

AGENDA  
CITY OF HILLSDALE  
LOCAL ADVISORY COMMITTEE  
FOR DIAL-A-RIDE  
January 7, 2025  
1:30 P.M.

- I. Acknowledgment of new members:
- II. Approval of Agenda
- III. Approval of minutes – January 3, 2024
- IV. Review Accessibility Plan
  - a. Bus Inventory
  - b. Lifts
  - c. Planned Vehicle Changes
  - d. Fare Structure (increase)
  - e. Service Area (service area revisions)
  - f. Availability
  - g. Hours of Operations
- V. Operating Budget
  - a. Advertising
- VI. Capital Requests
  - a. Bus Replacements (1)
- VII. Old Business
  - a. Vacant Board Position
- VIII. Acknowledgment of resignations:
- IX. Adjournment

**City of Hillsdale**  
97 N. Broad St., Hillsdale, MI 49242

**Local Advisory Council for Dial-A-Ride**  
**Minutes**

Conference Room  
City Hall

January 3, 2024

Call to Order

The meeting was called to order by Jason Blake at 1:39 p.m.

Board members present: Edward Swanson  
Shirley Lopez  
Kara Lorenz-Goings

Board Members Absent: Steven Hammett, Barbara Hamdan

Also present were Jason Blake- Director of Public Services, Katy Price- City Clerk.

**Approval of Minutes:** January 30, 2023 minutes were presented to the committee,

Motion by Lopez to approve minutes as presented, Lorenz-Goings seconded. Voice vote, all in favor, motion approved.

**Review Accessibility Plan:** Blake reviewed the plan with the committee. Vehicles include access for handicap riders which include but not limited to wheelchair/walker lifts. LAC meets annually. Blake mentioned that the City has four (4) buses for on demand pick. City adopted the age to be 60 years for seniors and not standard 65. Blake reviewed the service areas on a map. He went over Walmart trips and then potential Meijer trips in the future when the store is built. The committee looked over hours of operation; Monday- Friday, 7:15a.m. – 4:15 p.m. excluding 11:45 a.m. – 12:45 p.m. for lunches. Discussion ensued on Region 2 Area on Aging name change to WellWise Services Area on Aging.

Motioned by Lopez to approve the accessibility plan seconded by Lorenz-Goings. Voice vote, all in favor, motioned passed.

**Operating Budget:** Jason Blake reviewed the operating budget. There was a brief discussion about general fund transfers, labor costs and ridership increases along cost savings.

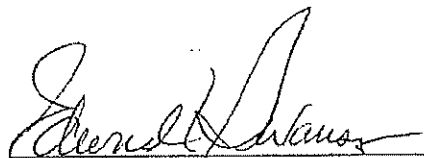
**Other Business:** Discussion on vacant board position; suggestion of a Transportation expert at WellWise Services Area on Aging to join the Committee, benches at stores, Meijer trips and ridership.

Motion by Swanson to adjourn the meeting, seconded by Lopez. Voice vote, all in favor, the motion passed unanimously.

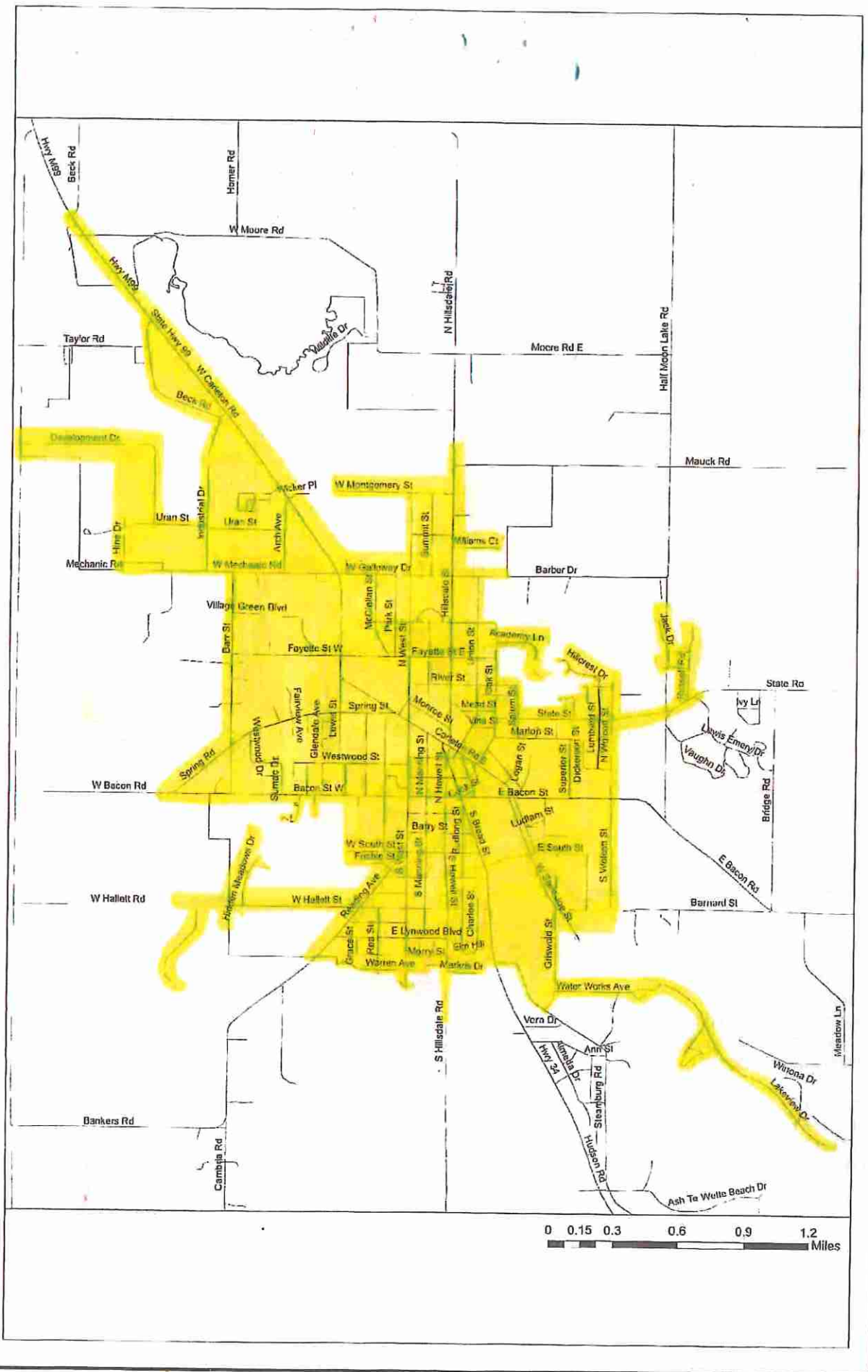
Meeting adjourned at 2:15 p.m.

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Edward Swanson- LAC Chairperson

A handwritten signature in cursive script, appearing to read "Edward Swanson", written over a horizontal line.

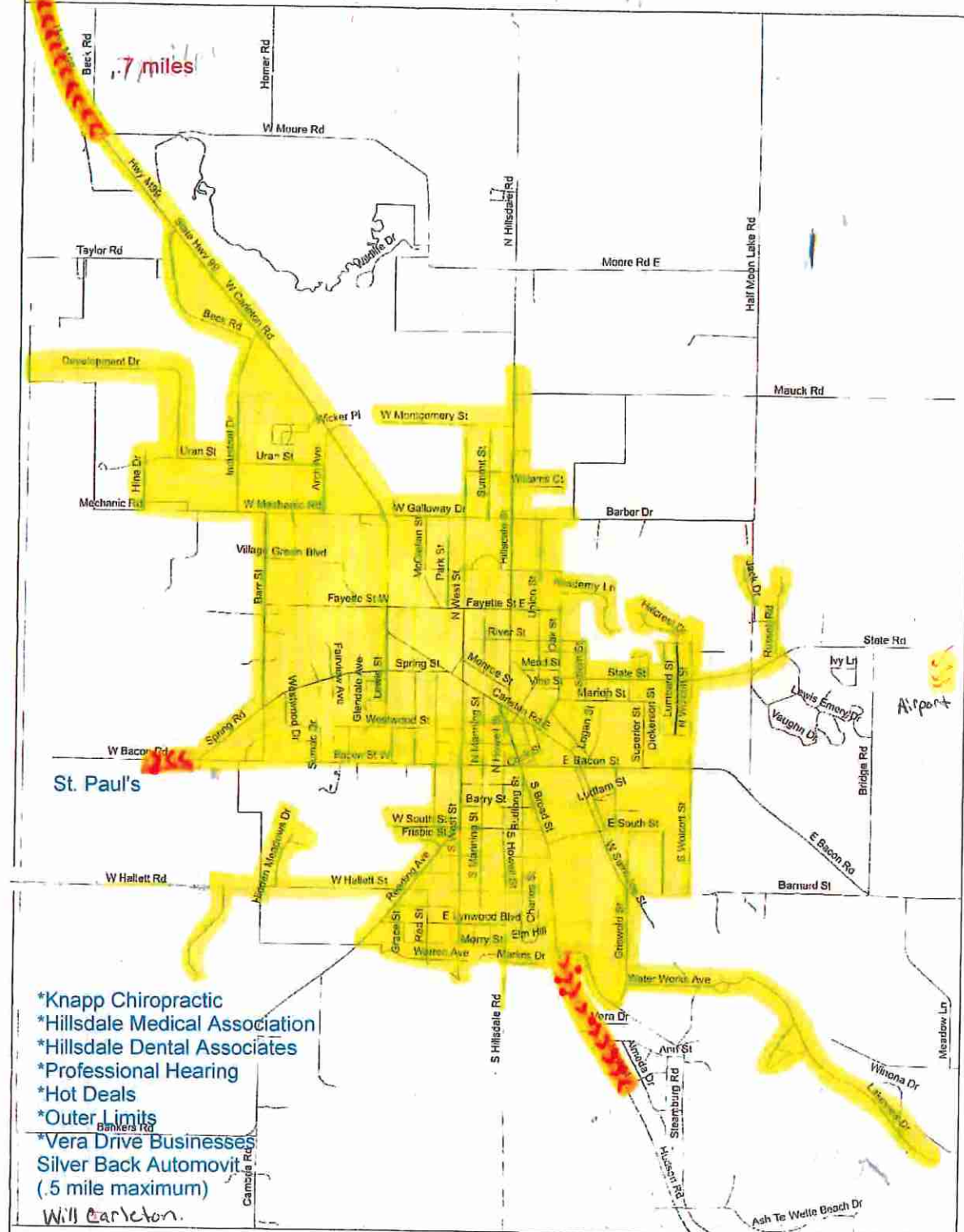
Edward Swanson- LAC Chairperson



Dial-A-Ride Transportation (DART)  
Service area with out-of-town

Walmart Trip (21x per year)

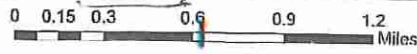
1.7 miles



St. Paul's

Airport

- \*Knapp Chiropractic
- \*Hillsdale Medical Association
- \*Hillsdale Dental Associates
- \*Professional Hearing
- \*Hot Deals
- \*Outer Limits
- \*Vera Drive Businesses
- Silver Back Automovit
- (.5 mile maximum)
- Will Carlton.



**Accessibility Plan  
City of Hillsdale Dial-A-Ride (DART)  
981 Development Dr.  
Hillsdale, MI 49242**

**1. Purpose**

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter "the Act") and the official administrative rules for administration of Michigan's Comprehensive Transportation Fund. The purpose of this Accessibility Plan is to describe the demand-response service provided by City of Hillsdale DART (Dial-A-Ride Transportation to senior persons and individuals with disabilities. This Accessibility Plan demonstrates it is the policy of City of Hillsdale's DART to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age, or older, and individuals with disabilities residing in City of Hillsdale's DART entire service area. (See attached map defining the service area.)
- B. That as a minimum, demand-response service is provided to persons 60 years, of age, or older and individuals with disabilities during the same hours as service is provided to all other persons in City of Hillsdale's DART service area.
- C. That the average time required for demand-response service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand-response service provided to all other persons in City of Hillsdale's DART service area.
- D. That City of Hillsdale's DART has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in City of Hillsdale's DART service area. At least one member (or 12 percent of membership has been appointed jointly with the Area Agency on Aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached City of Hillsdale's DART Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

## **2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)**

As used in this Accessibility Plan

(a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "senior" means an individual 60 years of age or older.

## **3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)**

City of Hillsdale's DART estimates that a total of 2786 persons fitting the above definitions reside in the agency's defined service area.

## **4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)**

City of Hillsdale's DART developed this plan using the following process.

a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code

b. The draft plan content was reviewed at a meeting of the City of Hillsdale (DART) Local Advisory Council, held on January 7, 2025 @ 1:30pm, wherein the Local Advisory Council was given the opportunity to review and comment on the content of the plan. In accordance with Sec.10e(18)(d) of the Act, all comments on the plan received at this meeting by City of Hillsdale's DART Local Advisory Council members are contained in a separate section of this plan, below.

c. A final draft plan was submitted to and approved by City of Hillsdale's DART governing body (City Council).

## **5. Local Advisory Council Composition - Rule 202**

City of Hillsdale's DART Local Advisory Council is currently comprised of 5 members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of City of Hillsdale's DART. City of Hillsdale's DART ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age, or older, and persons who have disabilities within the agency's defined service area. City of Hillsdale's DART further ensures that at least one member of its Local Advisory Council (or one of every eight members, whichever is larger) is approved jointly with the Area Agency on Aging.

City of Hillsdale's DART further ensures that its Local Advisory Council membership will include people who have diverse disabilities and the senior who are users of public transportation.

City of Hillsdale's DART Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

1. LAC Chairperson Name: Edward Swanson

This Member is a: <input type="checkbox"/> Person with Disabilities  <input checked="" type="checkbox"/> Person 65 years and older <input type="checkbox"/> Neither of the above groups <input type="checkbox"/> Represents one of the above	<u>Retired</u> <b>AFFILIATION</b> (name of organization if any) This member is:  <input type="checkbox"/> Jointly appointed by the area agency on aging <input type="checkbox"/> A user of public transportation <input checked="" type="checkbox"/> Neither of the above
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2. Shirley Lopez

**NAME**

This Member is a: <input checked="" type="checkbox"/> Person with Disabilities  <input checked="" type="checkbox"/> Person 65 years and older <input type="checkbox"/> Neither of the above groups <input type="checkbox"/> Represents one of the above	<u>Retired</u> <b>AFFILIATION</b> (name of organization if any) This member is:  <input type="checkbox"/> Jointly appointed by the area agency on aging <input type="checkbox"/> A user of public transportation <input type="checkbox"/> Neither of the above
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3. Vacant

**NAME**

This Member is a: <input type="checkbox"/> Person with Disabilities <input type="checkbox"/> Person 65 years and older <input type="checkbox"/> Neither of above groups <input type="checkbox"/> Represents one of the above	<b>AFFILIATION</b> (name of organization if any) This member is:  <input type="checkbox"/> Jointly appointed by the area agency on aging <input type="checkbox"/> A user of public transportation <input type="checkbox"/> Neither of the above
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4. Kara Lorenz-Goings

**NAME**

This Member is a: <input type="checkbox"/> Person with Disabilities  <input type="checkbox"/> Person 65 years and older <input checked="" type="checkbox"/> Neither of above groups <input type="checkbox"/> Represents one of the above	<u>Well Wise Area Agency on Aging</u> <b>AFFILIATION</b> (name of organization if any) This member is:  <input checked="" type="checkbox"/> Jointly appointed by the area agency on aging <input type="checkbox"/> A user of public transportation <input type="checkbox"/> Neither of the above
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5. Barbara Hamden  
**NAME**

This Member is a:  
 Person with Disabilities

Person 65 years and older  
 Neither of above groups  
 Represents one of the above

Hilltop Apartments Board  
**AFFILIATION**

(name of organization if any)  
This member is:

Jointly appointed by the area  
agency on aging  
 A user of public transportation  
 Neither of the above

6. Steven Hammett  
**NAME**

This Member is a:  
 Person with Disabilities

Person 65 years and older  
 Neither of above groups  
 Represents one of the above

Disabled  
**AFFILIATION**

(name of organization if any)  
This member is:

Jointly appointed by the area  
agency on aging  
 A user of public transportation  
 Neither of the above

**6. Present Vehicle Inventory – Rule 201 (2) (a)**

City of Hillsdale's DART demand response vehicle inventory presently in service is as follows:

- a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4
- b. Number of accessible demand-response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4

**7. Anticipated Vehicle Inventory – Rule 201 (2) (b)**

City of Hillsdale's DART anticipated demand-response vehicle inventory is as follows:

- a. Number of demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 0
- b. Number of accessible demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 1

**8. Narrative Summary of Vehicles Requested – Rule 201 (2) (l)**

As indicated above, the agency currently operates or plans to operate a total of 4 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 4 vehicles. The reason for operating or planning to operate this number of accessible vehicles is that DART staff utilizes all accessible vehicles to accommodate all ridership demand.

**9. Fare Structure - Rule 201 (2) (d)**

City of Hillsdale’s DART fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response is as follows:

Service	General Public	Seniors/Disabled
Demand Response Regular Rates.	Age - 0-4 - Free Age - 5-11 - \$2.00 Age -12-59 - \$3.50	\$2.00
Out of Town Rates.	Age – 0-4 – Free Age – 5-11 - \$2.75 Age – 12-59 - \$5.00	\$2.75
Walmart 2x per year, upon request.	\$5.00 Round Trip Flat Rate (per single round trip)	\$5.00 Round Trip Flat Rate (per single round trip)

**10. Map and Narrative Description of Service Area – Rule 201 (2) (f)**

City of Hillsdale DART provides on demand service within the City limits in addition to various doctor offices, businesses, etc. that is just outside of the city limits daily. Two times per year (November and December) DART provides on-demand service to Walmart, which is located outside of the City of Hillsdale Limits. On-demand service to Walmart is demand based. Hillsdale Municipal Airport is added to the Out of Town Service Area

Refer to the attached map for the City of Hillsdale’s DART Service area.

**11. Service Schedule – Rule 201 (2) (g)**

City of Hillsdale's DART service schedule, including hours of day and days per week for on-demand response service is as follow:

Monday thru Friday, 7:15am – 4:15pm, excluding 11:45am-12:45pm daily.  
Walmart trip is the 4<sup>th</sup> and 15<sup>th</sup> of November and/or December, if trip day falls on a weekend, trip is scheduled for following business day.

**12. Schedules in Alternative Formats – Rule 201 (2) (h)**

City of Hillsdale's DART has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

**13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)**

City of Hillsdale DART does not make demand-response service vehicles available for use during hours or days other than regular service hours and days. City of Hillsdale DART, confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

**14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)**

City of Hillsdale DART does not require that the senior, people with disabilities, and the general public to make an advance request to obtain on-demand response service.

**15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)**

City of Hillsdale's DART provides service to all customers within the following constraints on capacity and restrictions on trip purpose: No constraints or restrictions of any kind.

**16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)**

City of Hillsdale's DART- Local Advisory Council members made the following comments about this plan:

Review Accessibility Plan:

**17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)**



**Hillsdale Dial-A-Ride**

**City Hall, 97 North Broad Street  
Hillsdale, Michigan 49242-1695**

**(517) 437-6411**

**Nonurban City**

**Regular Service**

**Annual Budgeted**

**2026**

**Total Eligible Expenses: \$401,907**

**Comments: Budget increase from 2025 due to union negotiations with wages, and increase of employee insurance cost.**

**Hillsdale Dial-A-Ride**  
**Nonurban City**  
**Regular Service**  
**Annual Budgeted**  
**2026**

Revenue Schedule Report

Code	Description	Amount
<b>401 :</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares (-)	\$58,000
<b>406 :</b>	<b>Auxiliary Trans Revenues</b>	
40615	Advertising (-)	\$36,000
<b>409 :</b>	<b>Local Revenue</b>	
40910	Local Operating Assistance (-)	\$96,886
<b>411 :</b>	<b>State Formula and Contracts</b>	
41101	State Operating Assistance (-)	\$138,678
<b>413 :</b>	<b>Federal Contracts</b>	
41301	Section 5311 Operating (-)	\$72,343
<b>Total Revenues: \$401,907</b>		

**Hillsdale Dial-A-Ride**  
**Nonurban City**  
**Regular Service**  
**Annual Budgeted**  
**2026**

**Expense Schedule Report**

Code	Description	Amount
<b>501 :</b>	<b>Labor</b>	
50101	Operators Salaries & Wages (-)	\$138,523
50102	Other Salaries & Wages (-)	\$49,952
50103	Dispatchers' Salaries & Wages (0-)	\$48,443
<b>502 :</b>	<b>Fringe Benefits</b>	
50200	Fringe Benefits (-)	\$76,414
<b>503 :</b>	<b>Services</b>	
50399	Other Services (-Contractual services/repairs)	\$18,000
<b>504 :</b>	<b>Materials and Supplies</b>	
50401	Fuel & Lubricants (-)	\$31,000
50402	Tires & Tubes (-)	\$2,245
50499	Other Materials & Supplies (-uniforms, building supplies, repairs/maintenance and veh/equip main sup.)	\$13,455
<b>505 :</b>	<b>Utilities</b>	
50500	Utilities (-)	\$6,500
<b>506 :</b>	<b>Insurance</b>	
50699	Other Insurance (-)	\$12,000
<b>509 :</b>	<b>Misc Expenses</b>	
50902	Travel, Meetings & Training (-)	\$3,875
<b>512 :</b>	<b>Operating Leases &amp; Rentals</b>	
51200	Operating Leases & Rentals (-)	\$1,500

**Total Expenses: \$401,907**

**Hillsdale Dial-A-Ride  
Nonurban City  
Regular Service  
Annual Budgeted  
2026**

**Non Financial Schedule Report**

**Public Service**

Code	Description	Quantity DR
610	Vehicle Hours	5,212
611	Vehicle Miles	58,399
615	Unlinked Passenger Trips - Regular	12,859
616	Unlinked Passenger Trips - Elderly	5,928
617	Unlinked Passenger Trips - Persons w/Disabilities	6,321
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	3,052
622	Total Demand-Response Unlinked Passenger Trips	28,160

**Total Passengers: 28,160**

**Vehicle Information**

Code	Description	Quantity
655	Total Demand-Response Vehicles	4
656	Demand-Response Vehicle w/ Lifts	4
658	Total Transit Vehicles	4

**Total Vehicles: 4**

**Miscellaneous Information**

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	9,700
661	Total Transit Agency Employees (Full-Time Equivalent)	4
662	Total Revenue Vehicle Operators (Full-Time Equivalent)	3
665	Number of Volunteer Drivers	1



Hillsdale Dial-A-Ride  
Nonurban City  
Regular Service  
Annual Budgeted  
2026

Total Ineligible Expenses: \$0

Total Eligible Expenses: \$401,907

**IS YOUR BUSINESS READY FOR THOUSANDS OF MILES OF EXPOSURE?  
DRIVE YOUR ADVERTISING DOLLARS FURTHER!**



**The City of Hillsdale Dial-A-Ride offers commercial advertising opportunities on the exterior of local buses. Advertising revenue goes toward continuously improving public transit services.**

### **WHY CHOOSE BUS ADVERTISING?**

Do you want your message to be seen all over town? Promote your business with City of Hillsdale Dial-A-Ride. Our buses travel thousands of road miles each week, which means your ads will be seen daily by hundreds of local residents — people traveling to work, home, school, shopping, restaurants, entertainment and events. Unlike digital or print mediums, bus ads can't be turned off or thrown in the trash.

***With bus ads, your message can reach more people, for longer. Bus ads also help support public transit, a vital community service. Make DART your marketing "vehicle" today!***

### **ADVERTISEMENT SIZING & PRICES**

#### **12-MONTH CONTRACT REQUIRED**

*\*Graphics prep, installation and removal billed separately; graphic sizes listed below may vary slightly based on window dimensions for specific bus model.*

**1 Side Window = 1x 24"x24" Ad Space  
\$200/Mo.**

**2 Side Windows = 2x 24"x24" Ad Space  
\$400/Mo.**

**3 Side Windows, Get 1 FREE!  
= 3x 24"x24" & 1x 20"x20" Ad Space  
\$600/Mo.**

**1 Back Window = 1x 18"x32" Ad Space  
\$300/Mo.**

**FOR MORE INFORMATION, OR TO PLACE AN AD, PLEASE CALL 517-437-3385.**

**Hillsdale Dial-A-Ride  
Capital Requests For FY 2026**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
<b>2026 SEC 5339 - Bus and Bus Facilities</b>								
Eligible/Pending: 1	Vehicle	Desc: Medium Class 1, 29ft. with lift, gas engine (CB Radio and Decals) Justn: Replace bus #3061 as part of 7 year replacement program	\$171,781	\$42,945	\$0	\$214,726	REPLACE	PRE-REQUESTED
Requested: 1								
	<b>Sub Total By Program Type</b>		<b>\$171,781</b>	<b>\$42,945</b>	<b>\$0</b>	<b>\$214,726</b>		
	<b>Sub Total By Request Year</b>		<b>\$171,781</b>	<b>\$42,945</b>	<b>\$0</b>	<b>\$214,726</b>		