

MACC POLICY COMMITTEE

Monday, September 28, 2009

Fillmore Township Hall

12:00 p.m.

MINUTES

PRESENT: Blaine Koops, Hannes Meyers, Jr., Pankaj Rajadhyaksha, Bill Vanderbilt, Terry Burns, Ed Stielstra (for Terry Hofmeyer), Sally Gruppen (for Les Hoogland), John Kleinheksel, Dal McBurrows, Al McGeehan, Al Myaard, Terry Nienhuis, Keith Potter, Amanda Price, Gord Schrottenboer, Russ Te Slaa, Kent Rubley (for Dave Vander Kooi).

ALSO PRESENT: Kurt Dykstra, Steve Redmond, Thun Champassak, Dennis Grilicki, Kathryn Gillen, Greg Chandler, Pete Pfeiffer, Stephanie Beyer, Beth McDonald, Mary Fales, Elisa Hoekwater, Steve Bulthuis, Sue Higgins

- I. **Introductions and Approval of Minutes** – Following self-introductions of everyone present, **a motion was made by Terry Nienhuis, supported by Hannes Meyers, Jr., to approve the minutes of the July 27, 2009, meeting as distributed. Motion carried.**
- II. **Brownfield Site Assessment Initiative** –Thun Champassak, MACC consultant, provided a progress report of five Phase I site assessments, and two Phase II site assessments that have been completed as part of the US EPA Brownfield Site Assessment Initiative. A map was shown which highlighted the distribution of these site assessments which includes locations both within and outside of the MACC area. Thun provided more details about the most recent Phase I site, the former Redi Whip plant in downtown Holland.

Steve Bulthuis provided background information about the timing of authorization to conduct Phase II assessments and suggested that a “blanket approval” for Phase II assessments, not to exceed \$20,000, noting that the MACC Brownfield Site Assessment steering committee will be consulted before MACC staff authorizes any Phase II work. This request has resulted from a realization that timing of pertinent committee meetings sometimes risks losing opportunities for such assessments. **A motion was made by Al McGeehan, supported by Keith Potter, to authorize MACC staff to expend brownfield site assessment funds, up to a maximum of \$20,000, to conduct Phase II/BEA work after consultation with US EPA and the brownfield steering committee.** A request for progress reports to be included in the Policy Committee agenda packets was noted. **Motion carried.**

III. 2010 Census Complete Count Committee – Steve Bulthuis reviewed the recent activities of this group and highlighted a brochure that has been created showing that, over ten years, the area receives approximately \$10,000 in federal funding from census-based sources for every person counted. A display has been created with a portion of the funds approved by the committee at the July meeting of the Policy Committee.

IV. Macatawa Watershed Project

- A. Stormwater Certificates of Coverage** – Beth McDonald provided information about recent approval by the Michigan Department of Environmental Quality of these certificates for all participating MACC member units of government. Cooperation by all members was noted with appreciation.
- B. Request for Proposals for Stormwater Program** – Beth McDonald provided a summary of a pending grant, noting both advantages and disadvantages of this funding opportunity. It was also noted that the three important documents (i.e., Ten Year Watershed Plan, the Voluntary Agreement, and the Total Maximum Daily Load) are each either already expired, or will be soon. MACC Watershed staff members are working to update each of these documents, with the participation of each of the member units of government.
- C. Social Media** – Mary Fales illustrated our up-to-date methods of communicating with the community, including Facebook, the MACC website, and the most recent newsletter.

V. Administrative Issues

- A. FY 2009 End of Year Budget Amendment** – Following brief explanation by Sue Higgins of specific line item adjustments, it was noted that an excess of revenues over expenses in the amount of \$18,809.18 is anticipated as the fiscal year is closed. **A motion to approve the FY 2009 End of Year Budget Amendment was made by Amanda Price, and supported by Gord Schrotenboer. Motion carried.**
- B. Monthly Financial Report** – Sue Higgins summarized the financial reports for July and August. Sue also explained that copies of invoices have been mailed to each member unit of government for MACC annual dues and stormwater/watershed dues. She noted that while each member received their invoices at this time (the beginning of the MACC’s fiscal year), payment is not expected until the start of each member government’s fiscal year. Note was also made regarding the “local matching fund” for which each member government is asked to budget 20% of the amount of their dues, in case a small local match is needed throughout the year to leverage additional grant funding. Members were reminded that this funding is not utilized without specific, case-by-case, approval. Members were also asked to ensure that the appropriate person at each local government received these invoices.
- C. MACC Executive Committee Meeting** – Chair Blaine Koops drew attention to the written summary of the September 14, 2009, meeting of the MACC

Executive Committee, noting that discussion ensued related to brownfields, watershed, and transportation issues. He noted that significant discussion also occurred related to administrative issues including the announcement that Sue Higgins has indicated her intentions to retire as MACC Executive Director, effective by the end of December 2009. The MACC Executive Committee members have been discussing this change with Sue Higgins for several months and it is only after careful consideration that this decision has been finalized. A brief letter of resignation was distributed at the meeting; a second, longer letter has been mailed to each member of the Policy Committee. A Search Committee to recruit a new Executive Director has been appointed by Chair Blaine Koops and includes Terry Nienhuis, Howard Baumann, Jr., Terry Hofmeyer, Rosemary Ervine, and Blaine Koops. Discussion followed.

VI. MPO Transportation Issues

- A. Transportation Improvement Program (TIP Amendments)** – Steve Bulthuis explained a number of requests to amend the MACC’s FY 2008-2011 Transportation Improvement Program (see memo for complete list of proposed changes). It was noted that the MACC Technical Committee recommends these changes and that they requested additional information related to the request by Disability Network-Lakeshore (DNL).

Kathryn Gillen, Public Policy Specialist from DNL, provided additional information regarding the DNL request for Service Development/New Technology funding for a study entitled “A Vehicle for Change: Identifying strategies for using online communities”. Discussion took place after which a suggestion was made by Dal McBurrows to separate the action into two separate motions. **A motion was made by Terry Burns, and supported by Bill Vanderbilt, to approve the amendments to the FY 2008-2011 Transportation Improvement Program as presented, without the projects as requested by the Disability Network-Lakeshore and Macatawa Area Express. Motion carried.** Following additional discussion, **a motion was made by Al McGeehan and supported by Terry Burns to approve the amendments to the FY 2008-2011 TIP as requested by Disability Network-Lakeshore and Macatawa Area Express. Motion carried.**

- B. Nonmotorized Plan** – Elisa Hoekwater provided an update on the latest activities related to this effort. Informational meetings will be scheduled during the coming month in order to educate the community about regional benefits of a non-motorized network and seek additional public input. Members of the MACC Policy Committee were asked to suggest possible meeting locations. Discussion ensued.
- C. Long Range Plan Alternative Scenarios** – Elisa reported on a proposed scope of work to complete the Long Range Plan Alternative Scenarios Project. Once software is acquired and staff has received training, various development

scenarios will be tested for impacts on the transportation network. Elisa explained the process of evaluating potential software programs. Community planning/analysis software shall maximize the use of earlier software investments and shall be compatible with the MACC Geographic Information System (GIS) and travel demand modeling software.

- D. Funding Projections** – Steve Bulthuis noted that the end of a fiscal year coupled with the end of the federal transportation bill, SAFETEA-LU, makes for a very interesting situation. He encouraged each entity that has an FY 2010 project to proceed and that funding for MACC operations is secure.
- E. Construction Schedules** – Steve Bulthuis noted that several federal aid projects were recently completed or are scheduled to be completed in the next several weeks including Seventh Street in downtown Holland, North River Avenue, and Perry/96th Avenue. An ambitious program for 2010 will be detailed at the next meeting of the MACC Policy Committee.
- F. Clean Air Action** – Steve Bulthuis noted that the most recent ozone season was very positive and he summarized the ongoing activities of the Clean Air Action program.
- G. MDOT/FHWA Comments** – Dal McBurrows (MDOT) noted that federal and state legislative budget deliberations were not taking place today due to a religious holiday. He encouraged members to continue working on TIP projects and documentation. He stated that Congestion Mitigation/Air Quality (CMAQ) funding is most likely to be less in the future. He distributed Heritage Route maps.

VII. Public Comments - There were none.

VIII. Members' Comments

- A. Host Member: Keith Potter, Fillmore Township Supervisor** noted that there are currently three roads closed within the township due to bridge repairs. He announced plans for the first township park, bordering the City of Holland. He also explained a new agreement with the Outdoor Discovery Center for a 50 year lease at the total price of \$1.00.
- B. Other Members:** Terry Burns discussed the pending request for a 911 millage which will appear on the November ballot. He also expressed concern about potential budget cuts to the Allegan County Sheriff's Department. Amanda Price reported that work is progressing on both the 32nd Street washout repairs as well as the Post Avenue sewer project.

IX. Other Issues, Adjournment, and Next Meeting – There being no further business, the meeting was adjourned with the announcement of the next meeting as follows:

Monday, October 26, 2009

Holland Township Hall

353 N. 120th Avenue