

Macatawa Area Coordinating Council

A Cooperative Effort Among Units of Government

MACC POLICY BOARD

Policy Board

- Thomas Bird
- Nathan Bocks
- Heather Bowden
- Larry Brown
- Amanda Cooper
- Gretchen Cosby
- Ken DeWeerd
- Jim Gerard
- Linda Howell
- Kevin Klynstra
- Al Nienhuis
- Terry Nienhuis
- Tom Oonk
- Pankaj Rajadhyaksha
- Mike Sabatino
- Jim Storey
- Russ Te Slaa
- Kurt Van Koevering

- Executive Committee

April 22, 2024, 12:00 pm
Port Sheldon Township Hall
16201 Port Sheldon Street, West Olive, MI 49460

AGENDA

- I. **ROLL CALL (for quorum)**
- II. **INTRODUCTIONS AND APPROVAL OF MINUTES *****
- III. **PUBLIC COMMENTS**
- IV. **PRESENTATION - Housing Next**
- V. **TRANSPORTATION PROGRAM**
 - A. Internship Update and Approval ***
 - B. FY 2025 Unified Work Program (UWP) Update (Memo Attached)
 - C. MDOT/FHWA Comments
- VI. **ADMINISTRATIVE ISSUES**
 - A. Financial Report
 - B. Draft budget (Memo Attached)
 - C. MACC Executive Committee Report (Memo Attached)
 - D. Proposed Employee Handbook changes (Memo Attached) ***
 - E. Fireworks (Memo Attached) ***
- VII. **MEMBERS' COMMENTS**
 - A. Member questions or comments
- VIII. **OTHER ISSUES AND ADJOURNMENT *****

Next Meeting: June 3, 2024, at Holland City Hall

*** Action Item

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- Executive Committee

March 25, 2024, 12:00 pm
Olive Township Hall
6480 136th Avenue, Holland, MI 49424

MINUTES

BOARD PRESENT: Tom Bird, Nathan Bocks, Heather Bowden, Larry Brown, Steve Bulthuis, Amanda Cooper, Gretchen Cosby, Jim Gerard, Kevin Klynstra, Al Nienhuis, Tom Oonk, Mike Sabatino, Jim Storey, Kurt Van Koevering

OTHERS PRESENT: Jim Camenga (videographer), Eric Dykstra (MACC), Ryan Ferrier (Lakeshore Advantage), Tyler Kent (MDOT), Jason Latham (MACC), Alec Miller (MACC), Judy Visscher (MACC)

A moment of silence was taken in remembrance of John Kleinheksel, MACC board member since 2009, who recently passed away.

I. ROLL CALL (for quorum) Quorum was achieved

II. INTRODUCTIONS AND APPROVAL OF MINUTES

*****It was moved by Mr. Klynstra and seconded by Ms. Cooper to approve the February 26, 2024 meeting minutes as written. Motion carried.**

III. PUBLIC COMMENTS There were no comments.

IV. TRANSPORTATION PROGRAM

A. Safe Streets for All (SS4A) – Steering Committee Formation - Mr. Dykstra shared that MACC was not selected for the “Reconnecting Communities and Neighborhoods” grant, but we did receive the signed and executed paperwork for the “Safe Streets for All” grant, which MACC was awarded. A draft RFP was prepared and distributed for comments (none were received), and a Steering Committee was formed to help the consultant develop the Safety Action Plan. The finalized RFP will be sent out this week; consultant should be in place shortly.

B. Traffic Counts – Contract Approval - Mr. Dykstra shared the results of bids for traffic counts this year: the TAC committee approved the quote from DLZ for \$17,500. DLZ has been used satisfactorily in the past. The “counts” will include speed, volume and classification in 55 locations in the MACC area.

*****It was moved by Mr. Brown and seconded by Mr. Oonk to approve The Traffic Count contract with DLZ as presented. Motion carried.**

- C. Non-Motorized Plan – Update - Mr. Dykstra shared that we are still developing our refresh to the 2014 plan. A 1-6 PASER rating scale has been chosen for side paths, which we will be rating this year. Path owners have been contacted to verify that paths chosen exist. MACC staff have been on a few test runs to pin down what works, etc. We hope to publish a map after ratings are completed, hopefully by the end of the year. Rating rides will be started soon, as the weather permits.

Discussion followed regarding various ordinances for electric bikes being developed by our member governments. Mr. Latham offered the thought that the MACC could help develop MACC-wide guidelines so all township/city “path rules” are consistent.

- D. I-196 Business Loop Construction Meeting – Mr. Miller shared information about the subject meeting being scheduled at Howard Miller Community Center on Tuesday, March 26, from 4-5:30. MACC staff will be there also to have information available on the pedestrian path progress for the same roadway.
- E. FY 2023-2026 TIP Amendments – Mr. Miller shared details on the current amendments to the subject TIP.

*****It was moved by Mr. Bocks and seconded by Ms. Cooper to approve the FY2023-2026 TIP Amendments as presented. Motion carried.**

- F. MDOT/FHWA Comments – Mr. Kent shared info on a couple of big projects near, but outside of our area: M-6 at 96th southeast of Grand Rapids, I-96 in Ionia County, and I-131 from Burton to 28th. City of Allegan is putting in a roundabout where M-40 and M-89 meet.

A discussion followed regarding funding for roadwork, specifically tolling, road usage, etc. Ms. Bowden and Mr. Van Koevering mentioned relevant presentations on the subject. See pdf and link here for these presentations:



Hendren County Rd
Assoc of MI_FINAL (1

[Michigan Statewide Tolling Study - Home Page \(mitollingstudy.com\)](https://www.mitollingstudy.com/)

V. ADMINISTRATIVE ISSUES

- A. Financial Report – Mr. Latham shared that we are at 46% through the year so far.
- B. MACC Executive Committee Report (memo attached) - Mr. Latham shared that we are in the process of hiring a student intern to be paid with Consolidated Planning Grant funds. Help with Green Commute would be the main focus. The position will be posted on relevant job sites.

Mr. Latham discussed changes to the Employee Handbook: (1) add a couple

of floating holidays, that can be used when federal and/or state holidays are observed and (2) offer gym memberships to staff, as way to keep them healthy, and retain employees.

Mr. Latham shared his satisfaction with the “Strategic Map” that was developed. He has been able to use it when giving area presentations about the MACC.

A small watershed clean up grant will be applied for, as ODC is not able to apply for it. Mr. Latham discussed what types of grants in general we want to apply for in the future.

Two grant opportunities that are relevant to the proposed pedestrian bridge crossing Bus loop I-196) are being pursued. Maybe a MACC dedicated or shared grant writer position in the future?

The MDOT Unified Work Program meeting was held recently; a draft UWP will show up soon at a future MACC Policy meeting.

VII. MEMBERS’ COMMENTS

- A. Member questions or comments - Members shared highlights of activities happening in their jurisdictions.

VIII. OTHER ISSUES AND ADJOURNMENT

*****It was moved by Mr. Sabatino and seconded by Mr. Van Koevering to adjourn the meeting. Motion carried.**

Next Meeting: April 22, 2024, at Port Sheldon Township



Memo

To: Policy Board

From: Alec Miller

Date: 4/15/2024

Re: FY 2025 Unified Work Program (UWP) Update

We are in the process of developing the FY25 Unified Work Program (UWP). We aim to build upon our previous work while adapting to new challenges and opportunities.

Attached to the Policy email, you will find the FY24 UWP document. We encourage you to review it carefully and consider how it aligns with our upcoming objectives and strategies.

Please examine the outlined tasks and consider the following:

Additions: Are there new tasks or projects you believe should be included to enhance our effectiveness?

Deletions: Are there existing tasks that are no longer relevant or that could be consolidated with other efforts?

Adjustments: Do any tasks require modifications in scope or focus to better meet our goals?

Your feedback is crucial for us to craft a UWP that not only meets the current needs of our community but also positions us for future success. Please send your suggestions and comments to Alec Miller or speak at the meeting.

Thank you for your dedication and thoughtful participation in this important process!

**MACATAWA AREA COORDINATING COUNCIL
COMBINED SUMMARY BUDGET COMPARISON
October 1, 2023 - September 30, 2024**

% of budget completed 50%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 24 Budget*	(Under) Budget	of Budget
	Revenue				
	Governmental Funding:				
1	Consolidated Planning Grant (PL112/5303)	\$ 201,372.95	\$ 355,018.00	\$ (153,645.05)	56.7%
2	CMAQ Clean Air	16,322.05	\$ 20,000.00	\$ (3,677.95)	81.6%
3	MDOT Funds - Asset Management	1,074.04	19,000.00	(17,925.96)	5.7%
4	MDOT Data Collection	245.50	17,000.00	(16,754.50)	1.4%
5			-	-	#DIV/0!
			-	-	#DIV/0!
6	Total Governmental Funding	\$ 219,014.54	\$ 411,018.00	\$ (192,003.46)	53.3%
	Jurisdictional Dues:				
7	Allegan County Commission	2,229.04	\$ 2,229.04	-	100.0%
8	Allegan County Road Commission	6,212.50	\$ 6,212.50	-	100.0%
9	Fillmore Township Contribution	2,778.00	\$ 2,778.00	-	100.0%
10	Holland City Contribution	34,378.00	\$ 34,378.00	-	100.0%
11	Holland Charter Township Contribution	38,276.00	\$ 38,276.00	-	100.0%
12	Max Dues Contribution	6,000.00	\$ 6,000.00	-	100.0%
13	Laketown Township Contribution	5,928.00	\$ 5,928.00	-	100.0%
14	Olive Township Contribution	5,007.00	\$ 5,007.00	-	100.0%
15	Ottawa County Commission	11,819.06	\$ 11,819.06	-	100.0%
16	Ottawa County Road Commission	15,956.25	\$ 15,956.25	-	100.0%
17	Park Township Contribution	18,625.00	\$ 18,625.00	-	100.0%
18	Port Sheldon Township Contribution	5,206.00	\$ 5,206.00	-	100.0%
19	Zeeland Charter Township Contribution	12,008.00	\$ 12,008.00	-	100.0%
20	Zeeland City Contribution	5,719.00	\$ 5,719.00	-	100.0%
21	Total Jurisdictional Dues	\$ 170,141.85	\$ 170,141.85	\$ -	100.0%
	Watershed/Stormwater Dues:				
22	Allegan County Commission	2,036.99	2,036.99	-	100.0%
23	Allegan County Road Commission	5,677.25	5,677.25	-	100.0%
24	Fillmore Township Contribution	2,538.66	2,538.66	-	100.0%
25	Holland City Contribution	31,416.12	31,416.12	-	100.0%
26	Holland Charter Township Contribution	34,978.28	34,978.28	-	100.0%
27	Laketown Township Contribution	5,417.27	5,417.27	-	100.0%
28	Olive Township Contribution	4,575.62	4,575.62	-	100.0%
29	Ottawa County Commission	10,800.77	10,800.77	-	100.0%
30	Ottawa County Road Commission	14,581.52	14,581.52	-	100.0%
31	Park Township Contribution	17,020.34	17,020.34	-	100.0%
32	Port Sheldon Township Contribution	4,757.47	4,757.47	-	100.0%
33	Zeeland Charter Township Contribution	10,973.44	10,973.44	-	100.0%
34	Zeeland City Contribution	5,226.27	5,226.27	-	100.0%
35	Total Watershed/Stormwater Dues	\$ 150,000.00	\$ 150,000.00	\$ -	100.0%
	Other Revenue:				
36	Investment Income/Refund State of MI	30,516.63	7,200.00	23,316.63	424%
37	Community Enhancement	182,825.00	42,916.00	139,909.00	426%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 24 Budget*	(Under) Budget	of Budget
38	Donation	400.00	-	400.00	#DIV/0!
39	Total Other Revenue	\$ 213,741.63	\$ 50,116.00	\$ 163,625.63	426.5%
40	Total Revenues	\$ 752,898.02	\$ 781,275.85	\$ (28,377.83)	96.4%
	Expenses				
	Direct Expenses - Transportation				
41	Payroll Expenses - Transportation	154,228.75	272,916.48	(118,687.73)	56.5%
42	Postage	-	350.00	(350.00)	0.0%
43	Operating Supplies	-	450.00	(450.00)	0.0%
44	Capital Expenditures/Computer Equipment	-	10,000.00	(10,000.00)	0.0%
45	Contractual - Consulting		-	-	#DIV/0!
46	Contractual - Software Maintenance	1,100.00	2,500.00	(1,400.00)	44.0%
47	Contractual - Clean Air Program	19,272.34	10,000.00	9,272.34	192.7%
48	Contractual - Data Collection/Analysis		16,000.00	(16,000.00)	0.0%
49	Contractual - Consolidated Planning Grant	162.28	60,000.00	(59,837.72)	0.3%
50	Contractual - Asset Management Program		-	-	#DIV/0!
51	Communications	1,195.09	-	1,195.09	#DIV/0!
52	Travel, Conferences, Seminars	3,015.09	6,000.00	(2,984.91)	50.3%
53	MACC Meetings and Seminars		500.00	(500.00)	0.0%
54	Printing Expense - General		750.00	(750.00)	0.0%
55	Miscellaneous Expense (public notices, etc.)		1,000.00	(1,000.00)	0.0%
56	Dues & Subscriptions		2,500.00	(2,500.00)	0.0%
57	Total Direct Expenses - Transportation	\$ 178,973.55	\$ 382,966.48	\$ (203,992.93)	46.7%
	Direct Expenses - Watershed				
58	Payroll Expenses - Watershed	-	-	-	#DIV/0!
59	Postage	-	-	-	#DIV/0!
60	Operating Supplies	-	-	-	#DIV/0!
61	Educational Materials	-	-	-	#DIV/0!
62	Contractual - Legal	-	-	-	#DIV/0!
63	Contractual - General Consulting	59,043.06	113,500.00	(54,456.94)	52.0%
64	GLC Two Stage Ditches		-	-	#DIV/0!
65	GLC Streambank		-	-	#DIV/0!
66	GLRI Stormwater Expenses		-	-	#DIV/0!
67	Regional Prosperity Expense		-	-	#DIV/0!
68	GLC Sediment/Phosphorus Reduction Expense		-	-	#DIV/0!
69	Trash Free Waters Expense		-	-	#DIV/0!
70	Watershed Council Grant		-	-	#DIV/0!
71	MI CORP expenses		-	-	#DIV/0!
72	Communications		-	-	#DIV/0!
73	MCMP Resilience Plan		-	-	#DIV/0!
74	Travel, Conferences, Seminars		-	-	#DIV/0!
75	MACC Meetings and Seminars		-	-	#DIV/0!
76	Miscellaneous Expense		-	-	#DIV/0!
77	Total Direct Expenses - Watershed	\$ 59,043.06	\$ 113,500.00	\$ (54,456.94)	52.0%
	Indirect Expenses				
78	Payroll Expenses - Indirect	5,196.21	37,463.78	(32,267.57)	13.9%
79	Postage	23.64	2,600.00	(2,576.36)	0.9%
80	Operating Supplies	2,241.65	5,000.00	(2,758.35)	44.8%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 24 Budget*	(Under) Budget	of Budget
81	Capital Expenditures/Computer Equipment	-	2,500.00	(2,500.00)	0.0%
82	Audit Fee	11,200.00	10,000.00	1,200.00	112.0%
83	Budget/Accounting	6,820.00	15,000.00	(8,180.00)	45.5%
84	Contractual - Legal	-	3,000.00	(3,000.00)	0.0%
85	Contractual - Consulting	3,595.00	2,500.00	1,095.00	143.8%
86	Communications	2,664.20	4,000.00	(1,335.80)	66.6%
87	Travel, Conferences, Seminars	154.75	1,000.00	(845.25)	15.5%
88	MACC Meetings and Seminars	2,769.31	7,000.00	(4,230.69)	39.6%
89	Printing	570.64	500.00	70.64	114.1%
90	Bank Service Charges	184.50	500.00	(315.50)	36.9%
91	Copier Expenses	1,264.01	7,500.00	(6,235.99)	16.9%
92	Insurance--Property/Officers/Worker's Comp	7,898.00	3,600.00	4,298.00	219.4%
93	Public Utilities	3,210.27	9,000.00	(5,789.73)	35.7%
94	Building Maintenance	18,654.04	13,000.00	5,654.04	143.5%
95	Office Equipment Maintenance	276.00	2,500.00	(2,224.00)	11.0%
96	Depreciation-To MACC Holding	12,000.00	12,000.00	-	100.0%
97	Miscellaneous Expenses	628.48	2,000.00	(1,371.52)	31.4%
98	Education and Training	15.00	1,000.00	(985.00)	1.5%
99	Dues and Subscriptions	3,674.04	1,000.00	2,674.04	367.4%
99	Community Enhancement Expenses	27,300.00	47,902.60	(20,602.60)	57.0%
100	Total Indirect Expenses	\$ 110,339.74	\$ 190,566.38	\$ (80,226.64)	57.9%
101	Total Expenses	\$ 348,356.35	\$ 687,032.86	\$ (338,676.51)	50.7%
102	Excess of Revenues over Expenses	\$ 404,541.67	\$ 94,242.99	\$ 310,298.68	
	*Budget originally approved in June 2022				
	**MACC members are reminded to budget 20% of their jurisdictional dues for the Local Match Contingency Fund.				

MACATAWA AREA COORDINATING COUNCIL

GENERAL FUND BUDGET COMPARISON

October 1, 2023 - September 30, 2024

				<i>% of budget completed</i>	50%
		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 23 Budget*	(Under) Budget	of Budget
<u>Revenue</u>					
Governmental Funding:					
1	Consolidated Planning Grant (PL112/5303)	\$ 201,372.95	\$ 355,018.00	\$ (153,645.05)	56.7%
2	CMAQ-Clean Air	\$ 16,322.05	\$ 20,000.00	\$ (3,677.95)	81.6%
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Jurisdictional Dues:					
6	Allegan County Commission	2,229.04	2,229.04	-	100.0%
7	Allegan County Road Commission	6,212.50	6,212.50	-	100.0%
8	Fillmore Township Contribution	2,778.00	2,778.00	-	100.0%
9	Holland City Contribution	34,378.00	34,378.00	-	100.0%
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12	Laketown Township Contribution	5,928.00	5,928.00	-	100.0%
13	Olive Township Contribution	5,007.00	5,007.00	-	100.0%
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19	Zeeland City Contribution	5,719.00	5,719.00	-	100.0%
20	Total Jurisdictional Dues	\$ 170,141.85	\$ 170,141.85	\$ -	100.0%
Other Revenue:					
21	Community Enhancement	182,825.00	42,916.00	139,909.00	426.0%
22	Investment Income	30,516.63	7,200.00	23,316.63	423.8%
23	Donations	400.00	-	400.00	#DIV/0!
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53	MACC Meetings and Seminars	2,769.31	7,000.00	(4,230.69)	39.6%
54	Printing	570.64	500.00	70.64	114.1%
55	Bank Service Charges	184.50	500.00	(315.50)	36.9%
56	Copier Expenses	1,264.01	7,500.00	(6,235.99)	16.9%
57	Insurance--Property/Officers/Worker's Comp	7,898.00	3,600.00	4,298.00	219.4%
58	Public Utilities	3,210.27	9,000.00	(5,789.73)	35.7%
59	Building Maintenance	18,654.04	13,000.00	5,654.04	143.5%
60	Office Equipment Maintenance	276.00	2,500.00	(2,224.00)	11.0%
61	Depreciation-To MACC Holding	12,000.00	12,000.00	-	100.0%
62	Miscellaneous Expenses	628.48	2,000.00	(1,371.52)	31.4%
63	Education and Training	15.00	1,000.00	(985.00)	1.5%
64	Dues and Subscriptions	3,674.04	1,000.00	2,674.04	367.4%
65	Community Enhancement Expense	27,300.00	47,902.60	(20,602.60)	
65	LESS: estimated overhead allocation from Watershed	-	-	-	#DIV/0!
66	Total Indirect Expenses	\$ 110,339.74	\$ 190,566.38	\$ (80,226.64)	57.9%
67	Total Expenses	\$ 289,313.29	\$ 573,532.86	\$ (284,219.57)	50.4%
68	Excess of Revenues over Expenses	\$ 313,584.73	\$ 57,742.99	\$ 255,841.74	
	*Budget originally approved in June 2022				

MACATAWA AREA COORDINATING COUNCIL

WATERSHED BUDGET COMPARISON

October 1, 2023 - September 30, 2024

				% of budget completed	100%
		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 23 Budget*	(Under) Budget	of Budget
	<u>Revenue</u>				
	Governmental Funding:				
1	Total Governmental Funding	\$ -	\$ -	\$ -	#DIV/0!
	Watershed/Stormwater Dues:				
2	Allegan County Commission	2,036.99	2,036.99	-	100.0%
3	Allegan County Road Commission	5,677.25	5,677.25	-	100.0%
4	Fillmore Township Contribution	2,538.66	2,538.66	-	100.0%
5	Holland City Contribution	31,416.12	31,416.12	-	100.0%
6	Holland Charter Township Contribution	34,978.28	34,978.28	-	100.0%
7	Laketown Township Contribution	5,417.27	5,417.27	-	100.0%
8	Olive Township Contribution	4,575.62	4,575.62	-	100.0%
9	Ottawa County Commission	10,800.77	10,800.77	-	100.0%
10	Ottawa County Road Commission	14,581.52	14,581.52	-	100.0%
11	Park Township Contribution	17,020.34	17,020.34	-	100.0%
12	Port Sheldon Township Contribution	4,757.47	4,757.47	-	100.0%
13	Zeeland Charter Township Contribution	10,973.44	10,973.44	-	100.0%
14	Zeeland City Contribution	5,226.27	5,226.27	-	100.0%
15	Total Watershed/Stormwater Dues	\$ 150,000.00	\$ 150,000.00	\$ -	100.0%
	Other Revenue:				
16	Private Contributions - Watershed	-	-	-	#DIV/0!
17	Watershed Miscellaneous	-	-	-	#DIV/0!
1	Total Other Revenue	\$ -	\$ -	\$ -	#DIV/0!
2	Total Revenues	\$ 150,000.00	\$ 150,000.00	\$ -	100.0%
	<u>Expenses</u>				
	Direct Expenses - Watershed				
3	Payroll Expenses - Watershed	-	-	-	#DIV/0!
4	Postage	-	-	-	#DIV/0!
5	Operating Supplies	-	-	-	#DIV/0!
6	Educational Materials	-	-	-	#DIV/0!
7	Contractual - Legal	-	-	-	#DIV/0!
8	Contractual - General Consulting	59,043.06	113,500.00	(54,456.94)	52.0%
9	GLC Two Stage Ditches	-	-	-	#DIV/0!
10	GLC Streambank	-	-	-	#DIV/0!
11	EPA Great Lakes Restoration Initiative Expense	-	-	-	#DIV/0!
12	Regional Prosperity Expense	-	-	-	#DIV/0!

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 23 Budget*	(Under) Budget	of Budget
13	GLC Sediment/Phosphorus Reduction Expense	-	-	-	#DIV/0!
14	Trash Free Waters Expense	-	-	-	#DIV/0!
15	Watershed Council Grant	-	-	-	#DIV/0!
16	MI CORP expenses	-	-	-	#DIV/0!
17	MCMP Resiliance Plan	-	-	-	#DIV/0!
18	Communications	-	-	-	#DIV/0!
19	Travel, Conferences, Seminars	-	-	-	#DIV/0!
20	MACC Meetings and Seminars	-	-	-	#DIV/0!
21	Miscellaneous Expense	-	-	-	#DIV/0!
22	Total Direct Expenses - Watershed	\$ 59,043.06	\$ 113,500.00	\$ (54,456.94)	52.0%
	Indirect Expenses				
23	Estimated overhead allocation to General Fund	-	-	-	#DIV/0!
24	Total Indirect Expenses	\$ -	\$ -	\$ -	#DIV/0!
25	Total Expenses	\$ 59,043.06	\$ 113,500.00	\$ (54,456.94)	52.0%
26	Excess of Revenues over Expenses	\$ 90,956.94	\$ 36,500.00	\$ 54,456.94	
	*Budget originally approved in June 2022				



Macatawa Area Coordinating Council

A Cooperative Effort Among Units of Government

Memo

To: Policy Board Members
 From: Jason Latham
 Date: April 22, 2024
 Re: FY2025 Budget Overview

At the April Policy meeting, I will be presenting an overview of the MACC’s FY2025 budget for your consideration and input. The adoption of the budget will be requested at the following meeting on June 3rd. Currently, revenues are estimated at \$736,538 excluding CEP dues, Firework dues, and Watershed Grants received, as those Grants are booked as revenue once they are reimbursed. Please note that *Watershed Dues* are now going to be called *Environmental Dues*. The proposed FY2025 budget includes the following highlights:

Revenues

- MACC Environmental/CEP dues are unchanged from FY2024.
- Increase in the Consolidated Planning Grant of \$5,379. (Now \$360,396)
- CMAQ education/outreach funding (Clean Air Action) – unchanged - \$20,000
- Data Collection – unchanged - \$17,000
- Asset Management – unchanged - \$19,000

Expenses

- MACC is pass through for Planning and Watershed/Stormwater Grants.
- Cost of living adjustment for staff

Jurisdictional Dues	Proposed FY2025 Dues
Allegan County Commission	\$ 2,229.04
Allegan County Road Commission	\$ 6,212.50
Fillmore Township Contribution	\$ 2,778.00
Holland City Contribution	\$ 34,378.00
Holland Charter Township Contribution	\$ 38,276.00
Laketown Township Contribution	\$ 5,928.00
Max Dues Contribution	\$ 6,000.00
Olive Township Contribution	\$ 5,007.00
Ottawa County Commission	\$ 11,819.06
Ottawa County Road Commission	\$ 15,956.25
Park Township Contribution	\$ 18,625.00
Port Sheldon Township Contribution	\$ 5,206.00
Zeeland Charter Township Contribution	\$ 12,008.00
Zeeland City Contribution	\$ 5,719.00
Total Jurisdictional Dues	\$ 170,141.85

Environmental Dues	Proposed FY2025 Dues
Allegan County Commission	\$ 2,036.99
Allegan County Road Commission	\$ 5,677.25
Fillmore Township Contribution	\$ 2,538.66
Holland City Contribution	\$ 31,416.12
Holland Charter Township Contribution	\$ 34,978.28
Laketown Township Contribution	\$ 5,417.27
Olive Township Contribution	\$ 4,575.62
Ottawa County Commission	\$ 10,800.77
Ottawa County Road Commission	\$ 14,581.52
Park Township Contribution	\$ 17,020.34
Port Sheldon Township Contribution	\$ 4,757.47
Zeeland Charter Township Contribution	\$ 10,973.44
Zeeland City Contribution	\$ 5,226.27
Total Jurisdictional Dues	\$ 150,000.00

Macatawa Area Coordinating Council

A Cooperative Effort Among Units of Government

MACC EXECUTIVE COMMITTEE

April 8, 2024

Policy Board

- ❖ Thomas Bird
- ❖ Nathan Bocks
- ❖ Jacob Bonnema
- ❖ Amanda Cooper
- ❖ Ken DeWeerd
- ❖ Jeff Franklin
- ❖ Jim Gerard
- ❖ Linda Howell
- ❖ John Kleinheksel
- ❖ Kevin Klynstra
- ❖ Al Nienhuis
- ❖ Terry Nienhuis
- ❖ Tom Oonk
- ❖ Pankaj Rajadhyaksha
- ❖ Mike Sabatino
- ❖ Jim Storey
- ❖ Russ Te Slaa
- ❖ Kurt Van Koevering

- ❖ Executive Committee

Present: Tom Oonk, Tom Bird, Nathan Bocks, Amanda Cooper, Jim Storey, Terry Nienhuis and Jason Latham

- Jason gave an update regarding the need to hire a student intern for this summer to help with the Green Commute coordination, Non-Motorized Plan support and environmental initiatives with the ODC. The committee was supportive of the paid internship. Jason explained that many of the tasks the intern would be working on would be funded by the Consolidated Planning Grant through MDOT. All ODC work would be funded through the environmental budget. The Committee suggested that the full Board approve the position prior to hiring.
- Jason gave an update regarding the changes to the Employee Handbook. Jason discussed several state holidays that are not currently offered through the MACC and shared the updated language introducing the “floating” holidays discussed last month. Also, Jason shared the new language for gym membership. The Committee felt there should be a cap of \$200/month to ensure cost remains nominal. Jason will bring the updated Handbook to the Board for approval this month.
- The committee reviewed the draft strategic vision map and made a few minor suggestions. The committee felt it would be good to revisit the vision map on a yearly basis.
- Jason discussed the Grant debrief that he and Eric attended earlier this month. The MACC did not receive funding through the Reconnecting Communities Grant but received very positive feedback. The grant process is VERY COMBERSOME and takes a significant amount of time. The MACC staff will continue to work towards grant funding as it opportunity arises.
- Fireworks season has arrived. Jason will work with BHS to purchase the insurance rider as we did last year. There will be a new vendor this year supplying the fireworks and costs are in alignment with last year. We will be sending out invoices once the final costs have been calculated.
- FY25 budget looks to have a very small increase from the Consolidated Planning Grant. Dues will remain unchanged for 2025. A budget Memo will discussed at the next Board meeting.

Next Meeting

May, 13 8:00 a.m.



**Macatawa Area
Coordinating Council**
A Cooperative Effort Among Units of Government

Memo

To: Policy Board Members

From: Jason Latham

Date: April 22, 2024

Re: MACC Employee Handbook - proposed revisions

The following revisions are proposed for the subject handbook:

- Addition of two floating holidays for each full-time employee, to be used for any federal, state or religious holiday of their choosing
- Compensation (full or partial, up to \$200) for full-time employee membership in health/athletic club of their choosing

The portions of the handbook being revised are highlighted on the attached.

We are requesting approval for these revisions to the MACC Employee Handbook.

Jason Latham
Executive Director



**Macatawa Area
Coordinating Council**
A Cooperative Effort Among Units of Government

Memo

To: Policy Board Members
From: Jason Latham
Date: April 22, 2024

Re: Community Fireworks July 4, 2024

Past years the MACC members (townships/cities) have contributed towards Community Fireworks held on July 4th. MACC invoiced and collected the money, and forwarded to the vendors (via City of Holland).

This year the price for fireworks show and barge will be slightly more than the \$36,600 the event cost in 2023. The total cost would be split among the townships/cities using the previous formula.

We are requesting approval for the MACC to collect money for the July 4, 2024 Community Fireworks and approve up to \$40,000, to be split among member townships/cities using the previous formula.

Jason Latham
Executive Director

MACC Members –Contributions for Fireworks CY2024

Member	Dues/Contributions paid in CY2023	Dues/Contributions Amount for FY2024 (up to this amount)
Park Township	\$5,456.39	\$5,823.72
Laketown Township	\$1,736.67	\$1,853.59
Holland Charter Township	\$11,213.36	\$11,968.26
Zeeland Charter Township	\$3,517.87	\$3,754.70
Olive Township	\$1,466.85	\$1,565.60
Fillmore Township	\$813.84	\$868.63
Holland City	\$10,071.40	\$10,749.42
Zeeland City	\$1,675.44	\$1,788.24
Port Sheldon Township	\$1,525.15	\$1,627.83

As of 4/15/24 JNV

Total cost for fireworks event in CY2023: \$37,477 (Night Magic fireworks \$31,800, DK Construction barge rental \$4,800, \$877 liability insurance for the MACC)

Total cost for fireworks event in CY2024: up to \$40,000 (Great Lakes Fireshow, barge rental, liability insurance for the MACC)

CY2024 funding formula (updated with 2020 census data)

Entity	Population	% of total	Contribution
Park Township	18,625	14.559	\$ 5,823.72
Laketown Township	5,928	4.634	\$ 1,853.59
Holland Charter Township	38,276	29.921	\$ 11,968.26
Zeeland Charter Township	12,008	9.387	\$ 3,754.70
Olive Township	5,007	3.914	\$ 1,565.60
Fillmore Township	2,778	2.172	\$ 868.63
City of Holland	34,378	26.874	\$ 10,749.42
City of Zeeland	5,719	4.471	\$ 1,788.24
Port Sheldon Township	5,206	4.070	\$ 1,627.83
	127,925	100.000	\$ 40,000.00 total

Note: final costs are not available yet; but are expected to be "slightly more" than the \$37,477 paid in CY2023