

FY 2022 Final Acceptance Report

Macatawa Area Coordinating Council
December 2022



<https://www.the-macc.org/>



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PROGRAM OVERVIEW

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A. Metropolitan Planning Organization (MPO) Program Administration

Provision of the services necessary for coordination, administration, and monitoring of the transportation planning program.

- Transportation Program Management
- Public Information and Involvement
- Interagency Coordination and Training
- FY 2023 Unified Work Program

B. MPO Short-Range Planning

A variety of activities that occur on an annual or regular basis. Much of the short range planning is data focused with outputs used to restore and build detailed statistics used for planning purposes. Some of the data generated includes demographic, economic, and other pertinent transportation information.

- Transportation Improvement Program (TIP)
- Transit System Planning/Development
- Data Collection Analysis
- Technical Assistance
- Westrain Collaborative

C. Special Studies and Projects

Studies that collect and evaluate data on multimodal transportation or unique studies or collaborations that have been identified as important to the MPO region.

- Asset Management
- Data Collection



PROGRAM OVERVIEW

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D. MPO Long-Range Planning

Motorized and Non-Motorized transportation planning that occurs at a multi-year timescale

- Long-Range Planning Initiatives
- Long-Range Transportation Plan Implementation
- Performance Measure Development
- Long-Range Transportation Needs Analysis in Ottawa County



E. Air Quality

These activities are related to transportation air quality and the reduction of pollution.

- Air Quality Conformity: Interagency Consultation
- West Michigan Clean Air Action! Program
- Green Commute "Week"
- Pedestrian and Bicycle Planning and Promotion



FINANCIAL STATUS

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FY 22 Transportation Expenses

The budget per task is developed every year in the Unified Work Program (UWP). The table below shows each budget along with the task cost at the end of the fiscal year.

Work Program Task	Total Budget	Total Cost To Date	% By Task
Administration	\$46,913.62	\$46,913.62	100%
Short Range Planning	\$93,826.77	\$93,926.77	100%
Data Collection	\$21,250.00	\$21,250.00	100%
Special Projects	\$78,189.37	\$78,189.37	100%
Asset Management	\$19,000.00	\$16,410.01	86.37%
Long Range Planning	\$93,627.24	\$93,627.24	100%
Air Quality	\$50,000.00	\$50,000.00	100%



PART A: Metropolitan Planning Organization (MPO) Program Administration

Background

Provisions of the services necessary for coordination, administration, and monitoring of the transportation planning program.

Activities

- Transportation Program Management
- Public Information and Involvement
- Interagency Coordination and Training
- FY 2023 Unified Work Program (UWP)
- Policy Board and Technical Advisory Committee staff support
- Metropolitan Transportation Planning Association (MTPA) participation

Project Produced

- FY 2023 Unified Work Program document sent to MDOT in June 2022
- Monthly billings and progress reports to MDOT throughout the fiscal year
- Agendas, minutes, and meeting packet materials of MACC Technical Committee and Policy Board
- MACC Monthly newsletter posted to the website and sent out to the public within contact database
- Major MACC website updates
- Enhanced MACC Social Media

Work Program Task	Total Budget	Total Cost To Date	% By Task
Administration	\$46,913.62	\$49,613.62	100%

Completed	X
Nearly Completed	
Partially Completed	
Not Started	

PART B: MPO Short-Range Planning

Background

A variety of activities that occur on an annual or regular basis. Much of the short-range planning is data focused on outputs used to restore and build detailed statistics used for planning purposes. Some of the data generated include demographic, economic, and other pertinent transportation information.

Activities

- Transportation Improvement Program (TIP)
- Transit System Planning and Development
- Data Collection and Analysis
- Local Technical Assistance
- Highway Performance Monitoring System (HPMS) data collection and update
- Traffic Counting Program
- Geographic Information Systems (GIS) Data/Maps
- Held Westrian Collaborative Meeting

Project Produced

- Updated local sample data for HPMS segments as provided by MDOT
- Utilized a consultant to collect federal aid and local traffic counts and updated digital maps and reports which the public can find on the MACC's website
- Provided mapping assistance to MAX Transit and for various map projects
- Made annual updates to ArcGIS software to maintain quality maps and technical support
- Utilized GIS mapping as a planning tool for short and long-range planning initiatives
- FY 2020-2023 Transportation Improvement Program (TIP) update and maintenance including amendments as needed.
- Created FY 2023-2026 TIP and submitted in June 2022

PART B: MPO Short-Range Planning Cont.

Work Program Task	Total Budget	Total Cost To Date	% By Task
Short Range	\$93,826.77	\$93,826.77	100%
Data Collection	\$21,250	\$21,250	100%

Completed	X
Nearly Completed	
Partially Completed	
Not Started	

PART C: Special Projects and Studies

Background

Studies that collect and evaluate data on multimodal transportation or unique studies or collaborations that have been identified as important to the MPO region.

Activities

- Asset Management
- PASER Data Collection

Project Produced

- PASER data collected and uploaded to IRT
- Created Asset Management Reports (Value Reports, PASER Reports, and Traffic Count Report)

Work Program Task	Total Budget	Total Cost To Date	% By Task
Special Projects	\$78,189.37	\$78,189.37	100%

Completed	X
Nearly Completed	
Partially Completed	
Not Started	

PART D: MPO Long-Range Planning

Background

Motorized and non-motorized transportation planning that occurs at a multi-year timescale.

Activities

- Long-Range Planning Initiatives
- Non-Motorized Transportation Planning
- Long-Range Transportation Plan (LRTP) Implementation
- Performance Measure Development
- Long-Range Transportation Needs Analysis in Ottawa County

Project Produced

- MACC Executive Director participated in MAX Transit's monthly board meetings
- The Long Range Transportation Plan has detailed elements that relate to transit planning
- Monitored the 2045 Long Range Plan as needed
- Continued statewide and local participation in Performance Based Planning, including adopting MDOT's safety targets
- 8th Street Non-Motorized Study Report
- Created Long-Range related GIS maps
- Added to the MACC's GIS library
- Began to edit/update 2023 Non-Motorized Plan

Work Program Task	Total Budget	Total Cost To Date	% By Task
Long Range	\$93,627.24	\$93,627.24	100%

Completed	X
Nearly Completed	
Partially Completed	
Not Started	

PART E: Air Quality

Background

These activities are related to transportation air quality and the reduction of Ozone

Activities

- Air Quality Conformity: Interagency Consultation
- West Michigan Clean Air Action! Program
- Green Commute "Week" Program

Project Produced

- Participated in the Inter-Agency Work Group (IAWG) for both short and long-range planning
- Staffed the West Michigan Clean Air Coalition Luncheon in partnership with GVMC and WMSRDC
- Completed educational outreach campaign in conjunction with the West Michigan Clean Air Coalition which includes the joint purchasing of promotional and educational materials and educational outreach media campaigns to inform residents on actions they can take to reduce emissions.
- Planned and implemented the 2022 Green Commute Week events. This included managing the program, creating and distributing promotional materials, giving away prizes, and updating the MACC website.
- Created multiple Clean Air Action billboards to be displayed in the Holland area.

Work Program Task	Total Budget	Total Cost To Date	% By Task
Air Quality	\$50,000.00	\$50,000.00	100%

Completed	X
Nearly Completed	
Partially Completed	
Not Started	



APPENDIX A

Fiscal Year 2022
Monthly Status Reports



MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

October 2021

**All tasks billed to Consolidated Planning Grant (CPG), unless otherwise noted*

Administration

- Completed timesheets and entered completed tasks into monthly progress report
- Made updates on the organization's website
- Attendance at weekly staff meetings
- Attended monthly MTPA (full committee, technical committee and MPO-committee) meetings
- Conducted October TAC meeting
- Developed October TAC meeting presentations, agenda, memos, supporting documents and packet
- Posted October TAC meeting agenda/packet to MACC website
- Met with TAC Chair to discuss agenda items for October TAC meeting
- Met with MDOT MPO Program Manager to discuss updates to MACC website
- Made edits to job description for MACC executive director position
- Attended "Non-Motorized Conceptual Design Transitions - 8th Street" meeting with agency partners
- Attended "Preliminary Concept Review - 8th Street" meeting with agency partners
- Attendance at monthly MTPA (finance subcommittee) meeting
- Met with MDOT Transportation Planner to discuss upcoming October TAC meeting
- Facilitated October TAC meeting
- Met with area partners to discuss updates regarding Macatawa River Greenway
- Edited open Executive Director job description and coordinated job posting on various job boards
- Attended Advocacy in Action: Local Government Updates meeting (Michigan West Coast Chamber)
- MACC/MDOT meeting to discuss October Policy Board meeting
- Reviewed past MACC billing invoices
- Attended MDOT Grand Region Intelligent Transportation Systems (ITS) Workshop
- Developed presentation for October Policy Board meeting
- Prepared for the setup of the October Policy Board meeting at Laketown Township Hall
- Setup and attended MACC October Policy Board Meeting
- Compiled documentation for and submitted DBE reports
- Updated master calendar of transportation tasks to be completed for remainder of FY 2022

Short Range Planning

- Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- Attended MACC / MDOT FY20-23 TIP Coordination meeting
- Counted bicycle, vehicle and pedestrian counts at various locations in MACC Planning Area
- Reviewed projects submitted for FY 2023-2026 TIP Call for Projects by local agencies
- Met with various MDOT MPO Program Manager to discuss technical correction for FY 20-23 TIP project
- Met with Pedal Holland staff to discuss MDOT and Pedal Holland bicycle count results
- Developed comprehensive spreadsheet showing projects information received by local agencies for FY 2023-2026 TIP Call for Projects
- Developed interactive map of projects in the FY 2023-2026 TIP Call for Projects
- Developed documentation of approved FY 2023-2026 Call for Projects project information
- Edited text from FY 2020-2023 TIP for development of FY 2023-2026 TIP
- Began calculating and mapping Environmental Justice areas for FY 2023-2026 TIP
- CLEAN AIR ACTION: Prepared for and attended WMCAC Committee meeting
-

Special Projects and Studies

-

Long Range Planning

-

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

November 2021

**All tasks billed to Consolidated Planning Grant (CPG), unless otherwise noted*

Administration

- Completed timesheets and entered completed tasks into monthly progress report
- Made updates on the organization's website
- Attendance at weekly staff meetings
- Attended monthly MTPA (full committee, technical committee, education committee and MPO-committee) meetings
- Conducted November TAC meeting
- Developed November TAC meeting presentations, agenda, memos, supporting documents and packet
- Posted November TAC meeting agenda/packet to MACC website
- Met with TAC Chair to discuss agenda items for November TAC meeting
- Created Transportation Planner job description and coordinated job posting on various job boards
- Developed presentation for November Policy Board meeting
- Prepared for the setup of the November Policy Board meeting
- Setup and attended MACC November Policy Board Meeting
- New Transportation Planner onboarding
- Transportation Planners met to discuss current Transportation Program Activities
 - Recent Technical and Policy Committee meeting materials
 - 2021 PASER Program
 - 2021 Traffic Count Program
 - 8th Street Realignment Project
 - FY 2023-2026 TIP Development
 - Transmittal Packages
- Developed text explaining Disadvantaged Business Enterprise (DBE) reports and instructions on how to gather data for submitting DBE reports
- Attended Holland-8th Street Draft Final Concept Meeting
- Organized files in MACC shared drive
- Researched questions received from member of the public regarding public transportation in the Holland area
- Attended ITS meeting to discuss ITS projects in Holland/Zeeland area
- Met with City of Douglas Manager to discuss Douglas CycleTrack
- Developed list of upcoming transportation planning activities to complete through March 2022
- Reviewed and forwarded past correspondence regarding past, on-going and future work tasks to new Transportation Planner

Short Range Planning

- Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- Attended MACC / MDOT FY20-23 TIP Coordination meeting
- *Data Collection/Traffic Count Analysis*: Attended MPO Traffic Count Coordination meeting
- *Data Collection/Traffic Count Analysis*: HPMS data collection
- Reviewed JobNet/TIP Amendment information and MDOT instructional guides
- FHWA CMAQ emissions reductions calculator / forms webinar
- Call with MDOT to discuss remissions reductions calculations methodology
- FY 23-26 CMAQ job emissions reductions calculations, mapping, and documentation
- Call with KATS to discuss FY 2021 Obligation Report
- JobNet overview / training meeting with MDOT
- CMAQ job programming / walk through with MDOT
- Created and submitted November Transmittal package
- *Data Collection/Traffic Count Analysis*: Formatted and sent 2020/2021 Traffic Count data to MDOT
- Attended CMAQ Distribution Coordination meeting
- Attended New FY Obligated Report in JobNet meeting
- Researched past expenditures and developed CMAQ and STP funding proposal for FY 2023-2026 TIP
- *Asset Management*: Compiled 2021 PASER data to upload to Laptop Data Collector

Special Projects and Studies

-

Long Range Planning

- Safe Routes to School Basics / 2020 update webinars
- Met with Opticom representative
- Attended FHWA Active Transportation Funding and Finance Toolkit Webinar

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

December 2021

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Interim Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization
- Managed open Transportation Planner position posting and applications
- Began preparing materials for upcoming Transportation Planner transition
- Meetings with MDOT staff to discuss current and upcoming Transportation Program items including:
 - Performance Measures
 - Travel Demand Model
 - PASER
- Developed December Technical Advisory Committee (TAC) meeting presentation, agenda, memos, supporting documents, and packet
- Prepared for and conducted the December Technical Advisory Committee (TAC) meeting
- Met with TAC chair to discuss agenda items for December TAC meeting
- Developed January Policy Board meeting agenda, memos, supporting documents, and packet
- Prepared for the January Policy Board meeting
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- MTPA: Completed 2022 Conference Survey
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress report
- Attendance at weekly MACC team member meetings
- Reviewed MDOT Data Sharing Agreement and attended coordination meeting
- Meeting with MDOT to discuss FY 2022 UWP amendment for proposed BL-196 crossing study

Short Range Planning

- TIP: Sent out monthly call for amendments
- TIP: Attended MACC / MDOT FY 2020-2023 TIP Coordination meeting
- TIP: Created TIP transmittal package in JobNet (November amendments)
- TIP: Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- TIP: Programmed FY 2023-2026 TIP CMAQ jobs in JobNet and calculated emissions reductions
- TIP: Programmed FY 2024 MAX Transit jobs in JobNet
- TIP: Coordination with MDOT to discuss FY 2022 IIJA Apportionments
- TIP: Call with Prein&Newhof to discuss 152nd Ave path CMAQ funding and status
- TIP: Created draft FY 2022 IIJA apportionment memo and call for projects

- AMPO Data Visualization Working Group webinar
- Sent out December IWAG meeting materials to MITC
- Local Agency Balance Report training video
- FY 2021 Obligation Report testing and meetings with MDOT
- Completed FY 2021 Final Acceptance Report
- Clean Air Action: Reviewed 2021 Clean Air Action! Resident opinion survey results

Special Projects and Studies

- Asset Management: FY 2021 PASER data IRT upload and coordination

Long Range Planning

- Non-Motorized: 8th Street – Non-Motorized Transitions Study Report review meeting with agency partners
- Non-Motorized: 8th Street – Non-Motorized Transitions Study final report and comment review

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

January 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Interim Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization
- Managed open Transportation Planner position posting and applications
- Attended MACC Executive Director interviews
- Prepared transition and training materials for upcoming Transportation Planner staffing change
- Held training sessions and meetings with new Transportation Planner on all key MACC planning and work items including:
 - TIP development and amendments
 - MACC Committee structures
 - PASER
 - Performance Measures
 - Traffic Counts
 - MAX Transit
 - LRTP
 - Clean Air Action!
 - Green Commute
 - HPMS
- Held MACC / MDOT staffing transition and training meeting
- Completed February Technical Advisory Committee (TAC) draft meeting agenda, memos, and supporting documents
- Developed January Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Prepared and held the the January Policy Board meeting
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items

Short Range Planning

- TIP: Created TIP transmittal package in JobNet (January amendments)
- TIP: Coordinated December / January IWAG-MITC meeting
- TIP: Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- TIP: Programmed FY 2023-2026 TIP STP jobs in JobNet
- TIP: Programmed FY 2024 MAX Transit jobs in JobNet
- TIP: Submitted MAX Transit CMAQ jobs in JobNet

- TIP: Sent FY 2022 IIJA apportionment memo and call for projects to all Policy and TAC members, scheduled and held special subgroup meeting to allocate funding, and programmed all approved funding changes to nominated jobs
- Clean Air Action: Budget preparation, creation, and documentation
- Clean Air Action: Met with GVMC and WMSRDC to discuss 2022 outreach campaign
- Clean Air Action: Drafted TV and Radio commitment letters for 2022 outreach funding amounts
- Clean Air Action: Met with EffectTV to discuss 2022 outreach campaign
- Clean Air Action: Reviewed and ranked all received 2022 radio campaign proposals
- Clean Air Action: WMCAC Steering Committee meeting

Special Projects and Studies

- Data Collection: HPMS data collection

Long Range Planning

None

**MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report**

February 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Interim Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization
- A MACC Executive Director was hired and began work on 2/14.
- Completed February Technical Advisory Committee (TAC) draft meeting agenda, memos, and supporting documents
- Developed February Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Prepared and held the February Policy Board meeting
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items

Short Range Planning

- TIP: Created TIP transmittal package in JobNet (February amendments)
- TIP: Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- TIP: Programmed FY 2023-2026 TIP STP jobs in JobNet
- TIP: Programmed FY 2025 & 2026 MAX Transit jobs in JobNet
- TIP: Submitted MAX Transit CMAQ jobs in JobNet
- TIP: Adjusted CMAQ funding due to IIJA decrease.
- TIP: Added Carbon Reduction Program Money to multiple CMAQ jobs
- Clean Air Action: Budget preparation, creation, and documentation
- Clean Air Action: Met with GVMC and WMSRDC to discuss 2022 outreach campaign
- Clean Air Action: TV and Radio commitment letters for 2022 outreach funding amounts
- Clean Air Action: Chose 2022 radio campaign proposals

Special Projects and Studies

- Data Collection: HPMS data collection

Long Range Planning

None

**MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report**

March 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Completed March Technical Advisory Committee (TAC) draft meeting agenda, memos, and supporting documents
- Developed March Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Prepared and held the March Policy Board meeting
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Went to Southwest Michigan Planning Commission for TIP help.

Short Range Planning

- TIP: Created TIP transmittal package in JobNet (March amendments)
- TIP: Processed TIP administrative modifications and amendments for MACC member agencies in JobNet
- TIP: Began creating maps to show FY23-26 Projects
- TIP: Organized Data for FY23-26
- UWP: Began updating FY22 UWP to reflect FY23 UWP
- Clean Air Action: Budget preparation, creation, and documentation

Special Projects and Studies

- Data Collection: HPMS data collection and submission.

Long Range Planning

None

**MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report**

April 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- *No TAC Meeting this month.*
- Developed April Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Prepared and held the April Policy Board meeting
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Held interviews for GIS Specialist position

Short Range Planning

- TIP: Created maps to show FY23-26 Projects
- TIP: Organized and analyzed data for FY23-26
- TIP: Worked with CDM Smith Consulting in order to produce Environmental Justice maps and data
- UWP: Updated FY22 UWP to reflect FY23 UWP
- Clean Air Action: Budget preparation, creation, and documentation

Special Projects and Studies

None

Long Range Planning

None

**MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report**

May 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Prepared and distributed TAC Meeting Agenda.
- Hosted TAC meeting at the MACC office.
- Developed May/June Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Made updates on the organization's website
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Held a second-round interview for the GIS Specialist position

Short Range Planning

- TIP: Created a Draft and got it approved by TAC members
- TIP: Organized and analyzed data for FY23-26
- TIP: Worked with CDM Smith Consulting in order to receive foam board maps for the open house
- UWP: created a Draft and got it approved by TAC members
- Hosted TIP open house

Special Projects and Studies

None

Long Range Planning

None

**MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report**

July 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Held a TAC Meeting for this month.
- Developed July Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Created and published a new monthly newsletter
- Attended MTPA Conference in Flint, MI.
- Managed and/or created social media accounts (Facebook, YouTube)
- Made edits and continued redesign to MACC website

Short Range Planning

- TIP: Updated document and sent it to MDOT for review
- UWP: Updated document and sent it to MDOT for review
- Collected and analyzed PASER data
- Created Green Commute Week video and flyers
- Passed out flyers and promoted Green Commute Week in the community

Special Projects and Studies

- Continued to edit I-196 BL Crossing Study RFP.
- Made amendments to the UWP to include the Crossing Study

Long Range Planning

- GIS mapping projects

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

July 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Held a TAC Meeting for this month.
- Developed July Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- MTPA: Attended virtual monthly MTPA meetings (full committee, MPO, and Financial Working Group)
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Created and published a new monthly newsletter
- Attended MTPA Conference in Flint, MI.
- Managed and/or created social media accounts (Facebook, YouTube)
- Made edits and continued redesign to MACC website

Short Range Planning

- TIP: Updated document and sent it to MDOT for review
- UWP: Updated document and sent it to MDOT for review
- Collected and analyzed PASER data
- Created Green Commute Week video and flyers
- Passed out flyers and promoted Green Commute Week in the community

Special Projects and Studies

- Continued to edit I-196 BL Crossing Study RFP.
- Made amendments to the UWP to include the Crossing Study

Long Range Planning

- GIS mapping projects

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

August 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Developed August Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Created and published a new monthly newsletter
- Managed and/or created social media accounts (Facebook, YouTube)
- Made edits and continued redesigning the MACC website

Short Range Planning

- TIP: Made final edits
- UWP: Made final edits
- Collected and analyzed PASER data
- Created Green Commute Week video and flyers
- Passed out flyers and promoted Green Commute Week in the community

Special Projects and Studies

- Sent out I-196 BL Crossing Study RFP to agencies
- Sent out 2022 Traffic Count RFP to prospective contractors

Long Range Planning

- GIS mapping projects
- Worked on Non-Motorized plan

MACATAWA AREA COORDINATING COUNCIL
Monthly Progress Report

September 2022

Administration

- The financial and personnel matters, as well as all other operational affairs of the MPO, were managed by the Executive Director in conjunction with the Executive Committee as needed for policy decisions and efficient running of the organization.
- Developed September Policy Board meeting agenda, memos, supporting documents, packet, and minutes
- Completed timesheets and entered completed tasks into monthly progress reports
- Attendance at weekly MACC team member meetings
- Attended various meetings with MDOT to discuss Transportation work items
- Created and published a new monthly newsletter
- Managed and/or created social media accounts (Facebook, YouTube)
- Made edits and continued redesigning the MACC website

Short Range Planning

- Worked on Public Participation Plan
- Attended Clean Air Action Meetings
- Ordered and received Clean Air coloring books
- Sent out RFP for billboard advertising
- Selected billboard vendor, selected dates, and started designing billboard advertisements
- Compiled PASER maps and reports
- Attended Westrain meeting
- Took progress pictures and video for website/Facebook

Special Projects and Studies

- Received and reviewed I-196 BL Crossing Study Proposals
- Sent out selected Proposal to steering committee.

Long Range Planning

- GIS mapping projects
- Worked on Non-Motorized plan

