land-only value is \$275,000. While ITP is not purchasing parcel 560, the associated land use and value is considered a benefit although not part of the purchase.

The subject property has three tenants. The Veterans Administration HCHV with a lease end date of 7/31/31. ITP intends to honor the terms of their lease. The other two tenants, Community Rebuilders and West Michigan Veteran Assistance Program have month-to-month lease agreements. ITP would not displace any of the current tenants. ITP conferred with Jennifer Sarkisian, Condemnation Litigation Specialist with the Michigan Department of Transportation, Development Services Division regarding relocation in accordance with 29 CFR 24 (F) *A person who, after receiving a notice of relocation eligibility (described at § 24.203(b)), is notified in writing that he or she will not be displaced for a project. Such written notification shall not be issued unless the person has not moved and the agency agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility.* Sarkisian indicated that any tenant not required to relocate would not be eligible for relocation assistance (Attachment 2).

Summary of Negotiations

ITP met with property representative Mike DeVries on July 21, 2025, and shared the appraisal document and discussed the next steps to move forward with a purchase. On July 23, 2025, in closed session of our regularly scheduled board meeting, ITP staff discussed the subject property and the reasons it would be advantageous, and in the best interests of the public to negotiate to acquire it. ITP staff received approval from the Board of Directors to move forward to negotiations of a fair and reasonable purchase price for the property, subject to final board approval.

After owner representative Mike DeVries reviewed the appraisal, he disagreed with the appraiser's assessment of the basement square footage and felt it should be higher, and the value should be higher. After sharing the appraisal amount with the 620 Century Limited Partnership members he indicated they would not be interested in selling at the appraisal price, as it was much lower than their expectations. The partnership is a group of aging real estate investors, who had recently sold another property and became interested in exploring the sale of this property for a certain price. They were seeking \$3,500,000 based on what they thought was a recent similar comparable sale from their portfolio.

The negotiations moved quickly because both parties were very honest in our conversations about the realities of our process and our budget. Mr. DeVries has been transparent about his conversations with the partnership, his view of the appraisal and the partnership's expectations. Our team explained the administrative settlement concurrence process, shared that we did not have the budget to support a \$3,500,000 purchase price. At this time, it was believed a purchase/sale would not move forward. However, Mr. DeVries contacted us on or about July 30, 2025, and after meeting with his partnership, considering the difference in the building location compared to his other properties, reducing their asking price to \$3,400,000 which moved us to this request for FTA Administrative Settlement Concurrence process under the Uniform Act 49 CFR 24.

Funding

Federal Grant 2025-019-00 Property Purchase \$3,200,000 SP1208: Includes a local match of 20% from the State of Michigan. Additionally, we will use \$200,000 in local funds.

Conclusion

First, ITP does not have many options to expand its current transit campus, 600 Century Ave, SW represents the best and most cost-effective way to do so.

Second, waiting for alternative property options to come to market will likely take time and time will only continue to drive the price of area property up further with the new developments occurring just to the north and south of this location. The new Acrisure Amphitheater will drive traffic into the area as well as adjoining office, retail and housing development planned for the area. This will further increase market and development market pressures as downtown Grand Rapids continues to shift to the south where ITP's main buildings are located.

Third, the property is currently zoned for Special District – Industrial Transportation (SD-IT) which fits all future potential uses for ITP very well. Potential uses of this site include:

- Creation of a secondary demand response operations center. As our region's population ages, ITP's Demand Response service is expanding rapidly. Additionally, there is the possibility of offering more non-traditional transit services such as on-demand service, meaning more operational space will be needed for these kinds of vehicles.
ITP operates a main demand response operations center at 3531 Busch Drive SW, and this will continue to be the primary center. Opening a second operations center would allow ITP to better position demand response vehicles throughout the service area, reducing deadhead trips and making demand response operations more efficient, while increasing demand response service capacity. All maintenance activities would continue to be performed at the Busch Drive facility.

- Expansion of ITP's administrative space. As we expand, operational and administrative space constraints are also increasing. Permanently relocating some training functions to this facility would alleviate the demands on the existing Rapid operations facilities.
- Creation of a regional driver training facility with a driving course. ITP currently does not have a dedicated driver training facility and practice range and is forced to rent temporary spaces in the area. As development throughout the region increases, these opportunities are becoming fewer, and having a dedicated space would be very beneficial to ITP.

Fourth, while the owner is asking for more than the appraisal price, it is very reasonable compared to many of the other downtown properties recently sold or currently on the market. Comparable properties in the downtown area have sold for \$203/square foot (528 Bridge St SW, Grand Rapids, MI), \$192/square foot (607 Dewey Ave NW, Grand Rapids, MI), \$163/square foot (300 Ionia Ave NW, Grand Rapids, MI) and \$150/square foot (98 Ottawa, Ave NW, Grand Rapids, MI). The asking price of \$141 per square foot is very reasonable considering these comparable properties in the downtown area. In addition, there is 6,000 square feet of rentable space in the basement that is not included in the square foot listing of the property that is currently being rented out.

Fifth, ITP has already incurred search costs for this property. This includes staff time to conduct the search and conduct the necessary reviews (\$25,000), appraisal and inspection costs while looking at the property (\$41,730) and contracting with a firm to conduct the Environmental Site Assessments (\$3,700). All this investment is conservatively estimated to be \$70,430 and it would be completely lost if we are required to start the process all over again.

ITP has informed the owner that we will not be pursuing eminent domain on the property (Attachment 3). ITP did consider eminent domain, but our Board would not desire that course of action at this time, and the costs involved implementing eminent domain outweigh the administrative settlement we are asking for here.

For all these reasons ITP is requesting FTA's concurrence in supporting an offer of \$3,400,000 (\$805,000 over current appraisal) as a very reasonable, prudent offer, in the best interests of the public to stabilize, increase investment in, and solidify an opportunity for expansion of ITP's downtown campus and future expansion. Thank you for your consideration. Thank you in advance for a quick turn-around regarding this request.

Sincerely,



Deborah Prato
Chief Executive Officer



Source: City of Grand Rapids BS&A Online

3EX 1922
& 2001*
36'H
DOCK HT

#1 OFC 'C' 1ST FLR
10069 SF

#2 OFC 'C' 2ND FLR
9808 SF

#3 OFC 'C' 3RD FLR
4365 SF

2EX 24'H
1922 DOCK HT
& 2001*

1UX '01
12'H @ GRD.

TRK WELL
40' 480 SF

TRIANGLE AREA
ACTUALLY
S' O'HANG

@ =
ELEV. PENTHOUSE
15'11" TO 40'H

Mr. Wisselink
Page 2
July 7, 2025

Based on my research and analysis, it is my opinion that the subject property has the following
"As Is" Fee Simple Estate Market Value as of June 9, 2025:

"As Is" – Fee Simple Estate Market Value *
Two Million, Five Hundred Ninety-Five Thousand Dollars
\$2,595,000

"As Is" – Fee Simple Estate Market Value *
560 Century Avenue, SW – Underlying Land Value Only
Two Hundred Seventy-Five Thousand Dollars
\$275,000

"As Is" – Fee Simple Estate Market Value *
560 Century Avenue, SW – Utilized as a Parking Lot
Five Hundred Fifteen Thousand Dollars
\$515,000

*** See Hypothetical Condition(s)**

This letter of transmittal is invalid as an opinion of value if separated from the appraisal report and Addenda. The appraisal report sets forth the scope of work, description, data, analysis, and opinions used in determining the stated conclusion(s) of market value. The reported conclusion(s) of market value is/are applicable for the stated purpose, intended user(s), and date only, and may not be appropriate for any other purpose, intended user(s), or date. The reported value conclusion(s) is/are qualified by certain assumptions, limiting conditions, special comments, definitions, and certification included in the accompanying report.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Thomas M. Stotenbur". The signature is fluid and cursive, with the first name "Thomas" and last name "Stotenbur" clearly legible.

Thomas M. Stotenbur, MAI
State Certification #1205070307
Commercial Appraisal Services, LLC

Kent County Plat Map

560 & 600 Century Avenue, SW
City of Grand Rapids, Michigan 49503
PPN: 41-13-36-212-002 & 41-13-36-253-003



#

RECONSTRUCTED OPERATING STATEMENT
600 Century Avenue, SW, City of Grand Rapids, Kent County, Michigan 49503
"AS IS" FEE SIMPLE ESTATE MARKET VALUE AS OF JUNE 9, 2025

<u>Tenants - Above Grade</u>	<u>Suite</u>	<u>SF</u>	<u>\$/SF</u>	<u>Annual Potential Gross Income</u>
GSA - Veteran Admin.	120	6,908	\$11.00	\$75,988
The Local Element	130	1,795	\$13.50	\$24,233
The Rapid	200/210	8,950	\$10.25	\$91,738
The Collision Forum	300	<u>3,800</u>	\$12.50	<u>\$47,500</u>
		21,453		\$239,458
Tenants - Basement Level				
Community Builders	25	2,000	\$5.50	\$11,000
Community Builders	40	500	\$7.50	\$3,750
WMVAP	50	696	\$7.50	\$5,220
Vacant	Stg. 1	225	\$6.00	\$1,350
WMVAP	Stg. 2	225	\$6.00	\$1,350
WMVAP	Stg. 3	600	\$6.00	\$3,600
Community Builders	Stg. 4	500	\$6.00	\$3,000
Community Builders	Stg. 5	390	\$6.00	<u>\$2,340</u>
				\$31,610
GBA	22,242	TOTALS		\$271,068
Vacancy & Collection Loss	7.00%	Potential Gross Income:		\$271,068
Management Fee:	5.00%	Less: Vacancy & Collection Loss:		<u>(\$18,975)</u>
Reserve For Replacement:	\$0.20	Effective Gross Income:		\$252,093
		Less: Owner Paid Expenses		
		Management Fee:		(\$12,605)
		Reserve For Replacements:		<u>(\$4,448)</u>
		Total Owner Paid Expenses		(\$17,053)
<u>Expenses Attributed to Periods of Vacancy</u>		Expense To Vacancy:		
Utilities	\$1.50	Utilities:		(\$33,363)
Maint. / Contract Svcs	\$1.25	Maint. / Contract Services:		(\$27,803)
Insurance:	\$0.15	Insurance:		(\$3,336)
Property Taxes: ¹	\$60,788	Property Taxes:		<u>(\$60,788)</u>
		Total Vacant Portion Expenses:		(\$125,290)
Vacant Portion:	7.00%	Vacant Portion:		<u>7.00%</u>
		Total Expenses To Vacancy:		(\$8,770)
¹ Based on 90% Appraised Value		Less: Expenses for Basement		
* Suites 25, 40, & 50		Minimal @ \$0.20/SF x 3,196 SF *		(\$639)
** Storage 1, 2, 3, 4, & 5		Utilities @ \$0.75/SF x 1,940 SF **		<u>(\$1,455)</u>
		Total Basement Expenses:		(\$2,094)
		Total of All Expenses		<u>(\$27,918)</u>
		Net Operating Income:		\$224,176
Net Operating Income				\$224,176
Divided by the Concluded Cap Rate				<u>9.00%</u>
Equals the Estimated Value Conclusion				\$2,490,841
Rounded:				\$2,490,000

DATE: October 22, 2025
TO: ITP Board
FROM: Kevin Wisselink, Director of Procurement and Capital Planning
SUBJECT: Federal Lobbying Services – Project 2025-41

ACTION REQUESTED

Authorization to execute a five-year contract with Cardinal Infrastructure for federal lobbying services at an average annual cost of \$105,600.

BACKGROUND

The Rapid has contracted with Cardinal Infrastructure for the past three years for federal lobbying services. They have continued to provide valuable service over that time in bringing The Rapid's priorities to the federal level. The three -year contract expires on 10/31/25. The Rapid is required to go out to bid for the services.

PROCUREMENT

The Rapid advertised this opportunity through directly advertising on the Michigan Inter-governmental Trade Network (MITN) from July 25, 2025, through August 25, 2025. The proposal was downloaded by 25 different firms from that site.

The Rapid elected to pursue the services of a Federal Lobbyist using a Request for Proposals, versus a low-bid process, as it was important to consider more than cost when evaluating proposals. The Rapid received four bids that were evaluated, including Cardinal Infrastructure, Carpi & Clay, Inc., Dykema, and The Reserve Component.

All the proposals were found to be responsive and were evaluated by an internal team for their technical approach, organizational quality, and pricing. After the first round of scoring, Cardinal emerged as the clearly preferred option, so it was determined a second round of scoring was not necessary.

FEDERAL LOBBYIST SERVICES SCORING		
FIRM	AVG PRICE PER YEAR	SCORE
CARDINAL INFRASTRUCTURE	\$105,600	84.8
CARPI & CLAY, INC.	\$60,000	72.3
DYKEMA	\$101,919	72.1
THE RESERVE COMPONENT	\$60,000	68.9

While all firms submitted competitive proposals, Cardinal presented some clear advantages. They focus on transit-related lobbying at the federal level and have extensive experience working with the Federal Transit Administration and with federal legislators on transit issues. This includes extensive lobbying for mid-sized transit systems with similar issues to what The Rapid faces. Cardinal also has performed very well for The Rapid over the past six years, giving the reviewers confidence that this excellent level of service would continue. Their costs increased by only five percent for the first two years of the contract, which is a very reasonable cost of living increase.

FUNDING

These services are covered in the Operating Budget and are not eligible for state operating reimbursement.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102225-4

Fiscal Year: 2025-2026

Moved and supported to adopt the following resolution:

Approval to enter a five-year contract with Cardinal Infrastructure for federal lobbying services at an average annual cost of \$105,600.

BE IT RESOLVED that the ITP CEO is hereby authorized enter a five-year contract with Cardinal Infrastructure for federal lobbying services at an average annual cost of \$105,600.in accordance with the information presented to the ITP Board on October 22, 2025.

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

**Interurban Transit Partnership**

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

2026 MEETING SCHEDULE***Proposed Draft***

<u>RAPID BOARD MEETINGS</u> <u>MEETINGS</u>	<u>RAPID BOARD SPECIAL</u>
TIME: 4:00 p.m. (Wednesdays)	TIME: 300 p.m. (Wednesdays)
January 28	BOARD RETREAT
March 25	February 25
April 22	BOARD BUDGET WORKSHOP
May 27	July 22
August 26	
September 23	
October 28	
November 18	
December 16 (Election of Officers. Terms expire 12/31/2026)	
<u>PLANNING & TECHNOLOGY COMMITTEE</u>	<u>PRESENT PERFORMANCE & SERVICE</u>
TIME: 8:30 a.m. (Mondays)	TIME: 4:00 p.m. (Tuesdays)
February 9	January 13
June 8	March 17
October 12	May 19
	July 21
	September 15
	November 10

<u>FINANCE COMMITTEE</u>	<u>CONSUMER ADVISORY COMMITTEE FOR</u> <u>SENIORS & PERSONS WITH DISABILITIES</u>
TIME: 4:00 p.m. (Wednesdays)	TIME: 3:00 p.m. (Tuesdays)
January 21	January 20
April 15	March 18 (Wednesday)
June 10	May 20 (Wednesday)
August 12	July 14
November 4	September 16 (Wednesday)
	November 17

MEETING LOCATION: Rapid Central Station Conference Room: 250 Cesar E Chavez Avenue, SW

NOTE: All meetings are held within the standards of the Michigan Open Meetings Act.

All meeting information and informational packets are available to the public at
<https://www.ridetherapid.org/about-the-rapid/board-of-directors>



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102225-5

Fiscal Year: 2024-2025

Moved and supported to adopt the following resolution:

Approval from the ITP Board for the 2026 meeting schedule for all Board and Committee meetings.

BE IT RESOLVED that the 2026 Board and Committee meeting schedule is approved on October 22, 2025.

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



Interurban Transit Partnership

5a1

DATE: October 22, 2025
TO: ITP Board
FROM: Jason Prescott
SUBJECT: SEPTEMBER 2025 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for September 2025, as compared to September 2024

	2025	2024	% Change
Total Paratransit Ridership	19,554	16,883	15.8%
ADA Ridership	16,482	15,473	6.5%
Non-Disabled Senior (NDS) Ridership	115	99	16.2%
PASS Ridership	135	157	-14.0%
Network 180	2,304	2,340	-6.8%

Ridership averages, as compared to 2024

	2025	2024	% Change
Weekday Ridership	698	647	7.9%
Saturday Ridership	247	224	10.3%
Sunday Ridership	270	220	22.7%

Other Performance Measures

	2025	2024	% Change
On-Time Performance	81.67%	69.50%	17.5%
On-Time Drop-Off	92.60%	75.50%	22.6%
Average Cost Per Trip	\$42.87	\$37.89	13.1%

September 2025 Paratransit Ridership and Operating Statistics

ADA	2025	2024	Change	% Change
Clients	1,314	1,252	62	5.0%
Passenger Trips	16,482	15,473	1,009	6.5%
NDS				
Clients	17	15	2	13.3%
Passenger Trips	115	99	16	16.2%
PASS				
Clients	6	11	(5)	-45.5%
Passenger Trips	135	157	(22)	-14.0%
RIDELINK				
Clients	237	205	32	15.6%
Passenger Trips (Performed by The Rapid)	518	459	59	12.9%
TOTALS				
Clients	1,574	1,408	166	11.8%
Passenger Trips	17,250	14,543	1,062	18.6%
Average Weekday Ridership	698	647	51	7.9%
Average Saturday Ridership	247	224	23	10.3%
Average Sunday Ridership	270	220	50	22.7%
All Ambulatory Passengers	14,208	11,813	2,395	20.3%
All Wheelchair Passengers	3,042	2,730	312	11.4%
No - Shows	367	304	63	20.7%
Cancellations	444	820	(376)	-45.9%
Transdev				
Average Cost per Trip	\$42.87	\$37.89	\$4.98	13.1%
Riders per Hour	1.9	2.2	(0.3)	-13.2%
Accidents per Month	10.0	3.0	7	233.3%
Trip Denials	0	0	0	#DIV/0!
NTD Travel Time (minutes)	33	26	7	26.9%
NETWORK 180				
Passenger Trips	2,304	2,340	(36)	-1.5%
Average Weekday Ridership	109	117	(8)	-6.8%
TOTAL PASSENGER TRIPS	19,554	16,883	1,026	15.8%
Paratransit Service Quality Statistics: network 180 Excluded				
Complaints	2025	2024	% of Trips	% Change
Transdev Complaints	32	31	0.2%	3.2%
On-Time Performance				
On-Time Compliance - Pick-up	81.67%	69.50%	12.2%	17.5%
On-Time Compliance - Drop-off	92.60%	75.50%	17.1%	22.6%



Date: October 22, 2025
To: ITP Board
From: Tim Roseboom – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – September 2025

OVERVIEW: In September 2025, there was a 1.6% increase in total monthly route ridership as compared to September 2024. Contract services increased 1.5%, and regular fixed route services increased 1.7%. Pre-pandemic ridership recovery is 65.3% compared to September 2019 and FY 2025 finished 62.3%. Additionally, average Sunday ridership surpassed pre-Covid ridership for the first time. Total ridership for FY 2025 ended with a 2.7% increase compared to FY 2024.

September 2025 had one more weekday and one less Sunday than September 2024.

BACKGROUND INFORMATION

Monthly Ridership

	September 2025	September 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	394,970	388,229	1.7%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	265,918	261,943	1.5%
Total Monthly Fixed Route Ridership	660,888	650,172	1.6%

Daily Average Ridership

	September 2025	September 2024	% Change
Weekday Total	28,143	29,170	-3.5%
Weekday Evening	4,205	4,243	-0.9%
Saturday	10,600	10,185	4.1%
Sunday	6,873	5,207	32.0%

Productivity Summary

	September 2025	September 2024	% Change
Average passengers per hour per route	15.6	16.4	-4.8%
Average passengers per mile per route	1.12	1.22	-7.8%
Average farebox recovery percent per route	11.1%	12.7%	-12.6%

Fiscal Year Ridership

	FY 2025	FY 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	4,282,441	4,279,758	0.1%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	2,042,613	1,878,218	8.8%
Total Fixed Route Ridership YTD	6,325,054	6,157,976	2.7%

COMPARISON OF SEPTEMBER 2025 TO SEPTEMBER 2019

Monthly Ridership

	September 2025	September 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	394,970	636,788	-38.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	265,918	374,697	-29.0%
Total Monthly Fixed Route Ridership	660,888	1,011,485	-34.7%

Daily Average Ridership

	September 2025	September 2019	% Change
Weekday Total	28,143	45,523	-38.2%
Weekday Evening	4,205	6,337	-33.6%
Saturday	10,600	16,956	-37.5%
Sunday	6,873	6,639	3.5%

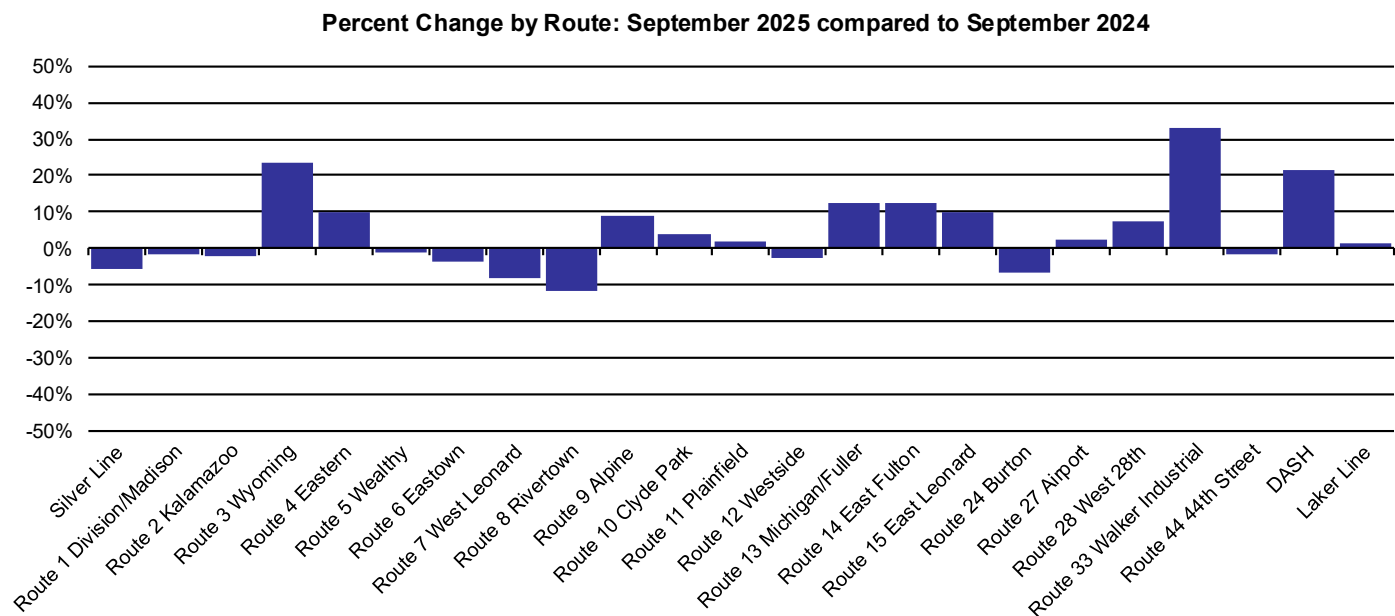
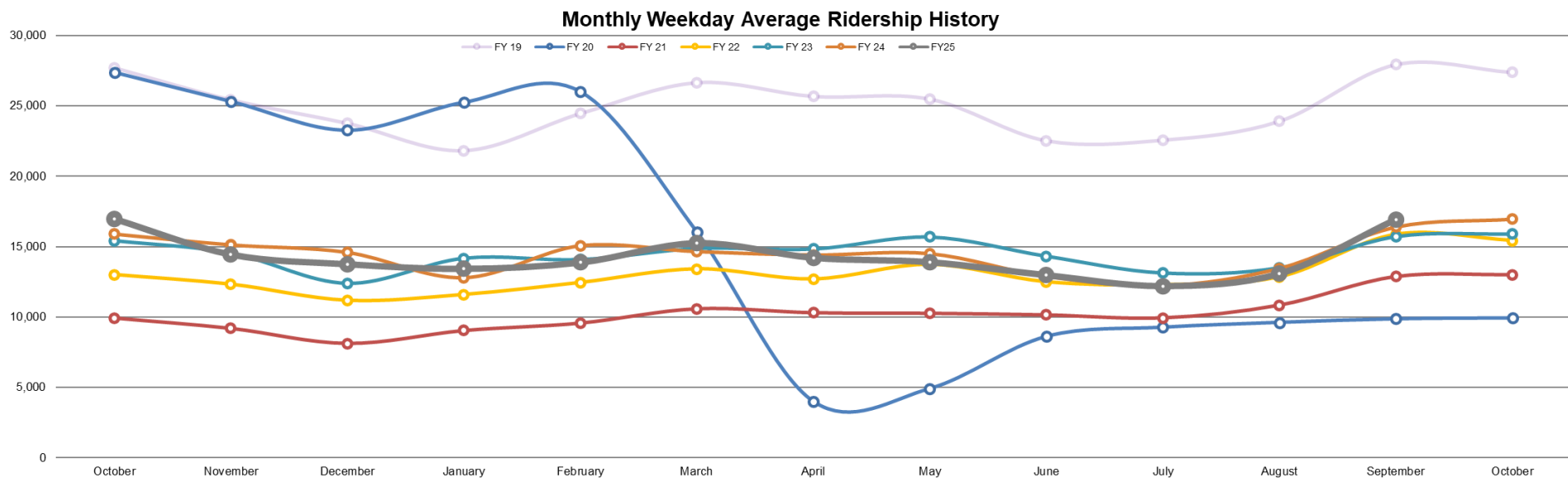
Productivity Summary

	September 2025	September 2019	% Change
Average passengers per hour per route	15.6	20.4	-23.4%
Average passengers per mile per route	1.12	1.61	-30.6%
Average farebox recovery percent per route	11.1%	27.0%	-58.8%

Fiscal Year Ridership

	FY 2025	FY 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	4,282,441	7,301,569	-41.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	2,042,613	2,845,315	-28.2%
Total Fixed Route Ridership YTD	6,325,054	10,146,884	-37.7%

	Monthly Farebox Recovery	Weekday Farebox Recovery	Saturday Farebox Recovery	Sunday Farebox Recovery
Silver Line	11.18%	10.75%	13.31%	12.99%
Route 1 Division/Madison	11.82%	11.95%	9.49%	8.56%
Route 2 Kalamazoo	11.38%	11.30%	10.70%	9.50%
Route 3 Wyoming/Rivertown	13.48%	14.37%	10.42%	7.69%
Route 4 Eastern	13.45%	13.08%	9.85%	12.64%
Route 5 Wealthy	9.69%	8.99%	9.03%	n/a
Route 6 Eastown	8.70%	8.71%	7.55%	12.52%
Route 7 West Leonard	8.19%	8.19%	7.96%	7.78%
Route 8 Prairie/Rivertown	9.94%	9.85%	10.51%	7.22%
Route 9 Alpine	14.44%	13.66%	16.21%	22.43%
Route 10 Clyde Park	11.89%	11.49%	12.31%	14.50%
Route 11 Plainfield	10.74%	10.42%	9.97%	13.55%
Route 12 Westside	9.88%	10.15%	7.57%	4.26%
Route 13 Michigan/Fuller	9.79%	8.94%	9.00%	n/a
Route 14 East Fulton	10.83%	10.62%	7.00%	n/a
Route 15 East Leonard	15.18%	15.98%	9.31%	14.72%
Route 24 Burton	9.46%	9.04%	6.06%	n/a
Route 27 Airport Industrial	9.86%	8.43%	n/a	n/a
Route 28 West 28th	12.12%	11.71%	10.94%	13.91%
Route 33 Walker Industrial	2.72%	2.67%	n/a	n/a
Route 34 Northridge	2.76%	2.75%	n/a	n/a
Route 44 44th Street	10.19%	9.94%	8.51%	8.81%
Route 71 Central 4A	11.54%	11.54%	n/a	n/a
Route 72 Central 10A	27.32%	27.32%	n/a	n/a
Route 73 Union 3A	60.06%	60.06%	n/a	n/a
Route 74 Union 7A	53.85%	53.85%	n/a	n/a
Route 75 Union 10B	40.67%	40.67%	n/a	n/a
Route 76 Union 12A	41.27%	41.27%	n/a	n/a





Interurban Transit Partnership

Date: October 22, 2025
To: ITP Board of Directors
From: Linda Medina, Director of Finance
Subject: August Operating Statements and Professional Development and Travel Report

Attached are the financial reports through August 31, 2025, for both general operations and grants. Also included is the Professional Development and Travel report summarizing activity for August 2025.

FY 24/25 YTD Operating Statement Analysis

Overall, total revenues and expenses continue to trend below budget, with revenues 3% and expenses 15.6% below the forecast. This favorable variance includes lower-than-expected fuel costs, salaries, wages, and fringe benefits. The reduction in State Operating Assistance aligns with the decrease in total expenses.

To date \$2,354,517 in eligible capital operating expenses has been identified.

Please feel free to contact me with any questions regarding the attached financial reports as (616) 774-1149 or Imedina@ridetherapid.org.

The Rapid
General Operating Statement
Year to Date as of August 31, 2025

	YTD as of August 31, 2025		Variance		Last Year FY 23/24	% Variance to FY 23/24	Current Year FY 24/25
	Budget	Actual	\$	%	YTD Actual	YTD Actual	Annual Budget
Revenues and Operating Assistance							
Passenger Fares	\$ 4,501,444	\$ 4,394,890	\$ (106,554)	-2.4%	\$ 4,322,842	2%	\$ 4,857,788
Sale of Transportation Services							
CMH Contribution	416,530	346,278	(70,252)	-16.9%	329,487	5%	452,010
Dash Contract	2,303,740	2,391,559	87,819	3.8%	2,059,987	16%	2,522,264
Grand Valley State University	3,331,757	3,437,064	105,307	3.2%	3,049,000	13%	3,743,876
Van Pool Transportation	-	-	-	0.0%	-		-
Township Services	204,912	205,401	489	0.2%	181,205	13%	204,912
Other	238,116	324,376	86,260	36.2%	172,397	88%	282,557
Subtotal Sale of Transportation Services	6,495,055	6,704,679	209,624	3.2%	5,792,075	16%	7,205,619
State Operating	15,906,475	12,894,420	(3,012,055)	-18.9%	14,696,628	-12%	16,946,705
Property Taxes	19,479,933	19,793,228	313,295	1.6%	18,905,999	5%	21,250,831
Advertising & Miscellaneous	1,511,511	2,680,695	1,169,184	77.4%	2,891,023	-7%	1,921,685
Subtotal Revenues and Operating Assistance	47,894,418	46,467,912	(1,426,506)	-3.0%	46,608,567	0%	52,182,628
Grant Operating Revenue	-	-	-	0.0%	-		-
Unrestricted Net Reserves	-	-	-	0.0%	-		6,061,050
Total Revenues and Operating Assistance	<u>\$ 47,894,418</u>	<u>\$ 46,467,912</u>	<u>\$ (1,426,506)</u>	<u>-3.0%</u>	<u>\$ 46,608,567</u>	<u>0%</u>	<u>\$ 58,243,678</u>
Expenses							
Salaries and Wages							
Administrative	\$ 7,226,197	\$ 5,688,756	\$ (1,537,441)	-21.3%	\$ 5,559,236	2%	\$ 7,826,769
Operators	15,852,635	13,017,740	(2,834,895)	-17.9%	11,511,853	13%	17,173,678
Maintenance	2,723,056	2,523,419	(199,637)	-7.3%	2,298,717	10%	2,949,964
Subtotal Salaries and Wages	25,801,888	21,229,915	(4,571,973)	-17.7%	19,369,806	10%	27,950,411
Benefits	9,641,892	7,480,246	(2,161,646)	-22.4%	7,377,526	1%	10,629,553
Contractual Services	3,489,104	3,018,476	(470,628)	-13.5%	2,821,296	7%	4,129,900
Materials and Supplies				0.0%			-
Fuel and Lubricants	2,617,098	1,725,527	(891,571)	-34.1%	2,014,130	-14%	3,029,048
Other	1,836,462	1,762,245	(74,217)	-4.0%	1,688,350	4%	2,145,030
Subtotal Materials and Supplies	4,453,560	3,487,772	(965,788)	-21.7%	3,702,480	-6%	5,174,078
Utilities, Insurance, and Miscellaneous	4,892,473	4,300,636	(591,837)	-12.1%	3,629,952	18%	5,609,698
Purchased Transportation	7,987,955	7,986,577	(1,378)	0.0%	8,389,123	-5%	8,750,038
Expenses Before Capitalized Operating	56,266,872	47,503,621	(8,763,251)	-15.6%	45,290,184	5%	62,243,678
Capitalized Operating Expenses	(2,536,951)	(2,354,517)	182,434	-7.2%	(1,880,059)	25%	(4,000,000)
Total Operating Expenses	<u>\$ 53,729,921</u>	<u>\$ 45,149,104</u>	<u>\$ (8,580,817)</u>	<u>-16.0%</u>	<u>\$ 43,410,125</u>	<u>4%</u>	<u>\$ 58,243,678</u>
Net Surplus/(Deficit) before Net Reserves		\$ 1,318,808			\$ 3,198,442		
Net Surplus/(Deficit) after Net Reserves							

**Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 08/31/25**

GL0376

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	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 92%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	19,310,779	19,310,779	438,665	7,289,706	12,021,073	38%
2. State Grant Assistance	4,827,695	4,827,695	109,667	1,822,427	3,005,268	38%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local	0	0	0	0	0	100%
6. Total Grant Revenue	24,138,474	24,138,474	548,332	9,112,133	15,026,341	38%
<u>Labor</u>						
7. Administrative Salaries	40,000	38,900	3,236	15,204	23,696	39%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	20,000	20,000	1,291	4,676	15,324	23%
11. Total Labor	60,000	58,900	4,527	19,880	39,020	34%
<u>Material & Supplies</u>						
12. Tires & Tubes	900,000	900,000	21,455	250,902	649,098	28%
13. Office Supplies	1,000	1,000	0	0	1,000	0%
14. Printing	1,000	4,100	0	4,065	35	99%
15. Total Material & Supplies	902,000	905,100	21,455	254,967	650,133	28%
<u>Purchased Transportation</u>						
16. Purchased Transportation	1,200,000	1,200,000	100,000	1,057,810	142,190	88%
17. Specialized Services	795,474	795,474	198,868	596,604	198,870	75%
18. Total Purchased Transportation	1,995,474	1,995,474	298,868	1,654,414	341,060	83%
<u>Other Expenses</u>						
19. Dues & Subscriptions	30,000	30,000	0	0	30,000	0%
20. Professional Development	30,000	28,000	1,470	2,227	25,773	8%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	60,000	58,000	1,470	2,227	55,773	4%
<u>Leases</u>						
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	0	0	0	0	0	100%
26. Total Leases	0	0	0	0	0	100%
<u>Capital</u>						
27. Rolling Stock	10,463,411	10,463,411	0	2,210,108	8,253,303	21%
28. Facilities	1,208,000	1,208,000	56,621	946,003	261,997	78%
29. Equipment	938,843	938,843	66,880	273,563	665,280	29%
30. Other	4,053,116	4,053,116	211,753	1,324,628	2,728,488	33%
31. Total Capital	16,663,370	16,663,370	222,012	4,754,302	11,909,068	29%
32. Planning Services	457,630	457,630	0	71,826	385,804	16%
33. Capitalized Operating	4,000,000	4,000,000	0	2,354,517	1,645,483	59%
34. Total Expenditures	24,138,474	24,138,474	548,332	9,112,133	15,026,341	38%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 AUGUST 2025

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 3,613.14	Avail Conference	J. Nguyen, A. Prokopy, J. Hagel, A.	Salt Lake City, UT
260.00	Michigan Public Transit Association (MPTA) Annual Meeting	Lockwood, J. Kludy	Crystal Mountain, MI
		D. Prato	
2,048.37	MPACT Transit & Community	T. Roseboom, J. King	Portland, OR
2,767.03	APTA Transform Conference	S. Schipper, S. Clapp	Boston, MA
586.74	GSX Security Conference	M. Wieringa	New Orleans, LA
995.26	Association of Travel Inspection	C. Dennany	Boston, MA
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\$ 10,270.54			

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.