



HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM LOCAL ADVISORY COUNCIL MEETING

Minutes

November 12, 2025 at 1:15 P.M., Four Pointes Center for Successful Aging

- 1. Meeting called to order at 1:15 P.M. by Carrie Uthe, Chairperson**
- 2. Roll Call by the Board Chair**

Lisa Greenwood - *Absent*
Heather Phillips - *Absent*
John Phillips - *Present*
Christina Shannon - *Present*
Sarah Wheeler - *Present*
Carrie Uthe - *Present*
Rebecca Hopp - *Present*
Kim Sibilsky - *Present*
Brandon Bucek - *Present*
Bonnie Shears - *Present*

Harbor Transit Staff Present:

Scott Borg
Dana Appel
Tom Burghardt
Brian Woline
Annelise Walker
Shonda Walksi
Joseph Jones
Joan Brzozowski

- 3. Approve or Change Agenda – *Sibilsky motioned to approve agenda as submitted, Hopp seconded. Motion Passed***



4. Call to Audience – *No Comments*

5. General Business

a) Approval of the August 13, 2025 Meeting Minutes - *Hopp motioned to approve, Wheeler seconded. Motion Passed*

b) Discussion/Action 2026 LAC Meeting Schedule - *Burghardt commented that the 2026 meeting dates closely match the current 2025 meeting dates. Sibilsky motioned to approve the dates as listed, Wheeler seconded. Motion passes.*

c) Discussion/Action Members with term expirations –*Members with Terms Expiring; Sarah Wheeler, Lisa Greenwood, and Heather Phillips all have terms expiring this month. The committee unanimously recommended renewing all three members for three-year terms. John Phillips announced he is stepping down from his seat (Grand Haven Township). A replacement will need to be identified. Borg explained that the position will be posted and applicants will be reviewed at the next meeting, then that recommendation will be forwarded to the Harbor Transit Board for approval.*

d) Discussion/Action FY2027 Vehicle Accessibility Plan Update (VAP) – *Burghardt requested the LAC to review the updated VAP then comment and either approve/not-approve each section.*

1. Total D-R Fleet anticipated for application year? 29 – 2 deviated fixed route and 27 demand response - *Burghardt noted that these figures reflect the projected FY2027 fleet based on current vehicle inventory and scheduled replacements.*

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** - *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*



- **Carrie Uthe** - *Carrie asked whether Harbor Transit was considering a fixed-route service. Dana advised there is no movement toward fixed route until at least 2028, due to planning tied to the new operations facility. Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

2. Total Anticipated D-R Fleet Accessible or lift-equipped? 29 – 2 deviated fixed route and 27 demand response - *Burghardt confirmed that all revenue vehicles are fully accessible and equipped with lifts or ramps.*

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

2.A If your agency is operating inaccessible revenue vehicles, is equivalent service being offered to riders? *N/A* - *Burghardt stated that this item is not applicable because Harbor Transit does not operate any inaccessible revenue vehicles.*

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*



- **Kim Sibilsky** – *Suggested a response of N/A as we do not have any inaccessible revenue vehicles. Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted? **NO** - *Burghardt advised that there have been no changes affecting fleet size or accessibility since the prior VAP submission.*

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

4. Has the agency made any changes in the following since the last accessibility plan update was submitted? - *Burghardt explained that all operational details and LAC membership remain unchanged from the previous year.*

- | | |
|---|------------------|
| a. Fare structure | <u>No</u> |
| b. Service area information | <u>No</u> |
| c. Service availability information | <u>No</u> |
| d. Service Hours/days of operation | <u>No</u> |
| e. Local advisory council membership | <u>No</u> |

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*



- **Carrie Uthe** – *Requested that in the future harbor Transit looks into creating a stop point at the Costco in Norton Shores and a bus route into Nunica, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** – *Also requested that Harbor Transit looks into creating a stop point at the Costco in Norton Shores, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update? No -

Burghardt reported that no additional changes have been made to the vehicle accessibility plan since the last submission.

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

6. How frequently does the agency's LAC meet? Quarterly - Burghardt reiterated that the LAC continues to meet quarterly, consistent with MDOT requirements.

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*



- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

7. LAC MEMBER LIST (See list on the FY2027 VAP) – Burghardt confirmed that the roster listed in the VAP accurately represents the current appointed members for FY2027.

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

8. General VAP Comments/Approvals - Burghardt asked for final comments or questions; none were raised, and members indicated approval.

- **Lisa Greenwood** - *Absent*
- **Heather Phillips** - *Absent*
- **John Phillips** – *No Comment, Approve*
- **Christina Shannon** - *No Comment, Approve*
- **Sarah Wheeler** - *No Comment, Approve*
- **Carrie Uthe** - *No Comment, Approve*
- **Rebecca Hopp** - *No Comment, Approve*
- **Kim Sibilsky** - *No Comment, Approve*
- **Brandon Bucek** - *No Comment, Approve*
- **Bonnie Shears** - *No Comment, Approve*

~ 2027 Vehicle Accessibility Plan approved by the LAC.



6. Reports

a. Operations Report

- *The Operations Supervisor provided an overview of overall service activity for the recent reporting period. Ridership levels remained consistent, on-time performance was stable, and no significant safety incidents were reported. Staff continues to monitor seasonal changes in demand and maintain service reliability. Trinity @ the Lakes ridership continues to grow, and ridership across all municipalities remains steady. No operational disruptions or major vehicle issues were noted.*

b. Marketing Report

- *Marketing staff gave a brief update on current outreach and promotional efforts. Recent campaigns include digital and streaming ads, community engagement events, and seasonal programs such as travel training, holiday trolley rides, and the ongoing Cans & Coats “Stuff the Bus” drive. Bus advertising partnerships remain active, with several wrap installations underway. Overall public engagement remains strong.*

c. Finance Report

- *The Finance & Compliance Director provided an update on financial activity at the start of the new fiscal year. Cash levels remain stable, and ongoing year-end adjustments are in progress. State and federal operating revenue classifications have changed due to Harbor Transit’s large-urban designation, resulting in some funding adjustments. Some revenue delays occurred due to the timing of the State budget, but payments have since been received. Expenditures are tracking normally for this point in the fiscal year.*

d. Transportation Directors Report

- *The Director shared updates on major projects and organizational activities. The new Operations Center project remains on schedule, with construction documents completed and the bidding process expected to begin soon. Federal grant approval steps are moving forward following required modifications. Harbor Transit received conditional approval from Grand Haven Township for the facility’s Special Land Use request. The FTA is completing additional environmental review related to existing structures on the property ahead of planned demolition in 2026. No other concerns or operational issues were reported.*



7. Board Members' Comments

- *Sibilsky: No additional comments.*
- *Uthe: Mentioned community feedback regarding ambulance use impacting rider insurance rates.*
- *Shears: No comment.*
- *Hopp: Shared Holland Sentinel article describing MAX's "Free Rides to Food Pantries" program through November; Scott expressed strong interest in pursuing a similar initiative.*
- *Wheeler: Asked about possible connections to Holland; she works in Holland and emphasized the need. Borg confirmed it is "on the radar," but would require inter-local agreements between MAX's board and MATS board.*
- *Phillips: Shared heartfelt comments thanking Harbor Transit, noting before serving on the LAC that it has been a great privilege to work with HT for 10 years, with excellent support from management and a positive workplace environment.*

8. Meeting adjourned at 2:42pm

The next regularly scheduled Harbor Transit Local Advisory Council meeting will be held on February 11, 2026 at Four Pointes Center for Successful Aging.

I hereby certify that the FY2027 Vehicle Accessibility plan was approved as reflected in the minutes.

Carrie Uthe, LAC Chairperson

Date