



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)  
MAY 12, 2025  
Regular Meeting**

*The next joint CCTA/KCTA Regular meeting will be held on  
Monday, June 9, 2025 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet on Monday, May 12, 2025 at 11:30 a.m. for the purpose of:

	<b>Item</b>	<b>KCTA Action</b>	<b>CCTA Action</b>
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for May 12, 2025*		
	b. Minutes for April 14, 2025*		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	1. Consideration to Adopt the Proposed Millage Resolution for the CCTA Transportation Millage Request for 2025 to be placed on the November 4, 2025 Ballot*		Roll Call
	b. Informational Items		
	1. Presentation Regarding Role of Boardmembers and Staff during a Millage Election by Attorney Richard Cherry		
	2. Presentation from Consultant Left Turn Right Turn for On-Demand Services Study*		
	3. Planning and Development Committee Meeting Notes of April 28, 2025*		
5.	Performance Monitoring Committee		
	a. Action Items		
	b. Informational Items		
	1. Metrics Report*		
6.	External Relations Committee		
	a. Action Items		
	b. Informational Items		
	1. External Relations Committee Meeting Notes of April 22, 2025*		
	2. Social Media/Outreach Presentation		
	3. Jurisdictional Outreach*		



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7.	Board Operations Committee		
	a. Action Items		
	b. Informational Items		
	1. Board Committee Assignments*		
8.	Report from Executive Director*		
	a. Consideration to Adopt a Resolution to Accept Grant Funding for Shared Streets and Spaces from the Michigan Department of Transportation*	Roll Call	Roll Call
	a. Update Metro Link*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		
12.	Members' Time		
13.	Adjournment	Voice Vote	Voice Vote

\*Indicates attachments included in agenda packet

The meeting will be held in the Metro Linda Teeter Community Room, 530 N. Rose Street, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

MEETINGS OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENDER IDENTITY. CENTRAL COUNTY TRANSPORTATION AUTHORITY 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/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE CCTA/KCTA BY WRITING OR CALLING CENTRAL COUNTY TRANSPORTATION AUTHORITY 530 N. ROSE ST., KALAMAZOO, MICHIGAN 49007 (269) 337-8087; TDD PHONE: (269) 383-6464

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
Joint Regular Meeting  
April 14, 2025**

Place: Metro Administration Building, Kalamazoo, MI  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Cheryl Pesti, Rob Branch, Annette Arkush, Barbara Blissett  
Others Present: Aaron Stevens, Michelle Cooper, Chris Glasser, Earl Cox, Sr.

**1.) KCTA ROLL CALL**

*KCTA Members Present:* Curtis Aardema, James Ayers, Paul Ecklund, Aditya Rama, Greg Rosine, Gary Sigman, Tim Sloan  
*KCTA Members Absent:* Tafari Brown, Dusty Farmer

*A motion was made to excuse Brown, Farmer.*

*Motion: Sloan*

*Second: Ayers*

*Motion carried by voice vote.*

**1.) CCTA ROLL CALL**

*CCTA Members Present:* Curtis Aardema, Nicole Beauchamp, Christyn Johnson, Lisa Mackie, Jim Pearson\*, Greg Rosine  
*CCTA Members Absent:* Chris Burns, Dusty Farmer, Garrylee McCormick

*A motion was made to excuse Burns, Farmer, McCormick*

*Motion: Mackie*

*Second: Rosine*

*Motion carried by voice vote.*

*\*Pearson arrived at 11:47 am.*

**2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for April 14, 2025 with the approval of the CCTA/KCTA meeting minutes for March 10, 2025.*

*Motion: Mackie*

*Second: Rosine*

*Motion carried by voice vote.*

**3.) PUBLIC COMMENTS** – Michelle Cooper, Vintage Lane, requested that Route 14 run times be restored to every half hour.

Chris Glasser commented on the proposed millage ballot question and indicated that to be a forward-thinking organization it would be a better choice to request 1.25 mills to provide the current levels of service as well as adding additional services. He stated the increase to 1.25 mills would only increase a homeowners taxes by \$22.50 per year.

**4.) PERFORMANCE MONITORING COMMITTEE**

KCTA/CCTA FINANCIAL STATEMENT PRESENTATION - Aaron Stevens, on behalf of Maner Costerisan, presented the Fiscal Year 2024 Financial Reports for KCTA and CCTA. (A PowerPoint is included with the minutes and materials on the presentation are available on the website [www.kmetro.com](http://www.kmetro.com))

*A motion was made to receive the KCTA Financial Report for the fiscal year ending September 30, 2024.*

*Motion: Rama                      Second: Ecklund*

*Motion carried by voice vote.*

*A motion was made to receive the CCTA Financial Report for the fiscal year ending September 30, 2024.*

*Motion: Mackie                      Second: Johnson*

*Motion carried by voice vote.*

Stevens noted that the report showed a strong funded ratio for the OPEB Plan at 102.0% (compared to only 37% in 2020).

The Boards asked various questions about the report and thanked Mr. Stevens for providing the good status of Metro's current financial position.

ADA IMPROVEMENTS TO KTC - Chair Rama introduced the next item regarding the Americans with Disability Act (ADA) improvements to take place at the Kalamazoo Transportation Authority (KTC).

Dep. Dir. of Fleet & Facilities Rob Branch explained what was required to be in compliance with the U.S. Department of Justice (DOJ). Improvements to the KTC will take place in the public restrooms, update signage, and address areas around the exterior of the facility.

*A motion was made by KCTA and CCTA to approve the bid award to Miller Davis in an amount not to exceed \$209,471 for the ADA improvements at the KTC and authorize the Executive Director to execute documents related to this action on behalf of Metro.*

*Motion: Sloan                      Support: Rosine*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Ayers, Ecklund, Rama, Sloan, Sigman, Rosine*

*Nays:                      None*

*Absent:                      Brown, Farmer*

*Motion: Mackie                      Support: Rosine*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Beauchamp, Johnson, Mackie, McCormick, Pearson, Rosine*

*Nays:                      None*

*Absent:                      Burns, Farmer, McCormick*

EMPLOYEE HANDBOOK UPDATE - Chair Rama presented the updated Employee Handbook for consideration. He said the update was necessary due to the changes in legislation regarding the Earned Sick Time Act (ESTA).

*A motion was made by KCTA and CCTA to approve the updates to the Employee Handbook Sick Leave Policy to include the changes for compliance with the State of Michigan Earned Sick Time Act.*

*Motion: Ayers                      Support: Sloan*

*Motion carried by roll call vote.*

Ayes: Aardema, Ayers, Ecklund, Rama, Sloan, Sigman, Rosine  
Nays: None  
Absent: Brown, Farmer

Motion: Johnson Support: Beauchamp  
Motion carried by roll call vote.

Ayes: Aardema, Beauchamp, Johnson, Mackie, Pearson, Rosine  
Nays: None  
Absent: Burns, Farmer

## **5.) PLANNING AND DEVELOPMENT COMMITTEE**

Dir. Vlietstra stated the Committee had discussed the 2025 CCTA Millage request over the past several meetings. He noted the timeline related to placing the question on the November 4<sup>th</sup> ballot. Burns said the Board must determine three items related to the millage: 1) When to conduct the election – November 4, 2025, 2) Duration of the millage and 3) Amount of the millage to levy.

The Boards discussed the various scenarios for several millage amounts: 0.90, 1.1 and 1.25. to request on the ballot. They determined the 1.1 mils would keep current fixed-route services, maintain Metro Connect and possibly incorporate services with Metro Link service and provide some protection for the loss of some funding at the state and federal levels.

Dir. Vlietstra stated the recommendation of the Board Operations Committee was for the Board to provide direction to staff to draft a Central County Transportation Authority 2025 Millage Request Resolution that contains a millage rate of 1.1 mils for the duration of five years (2026, 2027, 2028, 2029 and 2030) to be placed on the November 4, 2025 Election Ballot. He said the resolution would be considered for adoption at the May 12<sup>th</sup> Board meeting.

*A motion was made by KCTA and CCTA to approve the recommendation of the Board Operations Committee to direct staff to prepare a resolution for the 2025 CCTA Millage question to be placed on the November 4, 2025 election ballot that contains a millage amount of 1.1 mills.*

Motion: Sigman/Rosine Support: Beauchamp/Rosine  
Motion carried by voice vote.

## **6.) EXTERNAL RELATIONS COMMITTEE**

Dep. Dir. of on Demand Services & Planning Sarah Joshi provided an update about the Committee's proposed outreach plans for jurisdictional visits in 2025. She said the outline had been approved by the Board and a 2025 list of jurisdictional assignments had been completed. Joshi said a new brochure was available for presentations and encouraged the Board to begin contacting their assigned municipalities and schedule visits

## **7.) BOARD OPERATIONS COMMITTEE**

Chair Aardema reported the Committee met and reviewed the current agenda along with Board Committee assignments. He said these assignments would be presented at the May meeting.

## **8.) EXECUTIVE DIRECTORS REPORT**

Exec. Dir. McBride provided an update on the following topics:

- Rider Open House
- Communication from County Commission Chair Jen Strebs
- Metro Link Update

(A copy of the report is filed with the meeting minutes.)

## **9) SUBCOMMITTEE REPORTS**

Pension Board – Dir. Vlietstra presented the CCTA Pension Plan Experience Study (2019-2023). (A copy of the Study is included with the minutes of the meeting.) He said the report reviewed current actuarial assumptions and methods and compares them to the actual Pension Plan every five years. Vlietstra said if approved the new assumptions would be used with the next Annual Actuarial Valuation.

*A motion was made by KCTA and CCTA to approve the recommendation to receive the CCTA Pension Plan Review of System Experience Study (2019-2023) and approve the assumption changes recommended by GRS to the plan assumptions including the amortization methodology of 10 years.*

*Motion: Rosine/Ayers                      Support: Rosine/Pearson*  
*Motion carried by voice vote.*

KATS Policy Committee – Rama and Aardema shared that KATS had provided major updates to projects that affected the whole west side of the state including non-motorized trails.

Local Advisory Committee (LAC) – Did not meet.

**10.) CHAIRPERSON REPORT** – Chair Aardema welcomed the public comments received at today's meeting and congratulated WMU on the recent National Hockey Championship.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** – Ayers thanked staff for providing excellent information on meeting topics.

## **13.) ADJOURNMENT**

*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.*

*Motion: Rosine                      Support: Ayers*  
*Motion carried by voice vote.*

The meeting adjourned at 1:08 PM.

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Curtis Aardema  
CCTA Chairperson

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Barbara Blissett  
CCTA Clerk

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Curtis Aardema  
KCTA Chairperson

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Barbara Blissett  
KCTA Clerk



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Kalamazoo County

Agenda Item: 4a1  
Meeting Date: 05/12/25

**TO:** CCTA and KCTA Boards  
**FROM:** Planning and Development Committee  
**PREPARED BY** Sean McBride, Executive Director  
**DATE:** May 6, 2025  
**SUBJECT:** Millage Ballot Question Resolution - **Updated**

Please see **Ballot Resolution** section in bold for updated discussion.

### **BACKGROUND**

Local funding for public transit is generated from two property tax millages. The CCTA, as a public transportation authority created in compliance with Act 196 of 1986, has the ability to levy property tax with the approval of the voters within the district boundaries. The CCTA, has a millage that was approved by the voters in March of 2020 for a period that covers 2021, 2022, 2023, 2024 and 2025. The current CCTA millage is for 0.90 mils and will generate approximately \$6 million in FY 2025. The KCTA has a millage that was approved by the citizens of Kalamazoo County in November of 2021 for a period that covers 2022, 2023, 2024, 2025 and 2026. The KCTA countywide millage is for 0.3124 mills and will generate approximately \$3.6 million in FY 2025.

The CCTA will have a millage election in November of 2025. In addition, the KCTA will need to conduct a millage election in 2026.

### **TIMELINE**

Executive Director McBride provided a timeline for the CCTA and KCTA boards that was presented in the January 13, 2025 CCTA and KCTA Board agenda packet. Below is an overview of dates, more specifically, for the Planning & Development Committee.

- January 20, 2025 Committee Meeting – Introductory discussion and overview of plan of action for committee.
- February 17, 2025 Committee Meeting – Review of financial projections.
- March 17, 2025 Committee Meeting – Recommendation to CCTA and KCTA Boards for a millage request amount and duration of number of years.
- April 14, 2025 CCTA and KCTA Boards – Discussion on millage request amount and duration of number of years.
- May 12, 2025 CCTA and KCTA Boards – Recommendation on millage request amount and duration of number of years.

### **DISCUSSION**

The boards must determine three items related to the millage election.

1. When to conduct the election? – November 4, 2025
2. Duration of millage? – 5 years
3. Amount of millage levy? – 1.1. mills
4. Specific Ballot Language – To be determined

### **Millage Election - When**

The CCTA and KCTA Boards voted approval at the December 9, 2024 meeting to conduct the CCTA millage election on November 4, 2025.

### **Duration of Millage**

The Planning and Development Committee discussed the duration at the meeting on February 17<sup>th</sup>. The consensus was that the CCTA millage duration should be five years. It was also discussed that with new State legislation allowing longer duration millages, current legislation is restricted to a duration of no longer than five years. With this new legislation, the KCTA millage could be a longer duration of six or seven years, to put a little distance between the CCTA and KCTA millage elections.

### **Amount of Millage**

The Planning and Development Committee reviewed an extensive variety of data at their past two meetings in February and April. The Committee considered several different scenarios for millage amounts: In particular, the committee reviewed data reflecting a 0.9, 1.1, and 1.25 millage rate over a five-year duration.

The committee had consensus on the middle scenario of 1.1 mills. For this amount, millage rate levels would increase by an amount equivalent to inflation, 22% over the five years of the current millage.

Existing services are projected to be maintained, with some caveats:

- Maintain equivalent of current fixed-route service
- Manage Metro Connect, with need to find service efficiencies to reduce/stabilize service cost
- Provide Metro Link at levels equivalent to initial April 15, 2024 service levels.
- Assumes gradual, steady and sustained reduction in State of Michigan Local Bus Operating Assistance
- Assumes increased use of FTA 5307 for operations with a decrease in funding available for capital.

The CCTA and KCTA Boards at their April 14, 2025 meeting directed staff to prepare a millage ballot resolution with an amount of 1.1 mills.

### **Ballot Resolution**

**Requirements for ballot language are a State of Michigan statutory requirement under MCL 211.24f(2) – Millage Ballot Language. The requirements include:**

*...when submitting a proposal on the question of authorizing a millage rate to be levied under this act, the ballot shall state all of the following:*

- (a) The millage rate to be authorized.*
- (b) The estimated amount of revenue that will be collected in the first year that the millage is authorized and levied.*
- (c) The duration of the millage in years.*
- (d) A clear statement of the purpose for the millage.*
- (e) A clear statement indicating whether the proposed millage is a renewal of a previously authorized millage or the authorization of a new additional millage.*

Memo: CCTA Millage Discussion

Date: 05/06/2025

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**The ballot language options were reviewed and/or drafted by CCTA/KCTA Attorney Richard Cherry.**

**The Planning and Development Committee reviewed ballot language options at their meeting of April 28, 2025. The Committee recommends that attached language.**

**One area of discussion was about utilizing the service descriptor “microtransit” or another descriptor like “on-demand” or “shared-ride” in the first sentence. The committee agreed to keep “microtransit” since that has been consistently used when explaining the Metro Link service.**

**Additional Information**

If the millage were not to pass in November, a CCTA millage election could still be conducted in Winter/Spring of 2026. This would comply with Public Act 196 standards and maintain millage funding cash flow. The downside is that a KCTA election is targeted for November 2026.

CCTA and KCTA Attorney Richard Cherry will make a presentation at the May 12<sup>th</sup> meeting regarding appropriate activities for Boardmembers and staff as it pertains to millage education and advocacy.

**RECOMMENDATION**

The Planning and Development Committee recommends the CCTA Board approve the attached 2025 Millage Request Resolution which contains ballot language for a millage rate of 1.1 mills for the duration of five years (2026,2027,2028, 2029 and 2030) to be placed on the November 4, 2025 ballot.

Attachments:

1. Recommended CCTA Millage Request Resolution 2025
2. CCTA: Possible Ballot Question Language
3. KCTA Millage Request Resolution 2021
4. CCTA Millage Request Resolution 2020

**RESOLUTION OF THE  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (“CCTA”)**

**Resolution No. 25-004**

**Transportation Millage Request for 2025**

Whereas, CCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In Fiscal Years 2024-2025, there were 1.9 million rides provided on public transportation in Kalamazoo County; and
2. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration, fares, other operating revenues and two locally funded voter approved property tax millages; and
3. The property tax millages are essential in order to receive and leverage State of Michigan and Federal grants; and
4. The Kalamazoo County Transportation Authority (“KCTA”) was formed under Public Act 196 of 1986, as amended (“Act 196”) and currently levies one of the millages, which is a 0.3124 county-wide millage set to expire at the end of 2026; and
5. In 2014 the Kalamazoo County Board of Commissioners created CCTA, a public transportation authority also formed under Act 196, which has the ability to levy a millage within the geographic boundary of CCTA; and
6. The public transportation system was transferred by the City of Kalamazoo to the CCTA on September 30, 2016; and
7. The CCTA millage levy is used to fund the fixed-route bus service and an existing pilot program for microtransit service called Metro Link.
8. The boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Kalamazoo Township and Comstock Township, and parts of Oshtemo Township that includes the area of voting precincts 3, 4, 5, 6, 7, 8 and 9 and is reflected in the Articles of Incorporation as approved by the Kalamazoo County Board of Commissioners.
9. The KCTA millage levy is used to fund Metro Connect services and other specialized services like the Metro Share Program.
10. In March 2020 the voters within the CCTA boundaries approved a 0.9 millage for public transportation. The millage currently levied by the CCTA, is set to expire at the end of 2025; and

11. CCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage and the increasing difficulty in funding the public transportation system through other sources.

Whereas, based upon these findings, CCTA resolves:

1. The recording officer of CCTA shall file a copy of this Resolution, calling for a November 4, 2025 election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within CCTA’s geographic boundary (City and Township) not less than 84 days before the election. Each County, City, and Township Clerk and all other County, City, and Township Officials shall undertake the steps to properly submit the proposition to the electors at the November 4, 2025, election specified in this Resolution.
2. The following proposition shall be placed on the ballot for consideration by the electorate at the election to be held on November 4, 2025 and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township. The form of the proposition shall be as follows:

*“The Central County Transit Authority (CCTA) provides public transportation services that include the fixed-route bus system and a microtransit service through the Metro Link program.*

*May the CCTA levy a tax for public transportation purposes of up to 1.1 mills (\$1.10 per \$1,000 of taxable value)? This millage:*

- (a) Would be a renewal of a previously authorized millage expiring with the 2025 levy, the previously authorized millage of 0.9 mills will increase by 0.2 mills to equal 1.1 total mills;*
- (b) Would be levied for five (5) years, 2026 through 2030;*
- (c) Is estimated to raise \$7,800,000 in its first year; and*
- (d) Applies to the taxable value of all taxable property within the geographic boundary of the Central County Transportation Authority.”*

YES\_\_\_\_

NO\_\_\_\_

3. The election shall be held and conducted, and the results of the election shall be canvassed, in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and the Clerk/Register of Kalamazoo County, along with each City, and Township within Kalamazoo County, if appropriate,

and the Treasurer of Kalamazoo County, along with the Treasurer of each City and Township, if appropriate, shall do and perform all acts required by law for the calling and conduction of such election and that the Clerk/Register of Kalamazoo County shall within five (5) days of said election, file with the Treasurer for Kalamazoo County a certified copy of the official declaration of the results of said election.

- 4. The CCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carrying out the intent of this Resolution.

RESOLUTION DECLARED ADOPTED.

Adopted this \_\_\_\_\_, 2025

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF KALAMAZOO )

Whereas, I, Barbara A. Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular session held on \_\_\_\_\_, 2025.

\_\_\_\_\_, Clerk  
Central County Transportation Authority

## **CCTA: Possible Ballot Question Language**

**Version April 25, 2025**

### **Revised Alternative 1**

*The Central County Transit Authority (CCTA) provides public transportation services that include the fixed-route bus system and a microtransit service through the Metro Link program.*

*May the CCTA levy a tax for public transportation purposes of up to 1.1 mills (\$1.10 per \$1,000 of taxable value)? This millage:*

- (a) Would be a renewal of a previously authorized millage expiring with the 2025 levy, the previously authorized millage of 0.9 mills will increase by 0.2 mills to equal 1.1 total mills;*
- (b) Would be levied for five years, 2026 through 2030;*
- (c) Is estimated to raise \$7,800,000 in its first year; and,*
- (d) Applies to the taxable value of all taxable property within the geographic boundary of the Central County Transportation Authority.*

### **Alternative 2**

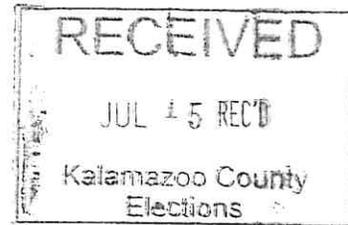
*May the Central County Transit Authority (CCTA) levy a tax for public transportation purposes of up to 1.1 mills (\$1.10 per \$1,000 of taxable value)? This millage:*

- (a) Would replace a previously authorized millage of 0.9 mills expiring with the 2025 levy, and increased by 0.2 mills equaling 1.1 total mills;*
- (b) Would be levied for five years, 2026 through 2030;*
- (c) Is estimated to raise \$7,800,000 in its first year; and*
- (d) Applies to the taxable value of all taxable property within the geographic boundary of the Central County Transportation Authority.*

*The CCTA provides public transportation services that include the fixed-route bus system and a microtransit service through the Metro Link program.*

### **Alternative 3**

*The Central County Transportation Authority (“CCTA”) was formed to operate and provide public transportation services within its geographic boundary. The CCTA seeks authorization from the electors to continue to levy a millage, and increasing the previously authorized millage of 0.9 mills by 0.2. This renewed and increased levy shall not exceed 1.1 mills. Therefore, shall the Central County Transportation Authority levy a tax, for public transportation purposes, of up to 1.1 mills, being \$1.10 dollar (\$1.10) per thousand dollars (\$1000) of taxable value, on all taxable property within the geographic boundary of the CCTA for a period of five (5) years, 2026, 2027, 2028, 2029 and 2030? It is estimated that 1.1 mills would raise \$7.8 million in the first year.*



**RESOLUTION OF THE**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (“KCTA”)**

**Resolution No. 21-002**

**Transportation Millage Request for 2021**

Whereas, KCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In non-pandemic years, there are 2.8 million rides annually provided on public transportation in Kalamazoo County. Since 1967, there have been over 120 million rides provided on public transportation; and,

2. During non-pandemic years, there are approximately 160,000 rides provided through the Metro Connect Program, 40,000 rides provided as part of the Metro Share program, and the fixed-route bus system provides approximately 2.7 million rides; and,

3. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration, fares, other operating revenues and two locally funded voter approved property tax millages; and,

4. The property tax millages are essential in order to receive and leverage the State and Federal grants; and,

5. The Kalamazoo County Transportation Authority (“KCTA”) was formed in 2005 under Public Act 196 of 1986, as amended (“Act 196”). The KCTA boundary includes all of Kalamazoo County; and,

6. The KCTA millage approved by the voters on May 3, 2016 was for 0.3150 mills and includes the period of 2017 through 2021. The millage has subsequently been reduced to 0.3124 as a result of the Headlee Amendment to the Michigan Constitution of 1963; and,

7. The expiring KCTA millage levy is used to fund Metro Connect demand/response services and other specialized services like Metro Share; and,

8. The Kalamazoo County Board of Commissioners created the Central County Transportation Authority (CCTA) in 2014, a public transportation authority also formed under Act 196, and currently has a millage of up to 0.9000 that was approved by voters on March 10, 2020 and covers the period of 2021 through 2025; and,

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9. Jurisdictions within the boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Kalamazoo Township, Comstock Township (Voting Precincts two through eight), and Oshtemo Township (Voting Precincts three through nine); and,

10. The CCTA millage levy is used to fund urban fixed-route bus service; and,

11. KCTA has evaluated the need for a millage, within its geographic boundary; and,

12. KCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage currently levied by the KCTA is vital in funding essential public transportation services throughout Kalamazoo County.

Whereas, based upon these findings, KCTA resolves:

1. The recording officer of KCTA shall file a copy of this Resolution, calling for a November 2, 2021 election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within KCTA's geographic boundary (City and Township) no later than August 10, 2021. Each County, City, and Township Clerk and all other County, City, and Township Officials shall undertake the steps to properly submit the proposition to the electors at the November 2, 2021 election specified in this Resolution.
2. The following proposition shall be placed on the ballot for consideration by the electorate at the election to be held on November 2, 2021, and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township for 2022, 2023, 2024, 2025, and 2026. The form of the proposition shall be as follows:

“May the Kalamazoo County Transportation Authority (KCTA) continue to levy a tax for public transportation purposes of up to 0.3124 mills (31.24¢ per \$1,000 of taxable value)? This millage:

- (a) Would be a renewal of a previously authorized millage expiring with the 2021 levy;
- (b) Would be levied for five years, 2022 through 2026;
- (c) Is estimated to raise \$3,003,000 in its first year; and
- (d) Applies to the taxable value of all taxable property within Kalamazoo County.

The KCTA provides on demand public transportation van services to all Kalamazoo County through the Metro Connect Program.”

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YES \_\_\_\_\_

NO \_\_\_\_\_

- 3. The election shall be held and conducted, and the results of the election shall be canvassed, in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and the Clerk/Register of Kalamazoo County, along with each City, and Township within Kalamazoo County, if appropriate, and the Treasurer of Kalamazoo County, along with the Treasurer of each City and Township, if appropriate, shall do and perform all acts required by law for the calling and conduction of such election and that the Clerk/Register of Kalamazoo County shall within five (5) days of said election file with the Treasurer for Kalamazoo County a certified copy of the official declaration of the results of said election.
- 4. The KCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carrying out the intent of this Resolution.

RESOLUTION DECLARED ADOPTED.

Adopted this July 12, 2021

STATE OF MICHIGAN                    )  
   ) SS  
 COUNTY OF KALAMAZOO            )

Whereas, I, Barbara Blissett, Kalamazoo County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Transportation Authority at a regular session held on July 12, 2021.

*B. Blissett*, Clerk  
 Kalamazoo County Transportation Authority

**RESOLUTION OF THE  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (“CCTA”)**

RECEIVED  
2019 NOV 26 AM 3:59  
COUNTY OF KALAMAZOO

**Resolution No. 19-004**

**Transportation Millage Request for 2020**

Whereas, CCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In Fiscal Years 2018-2019, there were 2.8 million rides provided on public transportation in Kalamazoo County; and
2. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration, fares, other operating revenues and two locally funded voter approved property tax millages; and
3. The property tax millages are essential in order to receive and leverage the State and Federal grants; and
4. The Kalamazoo County Transportation Authority (“KCTA”) was formed under Public Act 196 of 1986, as amended (“Act 196”) and currently levies one of the millages, which is a 0.3415 county-wide millage set to expire at the end of 2021; and
5. In 2014 the Kalamazoo County Board of Commissioners created CCTA, a public transportation authority also formed under Act 196, which has the ability to levy a millage within the geographic boundary of CCTA, with the millage being approved by voters; and
6. On August 4, 2015 the voters approved a 0.75 millage for public transportation realizing and evaluating the need for a millage, within its geographic boundary; and
7. The public transportation system was transferred by the City of Kalamazoo to the CCTA on September 30, 2016; and
8. The CCTA millage levy is used to fund the fixed-route bus service; and
9. The boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Charter Township of Kalamazoo and part of Charter Township of Comstock that includes the area of voting precincts 2, 3, 4, 5, 6, 7, and 8 also Charter Township of Oshtemo that includes the area of voting precincts 3, 4, 5, 6, 7, 8 and 9; and
10. The KCTA millage levy is used to fund Metro Connect services and other specialized services like the Metro Share Program; and
11. The millage currently levied by the CCTA is set to expire at the end of 2020; and

12. CCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage and the increasing difficulty in funding the public transportation system through other sources.

Whereas, based upon these findings, CCTA resolves:

1. The recording officer of CCTA shall file a copy of this Resolution, calling for a March 10, 2020 election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within CCTA's geographic boundary (City and Township) not less than 84 days before the election. Each County, City, and Township Clerk and all other County, City and Township officials shall undertake the steps to properly submit the proposition to the electors at the March 10, 2020 election specified in this Resolution.
2. The following proposition shall be placed on the ballot for consideration by the electorate at the election to be held on March 10, 2020 and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township for 2021, 2022, 2023, 2024, and 2025. The form of the proposition shall be as follows:

“The Central County Transportation Authority was formed to operate and provide public transportation services within its geographic boundary and seeks authorization from the electors to levy up to 0.90 mills. Shall the Central County Transportation Authority levy a tax, for public transportation purposes, of up to 0.90 mills, being 90 cents (\$.90) per thousand dollars (\$1,000) of taxable value, on all taxable property within the geographic boundaries of the Central County Transportation Authority for a period of five (5) years, 2021, 2022, 2023, 2024, and 2025? It is estimated that 0.90 mills would raise \$4,675,000 in the first year.”

YES \_\_\_\_\_

NO \_\_\_\_\_

3. The election shall be held and conducted, and the results of the election shall be canvassed, in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and the Clerk/Register of Kalamazoo County, along with each City, and Township within Kalamazoo County, if appropriate, and the Treasurer of Kalamazoo County, along with the Treasurer of each City and Township, if appropriate, shall do and perform all acts required by law for the calling and conduction of such election and that the Clerk/Register of Kalamazoo County shall within five (5) days of said election, file with the Treasurer for Kalamazoo County a certified copy of the official declaration of the results of said election.





Connecting People Throughout  
Kalamazoo County

Agenda Item: 4b2 Meeting Date 5/12/25
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**TO:** Planning & Development Committee  
**FROM:** Sean McBride, Executive Director  
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning  
**DATE:** April 29, 2025  
**SUBJECT:** On-Demand Services Study Update

**BACKGROUND**

The on-demand services staff evaluated proposals and selected Left Turn Right Turn, Ltd. to perform the on-demand services study. The study objectives included reviewing the way in which microtransit has fit into local service offering as Metro strives to provide meaningful transit options to the community and to assess options for co-mingling aspects of Metro Connect with Metro Link in order to recommend a path forward for better efficiency and increased sustainability.

**DISCUSSION**

In conducting the attached On-Demand service study, Left Turn Right Turn staff familiarized themselves with the local market; current state of on-demand service contracts and satisfaction; and obtained information from staff, contractors, riders, and organizations that frequently use Metro’s on-demand services. They reviewed industry best practices as well as studied five comparison markets to determine common and cost-effective contract structures.

The consultants’ work yielded recommendations for a path forward that was reviewed in April by the Planning & Development Committee. It included short-term adjustments that will best set the stage for creating long-term efficiencies.

Staff from Left Turn Right Turn will present their study findings virtually at the May board meeting.

**RECOMMENDATION**

This update is provided for informational purposes. No action is requested.

Attachments:

1. On-Demand Services Study (Separate link on website)



Connecting People Throughout  
Kalamazoo County

## AGENDA and MEETING NOTES

### Planning & Development Committee April 28, 2025 at 2 PM Microsoft Teams Virtual Meeting

Members: Chris Burns (Chair), Tafari Brown, Lisa Mackie, Jim Pearson  
Absent: None  
Staff: Greg Vlietstra, Sean McBride, Sarah Joshi

#### 1. Millage Discussion

##### Notes:

- Vlietstra provided a brief overview of the CCTA/KCTA millage information provided since January.
- McBride presented options for millage ballot language. The committee provided suggested changes as presented below and to be recommended to the CCTA and KCTA boards at the May 12 meeting.

*“The Central County Transit Authority (CCTA) provides public transportation services that include the fixed-route bus system and a microtransit service through the Metro Link program. May the CCTA levy a tax for public transportation purposes of up to 1.1 mills (\$1.10 per \$1,000 of taxable value)? This millage:*

- (a) Would be a renewal of a previously authorized millage expiring with the 2025 levy, the previously authorized millage of 0.9 mills will increase by 0.2 mills to equal 1.1 total mills;*
- (b) Would be levied for five (5) years, 2026 through 2030;*
- (c) Is estimated to raise \$7,800,000 in its first year; and*
- (d) Applies to the taxable value of all taxable property within the geographic boundary of the Central County Transportation Authority.”*

YES \_\_\_\_

NO \_\_\_\_

#### 2. On-Demand Services Study Update

- Joshi provided a presentation to update committee members on the on-demand services study. The consultant, Left Turn Right Turn, is planning to provide an update at the CCTA and KCTA board meeting on

The meeting adjourned at 2:39 pm.

March 2025



# Metrics Report

The following information is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority boards as an informational item.

# Ridership

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## System Information Totals for March 2024 and 2025

	Fixed-Route	Metro Connect	Metro Share	Metro Link	System Totals
2025	147,850	11,947	2,591	6,670	169,058
2024	147,898	11,636	1,685	0	161,219
Difference	-48	311	906	6,670	7,839
%Change	-0.03%	2.67%	53.77%	100%	4.86%

System ridership typically fluctuates during the winter months. These fluctuations vary heavily on the weather and temperature outside.

## Fixed Route

Metro ridership in the month of March fluctuated in 2025. The number of people utilizing the service continues to vary with weather fluctuations. Some routes saw larger fluctuations in ridership like routes 6 Parchment, 19 Ring Road, and 25 Parkview. These routes saw ridership fluctuations between and 20 and 50 percent in the month of March.

Fixed Route Ridership for fiscal year 25 is 1.18% lower than the fixed route ridership in fiscal year 24. See the chart below for the Year-to-date breakdown by route.

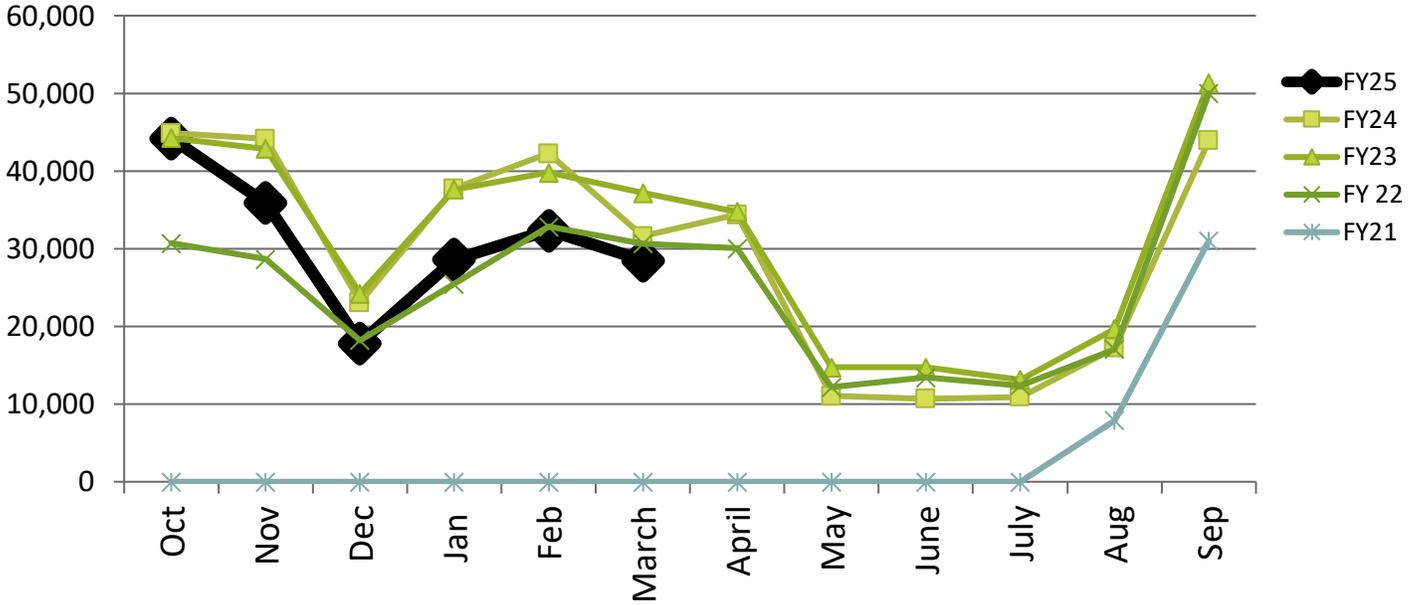
Route	Year to Date- Oct 1, 2024 to March 2025					
	# of Rides		Increase / decrease	Rides per hour		Increase / decrease
	FY25	FY24		FY25	FY24	
Westnedge	118,688	111,969	6.00%	31.19	29.04	7.39%
Portage	54,263	51,011	6.38%	17.80	17.47	1.94%
West Michigan	30,251	33,653	-10.11%	12.06	12.69	-4.90%
Oakland	29,811	27,952	6.65%	11.89	10.53	12.87%
East Main	28,760	25,828	11.35%	20.22	17.26	17.12%
Parchment	38,310	31,794	20.49%	15.79	12.53	26.06%
Alamo	45,674	43,890	4.06%	18.64	17.23	8.17%
Egleston	37,498	36,199	3.59%	15.06	13.73	9.67%
Gull Road	79,232	78,423	1.03%	22.61	21.56	4.89%
Comstock	26,032	25,085	3.78%	10.39	9.46	9.80%
Stadium Drive	53,254	55,409	-3.89%	14.99	15.97	-6.15%
Duke	5,214	7,033	-25.86%	7.41	9.23	-19.69%
South Burdick	48,445	44,348	9.24%	19.32	16.72	15.56%
West Main	72,809	70,052	3.94%	24.35	22.83	6.66%
Paterson	18,396	19,898	-7.55%	11.94	14.29	-16.41%
Lovell	67,762	76,787	-11.75%	18.69	19.73	-5.31%
Ring	28,138	43,356	-35.10%	21.09	26.04	-19.02%
Solon/Kendall/Lafayette	37,424	34,846	7.40%	27.51	24.17	13.83%
Parkview	47,555	59,995	-20.74%	18.71	23.93	-21.84%
Milham/Centre	13,589	13,581	0.06%	5.86	5.36	9.37%
East Romence	13,192	13,082	0.84%	5.63	5.11	10.25%
WMU Shuttle	1,088	1,850	-41.19%	6.00		
<b>Total Fixed Route</b>	<b>895,385</b>	<b>906,041</b>	<b>-1.18%</b>	<b>17.33</b>	<b>16.92</b>	<b>2.40%</b>

The fixed route provides service through a series of specialized pass programs. These programs include Western Michigan University (WMU), Kalamazoo Valley Community College (KVCC), and the Youth Mobility Program. The chart below provides a breakdown of the ridership from these specific programs.

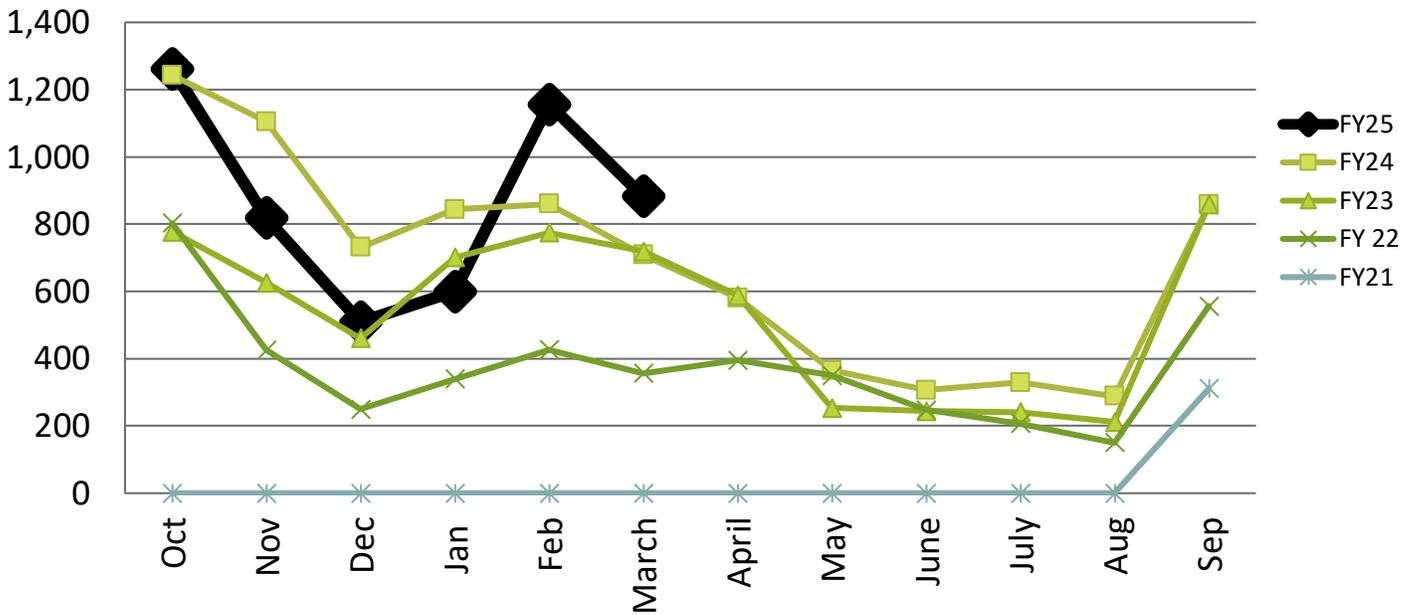
Other Data	Month to Date			Year to Date		
	# of Rides		Increase / decrease	# of Rides		Increase / decrease
	FY25	FY24		FY25	FY24	
WMU	28,500	31,606	-9.83%	187,451	228,176	-17.85%
KVCC	883	709	24.54%	5,228	5,508	-5.08%
Youth Mobility	4,603	2,531	81.86%	25,236	10,241	146.42%

The chart below shows WMU and KVCC ridership over a 5-year time frame.

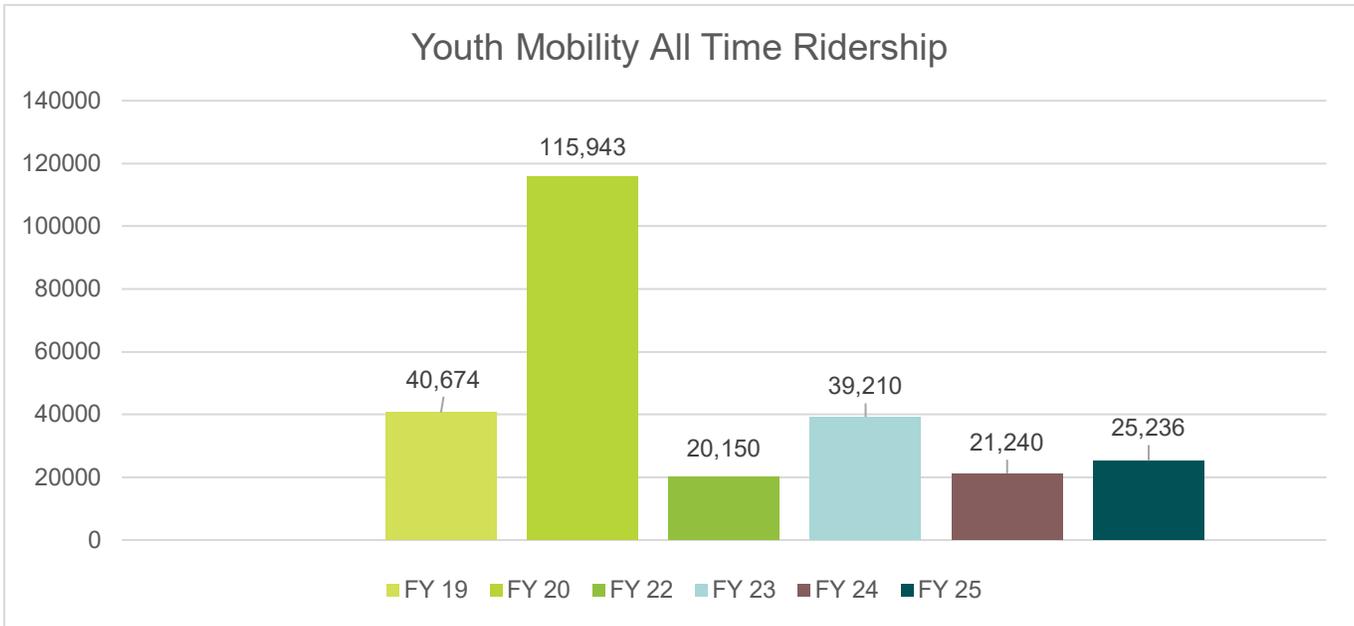
## WMU Ridership



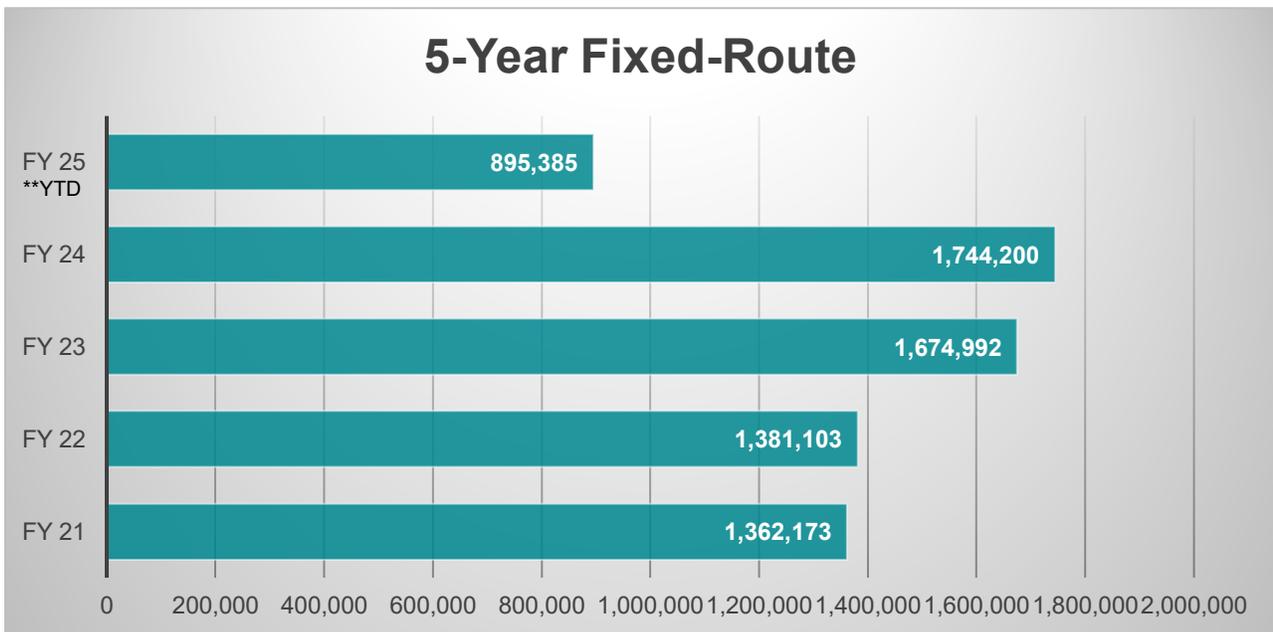
## KVCC



The Youth Mobility Program data below shows 5-years of ridership, but does not include ridership from FY 21 as Metro was not collecting fares and buses were boarding from the rear.



Below is the 5-year ridership data for the fixed route system. FY 25 is ridership to date.



\*\*FY 25 is October 1, 2024 through March 31, 2025.

# Metro Connect

The Metro Connect service is an origin-to-destination program that will pick up riders and transport them to a specified location. Service scheduling is available up to seven days in advance. You can also request same day service depending on availability. Metro Connect is available to anyone in Kalamazoo and provides transport throughout the Kalamazoo County area and the VA Hospital in Battle Creek.

Metro Connect	Year to Date- Oct 1, 2024 to March 2025					
	# of Rides		Increase / decrease	Rides per hour		Increase / decrease
	FY25	FY24		FY25	FY24	
Demand-Response	11,947	11,636	2.67%	0.36	0.34	6.82%
ADA Trips	3,998	4,198	-4.76%	0.36	0.33	9.25%

In March 2025, the Metro Connect service saw an incline in service due to the weather fluctuations in the area. As temperatures started to regulate in the area, more people found themselves utilizing the service to access the community. Ridership data shows that although there were **2,478 cancellations**, **11,689 trips** were completed in March 2025.

Metro Connect provides service to 25 jurisdictions, Fiscal Year 25 ridership data is listed here:

	Oct	Nov	Dec	Jan	Feb	March	Total
<b>Township</b>							
Alamo	92	71	68	72	56	61	<b>420</b>
Augusta	74	69	60	79	68	65	<b>415</b>
Brady	38	28	18	26	28	27	<b>165</b>
Charleston	28	24	13	18	19	24	<b>126</b>
Climax	84	66	52	64	66	77	<b>409</b>
Climax -Village	4	8	2	6	13	13	<b>46</b>
Comstock	536	495	444	459	511	567	<b>3,012</b>
Cooper	621	549	447	525	532	649	<b>3,323</b>
Galesburg	219	235	193	221	198	238	<b>1,304</b>
Kalamazoo Township	796	696	563	699	708	822	<b>4,284</b>
Kalamazoo City	4,107	3,573	3,083	3,490	3,502	3,957	<b>21,712</b>
Out Of County	81	77	45	49	50	46	<b>348</b>
Oshtemo	1,320	1,100	884	991	947	1,174	<b>6,416</b>
Parchment	405	315	276	317	367	420	<b>2,100</b>
Pavillion Township	79	80	75	104	70	61	<b>469</b>
Portage	2,383	2,114	1,732	2,115	2,066	2,231	<b>12,641</b>
Prairie Ronde	56	44	29	32	33	40	<b>234</b>
Richland	204	166	174	171	174	188	<b>1,077</b>
Richland- Village	2	0	0	0	0	0	<b>2</b>
Ross	54	35	25	28	40	39	<b>221</b>
Schoolcraft	373	290	217	285	309	367	<b>1,841</b>
School- Village	38	35	28	38	34	28	<b>201</b>
Texas	415	301	227	271	285	319	<b>1,818</b>
Vicksburg	301	278	229	213	242	271	<b>1,534</b>
Wakeshma	8	20	12	4	4	5	<b>53</b>
	<b>12,318</b>	<b>10,669</b>	<b>8,896</b>	<b>10,277</b>	<b>10,322</b>	<b>11,689</b>	<b>64,171</b>

Other data from Metro Connect shows that in March 2025, no passenger was denied a ride that was requested and passengers for demand response requests were given an offer when they called. Telephone data shows that the average call back time was 6 minutes.

New certifications for the month of March include 18 ADA certifications, 27 Demand Response Certifications, 25 Senior certifications for a total of 70 new certifications for the Metro Connect service.

## Metro Share

Metro Share is a specialized services program partnering with non-profit and government agencies that serve seniors age 62+ and individuals with disabilities. Metro Share vans are provided to these partner agencies on a first come-first served basis through reservations. Drivers complete training on Metro’s policies, proper van procedure as well as background and drug screening. Metro Share ridership will continue to fluctuate as partners sometimes use vans more than others.

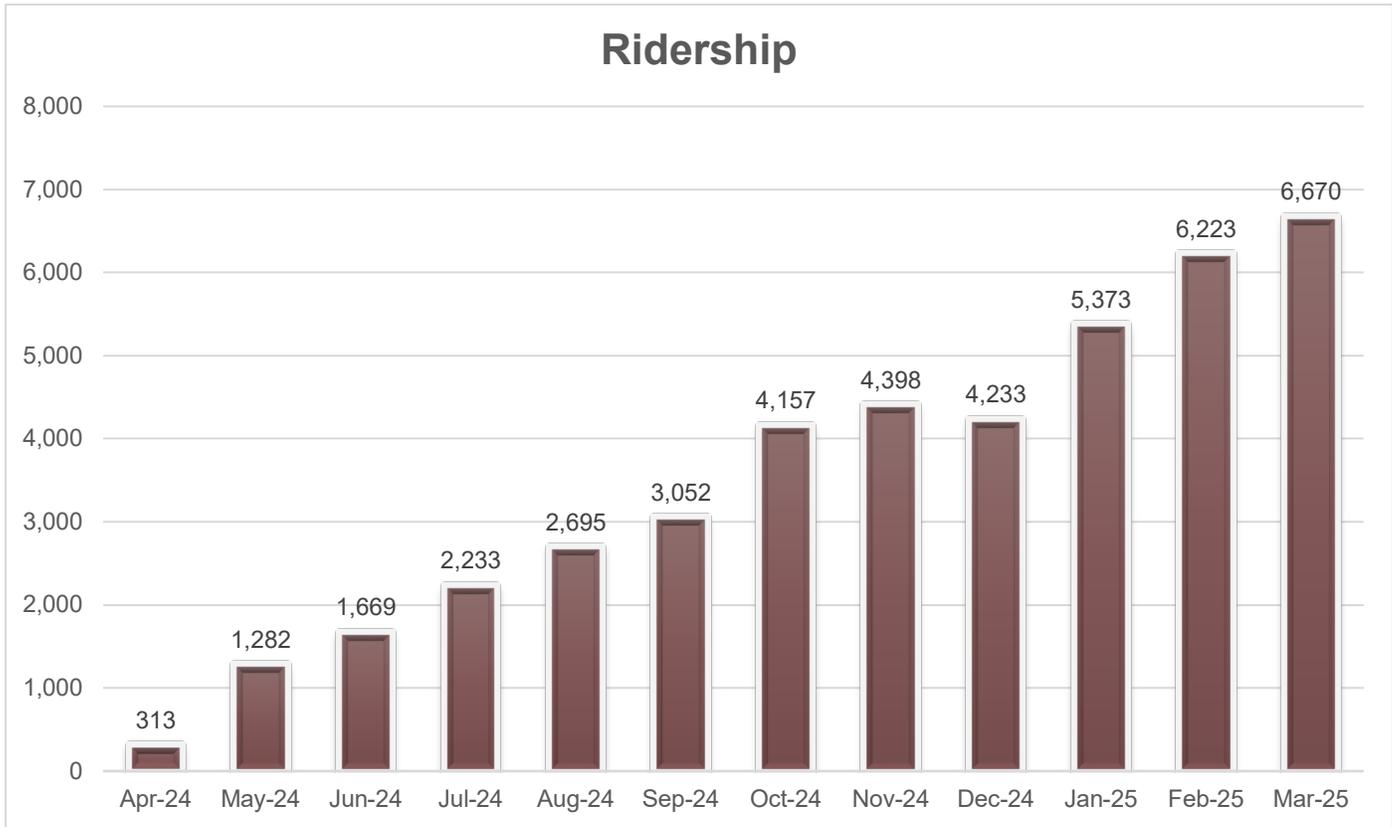
	Year to Date- Oct 1, 2024 to March 2025					
	# of Rides		Increase / decrease	Rides per hour		Increase / decrease
	FY25	FY24		FY25	FY24	
<b>Metro Share</b>	2,591	1,685	53.77%	1.74	1.17	48.08%

## Metro Link

Metro Link is a pilot program launched April 15, 2024, Link is an alternative on-demand mobility solution to assist passengers with transportation needs including first mile last mile connections to the fixed-route system and point to point services within each of three zones. Since launch, the Link program has shown growth in multiple areas month to month, including the number of completed rides, rides per hour, proposals, and ridership growth. Ridership in March 2025 for Metro Link shows 6,670 rides.

	Year to Date- Oct 1, 2024 to March 2025					
	# of Rides		Increase / decrease	Rides per hour		Increase / decrease
	FY25	FY24		FY25	FY24	
<b>Metro Link</b>	31,054	-	100.00%	2.63		100.00%

Ridership since the Link launch is shown in this chart below:



Metro Link operates within three zones an East, West, and South zone while also allowing overlap between the South and East and the south and west zones. The data below show ridership per zone.



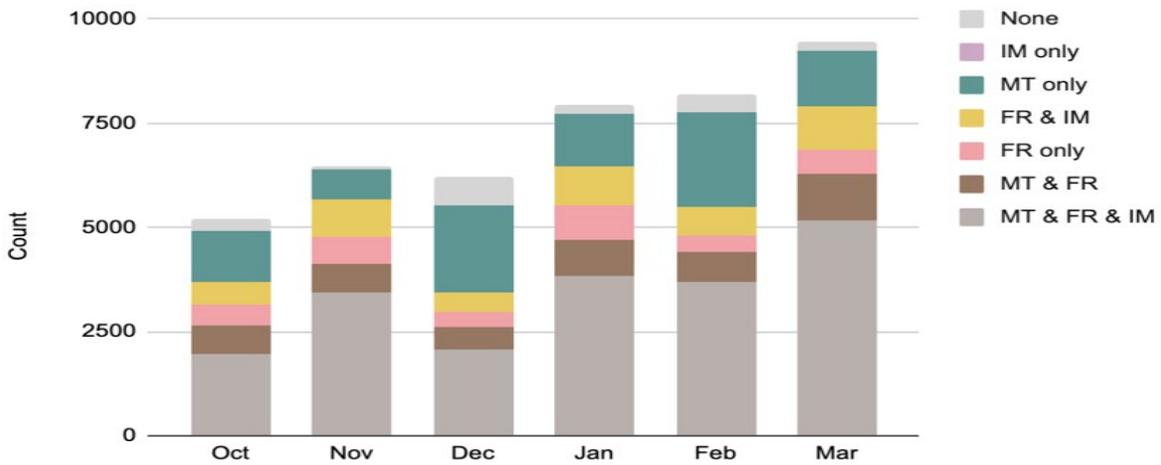
The average wait time is consistent around 13 minutes. The overlapping of zones has caused an increase in the average estimated wait time for the South and West zones. The goal is to reach each rider within 20 minutes although a wait time of 30 minutes is acceptable.

Average ETA

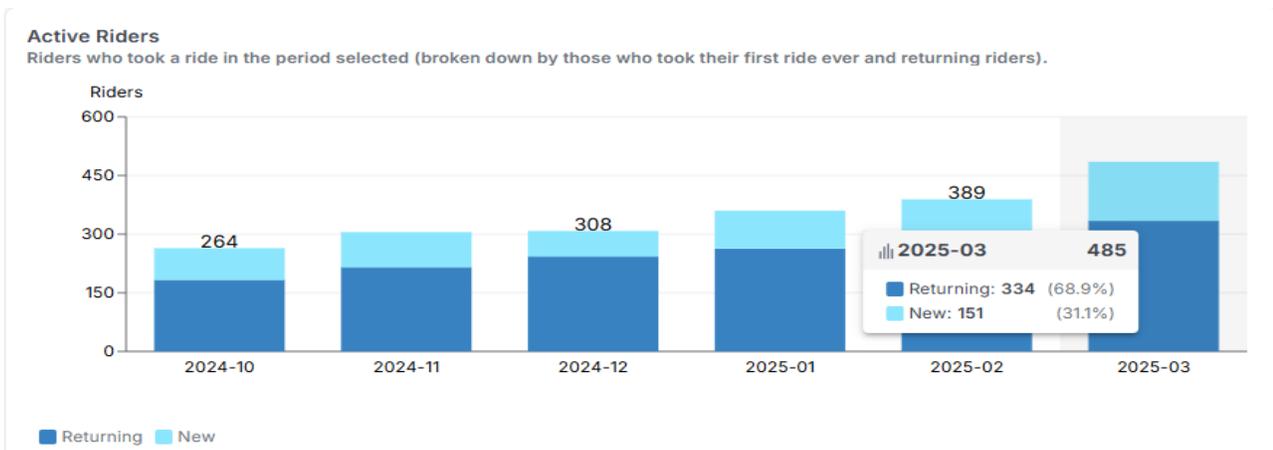


In March 2025, Metro Link received a total of 9,457 proposals. Of those 7,916 proposals contained a fixed-route option. 1,334 proposals were Metro Link only and some proposals informed passengers that they could use fixed-route, Link, and walk to their destination. In addition to the proposals listed, 207 riders did not receive a proposal.

Proposals Presented



Rider Growth shows the difference between new active riders and returning riders.



# Security

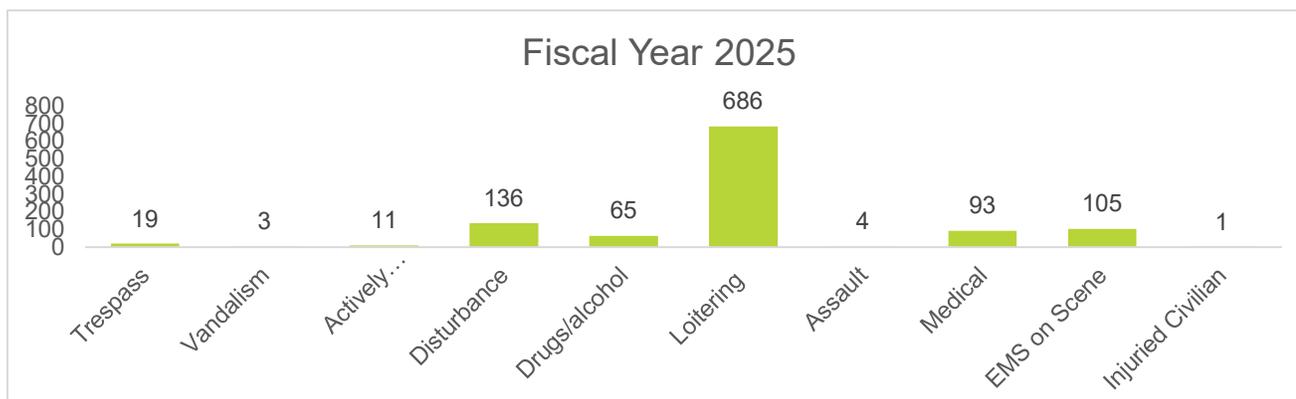
KDPS presence at the KTC was consistent through the month of March. Their presence typically lasts for a few minutes at a time.

235 of the security incidents this month were regarding loitering due to temperatures outside. These loitering incidents were handled by security and required little police assistance. Additionally, 14 people were asked to move along when found sleeping in the bus bays in the early morning.

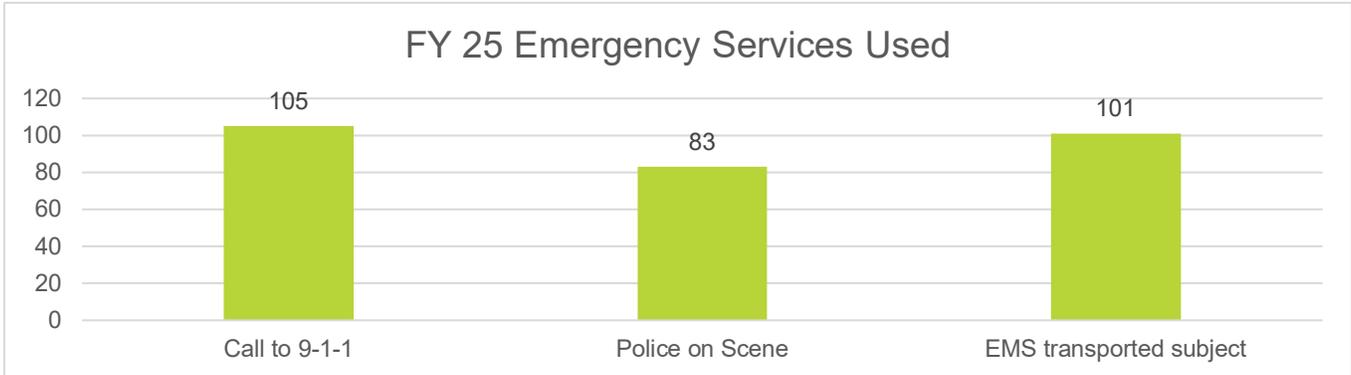
The activity summary for the month of March totals 303 security incidents. The incidents are listed below:

Incident Types	Definitions
5 Trespasses	Asked to leave- refusal to do so, trespassed and returned to site
235 Loitering	Significantly overstayed their time on property, sleeping, blocking paths
0 Vandalism	Damage to property
2 Active Fights	Physical altercation between parties occurred
25 Disturbances	Behavior is interrupting other people around them
1 Harassments	Using threatening or degrading language
0 Assaults	Someone physically attacked by another
0 Thefts	Property stolen on KTC property
16 Medical	Medical emergency situations

Fiscal year 2025 data shows the YTD totals below:



Emergency services used per month vary, the data is based on three categories: Calls to 9-1-1 made by security or KTC staff, Police on Scene, and People transported by EMS away from the KTC. The data below shows fiscal year 2025 Emergency services used as provided by security data.



\*\* YTD includes data from October 1, 2024, to present.



Agenda Item: #5b1  
Meeting Date: 05/12/25

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared By: Cheryl Pesti, Budget and Accounting Manager  
**DATE:** April 21, 2025  
**SUBJECT:** March Income & Expense Statement

**BACKGROUND**

The Income and Expense Statement is an internal document which is used to measure the CCTA's financial performance. The budget is used as a comparison for perspective.

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$4,228,499 (44%) of the FY25 millage.
- We have collected \$1,599,277 (49% of the budgeted amount) in fares for this year.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$14,024,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494, 2024-\$3,500,000).
- The average price for a gallon of diesel fuel in March 2024 was \$2.45 and in March 2025, it was \$2.30. This is a 6% decrease.
- Total operating expenditures for Metro year-to-date are 43% of the total budgeted amount.

Attachment:

1. March 2025 Income & Expense Statement



	FY2025 CCTA Board Recommended Budget	March 2025	Year to Date FY 2025	Year to Date % 50%	Monthly Funding %
<b>STATEMENT OF INCOME AND EXPENSE</b>					
<b>Operating Revenue</b>					
<b>Fare Revenue</b>					
Regular Route Cash	738,001	55,985	357,702	48%	6%
Metro County Connect Fares	505,595	37,678	256,762	51%	6%
Metro Link Fares	23,400	3,063	7,855	34%	
WMU Fares	1,196,850	0	598,975	50%	
Tokens	353,000	39,229	197,960	56%	4%
Pass Sales	322,317	26,068	154,897	48%	3%
Texas Twp/KVCC Prepaid Fares	100,413	0	25,127	25%	0%
	<u>3,239,576</u>	<u>162,022</u>	<u>1,599,277</u>	49%	19%
<b>Other Revenue</b>					
Advertising	75,000	30,791	43,291	58%	0%
Intermodal Operations	231,781	4,850	81,429	35%	1%
Miscellaneous Revenue	24,900	1,834	20,462	82%	0%
Commission Revenue - (GH, IT, FlixBus)	5,000	355	2,140	43%	0%
Interest Income	379,000	27,841	132,007	35%	3%
	<u>715,681</u>	<u>65,671</u>	<u>279,329</u>	39%	3%
<b>Urban Millage (CCTA)</b>	6,030,922	944,630	2,136,672	35%	4%
<b>County-wide Millage (KCTA)</b>	3,669,863	933,176	2,091,827	57%	2%
<b>MDOT - Operating</b>	7,685,054	616,533	3,685,907	48%	46%
<b>FTA - Operating</b>	5,888,302	13,050	25,127	0%	0%
<b>Provision for Depreciation</b>	3,255,200	253,854	1,556,216	48%	26%
<b>TOTAL OPERATING REVENUE</b>	<u>30,484,598</u>	<u>2,988,937</u>	<u>11,374,355</u>	37%	100%
<b>Operating Expenses by Division</b>					
Administration/Overhead	7,697,748	629,234	3,336,826	43%	
Kalamazoo Transportation Center Operations	1,064,487	86,607	481,777	45%	
Maintenance	3,593,062	237,627	1,582,505	44%	
Operations	8,429,221	581,373	3,613,717	43%	
Metro Connect	5,780,382	500,872	2,421,225	42%	
Metro Share	70,124	5,603	30,680	44%	
Metro Link	2,239,542	423,243	953,113	43%	
<b>TOTAL OPERATING EXPENSE</b>	<u>28,874,566</u>	<u>2,464,559</u>	<u>12,419,844</u>	43%	
<b>NET (UNFUNDED) BALANCE for period</b>	<u>1,610,032</u>	<u>524,379</u>	<u>(1,045,488)</u>		



## External Relations Committee Meeting Notes

April 22, 2025

11:00 AM

Attending: Dusty Farmer, Chair, Gary Sigman, James Ayers, Christyn Johnston (all via Teams)

Absent: Tim Sloan

Metro Staff: Annette Arkush, Sarah Joshi, Emily Lower

- 1. Millage Campaign**  
Exec. Director McBride reviewed the November 4 CCTA millage question that will go before the board at its May 12 meeting and indicated that community education and advocacy will begin over the summer months. Gary Sigman and others identified groups to present at upcoming meetings.
- 2. Jurisdictional Outreach Update**  
Dusty Farmer encouraged all members to consult their calendars and start scheduling appointments in their assigned jurisdictions. If you need assistance with scheduling or need presentation materials, please contact Barb Blissett. If you would feel more comfortable presenting with a partner, please contact Dusty or Sarah. Dusty reminded the members to give a brief update on their presentation during member comment time at the next board meeting following their visit.
- 3. Social Media Metrics Report**  
Emily Lower discussed the progress being made in creating the metrics dashboard that has begun tracking baseline usage on Metro's social media and website. It tracks activity on Metro's Facebook, Twitter, and YouTube accounts. Metrics collected include new visitors per day, referral path (how visitor arrived at the Metro site, i.e., email, bookmark, directly, etc.), and how long they stayed. Gary asked if it could show monthly comparisons, and the answer was yes. A calendar plan has been created for posting on these platforms. Currently effort is being made to post every day.

Next External Relations Committee meeting is June 17, 2025

# JURISDICTIONAL OUTREACH ASSIGNMENTS

## 2024 - 2025

Jurisdiction	Address	Liaison	Phone	Email	Meeting Day(s)	Meeting Time	Assigned CCTA/KCTA Member
Kalamazoo County	201 W. Kalamazoo Ave	Dina Sutton	269-383-8650	<a href="mailto:dpsutton@kalcouny.com">dpsutton@kalcouny.com</a>	1&3 Tuesdays	7:00 PM	Rosine/McBride
City of Galesburg	200 E. Michigan Ave	Lisa McNees	269-665-7000	<a href="mailto:clerk@galesburgcity.org">clerk@galesburgcity.org</a>	1st Mondays	6:00 PM	Sigman
City of Kalamazoo	241W. South St.	Scott Borling	269-337-8791	<a href="mailto:borlings@kalamazocity.org">borlings@kalamazocity.org</a>	1&3 Mondays	7:00 PM	Rosine/McBride
City of Parchment	650 S. Riverview Dr.	Shannon Stutz	269-349-3785	<a href="mailto:Finance@parchment.org">Finance@parchment.org</a>	1&3 Mondays	7:00 PM	Britigan/McBride
City of Portage	7900 S. Westnedge Ave.	Erika Eklov	269-329-4511	<a href="mailto:eklove@portagemi.gov">eklove@portagemi.gov</a>	2&4 Tuesdays	7:00 PM	Pearson/Burns/McBride
Alamo Township	7901 N. 6th St.	Barb Venema	269-382-3666	<a href="mailto:clerk@alamotownship.org">clerk@alamotownship.org</a>	2nd Monday	7:00 PM	Farmer
Brady Township	13123 S. 24th St., Vicksburg	Reagan Hunter	269-649-1813	<a href="mailto:bradyclerk@comcast.net">bradyclerk@comcast.net</a>	1st Tuesday	7:30 PM	Aardema
Charleston Township	1439 S. 38th St., Galesburg	Alese LePert	269-665-7805	<a href="mailto:charclerk@charlestontownship.org">charclerk@charlestontownship.org</a>	4th Tuesday	4:00 PM	Aardema
Climax Township	110 N. Main St.	Sarah DeBoer	269-746-4103	<a href="mailto:ctwpclerk@ctsmail.net">ctwpclerk@ctsmail.net</a>	2nd Tuesday	7:00 PM	Halcomb
Comstock Township	6138 King Highway	Nichole Beauchamp	269-381-2360	<a href="mailto:clerk@comstockmi.gov">clerk@comstockmi.gov</a>	1&3 Mondays	6:00 PM	McBride/(Vacant)
Cooper Township	1590 West D Ave.	Deanna Janssen	269-382-0223	<a href="mailto:clerk@coopertwp.org">clerk@coopertwp.org</a>	2nd Monday	7:00 PM	Brown/Britigan
Kalamazoo Township	1720 Riverview Dr.	Lisa Mackie	269-381-8080	<a href="mailto:clerk@ktwp.org">clerk@ktwp.org</a>	2&4 Mondays	7:30 PM	Mackie/McBride
Oshtemo Township	7275 W. Main St.	Dusty Farmer	269-375-4260	<a href="mailto:clerk@oshtemo.org">clerk@oshtemo.org</a>	2&4 Tuesdays	7:00 PM	Farmer/Sloan/McBride
Pavilion Township	7510 East Q Ave., Scotts	Karen Siegwart	269-327-0462	<a href="mailto:KARSBR@aol.com">KARSBR@aol.com</a>	2nd Monday	7:00 PM	
Prairie Ronde Township	8140 West W Ave., Schoolcraft	Dale Smith	269-267-4883	<a href="mailto:clerk@prairierondetwp.net">clerk@prairierondetwp.net</a>	2nd Tuesday	7:00 PM	Rama
Richland Township	7401 N. 32nd St.	Art White	269-629-4921	<a href="mailto:awhite@richlandtwp.net">awhite@richlandtwp.net</a>	3rd Tuesday	7:00 PM	Brown/Vlietstra
Ross Township	12086 M-89, Richland	Mary Stage	269-731-4888	<a href="mailto:clerk@rosstownshipmi.gov">clerk@rosstownshipmi.gov</a>	3rd Tuesday	7:00 PM	Rama/Ayers
Schoolcraft Township	50 East VW Ave., Vicksburg	Eska Brown	269-649-1276	<a href="mailto:ebrown@schoolcrafttownship.org">ebrown@schoolcrafttownship.org</a>	2nd Tuesday	7:00 PM	
Texas Township	7110 West Q Ave.	Emily Beutel	269-375-1591	<a href="mailto:ebeutel@TexasTownship.org">ebeutel@TexasTownship.org</a>	2&4 Mondays	6:00 PM	Rosine
Wakeshma Township	13998 South 424nd St.	Michael Fry	269-778-3728	<a href="mailto:clerk@wakeshmatownship.com">clerk@wakeshmatownship.com</a>	1st Monday	7:30 PM	Mackie
Village of Augusta	109 W. Clinton St., Augusta	Julie Glenn	269-731-5517	<a href="mailto:augusta@tds.net">augusta@tds.net</a>	1st Monday	7:00 PM	McCormick
Village of Climax	114 E. Maple, Climax	Linda Coburn	269-746-4174	<a href="mailto:climaxvillage@gmail.com">climaxvillage@gmail.com</a>	1&3 Tuesdays	7:30 PM	
Village of Richland	8985 Gull Rd.	Brooke Jamieson	269-629-9903	<a href="mailto:clerk@villageofrichland.org">clerk@villageofrichland.org</a>	2nd Monday	7:00 PM	McCormick
Village of Schoolcraft	442 N. Grand St., Schoolcraft	Theresa O'leary	269-679-4304	<a href="mailto:toleary@villageofschoolcraft.com">toleary@villageofschoolcraft.com</a>	1&3 Mondays	7:00 PM	Mackie
Village of Vicksburg	13318 N. Boulevard St., Vicksburg	Jim Mallery	269-649-2476	<a href="mailto:villageofvicksburg1@gmail.com">villageofvicksburg1@gmail.com</a>	1&3 Mondays	7:00 PM	Rama/McBride
KATS	5220 Lovers Lane	Steve Stepek	269-343-0766	<a href="mailto:sstepek@kastsmo.org">sstepek@kastsmo.org</a>	Last Wednesday	9:00 AM	Aardema/Rama



Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** May 7, 2025  
**SUBJECT:** Board Committee Assignments

### **DISCUSSION**

The KCTA and CCTA Board implemented a new governing process in March of 2023. It included the creation of four committees: Operations Committee, Planning and Development Committee, Performance Monitoring Committee and the External Relations Committee. These are two-year terms with the purpose to enhance the overall governance process and experience for the Boards.

Committee assignments will be for a two-year period, unless a vacancy necessitates an adjustment. Board Chair Aardema is appointing the following committee assignments:

#### **Board Operations Committee**

- Curt Aardema, Chair
- Chris Burns
- Lisa Mackie
- Dusty Farmer
- James Ayers
- Aditya Rama
- Sean McBride, Staff Liaison

#### **Planning & Development Committee**

- James Ayers (Chair)
- Nicole Beauchamp
- Chris Burns
- Greg Rosine
- Tafari Brown
- Keshia Woodson-Sow, Staff Liaison

#### **Performance Monitoring**

- Aditya Rama (Chair)
- Jim Pearson
- Dusty Farmer
- Tim Sloan
- Greg Vlietstra, Staff Liaison

#### **External Relations Committee**

- Lisa Mackie (Chair)
- Garrylee McCormick
- Christyn Johnson
- Paul Ecklund
- Gary Sigman
- Sarah Joshi, Staff Liaison

At the June Board meeting, a presentation will be made regarding Board Governance and the role of committees. The purpose of the presentation will be to educate newer Boardmembers and to refresh veteran Boardmembers on the Governance materials covered in 2022 and 2023.

### **RECOMMENDATION**

No action. This is for informational purposes.



Agenda Item: # 8  
Meeting Date: 05/12/25

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** May 5, 2025  
**SUBJECT:** Executive Director Update

### **Rider Open House**

Metro hosted an Open House on Thursday, April 24 at 11:30 am and 5:30 pm. The Open House included a presentation. Staff representing several areas of Metro were present to answer questions and interact with riders/public. There were about 20 attendees at the open houses. One highlight of the event was being able help a women meet her transportation needs to/from her evening and weekend shift in south Portage by signing her up and scheduling a trip with Metro Connect. We also plan to host an Open House in late September.

### **Outreach**

- In April, Emily Lower co-instructed a class for the Kalamazoo Literacy Council Financial Literacy every Friday morning. The class instructor, Ms. Kamaria, is a former Metro driver who drove the Alamo route in the early aughts. She focused on how to read physical maps, learn how to use Metro apps, identify travel goals and how to utilize each of Metro's services to achieve them. For the final class on April 25, they rode Route 13 – S. Burdick for practical application of information learned and to cover any last questions. We are planning to do this again in the fall.
- April 25 - Participated in Bits of Business at the Portage Zhang Senior Center
- April 29 - Travel training at Portage Northern for 16 students and four staff
- May 1 - Travel training took place at Vicksburg schools for students to learn about Metro Connect
- May 5 – Staff attended the Transition Network event at KRESA
- May 9 – Metro will have a table at the Kalamazoo Promise Week event
- May 10 – Metro will have a table at the Bike Week event on the Kalamazoo downtown mall

Metro staff is participating in the long-range planning process for the City of Kalamazoo – Imagine Kalamazoo. The Transportation Group held their meeting at Metro on May 1st.

### **Legislative**

The Executive Director was pleased to host State Representative Matt Longjohn for a tour of Metro and discussion on the importance of public transit and the impact of state funding for providing these services.

### **Thank You Note**

Please see the attached note from the Community-based Transition Staff and Students for providing a tour of Metro by Outreach Specialist Emily Lower.

### **Attachments**

1. Metro Link Update
2. Thank You Note from Community-based Transition Staff and Students

# Thank You!



Ani.R.D.

Dear Kalamazoo Metro Team,

We are writing to express our sincere gratitude for the wonderful tour you provided on Thursday, April 17. We thoroughly enjoyed the opportunity to visit the bus garage, experience a ride on one of your buses, and even witness a bus wash in action. The tour of the Central Transportation facility was also incredibly insightful.

It was fascinating to see the inner workings of the Kalamazoo Metro and learn more about the dedication and effort that goes into keeping our public transportation system running smoothly. We particularly appreciated seeing the maintenance procedures in the garage along with a demonstration of the bus lift in action.

The experience provided a valuable perspective on the vital role the Kalamazoo Metro plays in our community. We were impressed by the professionalism of your staff and the commitment to passenger safety.

Thank you again for taking the time to host this informative and engaging tour. It was a truly memorable experience.

Sincerely,

Community-based Transition Center Staff  
and Students

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Jacob Holbrook  
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JAMES Buchanan

Kevin Buchanan

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Agenda Item: 8b1 Meeting Date: 05/12/25
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Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning  
**DATE:** April 29, 2025  
**SUBJECT:** MDOT Grant Resolution

**BACKGROUND**

The Michigan Department of Transportation (MDOT) has awarded Metro a \$200,000 Michigan Shared Streets and Spaces grant to improve facilities at the campus loading zone bus stop located on Western Michigan University's (WMU) campus. The purpose is to make this high-impact area a civic space that connects students and the community to mobility options including transit and non-motorized facilities.

The campus loading zone (stop 97) saw over 138,000 passengers in 2023 and is the second highest volume stop on Metro's 21-route system. The stop is home to five routes, two of which operate seven days a week.

**DISCUSSION**

Metro will work with WMU to upgrade the accessibility and amenities of the transit waiting area at the campus loading zone. The project plan calls for upgraded bus shelters and benches, new concrete, and the addition of a bike parking facility as the location becomes a mobility hub for students and the community.

The plan has the support of WMU leadership, who have committed to committing the necessary staff and resources to assist with planning, engineering, and implementation of the project within the proposed timeline. Additionally, WMU has committed a financial match of \$50,000.

The project is scheduled to begin in May and conclude in August 2025. As part of the acceptance of this \$200,000 grant award, MDOT requires approval of the attached resolution.

**RECOMMENDATION**

It is recommended by staff that the CCTA and KCTA Boards approve Resolution No. 25-004, acceptance of Shared Streets and Spaces Grant from the Michigan Department of Transportation.

. RESOLUTION OF THE  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (“CCTA”)

Resolution No. 25-004

Acceptance of Shared Streets and Spaces Grant Funds

Whereas CCTA makes the following findings:

1. Metro is a transit authority and is an eligible applicant to apply for the one-time appropriation of Shared Streets and Spaces Grant funding through the Michigan Department of Transportation.
2. The campus loading zone bus stop improvements will use forward-thinking project planning and design.
3. Metro considered equity and accessibility when selecting the campus loading zone bus stop for this grant application.
4. Metro worked with Western Michigan University staff, on the development of grant application materials.
5. Public input was distributed to gather feedback on the current bus stop environment with further input to be gathered as final design is completed.
6. Metro is committing to additional 5307 funding for this project and will be working with the university on continued maintenance of the bus stop once improvements have been made.

Therefore be it resolved that the Central County Transportation Authority approves entering into an agreement with the Michigan Department of Transportation to accept the Shared Streets and Spaces grant #25-5111 in the amount of \$200,000 and authorizes Metro Executive Director Sean McBride to sign all necessary documents relating to the project.

Adopted this 12<sup>th</sup> day of May, 2025.

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

Whereas I, Barbara A. Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular session held on May 12, 2025.

\_\_\_\_\_, Clerk  
Central County Transportation Authority



Connecting People Throughout  
Kalamazoo County

Agenda Item: 8b  
Meeting Date 05/12/25

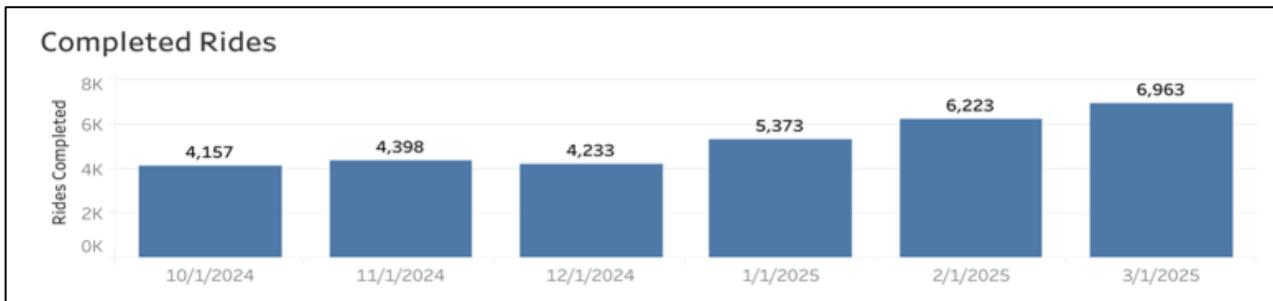
**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning  
**DATE:** April 29, 2025  
**SUBJECT:** Metro Link Update

**BACKGROUND**

The Metro Link microtransit pilot service launched in three zones on April 15, 2024. This memo will provide an overview of performance through March, as presented to the Performance Monitoring Committee meeting.

**DISCUSSION**

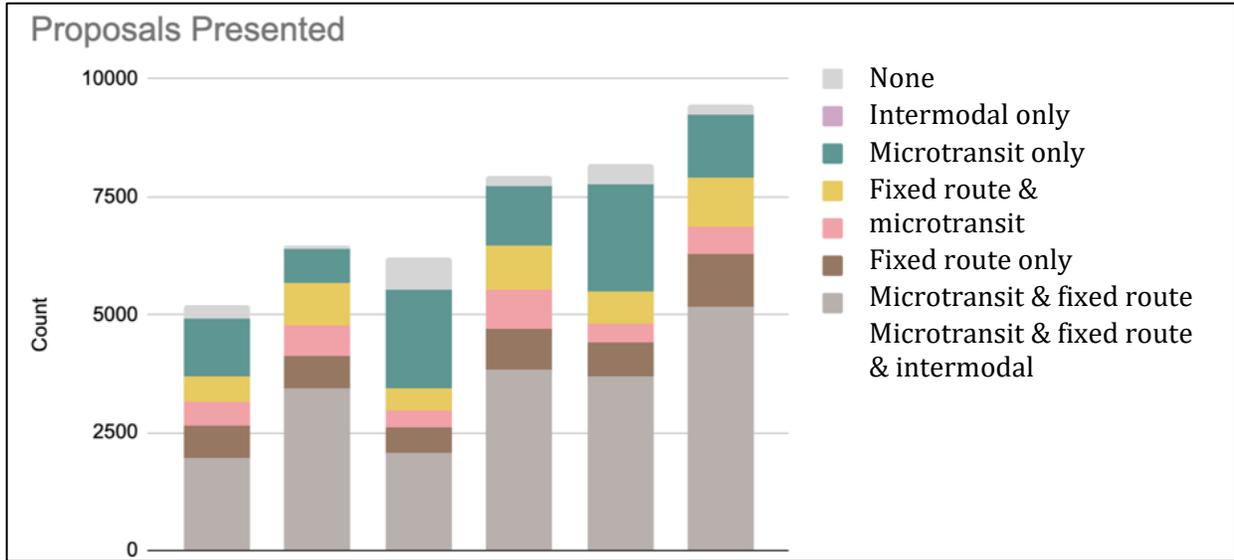
The number of completed rides continued to grow, with a monthly record of 6,963. The total number of rides completed from the date of launch through March 2025 was 42,591.



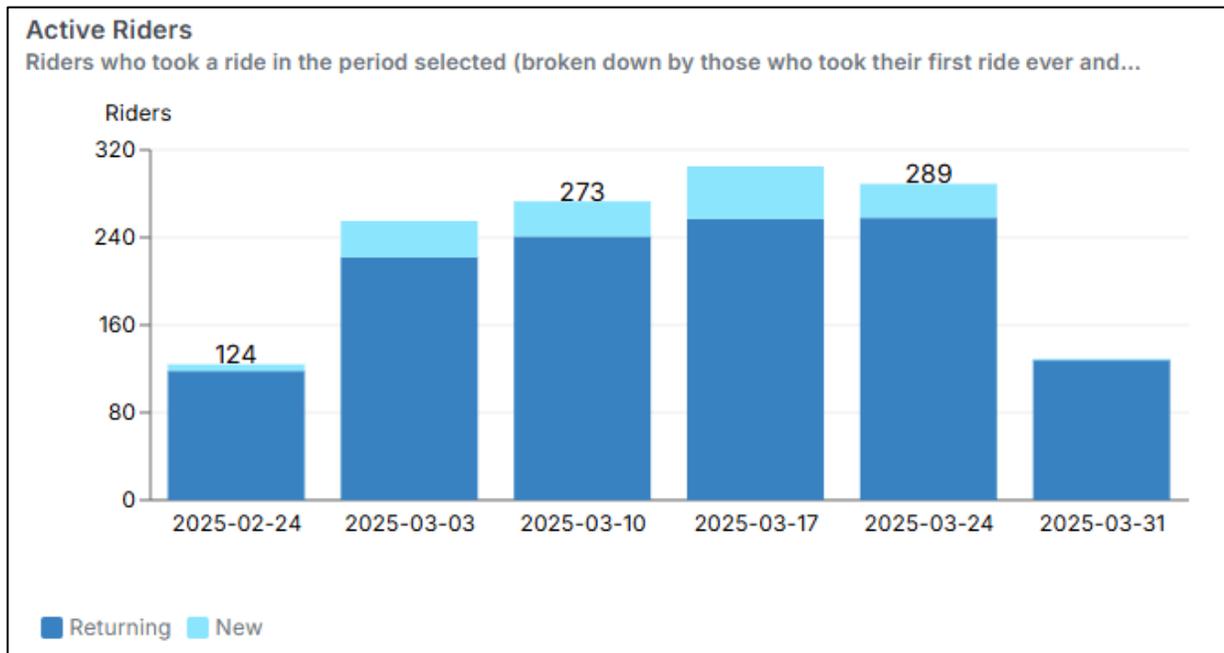
ETA overall decreased slightly in March to an average of 12.3 minutes. West zone demand continues to be strongest, where the ETA pattern was similar to the systemwide average, with the addition of one to two minutes during the peak demand hours of 8-9 am and 2-3 pm.

March's productivity rate climbed to 3.2 rides per hour, and unmet demand for the month remained well below 10%.

Also reaching an all-time high was the number of ride proposals that included a fixed-route option. That number reached just over 5,000 as shown below.



New riders use the service daily. Monthly numbers of new riders are depicted by the light blue portions of the chart below. Thirty-one percent of riders took their first rides in March.



This month’s rider comment is a compliment for driver Dave S.: “Dave was a great driver [and] had exceptional customer service.”

For additional performance metrics, see the Performance Monitoring Committee’s April meeting notes.

**RECOMMENDATION**

This update is provided for informational purposes. No action is requested.