

# **MACC** Macatawa Area Coordinating Council

*A Cooperative Effort Among Units of Government*

## **MACC POLICY BOARD**

### **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

April 24, 2023, 12:00 pm  
Port Sheldon Township Hall  
16201 Port Sheldon St, West Olive, MI 49460

## **AGENDA**

- I. ROLL CALL (for quorum)**
- II. INTRODUCTIONS AND APPROVAL OF MINUTES \*\*\***
- III. PUBLIC COMMENTS**
- IV. TRANSPORTATION PROGRAM**
  - A. FY 2023 – 2026 TIP Amendments \*\*\*
  - B. Traffic Count Locations \*\*\*
  - C. FY 2024 Unified Work Program Discussion
  - D. MDOT/FHWA Comments
- V. ADMINISTRATIVE ISSUES**
  - A. Financial Report
  - B. MACC Executive Committee Report
  - C. Draft budget for FY2024
  - D. Present SWFI Consultant contract \*\*\*
- VI. MEMBERS' COMMENTS**
  - A. Member questions or comments
- VII. OTHER ISSUES AND ADJOURNMENT \*\*\***

Next Meeting: June 5, 2023, Holland City Hall, Training Room, 270 South River Avenue, Holland, MI 49423

\*\*\* Action Item

# MACC Macatawa Area Coordinating Council

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- ✦ Russ Te Slaa
- ✦ Kurt Van Koevering

March 27, 2023, 12:00 pm  
Olive Township Hall  
6480 136<sup>th</sup> Avenue, Holland, MI 49424

## MINUTES

**BOARD PRESENT:** Nathan Bocks, Jacob Bonnema, Ken Deweerdt, Jim Gerard, Linda Howell, John Kleinheksel, Kevin Klynstra, Al Nienhuis, Tom Oonk, Pankaj Rajadhyaksha, Jim Storey, Kurt Van Koevering, Luke Walters

**OTHERS PRESENT:** Chris Brown (MACC), Jim Camenga (Videographer), Eric Dykstra (MACC), Tyler Kent (MDOT), Jason Latham (MACC), Alec Miller (MACC), Douglas Vredevelde (Vredvelde Haefner LLC), Judy Visscher (MACC)

Executive Committee

I. **ROLL CALL (for quorum)** – 12 voting members were present. Quorum was achieved.

### II. INTRODUCTIONS AND APPROVAL OF MINUTES

**\*\*\*It was moved by Mr. Klynstra, supported by Ms. Howell to approve the February 27, 2023 meeting minutes as written. Motion carried.**

III. **PUBLIC COMMENTS** - none

III. **2023 AUDIT PRESENTATION** – Douglas Vredevelde presented the audit results for the MACC FY2022. Overall, results are good. Highlights include: the Transportation Improvement Plan (TIP) documented nearly \$75M in regional projects, the Watershed Project has been subcontracted out to the Outdoor Discovery Center Network, and the MACC is now fully staffed. Grants increased, returning to normal after the COVID shutdown years. Revenues exceeded expenses for both Transportation and Watershed. The Watershed deficit that grew during the FY2017-2020 years, has been reduced during FY2021-2022, and so is heading in the right direction.

Members asked if there is anything that could be done better. Mr. Vredvelde emphasized the positive progress in reducing the historic Watershed deficit. Mr. Latham shared his ongoing goals of utilizing MDOT grants fully, and continuing the reduction of the Watershed deficit. He is hoping within 3-4 years the deficit will be made whole.

**\*\*\*It was moved by Mr. Gerard, supported by Mr. Oonk to accept the FY2022 Audit Report as presented. Motion carried.**

### IV. TRANSPORTATION PROGRAM

A. FY2023-2026 TIP Amendments – Mr. Miller presented the items on the FY2023-2026 TIP that are being amended. Tyler shared more details.

**\*\*\*It was moved by Mr. Bocks, supported by Mr. Klynstra to approve the FY2023-2026 TIP amendments as presented. Motion carried.**

B. Resolution – Mr. Miller presented detailed information on Performance Measure Targets. These are similar to the Safety Performance Targets that the MACC resolved to support at our January 2023 Policy meeting. Also similarly, staff is recommending supporting the MDOT Performance Measure Targets, instead of creating our own. Some of the state targets apply to areas outside the MACC, but we can still resolve to show our support for all the state targets, with no ramifications on MACC funding.

**\*\*\*It was moved by Mr. Klynstra, supported by Mr. Bonnema to support MDOT's Unified National Performance Program Targets for FY2022-2025 as presented. Motion carried.**

C. March 1<sup>st</sup> I-196 BL Crossing Study Open House Summary – Mr. Miller shared highlights of the subject open house. The open house was shared with MDOT personnel, who were available to answer questions about upcoming road projects in the area. Mr. Miller estimated 75 people attended, which is extremely impressive for a public meeting. Comments and suggestions were received from the public regarding where the “best crossing” would be on BL-I196. The most popular suggestions were at Fairview/88<sup>th</sup> Ave, Maple St/92<sup>nd</sup> Ave and State St/96<sup>th</sup> Ave.

Next steps: meeting with CDM Smith to go over the open house results, getting additional input from a national trail expert, followed by a stakeholder meeting scheduled for April 15. Mr. Latham shared that after the stakeholder meeting, CDM Smith will put together a cost estimate and a high level design for bridge/tunnel/sidewalk improvements. That information would be presented to the public for more feedback, to MDOT for feasibility, etc. and then onto final designs. This part of the project should be wrapped up by the end of May.

D. MDOT/FHWA Comments – Mr. Kent shared that I-196 project will start early April, with two westbound lanes, and one eastbound lane. Work on the Byron road piece will start in mid-April. Mr. Walters shared that there is currently a call out for bridge and safety projects, due early April and May 1. He will forward more information to Mr. Miller.

## **V. ADMINISTRATIVE ISSUES**

A. Financial Report – Mr. Latham shared that the budget is on track and a proposed budget will be presented at the April meeting.

B. MACC Executive Committee Report – Mr. Latham shared highlights from the meeting: Tulip City Airport discussion regarding future use of drone technology, updating the MACC dues formula with 2020 census data, to achieve a total of \$171,141 (invoices will be sent out in October 2023), Watershed dues staying the same, and working on preparing dashboard/goal targets.

C. Community Fireworks – Mr. Latham shared that the cost of 2023 fireworks and barge is \$36,600 (\$200 less than 2022). Insurance to cover MACC liability as the overall sponsor was deemed necessary, so that will be an additional estimated \$850 for \$1M coverage. The final total will be apportioned to unit governments according to the previous year's formula (updated with 2020 census data). Invoices will be sent out in April.

Mr. Bocks shared that this would be a great opportunity to raise visibility of the MACC. Mr. Latham agreed, and will look into opportunities to achieve this.

**\*\*\*It was moved by Mr. Bocks, supported by Mr. Van Koevering to approve the cost of the fireworks, barge and insurance as presented, for an estimated total of \$37,450. Motion carried.**

## **VI. MEMBERS' COMMENTS**

A. Member questions or comments - Mr. Nienhuis shared highlights for Olive Township, including: their budget is in the black, and a large housing project is being planned by Stanton Corners. Mr. Klynstra asked about the Community Enhancement Program (CEP). He inquired if the MACC Board needs to approve any monies donated in excess of CEP member dues. Discussion followed. Mr. Latham suggested seeking a legal opinion on this issue. The board was generally in favor of doing this, without a formal vote.

## **VII. OTHER ISSUES AND ADJOURNMENT**

Mr. Dykstra shared that information on the transportation dues calculation and federal road mileage audit data (to update current mileage in member areas) is being prepared, and four-lane road and crash data will be presented at the June policy meeting. He will be able to map the relevant data for the presentation. Mr. Van Koevering shared that the bridge project planned for 96<sup>th</sup> St between Ottagon and Adams has been awarded and will start construction in April and will be closed for three months.

**\*\*\*It was moved by Mr. Klynstra supported by Mr. Oonk to adjourn the meeting. Motion carried.**

Next Meeting: April 24, 2023, Port Sheldon Township Hall, 16201 Port Sheldon St, West Olive, MI 49460

**\*\*\*Action Item**

# Memo

To: Policy Committee

From: Alec Miller

Date: 04/17/2023

Re: FY 2023-2026 TIP Amendments

Fiscal Year	Job Type	Job#	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Phase Status	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Fund Source	Reason for Amendment
2023	Local	206128	Ottawa	Ottawa County	64th Ave	Byron Rd. to Chicago Dr. (M-121)	1.900	Road Capital Preventive Maintenance	Resurfacing and paved shoulders	CON	Abandoned	\$514,798	\$0	\$585,202	\$1,100,000	STUL	Abandoned - Federal Aid Buyout Program
2023	Local	206145	Ottawa	Ottawa County	8th Street/Chicago Drive	US-31 to Chicago Drive, 8th Street to US-31	1.251	Road Capital Preventive Maintenance	Resurfacing	CON	Abandoned	\$1,160,000	\$0	\$290,000	\$1,450,000	STUL	Abandoned - Federal Aid Buyout Program
2023	Trunkline	207359	Kent	MDOT	Regionwide	All trunkline routes of MACC MPO	1.845	Traffic Safety	Special pavement marking application on	CON	Abandoned	\$66,665	\$7,407	\$0	\$74,072	HSIP	Abandoned - Price Increase
2023	Multi-Modal	207581	Ottawa	MAX	Transit Capital	MAX Service Area	0.000	SP1410-misc. support equipment (explanation)	FY23 - 5307 Transit Capital Items	NI	Programmed	\$27,200	\$6,800	\$0	\$34,000	5307	Budget Increase
2023	Multi-Modal	207581	Ottawa	MAX	Transit Capital	MAX Service Area	0.000	SP1404-computers (hardware and software)	FY23 - 5307 Transit Capital Items	NI	Programmed	\$9,600	\$2,400	\$0	\$12,000	5307	Budget Increase
2023	Multi-Modal	207581	Ottawa	MAX	Transit Capital	MAX Service Area	0.000	SP1403-office equipment (copier, office furniture, etc.)	FY23 - 5307 Transit Capital Items	NI	Programmed	\$10,000	\$2,500	\$0	\$12,500	5307	Budget Increase
2023	Multi-Modal	207581	Ottawa	MAX	Transit Capital	MAX Service Area	0.000	1110-Bus Rolling Stock	FY23 - 5307 Transit Capital Items	NI	Programmed	\$561,200	\$140,300	\$0	\$701,500	5307	Budget Increase
2023	Multi-Modal	207581	Ottawa	MAX	Transit Capital	MAX Service Area	0.000	SP1408-maintenance equipment (hoists, tools,	FY23 - 5307 Transit Capital Items	NI	Programmed	\$10,000	\$2,500	\$0	\$12,500	5307	Budget Increase
2023	Multi-Modal	218912	Ottawa	MAX	Transit Capital	Areawide	0.000	SP1410-misc. support equipment (explanation)	FY23 Section 5339 CTF Bus and Bus Facilities	NI	Programmed	\$596,000	\$149,000	\$0	\$745,000	5339	New Job - Awarded 5339 Grant

# Memo

To: Policy Committee

From: Alec Miller

Date: 04/17/2023

Re: Traffic Count Locations

MACC staff is seeking reviewal and approval of the proposed 2023 traffic count locations.

2023 TRAFFIC COUNT LOCATIONS				
Street	Scope	Area	Coordinates	
58th St	S of Blue Star Hwy	Fillmore	42.701864	-86.114085
96th Ave	N of Riley St	Holland Township	42.827682	-86.01942
48th St	N of 146th Ave	Fillmore	42.755373	-86.01745
48th St	S of 146th Ave	Fillmore	42.752483	-86.017387
48th St	N of 142nd Ave	Fillmore	42.730517	-86.016268
Washington Ave	N of Matt Urban Dr	Holland	42.757078	-86.116418
State St	NW of 24th St	Holland	42.77611	-86.104807
State St	NW of Lincoln Ave	Holland	42.769322	-86.097862
Waverly Rd	N of 32nd St	Holland	42.769686	-86.077354
Pine Ave	S of 16th St	Holland	42.782526	-86.111954
Graafschap Rd	N of 40th St	Holland	42.762333	-86.136944
Lakeshore Ave	S of Riley St	Park	42.825557	-86.207776
Lakewood Blvd	E of Lakeshore Ave	Park	42.804305	-86.206037
120th Ave	N of BL I-196	Holland Township	42.798706	-86.077848
120th Ave	S of James St	Holland Township	42.811228	-86.077996
120th Ave	S of Felch St	Holland Township	42.81853	-86.078126
120th Ave	S of Riley St	Holland Township	42.82575	-86.078159
112th Ave	S of Riley St	Holland Township	42.826055	-86.058564
Quincy St	W of 120th Ave	Holland Township	42.84134	-86.080712
Main Ave	W of Fairview Rd	Zeeland	42.812376	-86.000495
Fairview Rd	N of Main Ave	Zeeland	42.812848	-85.999718
16th St	E of Hope Ave	Holland	42.783262	-86.071257
16th St	E of Country Club Rd	Holland	42.783348	-86.055629
Graafschap Rd	S of 40th St	Holland	42.760679	-86.136891
Pine Ave	S of 7th St	Holland	42.790732	-86.112019
Pine Ave	S of 9th St	Holland	42.788903	-86.11207
River Ave	S of 9th St	Holland	42.788924	-86.108984
Columbia Ave	N of 16th St	Holland	42.783432	-86.100273
Columbia Ave	N of 24th St	Holland	42.776253	-86.09953

Waverly Rd	N of 40th St	Holland	42.763075	-86.077467
Waverly Rd	N of 24th St	Holland	42.776842	-86.077441
Waverly Rd	N of 16th St	Holland	42.783781	-86.077527
Waverly Rd	N of 8th St	Holland	42.791014	-86.077688
52nd St	N of 147th Ave	Fillmore	42.762306	-86.057714
146th Ave	W of 52nd St	Fillmore	42.7548	-86.06116
147th Ave	W of 60th St	Laketown	42.761375	-86.137847
147th Ave	E of 64th St	Laketown	42.761442	-86.175945
147th Ave	W of 64th St	Laketown	42.761438	-86.177671
24th St	E of Waverly Rd	Holland	42.775954	-86.075601
64th St	S of 147th Ave	Laketown	42.760687	-86.176667
80th Ave	N of Chicago Dr	Zeeland Township	42.826501	-86.979766
Quincy St	W of Butternut	Park	42.841126	-86.155801
Riley St	W of 80th Ave	Zeeland Township	42.826708	-85.980727
Westshore Dr	N of Riley St	Holland Township	42.826825	-86.090855
Beeline Rd	N of Riley St	Holland Township	42.826954	-86.088956
Port Sheldon St	E of 152nd Ave	Port Sheldon	42.884946	-86.157259

# Memo

To: Technical Advisory Committee

From: Alec Miller

Date: 04/17/2023

Re: FY 2024 Unified Work Program Discussion

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In mid-March, MACC staff met with state and federal partners for our annual pre-UWP meeting to discuss planning program emphasis areas for fiscal year 2024. The purpose of the UWP is to identify transportation issues facing the urbanized area and indicate work items to be undertaken to address those issues. Essentially the UWP is the document that lays out everything the MPO will work on throughout the year. Just as last year, the UWP will be organized by five activity areas which include:

1. Administration
2. Short-Range Planning
3. Special Projects
4. Long-Range Planning
5. Increasing Safety and Accessible Transportation Options

The draft FY24 UWP will be brought to the May 8<sup>th</sup> TAC meeting and we will be seeking their recommendation to bring the draft forward. At the June 5<sup>th</sup> Policy Board meeting, staff will be seeking action to adopt the draft as the final FY2023 UWP through approval of a resolution. Please contact Alec Miller at [amiller@the-macc.org](mailto:amiller@the-macc.org) if you have questions.

The draft copy of the FY23 UWP will be found on the MACC's website ([www.the-macc.org](http://www.the-macc.org)) the week of 5/01/23.



**MACATAWA AREA COORDINATING COUNCIL  
COMBINED SUMMARY BUDGET COMPARISON  
October 1, 2022 - September 30, 2023**

**% of budget completed      50%**

		<b>Actual</b>	<b>Actual</b>	<b>Amount Over</b>	<b>YTD %</b>
		<b>Year to Date</b>	<b>FY 23 Budget*</b>	<b>(Under) Budget</b>	<b>of Budget</b>
	<b>Revenue</b>				
	<b>Governmental Funding:</b>				
1	Consolidated Planning Grant (PL112/5303)	\$ 182,090.73	\$ 310,072.00	\$ (127,981.27)	58.7%
2	CMAQ Clean Air	7,118.58	\$ 35,000.00	\$ (27,881.42)	20.3%
3	MDOT Funds - Asset Management	8,057.93	19,000.00	(10,942.07)	42.4%
4	MDOT Data Collection	7,351.35	17,000.00	(9,648.65)	43.2%
5	MDOT STP I 96 Pedestrian Crossing	31,990.72	80,000.00	(48,009.28)	40.0%
6	RPI Grant Income	-	-	-	#DIV/0!
7	EPA Funds Great Lakes Restoration Initiative	95,734.48	-	95,734.48	#DIV/0!
8	Trash Free Waters EPA	24,423.45	-	24,423.45	#DIV/0!
9	MI Corp Grant	-	-	-	#DIV/0!
10	Tulip Intercounty Drain	-	-	-	#DIV/0!
11	Egle Coastal Mgt	7,039.92	-	7,039.92	#DIV/0!
12	GLC Sediment/Phosphorus Reduction	94,736.07	-	94,736.07	#DIV/0!
13	<b>Total Governmental Funding</b>	<b>\$ 458,543.23</b>	<b>\$ 461,072.00</b>	<b>\$ (2,528.77)</b>	<b>99.5%</b>
	<b>Jurisdictional Dues:</b>				
14	Allegan County Commission	1,718.23	\$ 1,718.23	-	100.0%
15	Allegan County Road Commission	4,875.00	\$ 4,875.00	-	100.0%
16	Fillmore Township Contribution	2,761.00	\$ 2,761.00	-	100.0%
17	Holland City Contribution	33,366.00	\$ 33,366.00	-	100.0%
18	Holland Charter Township Contribution	37,979.00	\$ 37,979.00	-	100.0%
19	Max Dues Contribution	6,000.00	\$ 6,000.00	-	100.0%
20	Laketown Township Contribution	5,797.00	\$ 5,797.00	-	100.0%
21	Olive Township Contribution	5,189.00	\$ 5,189.00	-	100.0%
22	Ottawa County Commission	12,033.09	\$ 12,033.09	-	100.0%
23	Ottawa County Road Commission	13,500.00	\$ 13,500.00	-	100.0%
24	Park Township Contribution	18,686.00	\$ 18,686.00	-	100.0%
25	Port Sheldon Township Contribution	4,598.00	\$ 4,598.00	-	100.0%
26	Zeeland Charter Township Contribution	11,077.00	\$ 11,077.00	-	100.0%
27	Zeeland City Contribution	5,559.00	\$ 5,559.00	-	100.0%
28	<b>Total Jurisdictional Dues</b>	<b>\$ 163,138.32</b>	<b>\$ 163,138.32</b>	<b>\$ -</b>	<b>100.0%</b>
	<b>Watershed/Stormwater Dues:</b>				
29	Allegan County Commission	1,640.17	1,640.17	-	100.0%
30	Allegan County Road Commission	4,653.54	4,653.54	-	100.0%
31	Fillmore Township Contribution	2,635.58	2,635.58	-	100.0%
32	Holland City Contribution	31,850.27	31,850.27	-	100.0%
33	Holland Charter Township Contribution	36,253.73	36,253.73	-	100.0%
34	Laketown Township Contribution	5,533.66	5,533.66	-	100.0%
35	Olive Township Contribution	4,953.28	4,953.28	-	100.0%
36	Ottawa County Commission	11,486.47	11,486.47	-	100.0%
37	Ottawa County Road Commission	12,886.74	12,886.74	-	100.0%
38	Park Township Contribution	17,837.15	17,837.15	-	100.0%
39	Port Sheldon Township Contribution	4,389.13	4,389.13	-	100.0%
40	Zeeland Charter Township Contribution	10,573.81	10,573.81	-	100.0%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 23 Budget*	(Under) Budget	of Budget
41	Zeeland City Contribution	5,306.47	5,306.47	-	100.0%
42	<b>Total Watershed/Stormwater Dues</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>100.0%</b>
	<b>Other Revenue:</b>				
43	Investment Income/Refund State of MI	5,391.20	1,400.00	3,991.20	385%
44	Community Enhancement	36,242.00	42,916.00	(6,674.00)	84%
45	Watershed Miscellaneous	646.83	-	646.83	#DIV/0!
46	Private Contributions - Watershed	-	-	-	#DIV/0!
47	<b>Total Other Revenue</b>	<b>\$ 42,280.03</b>	<b>\$ 44,316.00</b>	<b>\$ (2,035.97)</b>	<b>95.4%</b>
48	<b>Total Revenues</b>	<b>\$ 813,961.58</b>	<b>\$ 818,526.32</b>	<b>\$ (4,564.74)</b>	<b>99.4%</b>
	<b>Expenses</b>				
	<b>Direct Expenses - Transportation</b>				
49	Payroll Expenses - Transportation	138,711.82	268,748.46	(130,036.64)	51.6%
50	Postage	-	350.00	(350.00)	0.0%
51	Operating Supplies	-	450.00	(450.00)	0.0%
52	Capital Expenditures/Computer Equipment	-	10,000.00	(10,000.00)	0.0%
53	Contractual - Consulting	-	2,500.00	(2,500.00)	0.0%
54	Contractual - Software Maintenance	1,900.00	2,500.00	(600.00)	76.0%
55	Contractual - Clean Air Program	-	22,000.00	(22,000.00)	0.0%
56	Contractual - Data Collection/Analysis	22,848.50	16,000.00	6,848.50	142.8%
57	Contractual - Consolidated Planning Grant	-	15,000.00	(15,000.00)	0.0%
58	Contractual - Asset Management Program	35.63	17,000.00	(16,964.37)	0.2%
59	Pedestrian Crossing Expense	-	90,000.00	(90,000.00)	0.0%
60	Communications	870.00	2,200.00	(1,330.00)	39.5%
61	Travel, Conferences, Seminars	492.79	6,000.00	(5,507.21)	8.2%
62	MACC Meetings and Seminars	-	500.00	(500.00)	0.0%
63	Printing Expense - General	-	750.00	(750.00)	0.0%
64	Miscellaneous Expense (public notices, etc.)	-	1,000.00	(1,000.00)	0.0%
65	Dues & Subscriptions	-	2,500.00	(2,500.00)	0.0%
66	<b>Total Direct Expenses - Transportation</b>	<b>\$ 164,858.74</b>	<b>\$ 457,498.46</b>	<b>\$ (292,639.72)</b>	<b>36.0%</b>
	<b>Direct Expenses - Watershed</b>				
67	Payroll Expenses - Watershed	-	12,007.34	(12,007.34)	0.0%
68	Postage	-	-	-	#DIV/0!
69	Operating Supplies	-	3,000.00	(3,000.00)	0.0%
70	Educational Materials	-	-	-	#DIV/0!
71	Contractual - Legal	-	-	-	#DIV/0!
72	Contractual - General Consulting	57,564.44	113,500.00	(55,935.56)	50.7%
73	GLC Two Stage Ditches	-	-	-	#DIV/0!
74	GLC Streambank	-	-	-	#DIV/0!
75	GLRI Stormwater Expenses	94,403.40	-	94,403.40	#DIV/0!
76	Regional Prosperity Expense	11,001.28	-	11,001.28	#DIV/0!
77	GLC Sediment/Phosphorus Reduction Expense	93,120.79	-	93,120.79	#DIV/0!
78	Trash Free Waters Expense	21,634.28	-	21,634.28	#DIV/0!
79	Watershed Council Grant	-	-	-	#DIV/0!
80	MI CORP expenses	-	-	-	#DIV/0!
81	Communications	-	-	-	#DIV/0!
82	MCMP Resilience Plan	7,250.01	-	7,250.01	#DIV/0!
83	Travel, Conferences, Seminars	-	1,000.00	(1,000.00)	0.0%
84	MACC Meetings and Seminars	-	1,000.00	(1,000.00)	0.0%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 23 Budget*	(Under) Budget	of Budget
85	Miscellaneous Expense	-	5,500.00	(5,500.00)	0.0%
86	<b>Total Direct Expenses - Watershed</b>	<b>\$ 284,974.20</b>	<b>\$ 136,007.34</b>	<b>\$ 148,966.86</b>	<b>209.5%</b>
	<b>Indirect Expenses</b>				
87	Payroll Expenses - Indirect	5,900.36	37,781.26	(31,880.90)	15.6%
88	Postage	61.47	2,600.00	(2,538.53)	2.4%
89	Operating Supplies	1,007.18	5,000.00	(3,992.82)	20.1%
90	Capital Expenditures/Computer Equipment	-	2,500.00	(2,500.00)	0.0%
91	Audit Fee	10,800.00	10,000.00	800.00	108.0%
92	Budget/Accounting	9,900.00	15,000.00	(5,100.00)	66.0%
93	Contractual - Legal	220.00	3,000.00	(2,780.00)	7.3%
94	Contractual - Consulting	2,197.00	2,500.00	(303.00)	87.9%
95	Communications	2,695.89	4,000.00	(1,304.11)	67.4%
96	Travel, Conferences, Seminars	134.87	1,000.00	(865.13)	13.5%
97	MACC Meetings and Seminars	2,993.00	7,000.00	(4,007.00)	42.8%
98	Printing	355.13	500.00	(144.87)	71.0%
99	Bank Service Charges	150.00	500.00	(350.00)	30.0%
100	Copier Expenses	1,353.02	7,500.00	(6,146.98)	18.0%
101	Insurance--Property/Officers/Worker's Comp	6,859.00	3,600.00	3,259.00	190.5%
102	Public Utilities	3,501.02	9,000.00	(5,498.98)	38.9%
103	Building Maintenance	7,635.97	13,000.00	(5,364.03)	58.7%
104	Office Equipment Maintenance	524.40	2,500.00	(1,975.60)	21.0%
105	Depreciation-To MACC Holding	-	12,000.00	(12,000.00)	0.0%
106	Miscellaneous Expenses	532.12	2,000.00	(1,467.88)	26.6%
107	Education and Training	-	1,000.00	(1,000.00)	0.0%
108	Dues and Subscriptions	1,059.72	1,000.00	59.72	106.0%
108	Community Enhancement Expenses	39,500.00	47,902.60	(8,402.60)	82.5%
109	<b>Total Indirect Expenses</b>	<b>\$ 97,380.15</b>	<b>\$ 190,883.86</b>	<b>\$ (93,503.71)</b>	<b>51.0%</b>
110	<b>Total Expenses</b>	<b>\$ 547,213.09</b>	<b>\$ 784,389.66</b>	<b>\$ (237,176.57)</b>	<b>69.8%</b>
111	<b>Excess of Revenues over Expenses</b>	<b>\$ 266,748.49</b>	<b>\$ 34,136.66</b>	<b>\$ 232,611.83</b>	
	*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, 2022 - September 30, 2023**

				<i>% of budget completed</i>	<b>50%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Amount Over</b>	<b>YTD %</b>
		<b>Year to Date</b>	<b>FY 21 Budget*</b>	<b>(Under) Budget</b>	<b>of Budget</b>
<b><u>Revenue</u></b>					
<b>Governmental Funding:</b>					
1	Consolidated Planning Grant (PL112/5303)	\$ 182,090.73	\$ 310,072.00	\$ (127,981.27)	58.7%
2	CMAQ-Clean Air	\$ 7,118.58	\$ 35,000.00	\$ (27,881.42)	20.3%
3	MDOT Funds - Asset Management	8,057.93	19,000.00	(10,942.07)	42.4%
4	MDOT Data Collection	7,351.35	17,000.00	(9,648.65)	43.2%
5	MDOT STP I 96 Pedestrian Crossing	31,990.72	80,000.00	(48,009.28)	40.0%
6	<b>Total Governmental Funding</b>	<b>\$ 236,609.31</b>	<b>\$ 461,072.00</b>	<b>\$ (224,462.69)</b>	<b>51.3%</b>
<b>Jurisdictional Dues:</b>					
7	Allegan County Commission	1,718.23	1,718.23	-	100.0%
8	Allegan County Road Commission	4,875.00	4,875.00	-	100.0%
9	Fillmore Township Contribution	2,761.00	2,761.00	-	100.0%
10	Holland City Contribution	33,366.00	33,366.00	-	100.0%
11	Holland Charter Township Contribution	37,979.00	37,979.00	-	100.0%
12	Max Dues Contribution	6,000.00	6,000.00	-	100.0%
13	Laketown Township Contribution	5,797.00	5,797.00	-	100.0%
14	Olive Township Contribution	5,189.00	5,189.00	-	100.0%
15	Ottawa County Commission	12,033.09	12,033.09	-	100.0%
16	Ottawa County Road Commission	13,500.00	13,500.00	-	100.0%
17	Park Township Contribution	18,686.00	18,686.00	-	100.0%
18	Port Sheldon Township Contribution	4,598.00	4,598.00	-	100.0%
19	Zeeland Charter Township Contribution	11,077.00	11,077.00	-	100.0%
20	Zeeland City Contribution	5,559.00	5,559.00	-	100.0%
21	<b>Total Jurisdictional Dues</b>	<b>\$ 163,138.32</b>	<b>\$ 163,138.32</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Other Revenue:</b>					
22	Community Enhancement	36,242.00	42,916.00	(6,674.00)	84.4%
23	Investment Income	5,391.20	1,400.00	3,991.20	385%
24	<b>Total Other Revenue</b>	<b>\$ 41,633.20</b>	<b>\$ 44,316.00</b>	<b>\$ (2,682.80)</b>	<b>\$ 4.70</b>
25	<b>Total Revenues</b>	<b>\$ 441,380.83</b>	<b>\$ 668,526.32</b>	<b>\$ (227,145.49)</b>	<b>66.0%</b>
<b><u>Expenses</u></b>					
<b>Direct Expenses - Transportation</b>					
26	Payroll Expenses - Transportation	138,711.82	268,748.46	(130,036.64)	51.6%
27	Postage	-	350.00	(350.00)	0.0%
28	Operating Supplies	-	450.00	(450.00)	0.0%
29	Capital Expenditures/Computer Equipment	-	10,000.00	(10,000.00)	0.0%
30	Contractual - Consulting	-	2,500.00	(2,500.00)	0.0%
31	Contractual - Software Maintenance	1,900.00	2,500.00	(600.00)	76.0%
32	Contractual - Clean Air Program	-	22,000.00	(22,000.00)	0.0%
33	Contractual - Data Collection/Analysis	22,848.50	16,000.00	6,848.50	142.8%
34	Contractual - Consolidated Planning Grant	-	15,000.00	(15,000.00)	0.0%
35	Contractual - Asset Management Program	35.63	17,000.00	(16,964.37)	0.2%
36	Contractual - Asset Management Program	-	90,000.00	(90,000.00)	0.0%
36	Communications	870.00	2,200.00	(1,330.00)	39.5%

		Actual	Actual	Amount Over	YTD %
		Year to Date	FY 21 Budget*	(Under) Budget	of Budget
37	Travel, Conferences, Seminars	492.79	6,000.00	(5,507.21)	8.2%
38	MACC Meetings and Seminars	-	500.00	(500.00)	0.0%
39	Printing Expense - General	-	750.00	(750.00)	0.0%
40	Miscellaneous Expense (public notices, etc.)	-	1,000.00	(1,000.00)	0.0%
41	Dues & Subscriptions	-	2,500.00	(2,500.00)	0.0%
42	<b>Total Direct Expenses - Transportation</b>	<b>\$ 164,858.74</b>	<b>\$ 457,498.46</b>	<b>\$ (292,639.72)</b>	<b>36.0%</b>
	<b>Indirect Expenses</b>				
43	Payroll Expenses - Indirect	5,900.36	37,781.26	(31,880.90)	15.6%
44	Postage	61.47	2,600.00	(2,538.53)	2.4%
45	Operating Supplies	1,007.18	5,000.00	(3,992.82)	20.1%
46	Capital Expenditures/Computer Equipment	-	2,500.00	(2,500.00)	0.0%
47	Audit Fee	10,800.00	10,000.00	800.00	108.0%
48	Budget/Accounting	9,900.00	15,000.00	(5,100.00)	66.0%
49	Contractual - Legal	220.00	3,000.00	(2,780.00)	7.3%
50	Contractual - Consulting	2,197.00	2,500.00	(303.00)	87.9%
51	Communications	2,695.89	4,000.00	(1,304.11)	67.4%
52	Travel, Conferences, Seminars	134.87	1,000.00	(865.13)	13.5%
53	MACC Meetings and Seminars	2,993.00	7,000.00	(4,007.00)	42.8%
54	Printing	355.13	500.00	(144.87)	71.0%
55	Bank Service Charges	150.00	500.00	(350.00)	30.0%
56	Copier Expenses	1,353.02	7,500.00	(6,146.98)	18.0%
57	Insurance--Property/Officers/Worker's Comp	6,859.00	3,600.00	3,259.00	190.5%
58	Public Utilities	3,501.02	9,000.00	(5,498.98)	38.9%
59	Building Maintenance	7,635.97	13,000.00	(5,364.03)	58.7%
60	Office Equipment Maintenance	524.40	2,500.00	(1,975.60)	21.0%
61	Depreciation-To MACC Holding	-	12,000.00	(12,000.00)	0.0%
62	Miscellaneous Expenses	532.12	2,000.00	(1,467.88)	26.6%
63	Education and Training	-	1,000.00	(1,000.00)	0.0%
64	Dues and Subscriptions	1,059.72	1,000.00	59.72	106.0%
65	Community Enhancement Expense	39,500.00	47,902.60	(8,402.60)	
65	<b>LESS: estimated overhead allocation from Watershed</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
66	<b>Total Indirect Expenses</b>	<b>\$ 97,380.15</b>	<b>\$ 190,883.86</b>	<b>\$ (93,503.71)</b>	<b>51.0%</b>
67	<b>Total Expenses</b>	<b>\$ 262,238.89</b>	<b>\$ 648,382.32</b>	<b>\$ (386,143.43)</b>	<b>40.4%</b>
68	<b>Excess of Revenues over Expenses</b>	<b>\$ 179,141.94</b>	<b>\$ 20,144.00</b>	<b>\$ 158,997.94</b>	
	*Budget originally approved in June 2022				

**MACATAWA AREA COORDINATING COUNCIL**

**WATERSHED BUDGET COMPARISON**

**October 1, 2022 - September 30, 2023**

				<i>% of budget completed</i>	<b>100%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Amount Over</b>	<b>YTD %</b>
		<b>Year to Date</b>	<b>FY 21 Budget*</b>	<b>(Under) Budget</b>	<b>of Budget</b>
<b><u>Revenue</u></b>					
<b>Governmental Funding:</b>					
1	EPA Funds Great Lakes Restoration Initiative	95,734.48	-	95,734.48	#DIV/0!
2	EPA Trash Free Waters	24,423.45	-	24,423.45	#DIV/0!
3	MI Corp Grant	-	-	-	#DIV/0!
4	Tulip Intercounty Drain	-	-	-	#DIV/0!
5	Eagle Costgal Mgt	7,039.92	-	7,039.92	#DIV/0!
6	GLC Sediment/Phosphorus Reduction	94,736.07	-	94,736.07	#DIV/0!
7	<b>Total Governmental Funding</b>	<b>\$ 221,933.92</b>	<b>\$ -</b>	<b>\$ 221,933.92</b>	<b>#DIV/0!</b>
<b>Watershed/Stormwater Dues:</b>					
8	Allegan County Commission	1,640.17	1,640.17	-	100.0%
9	Allegan County Road Commission	4,653.54	4,653.54	-	100.0%
10	Fillmore Township Contribution	2,635.58	2,635.58	-	100.0%
11	Holland City Contribution	31,850.27	31,850.27	-	100.0%
12	Holland Charter Township Contribution	36,253.73	36,253.73	-	100.0%
13	Laketown Township Contribution	5,533.66	5,533.66	-	100.0%
14	Olive Township Contribution	4,953.28	4,953.28	-	100.0%
15	Ottawa County Commission	11,486.47	11,486.47	-	100.0%
16	Ottawa County Road Commission	12,886.74	12,886.74	-	100.0%
17	Park Township Contribution	17,837.15	17,837.15	-	100.0%
18	Port Sheldon Township Contribution	4,389.13	4,389.13	-	100.0%
19	Zeeland Charter Township Contribution	10,573.81	10,573.81	-	100.0%
20	Zeeland City Contribution	5,306.47	5,306.47	-	100.0%
21	<b>Total Watershed/Stormwater Dues</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Other Revenue:</b>					
22	Private Contributions - Watershed	-	-	-	#DIV/0!
23	Watershed Miscellaneous	646.83	-	646.83	#DIV/0!
24	RPI Grant Income	-	-	-	#DIV/0!
25	<b>Total Other Revenue</b>	<b>\$ 646.83</b>	<b>\$ -</b>	<b>\$ 646.83</b>	<b>#DIV/0!</b>
26	<b>Total Revenues</b>	<b>\$ 372,580.75</b>	<b>\$ 150,000.00</b>	<b>\$ 222,580.75</b>	<b>248.4%</b>
<b><u>Expenses</u></b>					
<b>Direct Expenses - Watershed</b>					
27	Payroll Expenses - Watershed	-	12,007.34	(12,007.34)	0.0%
28	Postage	-	-	-	#DIV/0!
29	Operating Supplies	-	3,000.00	(3,000.00)	0.0%
30	Educational Materials	-	-	-	#DIV/0!
31	Contractual - Legal	-	-	-	#DIV/0!
32	Contractual - General Consulting	57,564.44	113,500.00	(55,935.56)	50.7%
33	GLC Two Stage Ditches	-	-	-	#DIV/0!
34	GLC Streambank	-	-	-	#DIV/0!
35	EPA Great Lakes Restoration Initiative Expense	94,403.40	-	94,403.40	#DIV/0!
36	Regional Prosperity Expense	11,001.28	-	11,001.28	#DIV/0!

		<b>Actual</b>	<b>Actual</b>	<b>Amount Over</b>	<b>YTD %</b>
		<b>Year to Date</b>	<b>FY 21 Budget*</b>	<b>(Under) Budget</b>	<b>of Budget</b>
37	GLC Sediment/Phosphorus Reduction Expense	93,120.79	-	93,120.79	#DIV/0!
38	Trash Free Waters Expense	21,634.28	-	21,634.28	#DIV/0!
39	Watershed Council Grant	-	-	-	#DIV/0!
40	MI CORP expenses	-	-	-	#DIV/0!
41	MCMP Resilience Plan	7,250.01	-	7,250.01	#DIV/0!
42	Communications	-	-	-	#DIV/0!
43	Travel, Conferences, Seminars	-	1,000.00	(1,000.00)	0.0%
44	MACC Meetings and Seminars	-	1,000.00	(1,000.00)	0.0%
45	Miscellaneous Expense	-	5,500.00	(5,500.00)	0.0%
46	<b>Total Direct Expenses - Watershed</b>	<b>\$ 284,974.20</b>	<b>\$ 136,007.34</b>	<b>\$ 148,966.86</b>	<b>209.5%</b>
	<b>Indirect Expenses</b>				
47	Estimated overhead allocation to General Fund	-	-	-	#DIV/0!
48	<b>Total Indirect Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
49	<b>Total Expenses</b>	<b>\$ 284,974.20</b>	<b>\$ 136,007.34</b>	<b>\$ 148,966.86</b>	<b>209.5%</b>
50	<b>Excess of Revenues over Expenses</b>	<b>\$ 87,606.55</b>	<b>\$ 13,992.66</b>	<b>\$ 73,613.89</b>	
	*Budget originally approved in June 2022				



# Macatawa Area Coordinating Council

*A Cooperative Effort Among Units of Government*

## MACC EXECUTIVE COMMITTEE

**April 11, 2023**

### Policy Board

- Jacob Bonnema
- ✦ Thomas Bird
- Nathan Bocks
- ✦ 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 Koeveering
- ✦ Executive Committee

Present: Tom Bird, Amanda Cooper, Tom Oonk, Pankaj Rajadhyaksha, Kevin Klynstra and Jason Latham

- Jason gave an update regarding the I-196BL pedestrian crossing study. The MACC and MDOT hosted a joint public open house on March 1st. The MACC met with MDOT the week of April 3<sup>rd</sup> to discuss the public comments received and the possibility of incorporating minor changes to the existing crosswalks within the project limits. The meeting was well attended and MDOT provided very helpful input/insight. MDOT also gave guidance regarding the location of the ultimate grade separated structure that will be proposed. A stakeholder meeting will be held April 13<sup>th</sup> to discuss further details. The group discussed the need to coordinate detour routes with MDOT during the next few construction seasons. Traffic backups were already an issue this week. Jason spoke with OCRC and they said they had been working with MDOT on detours for next season's I-196 BL project.
- Jason discussed his interaction with Jim Donkersloot regarding the CEP. Jason asked for a legal opinion regarding the formation of the CEP and CEP's affiliation with the MACC. In essence, is the CEP a standalone Board or does it need to report back to the MACC Policy Board when making changes to their By-Laws.
- Jason gave a brief update regarding this year's dues. The funding formula for dues is based on population and miles of federal aid eligible roads. The current dues are \$163,138. Using the most recent 2020 Census figures, next year's dues will be \$170,141.85. Jason would like to change the name of the "Watershed Dues" to "Environmental Dues". The Environmental Dues will remain at the \$150,000. The individual invoices might vary slightly due to using the new 2020 population data.
- Jason gave an update regarding the Sustainable Watershed Funding Initiative (SWFI) Branding and Marketing price quote that was requested. Jason will be requesting approval for the selected consultant at the next Board meeting. The 10<sup>th</sup> anniversary celebration of Project Clarity will be held at Boatwerks on June 6<sup>th</sup>. Currently Jason, Judy and Tom Bird will be attending, we hope more MACC Board members will be able to attend.
- Jason will work with Tom Bird to come up with a pay scale. Tom asked Jason to obtain pay scales from similar MPO's across the state. Jason's next review will be in October.

Next Executive Committee Meeting: May 9, 2023 – 8:30 a.m.





# Macatawa Area Coordinating Council

A Cooperative Effort Among Units of Government

## Memo

**To:** Policy Board Members  
**From:** Jason Latham  
**Date:** April 17, 2023  
**Re:** FY2024 Budget Overview

At the April Policy meeting, I will be presenting an overview of the MACC’s FY2024 budget for your consideration and input. The adoption of the budget will be requested at the following meeting on June 5<sup>th</sup>. Currently, revenues are estimated at \$731,159.85 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 FY2024 budget includes the following highlights:

### Revenues

- MACC Environmental/CEP dues are unchanged from 2022/23.
- Increase in the Consolidated Planning Grant of \$44,946. (Now \$355,018)
- Decrease in CMAQ education/outreach funding of \$15,000. (Now \$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 FY2024 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
<b>Total Jurisdictional Dues</b>	<b>\$ 170,141.85</b>

<b>Environmental Dues</b>	<b>Proposed FY2024 Dues</b>
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
<b>Total Jurisdictional Dues</b>	<b>\$ 150,000.00</b>

For a more detailed breakdown of both dues, please see the charts attached on the next page.

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

**CHART A**

<i>Jurisdictions</i>	<b>FY 24 Jurisdictional Dues</b>			
	<i>Population</i>	<i>Population %</i>	<i>Rate</i>	<i>Total</i>
City of Holland	34,378	26.87%	\$ 1.000	\$ <b>34,378.00</b>
City of Zeeland	5,719	4.47%	\$ 1.000	\$ <b>5,719.00</b>
Fillmore Township	2,778	2.17%	\$ 1.000	\$ <b>2,778.00</b>
Holland Charter Township	38,276	29.92%	\$ 1.000	\$ <b>38,276.00</b>
Laketown Township	5,928	4.63%	\$ 1.000	\$ <b>5,928.00</b>
Olive Township	5,007	3.91%	\$ 1.000	\$ <b>5,007.00</b>
Park Township	18,625	14.56%	\$ 1.000	\$ <b>18,625.00</b>
Port Sheldon Township	5,206	4.07%	\$ 1.000	\$ <b>5,206.00</b>
Zeeland Charter Township	12,008	9.39%	\$ 1.000	\$ <b>12,008.00</b>
	<b>County Population</b>	<b>Population %</b>		
Allegan County Commission*	20,264	15.84%	\$ 0.110	\$ <b>2,229.04</b>
Ottawa County Commission*	107,446	83.99%	\$ 0.110	\$ <b>11,819.06</b>
	<b>FA Road Miles</b>			
Allegan County Road Commission**	49.7		\$ 125.00	\$ <b>6,212.50</b>
Ottawa County Road Commission**	127.65		\$ 125.00	\$ <b>15,956.25</b>
<b>TOTAL</b>	<b>127,925</b>			<b>\$ 164,141.85</b>
Macatawa Area Express***				<b>\$ 6,000.00</b>
<b>TOTAL MACC DUES</b>				<b>\$ 170,141.85</b>

<b>Allegan County Population</b>	
Filmore Township	2,778
Laketown Township	5,928
City of Holland	11,558
<b>Total</b>	<b>20,264</b>

Based on 2020 Census

<b>Ottawa County Population</b>	
Port Sheldon Township	5,206
Olive Township	5,007
City of Zeeland	5,719
Zeeland Charter Township	12,008
Park Township	18,625
City of Holland	22,820
Holland Charter Township	38,276
<b>Total</b>	<b>107,661</b>

Based on 2020 Census

**TOTAL MACC POPULATION** **127,925**

\* County Commission dues are based on estimated population within the MACC area.  
 \*\* Road Commission dues are calculated as \$125 per federal aid road mile within the MACC area.  
 \*\*\* Macatawa Area Express pays a flat rate of \$6,000



# Macatawa Area Coordinating Council

*A Cooperative Effort Among Units of Government*

**CHART B**

<i>Jurisdictions</i>	FY 24 Environmental Dues Breakdown			Total FY 24 Environmental Dues Owed
	<i>Jurisdictional Dues*</i>	<i>Percentage of TOTAL \$164,141.85</i>	<i>Percentage Multiplied to Equal the Standard \$150,000</i>	
City of Holland	\$ 34,378.00	20.9%	\$ 31,416.12	\$ 31,416.12
City of Zeeland	\$ 5,719.00	3.5%	\$ 5,226.27	\$ 5,226.27
Fillmore Township	\$ 2,778.00	1.7%	\$ 2,538.66	\$ 2,538.66
Holland Charter Township	\$ 38,276.00	23.3%	\$ 34,978.28	\$ 34,978.28
Laketown Township	\$ 5,928.00	3.6%	\$ 5,417.27	\$ 5,417.27
Olive Township	\$ 5,007.00	3.1%	\$ 4,575.62	\$ 4,575.62
Park Township	\$ 18,625.00	11.3%	\$ 17,020.34	\$ 17,020.34
Port Sheldon Township	\$ 5,206.00	3.2%	\$ 4,757.47	\$ 4,757.47
Zeeland Charter Township	\$ 12,008.00	7.3%	\$ 10,973.44	\$ 10,973.44
<b>Allegan County Commission</b>				
Allegan County Commission	\$ 2,229.04	1.4%	\$ 2,036.99	\$ 2,036.99
<b>Ottawa County Commission</b>				
Ottawa County Commission	\$ 11,819.06	7.2%	\$ 10,800.77	\$ 10,800.77
<b>Allegan County Road Commission</b>				
Allegan County Road Commission	\$ 6,212.50	3.8%	\$ 5,677.25	\$ 5,677.25
<b>Ottawa County Road Commission</b>				
Ottawa County Road Commission	\$ 15,956.25	9.7%	\$ 14,581.52	\$ 14,581.52
<b>TOTAL</b>	\$ 164,141.85	100.0%	\$ 150,000.00	\$ 150,000.00
<b>TOTAL MACC ENVIRONMENTAL DUES</b>				<b>\$ 150,000.00</b>

\* Jurisdictional Dues were created by population percentages. See chart A.



# Macatawa Area Coordinating Council

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CHART C

<i>Jurisdictions</i>	<b>FY 24 Total Membership Dues Owed</b>		
	<i>FY 24 Jurisdictional Dues</i>	<i>FY 24 Environmental Dues</i>	<i>Total Membership Dues Owed</i>
City of Holland	\$ 34,378.00	\$ 31,416.12	\$ 65,794.12
City of Zeeland	\$ 5,719.00	\$ 5,226.27	\$ 10,945.27
Fillmore Township	\$ 2,778.00	\$ 2,538.66	\$ 5,316.66
Holland Charter Township	\$ 38,276.00	\$ 34,978.28	\$ 73,254.28
Laketown Township	\$ 5,928.00	\$ 5,417.27	\$ 11,345.27
Olive Township	\$ 5,007.00	\$ 4,575.62	\$ 9,582.62
Park Township	\$ 18,625.00	\$ 17,020.34	\$ 35,645.34
Port Sheldon Township	\$ 5,206.00	\$ 4,757.47	\$ 9,963.47
Zeeland Charter Township	\$ 12,008.00	\$ 10,973.44	\$ 22,981.44
<b>Allegan County Commission</b>			
Allegan County Commission	\$ 2,229.04	\$ 2,036.99	\$ 4,266.03
<b>Ottawa County Commission</b>			
Ottawa County Commission	\$ 11,819.06	\$ 10,800.77	\$ 22,619.83
<b>Allegan County Road Commission</b>			
Allegan County Road Commission	\$ 6,212.50	\$ 5,677.25	\$ 11,889.75
<b>Ottawa County Road Commission</b>			
Ottawa County Road Commission	\$ 15,956.25	\$ 14,581.52	\$ 30,537.77
<b>Macatawa Area Express</b>			
Macatawa Area Express	\$ 6,000.00		\$ 6,000.00
<b>TOTAL</b>	\$ 170,141.85	\$ 150,000.00	\$ 314,141.85

# **MACC** Macatawa Area **ME** Coordinating Council

*A Cooperative Effort Among Units of Government*

## **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

The Macatawa Area Coordinating Council (MACC) is currently seeking competitive quotes from qualified firms interested in developing a brand and new marketing materials to support stakeholder and public engagement in an effort to secure a sustainable revenue for watershed management. Quotes must be under \$10,000 and provide the following services:

1. Define a brand for the Sustainable Watershed Funding Initiative (SWFI - see background information below): setting up colors, fonts, and styles.
2. Create messaging directed to various types of audiences.
3. Create a marketing plan for public outreach to educate about the value of water resources and how the funding would be generated.
4. Create templates and examples for fact sheets, infographics, PowerPoints, and other materials for the SWFI Team to customize and use in outreach activities.
5. Design images and content to share on social media platforms

## **Executive Committee**

## **Project Background**

In 2018, the MACC partnered with the West Michigan Shoreline Regional Development Commission (WMSRDC), and the Grand Valley Metropolitan Council (GVMC) to begin investigating sources of funding, other than grants, that could create a reliable revenue stream to protect and improve our local water resources. Michigan communities and organizations most often use general funds to complete water quality and habitat improvement projects within their boundaries. To allow for larger, regional impacts, watershed leaders from around the state have formed the Sustainable Watershed Funding Initiative (SWFI), which proposes a voluntary contribution, attached to property tax statements, specifically for watershed funding. This funding could finance projects throughout the state to improve water quality, increase natural habitat, and reduce flooding.

The Huron River Watershed Council (HRWC), working with SWFI partners, was awarded funding through the Erb Family Foundation to create a public campaign and finalize the framework to present to the Michigan legislature. To accomplish this, the SWFI Team is looking for a firm that can brand this initiative and create educational materials that will build support for this initiative from a broad audience.

## **Supplemental Information to Submit with your Quote**

1. Additional information must be provided in no more than two (2) double-sided pages (4 pages total). Number all pages consecutively. Quotes exceeding these limits will not be accepted. Inclusion of promotional literature of a general nature is not solicited, but if submitted, will not count toward the overall length restriction.
2. Only qualified individuals or firms with prior, similar branding and marketing experience should submit quotes in response to this request.
3. List at least one project that is substantially similar to this project as part of the response, including references. Examples of work should be provided as well and do not count against the page total.

4. Include a description of the proposed approach, strategy and/or ability to understand, facilitate and provide the services requested. Provide a list of qualifications for all key personnel performing the work.
5. Provide a proposed schedule and milestones, as applicable.
6. Quotes must include a detailed quote for each task, and hours estimated for completion of each phase of the project based on and related to the worker hour estimate. The quote shall also include costs related to overhead, meetings and presentations, and direct expenses (*i.e.*, travel, reproduction, presentation boards, *etc.*).
7. The quote must be signed by an authorized representative.
8. Please submit a standard set of terms and conditions with your quote, if desired. All terms and conditions will be subject to negotiation.
9. Quotes must remain valid for a period of 60 days.

**Additional Conditions**

Quotes will be accepted until **April 19, 2023, at 12:00 pm**. Any quotes received after this date and time will be returned to the sender.

If the organization submitting a quote must outsource or contract any work to meet the requirements contained herein, this must be clearly stated. Additionally, costs included must be all-inclusive of any outsourced or contracted work. Any quotes that call for outsourcing or contracting work must include the name and description of the organizations being contracted.

A need to maintain quality control and management of cost and expenses is essential throughout this project. The selected firm will be expected to ensure that all applicable labor laws are followed. The project will require the gathering of input from the SWFI Team and the public throughout the project.

Contract terms and conditions will be negotiated upon selection of the winning quote. All contractual terms and conditions will be subject to review and will include scope, budget, schedule, and other necessary items pertaining to the project.

The following documents should be used as reference materials. Others may be provided to the selected firm by the MACC.

1. <https://www.the-macc.org/swfi/>
2. <https://wmsrdc.org/?s=SWFI>
3. <https://www.lgrow.org/swfi>

**Timeline**

Due Date	April 19, 2023 by 12:00pm
Quotes reviewed and firm selected	April 19, 2023
Draft Contract Review	April 19-24, 2023
Contract Development and Finalization	April 24, 2023
Project Initiation	April 25, 2023

Questions that arise prior to the due date shall be submitted in writing to Kelly Goward at [kelly@outdoordiscovery.org](mailto:kelly@outdoordiscovery.org). Quotes and all supporting information must be submitted to Kelly by 12:00 pm, April 19, 2023, as an electronic copy in pdf format using the subject line “SWFI Branding and Marketing Proposal”. If you are unable to submit electronically, contact Kelly for an alternative method.

### **Evaluation and Contractor Selection**

Quotes received by the deadline will be reviewed by the SWFI Team. The Team reserves the right to engage in negotiations to determine the quote that is in the overall best interests of the intent of the project. Neither the SWFI Team nor the selected firm shall be legally bound in any way until a contract is signed.

Selection of the consultant will be made in consideration of the following:

- Work plan and thoroughness of the proposed scope of work.
- Qualifications of the firm or individual and experience regarding similar work.
- Capacity of the individual or firm to meet the project timelines.
- Reasonableness of the allocation of resources to the various tasks.
- The consultant's demonstrated understanding of the project and local environmental issues.
- Proposed hourly fee and expenses.