The Ferrysburg City Council will conduct its business via Zoom to mitigate the spread of COVID-19. Members of the public are welcome and encouraged to participate in this meeting. Members of the public are not required to register or otherwise provide information to attend. Please utilize the mute function on your phone while on a conference call, when appropriate. Mayor Hopp will run the virtual meeting like a regular meeting. There will be opportunities at the beginning and end of the meeting for public comment.

FERRYSBURG CITY COUNCIL MEETING

AGENDA

MONDAY, APRIL 5, 2021
7:00 P.M

FERRYSBURG CITY HALL
17520 RIDGE AVENUE, FERRYSBURG, MI 49409

1. Call to Order: Mayor Hopp

2. Roll Call: Hopp, DeWitt, O'Donnell, Carlson, Blease, Montgomery, Sias

3. Moment of Silence

4. Pledge of Allegiance

5. Public Comments:

This time on the agenda is for any citizen to direct brief comments or questions to the City Council. Time for public comments will be given when an agenda item is discussed. If you have a comment or question, please raise your hand to be recognized by the Mayor, and after being recognized by the Mayor, please stand, give your name, and address for the record, and proceed with your comment or question. Please limit your comments to three (3) minutes.
6. Consideration for Approval of Consent Agenda:
   
a. Approve the March 15, 2021, City Council meeting minutes as printed.

7. New Business:
   
a. Introduction: Sgt. Christine Wendt, Ottawa County Sheriff’s Department.
   
b. Discussion, and to take action if appropriate, to approve/not approve a recommendation from the Recreation Commission to approve the Site Master Plan for Fire Barn Park.
   
c. Discussion, and to take action if appropriate, to contribute $500 towards Ottawa County’s Digital Inclusion Strategy.
   
d. Discussion, and to take action if appropriate, to approve a proposal from Ottawa County for $8,660.59 to install Security Cameras at City Hall.
   
e. Introduction of Ordinance, No. 316, to amend the City Code by amending Chapter 154, Zoning, to amend Section 2.20, Section 3.90, Section 3.290, Section 4.60, Section 5.20, Section 5.110, Section 7.20, and Section 7.40, to update regulations concerning mobile food units, fences, temporary uses, special land use permit validity, change of use, site plan amendments, sign definitions, and nonconforming signs.
   
f. Discussion, and to take action if appropriate, to a Approve an Agreement for Property Assessing Services, and to authorize the Mayor and City Clerk to sign the agreement.
   
g. Discussion, and to take action if appropriate, to schedule a work session as a regular agenda item on April 19.
   
h. Work Session: Strategic Plan.
   
i. Work Session: American Rescue Plan.
   
j. Consideration for adjournment to a closed session for consultation with the City Attorney to review a legal opinion.
   
k. Consideration for reconvening in open session.

8. Public Comments:

9. Reports: City Manager

   City Council Members

   Mayor

10. Adjournment
CITY OF FERRYSBURG  
CITY COUNCIL MINUTES  
MARCH 15, 2021

Pursuant to Public Act 228, the Ferrysburg City Council conducted its business via ZOOM to mitigate the spread of COVID-19. Mayor Hopp ran the virtual meeting like a regular meeting.

The meeting was called to order by Mayor Hopp at 7:00 p.m. via ZOOM. A Moment of Silence was observed. Mayor Hopp led those present in the pledge of allegiance.

Council Members Present via ZOOM: Rebecca Hopp, Tim O’Donnell, Mike DeWitt, William Montgomery, Richard Carlson, Jerry Sias all indicating attending from the City of Ferrysburg, Ottawa County, Michigan.

Also present: City Manager Bessinger, City Clerk Wierenga, and six citizens (via ZOOM).

21-041 Moved by Council Member DeWitt, seconded by Council Member O’Donnell, to excuse Council Member Blease. The motion passed unanimously via roll call vote.

21-042 Moved by Council Member DeWitt, seconded by Council Member O’Donnell, to approve the March 1, 2021, City Council meeting minutes as printed. The motion passed unanimously via roll call vote.

21-043 Commissioner Douglas Clark, Jr., Michigan Independent Citizens Redistricting Commission presented Michigan’s new redistricting process. Mr. Clark answered questions from City Council Members.

21-044 Tom Godfrey, Ferrysburg Representative to the NOCH Board presented City Council Members an update on the NOCH operations. Mr. Godfrey answered questions from City Council Members.

21-045 Moved by Council Member O’Donnell, seconded by Council Member Montgomery, to adopt a resolution to support the Smith’s Bridge Project Grant Request. The motion passed unanimously via roll call vote.

21-046 Moved by Council Member DeWitt, seconded by Council Member Carlson, to approve a quote from Prein & Newhof for $150,800 for design and construction engineering for the Dogwood Drive project. The motion passed unanimously via roll call vote.

21-047 Moved by Council Member O’Donnell, seconded by Council Member Montgomery, to not approve a proposal from City Farmer for $43,800 for lawn maintenance for City Parks and several City-owned properties. The motion passed unanimously via roll call vote.
21-048 City Council Members discussed the City leaf pickup. Consensus of City Council Members was to keep the program the way it is.

21-049 City Council Members discussed the 2021-2022 City Budget. City Manager Craig Bessinger presented highlights of the upcoming budget.

The City Manager, the City Council Members, and the Mayor reported on several current items.

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

____________________________   ______________________________
Rebecca Hopp                  Debbie Wierenga
Mayor                          City Clerk
March 31, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Fire Barn Park Site Master Plan

At the December 21, 2020, meeting, City Council did not approve the site plan for Fire Barn Park or City Hall.

Since that time, the Recreation Commission has met with Pam Blough, PM Blough, Inc., with assistance from Cindy Burkhour, Access Recreation Group, LLC, to revise the Fire Barn Park site plan to address concerns raised. The Recreation Commission has focused on the Fire Barn Master Site Plan and has not discussed the City Hall site plan.

On March 18, 2021, the Recreation Commission held a public hearing on the proposed Site Master Plan for Fire Barn Park. The plan was mailed to various organizations asking for feedback. Attached are responses received.

Comments from the meeting have been incorporated into the attached plan. The Recreation Commission unanimously recommended to City Council to approve the Site Master Plan.

c: Debbie Wierenga, City Clerk
February 18, 2021
Ferrysburg Recreation Commission Meeting (ZOOM)

Questions/Concerns/Recommendations:

Walkways listed at 5’ width only meet minimum ADA requirements...in order to be universally accessible two individuals need to be able to walk side-by-side or pass each other without one having to step off the path. A 6’ wide path facilitates this and goes above and beyond minimum ADA requirements. If this is not changed do not label as universally accessible, label as only meeting minimum ADA requirements. (routes to pickle ball courts & pavilion, basketball court, restroom, benches facing splash pad). The route to the splash pad facing benches must be even wider to accommodate the required clear space in front of the benches which must be out of the walking surface of the route passing in front of the benches and connecting to the splash pad elements.

What are the design features of the pickle ball 4’ fencing to make the claim it is universally accessible? What are the route widths between fences and courts of play? How wide are the court fence openings?

The project element sheet lists 2 pickle ball court gates, non indicated on site plan, what are the design features that make these elements universally accessible? What is the width of these gates openings? Is the operating mechanism for gate accessible design? Where are these 2 gates located?

Why are there are no benches near the pickle ball court for waiting/observing/resting?

The water fountain seems to have been removed and no water source replacement provided, will there be a universally accessible water fountain with the recommended water bottle filler provided and if so, where will it be located?

There are 3 accessible parking spaces indicated, all located at one end of the lot, non indicate van accessible and they are not dispersed as ADA requires. 3 spaces only meets the minimum ADA requirement! To be universally accessible, they all need to be van accessible & dispersed. I recommend adding another van accessible space near the pickle ball courts end of the lot with direct access to the bike path from the access aisle.
Why are there no benches near/facing the play area? Benches for observation/supervision of children in the play area are critical for safety and support. They also provide support for kids with disabilities who need a near place to observe play or disengage, particularly, kids with Autism.

What is the purpose of the 12" concrete band around the play area?

I don't see any play area universally accessible equipment upgrades such as the recommended disc swing? At this time you have no accessible swinging opportunity which puts you out of compliance with the ADA minimum requires.

Why are there not benches at the basketball courts for waiting/observing/resting?

Why are there no accessible picnic tables for either shelter in the project elements list? The plan only shows 2 accessible tables near the splash pad and lists those on the elements sheet. The text indicates the pavilion near the pickle ball court will have accessible tables, but none are listed on the elements sheet. The plan does not show or indicate accessible tables for the pavilion near the play area, why?

What are the bollard separation widths?

What type of trees are being added along the bike path over the benches next to the splash pad? Have seasonal grow patterns and types of debris dropping been considered? Trees over the edge of the bike path and over benches must always maintain a minimum 80" head clearance at all times.

Respectfully Submitted,
Cindy Burkhour
Hi Again,

I think those look great. Although I'm not a regular pickleballer, I understand its popularity. I got over to Spring Lake's park this summer a few times and saw the crowds. Nice work on moving things forward!

I don't know if you remember, but I offered to paint the basketball court lines and upgrade the nets before the COVID lockdown. That offer still stands. And please let me know if you need any help with advocacy... I have more time now. I plan on zooming in next week.

Thanks and again, GREAT Work on setting the vision and moving forward on all parks doings!

Martin

On Thu, Mar 11, 2021, 1:57 PM Craig Bessinger <cbessinger@ferrysburg.org> wrote:

Hi Martin,

Good to hear from you.

Attached are the drawings, the Recreation Commission is holding a public hearing on the plans next Thursday. Below is the Zoom information if interested in watching. Any comments on the plans is welcomed.

When: Mar 18, 2021 07:00 PM Eastern Time (US and Canada)
Topic: Recreation Commission

Please click the link below to join the webinar:
https://zoom.us/j/97381008159?pwd=bi11NzhuVmNuZERGcDZrNWRLWWdadz09
Passcode: MSee60
Or iPhone one-tap :
US: +13017158592,,97381008159#,,+111864# or +13126266799,,97381008159#,,+111864#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
Hi Craig:

Thank you for sending the plans for Fire Barn Park.
The existing playground is one of the places I enjoy bringing my grandson!
It’s interesting to see pickleball where tennis courts used to be.
What do you envision the proposed play lawn will be used for? I love the idea but wonder if it will be used more for spontaneous play and picnicking, soccer, or other sports. How easy will it be to maintain that area?
The splash pad is a fabulous addition.
The fact that it’s accessible is, of course, most important.
Overall, I love it!

Namaste,
Caution! This email is from an external address and may contain links. Use caution when following links as they could open malicious web sites.

Craig,

Thanks for including me on the plan!

Couple of questions about the Pickleball Court plans:

1) Looks like there will be dividing fences on the sides of the courts, WHICH IS GREAT, and there appears to be only one entrance to the courts. My question is how will individuals get into each court? There may be a need for a sidewalk on each end of the court (North and South side of the Pickleball court “slab”) with fence access doors into each court.

2) Will the fences on the north and south end of each court be at least twice as high as the dividing court?

3) Any thoughts to having lights for the courts? This feature would make the courts unique in the area.

I will plan to try to be on-line for the March 18 virtual meeting.

Bruce Bishop
607-321-1165
Bishopbr0211@gmail.com

---

From: Craig Bessinger
Sent: Friday, March 5, 2021 9:03 AM
To: bishopbr0211@gmail.com
Subject: Fire Barn Park

Bruce,

The Ferrysburg Recreation Commission has been working to develop a Site Master Plan for Fire Barn Park located at the intersection of 174th Avenue and North Shore Road. The Commission worked to design the park to be inclusive universally accessible. The Recreation Commission will hold a public hearing on Thursday, March 18, 7PM on the proposed Site Master Plan.

Attached is a copy of the proposed Site Master Plan which will be developed as funds become available.

Would you be willing to review the attached plan and offer any comments, concerns, or suggestions. You may provide your comments by replying to this email or attend the March 18, Zoom meeting, Zoom information will be on the City’s web site (www.ferrysburg.org) one week before the meeting.
Caution! This email is from an external address and may contain links. Use caution when following links as they could open malicious web sites.

Thank you for sharing this Craig. This looks awesome! I shared this with my director too. Couple things, are the existing restrooms accessible? Maybe consider more shaded cover and accessible paths to the shaded areas because many people utilizing wheelchairs have challenges with regulating their body temp and handling the heat. Disability Network would also be good to ask. They provide ADA assessments of facilities and may have good input to offer. Brad Hastings is the contact. His email is bradh@disabilitynetworkwm.org

From: Craig Bessinger [mailto:cbessinger@ferrysburg.org]
Sent: Friday, March 05, 2021 8:53 AM
To: Karen Wilson <kwilson@pioneerresources.org>
Subject: Fire Barn Park

Karen,

The Ferrysburg Recreation Commission has been working to develop a Site Master Plan for Fire Barn Park located at the intersection of 174th Avenue and North Shore Road. The Commission worked to design the park to be inclusive universally accessible. The Recreation Commission will hold a public hearing on Thursday, March 18, 7PM on the proposed Site Master Plan.

Attached is a copy of the proposed Site Master Plan which will be developed as funds become available.

Would you be willing to review the attached plan and offer any comments, concerns, or suggestions. You may provide your comments by replying to this email or attend the March 18, Zoom meeting, Zoom information will be on the City’s web site (www.ferrysburg.org) one week before the meeting.

Craig Bessinger
City of Ferrysburg
17520 Ridge Avenue, P.O. Box 38
Ferrysburg, MI 49409-0038
P: 616-842-5803
C: 616-843-5028
March 18, 2021

Dear Local Officials,

You may have heard that Ottawa County recently launched a comprehensive Digital Inclusion Strategy. The effort is designed to establish reliable and affordable, broadband access across the County. Digital Inclusion refers to the activities necessary to ensure that all communities and individuals, including the most disadvantaged, have access to affordable, robust broadband internet service, as well as access to necessary internet-enabled equipment and digital literacy training.

Despite past successes to address gaps in digital connectivity (e.g. public/private wireless build-out), residents continue to experience issues with reliable broadband availability. The global pandemic – which forced students and teachers countywide to remote-learn, employees to telework, and the elderly to receive virtual health services – quickly amplified the inequitable access issues that remain within the broadband infrastructure of the County.

Because the pandemic helped to bring greater awareness of these inequities, there is no better time than right now to systematically address these connectivity issues which are consistently being reported by frustrated residents and business owners. A robust, coordinated effort is necessary to ensure the infrastructure that exists in the County provides everyone with the access they need to succeed in not only today’s world, but tomorrow’s future.

Promptly following the start of the Michigan Stay-Home Order, County and OAISD representatives began meeting as a small work group to lay-out a multi-phased strategy to address gaps in digital inclusion. Once the initial strategy was developed in early June 2020, it was shared with community stakeholders to gain support to help launch the effort. More recently the County was notified that it will be receiving significant American Rescue Plan funding which can be used for, among other items, broadband initiatives. The timely strategy that has been developed provides a strong framework to garner the necessary information to effectively inform our decision-making as it pertains to utilizing these dollars in the most effective means possible to address our broadband inequities. The 4-phased strategy is summarized below:

- **Phase 1: Data Collection, Analysis, and Mapping** (e.g. countywide surveys and research)
- **Phase 2: Pre-Engineering and Equipment Needs Study** (i.e. Solutions Deployment Plan)
- **Phase 3: Intermediary Solutions Deployment** (e.g. address gaps in access, affordability, and digital literacy)
- **Phase 4: Ongoing Transformation** (e.g. adapt to changing demands for digital connectivity)
As identified above, this effort begins by deploying utmost due diligence to thoroughly understand our geographic areas of need so that we can develop a data-driven, informed plan for the deployment of broadband throughout the County. A Request for Proposals (RFP) was issued in December 2020 to conduct the Phase 1 data collection and analysis effort. Ten proposals were submitted and have been reviewed by a Data Collection Steering Committee comprised of local government officials, healthcare professionals, educational leaders, private citizens, members of the business community, and broadband consultants. The Committee narrowed the field of possible data consultants down to four, conducted interviews, and subsequently selected the Merit Network to conduct this important work.

The cost of this intensive data collective effort is roughly $65,000. To date, contributions have been secured from the Grand Haven Community Foundation, Ottawa County, Lakeshore Advantage, OAISD, and others. Due to the breadth of this initiative and the impact it will provide for a range of stakeholders, we are continuing to connect with funding partners needed to begin this important undertaking. This is where your individual communities come into play.

Because this effort is intended to advance the overall quality of life in the County and ensure all residents are equipped with the means necessary to succeed in the ever-increasing digital age, we are respectfully asking that each community in Ottawa County contribute financially to the critical data collection effort. Ideally, if we are able to secure $500 from each local unit of government we will have the funds necessary to activate the data collection effort. It is our hope to launch with data collection in June 2021; accordingly, if you are able to pledge your support before that date, it would be much appreciated.

Thank you greatly for your consideration of this request. We feel that this is one of the most important undertakings as we come out of the pandemic and address the continued growth and economic vibrancy of Ottawa County. If you have any questions, please let me know. You may also learn more about our effort at www.miottawa.org/broadband

Respectfully,

[Signature]

Paul Sachs, Director

Cc: Al Vanderberg, County Administrator
Hi Craig,

That is an excellent clarifying question. We are sourcing funds for the $65k data collection effort via local partnerships as this is our immediate first step in the Strategy. The $50+M the County anticipates receiving from the Rescue Plan will likely be disbursed among a variety of critical communitywide efforts/needs, with broadband being one of those. The point of clarification then is that, as part of our Strategy, we intend to use the portion of Rescue dollars for actual broadband solutions/infrastructure deployment, and not for this front-end data gathering.

Please accept my apologies for the confusion. Let me know if additional clarification is needed.

Respectfully,

Paul Sachs | Director
Department of Planning and Performance Improvement
12220 Fillmore Street, Room 260 | West Olive, MI 49460
P 616-738-4852 | www.miOttawa.org

Paul,

The letter states you will receiving fund from the American Rescue Plan and have received funding from other sources. What is the dollar amount received the American Rescue Plan? With the other funding received, funds are short of the $65,000 needed?
March 29, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Camera Proposal

Earlier this year the system operating the City Hall cameras went down and was unrepairable.

Attached is a quote to install a new camera system. After the last camera install there was feedback there ought to be cameras to cover the outside area, additional cameras have been added to monitor the Building entrance points.

The City also has cameras at the Fire Station and the DPW Building, these systems remain operational.

c: Debbie Wierenga, City Clerk
Hi Craig,

Yes, a system like this is easily expandable in the future. All that needs to happen is the camera needs to be physically installed and wired and then there's a little bit of configuration in the system after that. No additional licensing fees are needed either.

The system is mainly limited by the recording computer hardware. The Blue Iris software will support up to 64 cameras assuming sufficient hardware is being used to get to that point. I have a similar computer at my church to the one that we quoted for you. We are running 28 cameras and CPU usage is around 20%. Could I get that computer up to 64 cameras? I don't know, but I'd be willing to bet I could get close to 50 if needed. The thing to keep in mind is that although there is a 64 camera limit in the software, the real thing that adds load to the CPU is the megapixel (MP) rating of the cameras. Your internal cameras are 4MP each. The external ones are 8MP so each of them are equivalent to two internal (4MP) cameras.

All of this is to say that there are a lot of factors to consider, but you should have plenty of head-room with the computer to add cameras in the future if you wish. If we hit the hardware or software limit of this recording computer someday, another computer could always be added as well. In that sense, it is infinitely expandable.

Hope this helps. As always, if you have questions or need clarification on something, don't hesitate to ask!

Jon

---

From: Craig Bessinger <cbessinger@ferrysburg.org>
Sent: Thursday, March 25, 2021 4:33 PM
To: Jonathan Walters <jwalters@miottawa.org>
Cc: Michael Tabaczka <mtbaczk@a@miottawa.org>; Debbie Wierenga <dwierenga@ferrysburg.org>
Subject: RE: Initial estimate for camera system replacement

Jon,

Is the proposed system expandable if in the future additional cameras were to be added? Is so, what would be the capacity?

Craig Bessinger
City of Ferrysburg
17520 Ridge Avenue, P.O. Box 38
Ferrysburg, MI 49409-0038
P: 616-842-5803
C: 616-843-5028

---

From: Jonathan Walters <jwalters@miottawa.org>
Sent: Thursday, March 25, 2021 2:45 PM
To: Craig Bessinger <cbessinger@ferrysburg.org>
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PURPOSE AND JUSTIFICATION ............................................................... 2
PROJECT SCOPE .................................................................................. 2
PROJECT BOUNDARIES ...................................................................... 2
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ACCEPTANCE CRITERIA ...................................................................... 3
TOTAL COST OF OWNERSHIP ........................................................... 3
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PURPOSE AND JUSTIFICATION

The purpose of this project is to rebuild and improve the video surveillance system at Ferrysburg City Hall. The existing camera system experienced some sort of catastrophic failure and appears to have sent a power surge to each of the attached cameras rendering them unusable.

PROJECT SCOPE

Replacement of the five original cameras and the addition of eight more cameras to cover all entrances of the building as well as the South parking lot and North driveway. Also included is the replacement of the Uninterruptable Power Supply (UPS) due to age and the network switch to expand capacity. A new recording PC will be installed and the cameras and recording software will be configured. All cabling needs will be handled by our contractor, Wiseman Enterprises.

PROJECT BOUNDARIES

Project boundaries are an important part of the scope statement as they identify what should be included in the project as well as what should not be included. Without specific boundaries as a part of the project scope statement, it is possible to introduce scope creep as stakeholders may assume certain items to be included in the project that aren’t clearly stated.

IN SCOPE

Physical replacement of the five existing cameras. Cabling and installation of eight new cameras. Installation of additional network switch, UPS, and configuration of the cameras and recording PC.

OUT OF SCOPE

Any existing network issues related to the existing switch or cabling and terminations. Wiseman will resolve any issues that may come up at the time of installation at an additional charge.

TASKS AND DELIVERABLES

TASKS

The following tasks are anticipated within the scope of this project.

- Ordering of equipment – Jon/DeAnne
- Configuration of cameras, network switch, and recording PC – Jon/Michael T.
- Installation of network switch and recording PC – Jon/Michael T.
- Wiring and installation of cameras – Wiseman Inc.
- Final configuration - Jon
DELIVERABLES
A functioning surveillance system and any documentation requested by the City of Ferrysburg.

ACCEPTANCE CRITERIA
Acceptance criteria are the criteria which must be met for the project to be considered complete and accepted by the business unit. The following acceptance criteria will determine the successful completion of this project.

1. Fully functioning camera system operating within the capabilities of the cameras and recording software.
2. Credentials to access the internal website to view the cameras.

TOTAL COST OF OWNERSHIP
This section includes any cost associated with the project – this would include, Professional Services contracted, IT Staff time to develop and deploy, and any costs associated with annual maintenance and support.

The following costs will be associated with this project. It is to be understood that this a best estimate based on the information available.

- Estimated cost of equipment and labor for installation is $8,660.59. Please see attached estimate for details.
- Blue Iris software maintenance is recommended but optional. The cost is $29.95 per year and provides for major and minor software updates as well as priority email support with Blue Iris.

Other project management considerations include:

- We will need to schedule a network outage to replace the switch and UPS. We will schedule this at a time that is mutually convenient for Ferrysburg and Ottawa County. The estimated outage duration is 30-60 minutes. This can likely happen after-hours.

PROJECT DURATION
Once we have the necessary approvals in place from the City of Ferrysburg, it will take a few weeks to get a PO generated and to order and receive the cameras and network switch. We will work with Wiseman to schedule the install. An estimation of the total time to complete this project would be 4-6 weeks from the date of approval.
RISKS

The following risks have been identified for this project:

1. Wiseman has been onsite and looked at the project so there is a low risk of increased costs due to unforeseen circumstances.
2. The existing network cabling and terminations are assumed to be in good condition.
3. Prices of camera and networking hardware may fluctuate.
4. Due to Covid-19, there may be delays in the procurement of the cameras and related equipment.

ASSUMPTIONS

Project assumptions are factors affecting the project that we believe to be true, but that we have not verified to be true. It is important to document our assumptions because there is a level of uncertainty associated with them which introduces risk to the project. This section includes any known assumptions so that they can be analyzed going forward in order to mitigate risk.

- Any changes in scope will be agreed upon by the City of Ferrysburg and Ottawa County IT. A change notice will accompany any changes and be included in a revision of this SOW – as referenced in the Change Control Log.
- Any changes in scope may affect the Total Cost of Ownership and/or duration of the project.

CHANGE CONTROL LOG

This section will list with brief descriptions any changes in scope, duration, risks. They should include a date associated with the change – who/how the change occurred. If the scope of work changes associated they should be described within the body of the SOW – referenced with the Change Control Number.

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<thead>
<tr>
<th>Change Control Number</th>
<th>Date</th>
<th>Brief description</th>
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<tr>
<td>101</td>
<td>03.25.21</td>
<td>Initial document creation</td>
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SIGNATURES

County Department/Local Unit Approval

________________________
Signature

________________________
Printed Name

________________________
Title

________________________
Date
County of Ottawa  
*Innovation & Technology Dept*

12220 Fillmore St  
West Olive, MI  49460  
616-738-4880

**Bill To:**

Craig Bessinger  
City of Ferrysburg  
17520 Ridge Avenue  
Ferrysburg, MI  49409  
616-842-5803

**Comments or special instructions:**

Prices as of 3/15/21. Subject to change. Labor will be billed actual time.

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<thead>
<tr>
<th>Description</th>
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<tr>
<td>4x Geovision GV-EBD8700 8MP (4K) Cameras ($199 ea.)</td>
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<tr>
<td>1x Geovision GV-EBD4711 4MP Zoom Camera ($179 ea.)</td>
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<td>1x Surface Mount Junction Box ($24.50 ea.)</td>
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<td>New HP desktop computer with 4TB of data storage and Blue Iris recording software</td>
<td>$1,299.39</td>
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<tr>
<td>Triplite 1500VA Rackmount UPS</td>
<td>$259.34</td>
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<tr>
<td>Cabling Vendor (Wiseman - See included quote)</td>
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<tr>
<td>OC Technician Labor (estimated, will be billed actual)</td>
<td>$1,728.54</td>
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**TOTAL**  
$8,660.59

Any questions concerning this estimate, contact Jon Walters at 616-738-4880 or jwalters@miottawa.org

To approve this project, please sign and return this document
Name / Address
Ottawa County
12220 Flmore
West Olive, MI 49460
Attn: Mike Morrow

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<tr>
<td>CAT 6 2FT PATCH CABLE</td>
<td>8</td>
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<td>J-HOOKS, BEAM CLAMPS, TIE WRAPS, TAPE, MOUNTING HARDWARE</td>
<td>1</td>
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<tr>
<td>Cabling Services- Labor to install network cabling for 8 new external/</td>
<td>1</td>
<td>1,600.00</td>
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<tr>
<td>internal cameras throughout Ferrysburg City Hall building, swap out 5</td>
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<td>existing cameras with new hardware, and test.</td>
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Any labor figures above are for estimation purposes only. Terms: Net 10 days/1.5% interest charged monthly on past due invoices. IT orders with a total greater than $5,000.00 require a 50% downpayment as do phone systems of any size with the balance due upon completion. Pricing is valid for 30 days and subject to change by manufacturer. Thank you for the opportunity to provide this information.

Signature________________________________________

4250 Airline Rd   Muskegon, MI 49444

Subtotal $2,605.08
Sales Tax (0.0%) $0.00
Total $2,605.08
March 30, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Draft Ordinance No. 316

Over the last year, the Planning Commission has been reviewing the Zoning Ordinance and have drafted amendments. At their meeting on October 5, 2020, City Council adopted Ordinance No. 313, which included several amendments to the Zoning Ordinance.

The Planning Commission continues to review the Zoning Ordinance and attached is the second series of proposed amendments. The Planning Commission is reviewing the third and final set of amendments to the Zoning Ordinance which will be presented to City Council at a later date.

Attached is a memo dated November 6, 2020, from David Jirousek, Horizon Community Planning, which discussed the proposed changes. The Planning Commission reviewed the proposed changes at their November, December, and January meetings.

At their meeting on March 4, 2021, the Planning Commission held a public hearing on the proposed amendments, there were no public comments. The Planning Commission unanimously recommended to City Council to approve the proposed amendments.

c: Debbie Wierenga, City Clerk
Memorandum

To: City of Ferrysburg Planning Commission
Date: November 6, 2020 (November 12 meeting)
From: David M. Jirousek, AICP – Horizon Community Planning
RE: Zoning Ordinance Discussion Topics

1. **Section 3.90 k. Fences on Property Lines.** This section allows for a fence to be installed on a common property line. Installing a fence “on” a property line seems inappropriate without written consent of the adjacent landowner. It may be more appropriate to state that a fence can be “up to” a property line and then only “over” or “on” the line with written consent by the adjacent property owner.

2. **Section 3.290. Food Trucks.** Food trucks are not addressed in the Zoning Ordinance. Food trucks and mobile food units (trailers) could be considered by the Planning Commission as special land uses within commercial zoning districts (CC and GC). Regulations typically include:

   - The use shall not cause traffic hazards or impact corner sight clearance.
   - Required parking spaces for the principal use shall not be reduced.
   - Food trucks shall not be parked within the public right-of-way and shall adhere to property line setbacks.
   - Temporary displays shall be removed during off-hours.
   - Hours of operation are limited to ___ AM to ___ PM.
   - Existing walkways shall not be impeded. At least five feet of clear area must be maintained, if applicable.
   - Outdoor cooking shall not be permitted within ___ of a residential use.
   - Vehicle circulation and drive aisles shall not be blocked.
   - Waste receptacles shall be provided and emptied daily.
   - Compliance with the State Food Law of 2000 shall be required.

3. **Section 4.60. Special Land Use Validity.** This section should clarify that special land use approvals transfer with land ownership, so long as operations remain in compliance with the Zoning Ordinance and all conditions of approval.

Additionally, special land use revocation in relation to cessation seems to be an overly burdensome process for the City. While the process is lengthy, the Planning Commission may wish to discuss whether a cessation for more than a year should warrant the revocation of a permit. If a special land use re-starts sometime after 12 months, it would be held to the same zoning requirements and conditions of approval.
4. **Section 5.20.b. Uses Subject to Site Plan Review.** When a building changes uses or tenants, it is common in many cities that administrative approval is issued. However, the Zoning Ordinance requires Planning Commission review for any by-right change of use. Unless there are necessary site improvements, such as parking increases, a site plan review is not recommended for a simple change of use (unless it is a special land use).

5. **Section 7.40 b & c. Sign Changes.** It should be clarified that changing the face of a nonconforming sign to digital is considered an “alteration,” which is not permitted. Additionally, changing the “face” of a nonconforming sign is a common allowance, not the “copy.” Changing the “copy” of a sign, such as letters, numbers, figures, etc., is less common than changing the face panel itself.

   b) Nonconforming signs may not be altered, expanded, enlarged, or extended; however, nonconforming signs may be maintained and repaired so as to continue the useful life of the sign.

   c) For the purposes of this Ordinance, a nonconforming sign may be diminished in size or dimension or the copy of the sign amended or changed without jeopardizing the privilege of nonconforming use.

6. **Section 9.140.c. IL-O Nonconforming Lots.** Special exceptions are made for reduced setbacks for lots that do not meet area requirements (front, side, and rear setback reductions) and for lots that do not meet width requirements (side setback reductions). However, this section does not address lots that are nonconforming to both width and area. In these cases, lots that are nonconforming with both requirements should be subject to the allowable reduction of all setbacks, which is likely the intent of the section. This provision should be clarified.

7. **Through Lots.** Regulation of through lots (double-frontage lots) is intended to ensure compatibility along streets where adjacent lots may be oriented in opposite directions. For example, a “primary street” for an interior lot could be a “secondary street” for a through lot with a home facing the opposite direction. As such, buildings and structures within the rear yard of the opposite facing home on the through lot could have a major impact on the character of the neighborhood if the majority of other homes are oriented toward the same primary street. The following considerations should be discussed:

   - Accessory buildings and taller fences (6’) in the rear yard of a through lot should be subject to a front setback from the “secondary street frontage” when adjacent to interior lots that are oriented toward that street frontage (“primary street frontage” for their lot). However, this should not apply if a block was designed so that all lots were through lots and built with a similar orientation.

   - A through lot minimum width/frontage should be the same for both primary and secondary streets.

   - The ordinance should also clarify and consider the cases for the parcels at the ends of Malta Court and Piney Point. While the fronting streets are not parallel, the lots have frontage on road-ends. If ending in a cul-de-sac, it would be reasonable to classify the lots a through lots, but not necessarily for road-ends.
• In general, it may be helpful for the Zoning Ordinance to include a consolidated section concerning yard and setback designations for each type of lot (interior, corner, through, and multi-frontage).

8. **Ground-Mounted Solar Energy Collectors.** Solar energy arrays in yards are not typically considered permissible accessory structures. As such, the Zoning Ordinance would need to specifically authorize ground-mounted solar energy collectors. Is there an interest in allowing these structures if properly regulated? Requirements may include: setbacks, square footage, yard location, removal upon abandonment, orientation, and maximum height.
Ordinance No. ____
City of Ferrysburg

An Ordinance to amend the City Code by amending Chapter 154, Zoning, to amend Section 2.20, Section 3.90, Section 3.290, Section 4.60, Section 5.20, Section 5.110, Section 7.20, and Section 7.40, to update regulations concerning mobile food units, fences, temporary uses, special land use permit validity, change of use, site plan amendments, sign definitions, and nonconforming signs.

THE CITY OF FERRYSBURG ORDAINS:

Section 1. Chapter 154 Zoning, Section 2.20 Definitions is hereby amended to include the following definitions in alphabetical order and to read as follows:

MOBILE FOOD UNIT is a motor vehicle, such as a van or truck, or a trailer that can be attached to a motor vehicle, which is used for preparation, sales, and service of food and beverages. Food preparation and service occur within the motor vehicle or alongside or inside the trailer.

Section 2. Chapter 154 Zoning, Section 3.90 Fences, Walls, Gates, Screens, and Landscape - General Requirements and Intersection Visibility is hereby amended to revise paragraph k to read as follows:

k) Property Line Location - A fence shall not be placed on a shared property line or encroach onto adjacent property unless the applicant provides the Zoning Administrator evidence of written consent regarding the placement of the fence from the owner(s) of the abutting parcel(s). Otherwise, fences shall only be placed on the subject property and up to property lines. It is the applicant's responsibility to confirm the location of property lines by identifying property markers and corner irons or by confirming measurements based on a survey of the subject property prepared by a licensed professional surveyor.

Section 3. Chapter 154 Zoning, Section 3.290 Temporary Use is hereby amended to read in its entirety as follows:

Temporary uses are permitted in all zoning districts unless otherwise stated in this section. Temporary use permits may be issued by the Zoning Administrator after approval by the City Council. The following requirements shall apply:

a) All applications for a temporary use permit shall be filed with the Zoning Administrator at least sixty (60) days prior to the proposed commencement date of the temporary use. This sixty (60) day period can, however, be shortened in the discretion of the City
Council, for good cause shown by the applicant. No application shall be filed less than ten (10) days prior to the date of the City Council meeting at which a decision is requested.

1) An application shall include a site layout plan which shows the existing site features and proposed temporary use layout, including all temporary improvements and locations of materials related to the use.

2) Written property owner authorization shall be provided with all temporary use applications.

b) The City Council may authorize the Zoning Administrator to issue a temporary use permit if all of the requirements of Subsection C are satisfied.

c) A temporary use permit shall not be approved by the City Council unless all of the following requirements are satisfied:

1) Nuisance, hazardous features. The temporary use shall not result in any hazard or nuisance to adjacent lands or the uses thereof, nor otherwise be contrary to the public health, safety or welfare of the City.

2) Traffic and circulation. The temporary use shall not create hazardous vehicle or pedestrian traffic conditions on or adjacent of the streets serving the property. A temporary use permit shall not be issued if the City Council determines that the proposed use will:
   a. Unreasonably interfere with the use of a public or private street for vehicular travel;
   b. Unreasonably interfere with the view of access to or use of property adjacent to the public or private street serving the proposed temporary use;
   c. Cause a violation of any State laws or local ordinances;
   d. Create any public nuisances related to noise, dust, traffic, or other related condition; or
   e. Reduce the effectiveness of or access to any utility pole, street lighting, sign or other traffic control device.

3) Public facilities and services. Adequate utilities, drainage, refuse management, and sanitary facilities, at the discretion of the City Council, shall be assured. Access to emergency services and other necessary facilities and services shall be available for the proposed temporary use.

4) Natural environment. The proposed temporary use shall not have a substantial adverse effect on the natural environment or possible flood hazards, or storm water runoff problems.

5) Suitability of the site. The site of the proposed temporary use shall be suitable for the temporary use, giving consideration to size of the site, vehicle and pedestrian access and circulation, parking, effects on adjacent land uses, and other related conditions.

6) Building, electrical and other codes. The temporary use and all associated temporary improvements, including, but not limited to tents, stands, temporary electrical
systems, temporary heating systems, and temporary lighting systems shall comply with all applicable provisions of the City's Building Code, Electrical Code, and other applicable codes adopted or amended from time to time.

d) In addition to the requirements of Subsection c), the following requirements apply to mobile food unit operation:

1) Mobile food units shall only be permitted in the CC, GC, and P zoning districts and on the City Hall property within the RG2 zoning district. Mobile food units must be accessory and secondary to an established principal use of the property, and the subject site must be developed with driveway access and a parking lot.

2) There shall not be a reduction in the minimum number of parking spaces required by the principal use of the property.

3) Mobile food units shall not be parked within the public right-of-way and shall not be located within required setback areas.

4) Mobile food units shall vacate the site, and temporary displays or associated materials shall be removed during off-hours. In the case of a multi-day event, this requirement may be waived by the City Council.

5) Food service hours of operation are limited to 8:00 AM to 9:00 PM. In the case of a multi-day event, this requirement may be waived by the City Council.

6) Blinking and flashing lighting, or lighting of varying intensity, are prohibited.

7) Amplified music or sound is prohibited.

8) Existing walkways shall not be impeded. At least five (5) feet of clear area on sidewalks or pathways must be maintained, if applicable.

9) Outdoor cooking shall not be permitted within 200 feet of any residential dwelling.

10) Vehicle circulation and drive aisles shall not be blocked unless an alternative means of travel is maintained.

11) Waste receptacles shall be provided and emptied daily.

12) Two temporary sandwich board signs are permitted and shall be placed no further than 50 feet from the mobile food units. Signs shall not exceed six (6) square feet in size and four (4) feet in height. Signs shall be removed during off-hours.

13) Compliance with the State Food Law of 2000 shall be required at all times.

14) Ottawa County Health Department approval shall be secured prior to commencing food sales, and compliance with County regulations shall be required at all times.

15) Copies of all permits shall be kept within the mobile food unit during operation.

16) Operators of mobile food units shall provide a certificate of insurance that demonstrates active commercial liability coverage for the permit timeframe in the minimum amount of one million dollars ($1,000,000), and the City of Ferrysburg shall be named as an additional insured party.
e) Permit Validity. A temporary use shall be permitted only the minimum necessary period of time, given all of the circumstances. In no case shall a temporary use permit be issued for a period in excess of thirty (30) days during any twelve (12) month period, nor shall any property be used for a temporary use in excess of thirty (30) days during any twelve (12) month period.

f) The City may impose additional reasonable terms and conditions in connection with the approval of any temporary use.

g) The City may revoke or suspend a temporary use permit at any time upon the failure of the owner or any operator of the use to comply with the requirements of this Ordinance, the conditions imposed upon the issuance of any temporary use permit, or any other applicable provisions of State law or local Ordinance. [Ordinance No. 220, 12/20/04]

Section 4. Chapter 154 Zoning, Section 4.60 Special Land Use Validity is hereby amended to revise paragraphs c) and d) to read as follows:

c) Transfer of Ownership- Special Land Use permit approval shall convey with the transfer of property ownership. The use may continue under new ownership as long as compliance with all applicable zoning requirements and conditions of the Special Land Use approval is maintained.

d) Cessation of Special Use - Any use for which a special land use permit has been granted and which ceases to continuously operate for a one (1) year period shall be determined to be abandoned. Once a special land use is determined to be abandoned, the permit shall automatically become null and void, and all previously granted rights under the permit shall terminate. To re-establish the use, an applicant shall request a new Special Land Use permit in accordance with Sections 4.30 and 4.40.

Section 5. Chapter 154 Zoning, Section 5.20 Uses Subject to Site Plan Review is hereby amended to revise paragraph a), subparagraph 6, to read in its entirety as follows:

6) Change of Use- Change of a non-residential use to a permitted non-residential use that does not involve site development, increased parking, or other improvements to comply with zoning requirements. At the discretion of the Zoning Administrator, a change of use may be forwarded to the Planning Commission for Site Plan approval if there are concerns with the potential impact of the proposed use.
Section 6. Chapter 154 Zoning, Section 5.110 Changes to Approved Site Plans is hereby amended to revise paragraph b) and subparagraphs 1-10, to read in its entirety as follows:

b) Minor Amendments - Minor amendments to an approved site plan may be approved by the Zoning Administrator provided the proposed revisions do not alter the basic intent and design of the plan. Minor amendments shall be limited to the following:

1) Movement of a building or buildings by no more than ten (10) feet, provided however, the movement shall not encroach on required setbacks.

2) Horizontal and/or vertical elevations may be altered by up to ten (10) percent, provided however, that any alteration shall not exceed the height limitations of the underlying zone district.

3) Approved plantings may be replaced by similar types and sizes of landscaping.

4) Changes in floor plans that do not alter the character of the use or have an exterior site impact.

5) Slight modification of sign placement or reduction of sign size or height.

6) Relocation of sidewalks to avoid natural features or other physical conditions and relocation of refuse storage stations.

7) Internal arrangement of a parking lot which does not affect the number of parking spaces or alter access locations or general design.

8) Parking lot expansions of up to five (5) spaces that do not alter access locations or drive aisles.

9) Improvements to site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, and similar features.

10) Changes of building materials to others of higher quality [Ordinance No 224, 9/19/05]

Section 7. Chapter 154 Zoning, Section 7.20 Definitions is hereby amended to include the following definitions in alphabetical order and to read as follows:

Sign Copy- Letters, numerals, words, symbols, pictures, emblems, or other characters that constitute a message in either permanent or removable form.

Sign Face- A solid background or panel on which sign copy is affixed or located that is attached to a sign cabinet or other mounting structure.
Section 8. Chapter 154 Zoning, Section 7.40 Nonconforming Signs, Illegal Signs, and Signs Accessory to Nonconforming Uses is hereby amended to read in its entirety as follows:

a) Every permanent sign which does not conform to the height, size, area, or location requirements of this Article as of the date of the adoption of this Ordinance, is hereby deemed to be nonconforming.

b) Nonconforming signs may not be altered, expanded, enlarged, or extended; however, nonconforming signs may be maintained and repaired so as to continue the useful life of the sign. The inclusion of an electronic display on a sign is considered to be an alteration.

c) For the purposes of this Ordinance, a nonconforming sign may be diminished in size or dimension, a static sign face may be replaced by a static sign face of the same dimensions, or the copy of the sign may be amended or changed without jeopardizing the privilege of nonconforming use.

d) Any nonconforming sign destroyed by fire or other casualty loss shall not be restored or rebuilt if reconstruction will constitute more than fifty (50) percent of the value of the sign on the date of loss.

e) A sign accessory to a nonconforming use may be erected in the City in accordance with the sign regulations for the District in which the property is located.

Section 9. This Ordinance was approved and adopted by the City Council on the____day of __________, 2021 and shall take effect upon publication in the Grand Haven Tribune, a newspaper of general circulation in the City of Ferrysburg.

__________________________
Rebecca Hopp, Mayor

__________________________
Debbie Wierenga City Clerk

CERTIFICATION

I, the undersigned City Clerk of the City of Ferrysburg, Ottawa County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in the Grand Haven Tribune, a newspaper of general circulation in the City on________________________, 2021.

Dated:____________________, 2021
March 30, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Assessing Agreement

Currently Dennis Burns and Heather Singleton are the City Assessors. The Assessors typically come into the office one night a week to complete their duties. At certain times throughout the year they may be in the office more often. The Assessors also have the ability to work remotely.

Assessor Dennis Burns has announced he plans to retire June 1, 2021. Mr. Burns has been with the City since December 1992. Heather Singleton, who has been with the City since 2014, has indicated she would like to take over the Assessing duties for the City.

Staff has been pleased with Heather’s work and she has been very helpful when a resident has a question. If Heather goes on vacation or an urgent issue comes up, she is available via email or cell phone.

The attached agreement has been changed to reflect Heather as the City Assessor and the rate has been updated to include a 2% increase over the current fiscal year.

c: Debbie Wierenga, City Clerk
AGREEMENT FOR PROPERTY ASSESSING SERVICES

This Agreement is entered into _____, 2021, by and between the City of Ferrysburg, a Michigan Municipal Corporation, 17290 Roosevelt Road, P.O. Box 38, Ferrysburg, MI 49409, hereinafter referred to as “City”, and Heather M. Singleton, 1759 Scenic Oak Lane, Muskegon, MI 49445 and jointly hereinafter referred to as “Contractor”.

1. City agrees to retain Contractor to provide property assessment services as hereinafter described.

2. Contractor agrees to provide property assessment services as hereinafter described.

3. City retains Contractor to provide said services as an independent contractor and not as an employee of the City.

4. Contractor agrees to provide said services as an independent contractor and not as an employee of the City.

5. Contractor agrees to provide to City property assessment services in accordance with regulations promulgated by the State of Michigan and its agencies, in accordance with State statutes, and in accordance with provisions of the Ferrysburg City Charter:
   a. To maintain all City property assessment records;
   b. To create property assessment records for new parcels in the City;
   c. To change owner information on property assessment records upon notification of such changes;
   d. To distribute and collect personal property statements;
   e. To revise assessments on City property records;
   f. To prepare the annual City assessment rolls, including the ad valorem, and IFT rolls;
   g. To respond to City property owners’ questions about their property assessments;
   h. To schedule the City Board of Review to review the annual City assessment rolls, to arrange for the keeping of minutes of Board of Review meetings, and to prepare and file the minutes of all meetings of the City Board of Review.
   i. To complete and file all reports regarding City property assessments as required by the Ottawa County Equalization Department and by the State of Michigan.
j. To calculate and report the SEV and CAV of the City TIFA district as needed;

k. To defend City property assessments which are appealed to the small claims division of the Michigan Tax Tribunal;

l. To assist the City Attorney in defending City property assessments which are appealed to the Michigan Tax Tribunal

m. To sign City property tax rolls and warrants, and to deliver the same to the City treasurer;

n. To prepare City special assessment rolls upon the request of the City Manager;

o. To provide direction to the City personnel assigned by City to assist Contractor with Contractor’s duties;

p. To advise and inform the City Manager regarding property assessment issues in general and regarding specific property assessment problems in particular;

q. To provide property assessment services in a professional and courteous manner at all times.

6. Contractor agrees to provide vehicles for field work duties and observations, and to furnish office space, office equipment and office supplies as are required for the Contractor’s provision of property assessment services.

7. Contractor agrees to be available for scheduled meetings with property owners and other persons at a minimum of one day per week, at times to be agreed to mutually by the City and the Contractor.

8. Contractor agrees to keep City informed, through regular reports to City Manager, of Contractor’s progress in providing property assessment services to City.

9. Contractor agrees that all tangible work products of Contractor’s services provided to City shall remain the property of City.

10. Contractor agrees to maintain during the term of this Agreement at least a Level II assessing certification from the State of Michigan.
11. City agrees to indemnify and hold Contractor harmless from all claims against Contractor of City by third parties arising out of or in any way related to Contractor's performance of its duties under this contract; provided such indemnity shall not extend to any criminal act committed by Contractor, its agents or employees.

12. Contractor shall not assign or transfer this Agreement or any interest herein without the prior written approval of the City.

13. This Agreement may be terminated for any reason providing that the party seeking termination shall notify the other party in writing at least ninety (90) days in advance of the effective date of such termination.

14. City and Contractor agree that this Agreement represents the entire agreement between them and no other agreement shall be binding upon the parties unless it is in writing and signed by both parties hereto.

15. City agrees to pay Contractor for services provided Twenty-seven-thousand five hundred and 00/100 dollars ($27,500.00) per year, commencing on July 1, 2021 and continuing to June 30, 2022.

Prior to July 1, 2022, the parties shall agree on the annual amount to be paid by the City to the Contractor for services to be provided for the period from July 1, 2022 through June 30, 2023. This same method should be followed for each consecutive fiscal year. The annual amount shall be divided into twelve (12) monthly installments which shall be paid to Contractor by the last business day of the City each month. As set forth above, Contractor is an independent contractor and therefore City shall make no deductions from above payments for social security, medicare, federal income tax, or state income tax.

CITY OF FERRYSBURG

Rebecca Hopp, Mayor

Debbie Wierenga, Clerk

CONTRACTOR

Heather M. Singleton
March 31, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Work Session

By policy, City Council is to consider at its first monthly meeting whether or not to schedule a work session for a special City Council meeting, or to include a work session as an agenda item at the next regular meeting.

Suggested topic for the work session:

- 2021-2022 City Budget

c: Debbie Wierenga, City Clerk
March 8, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Strategic Plan

Attached are the results from the Strategic Planning Session on January 25, 2020. With this information former intern Katie Beemer prepared the attached draft Strategic Plan and 2020 Business Plan.

Goal 1: To Maintain and Improve the Fiscal Health of the City.
The motorized equipment millage proposal will be on the May 4 ballot. Discussion continues regarding objectives, 2, 3 and 4.

Goal 2: To encourage economic development in Ferrysburg.
This goal will be somewhat market driven, staff continues to monitor this.

The Recreation Commission is working on site plans for Fire Barn Park and City Hall property. Objectives 2 and 4 are dependent on funding. Asset Management Plans have been developed for the City’s infrastructure.

Goal 4: Better Communication in the City.
Staff works to keep the City’s web site and Facebook page up to date. The new logo is being transitioned onto City letterhead, envelopes and other documents. Staff participated in Ottawa County EOC briefings on lake erosion issues.

Goal 5: Succession Planning:
Staff is/has prepared procedure manuals for various tasks. Most documents are stored electronically which allows staff to access these documents efficiently.

c: Debbie Wierenga, City Clerk
February 7, 2020

Craig Bessinger, City Manager
City of Ferrysburg
17290 Roosevelt Rd.
PO Box 38
Ferrysburg, MI 49409

Dear Craig,

Please find enclosed the results of the consensus ranking exercise and SWOT that the City of Ferrysburg City Council completed during the strategic planning session of January 25, 2020.

We recommend that the City of Ferrysburg develop a work plan that lists each objective and the steps necessary to achieve the objective along with responsible parties and timelines. You can view Ottawa County's Strategic and Business Plan on miOttawa.org as an example. We also recommend periodic reporting on the status of objectives, perhaps on a quarterly basis in order to make sure that the council and staff stay aware and accountable to objective achievement. Finally, we believe that there is great value in conducting a process similar to the strategic planning session each year so that completed items are celebrated and dropped off the list and consensus is developed anew among council members for the following year.

We appreciated the opportunity to work with Mayor Hopp, the City Council members, staff and you. We were impressed with the robust discussion, camaraderie and engagement that the City Council had with the process.

Please let us know if you have any follow-up questions.

Best Regards,

Alan G. Vanderberg
Ottawa County Administrator

John Shay
Deputy County Administrator
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<td>Develop options for future of Smith's Bridge</td>
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<td>Objective</td>
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<tr>
<td>Create economic development plan</td>
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<tr>
<td>Pass motor pool millage</td>
<td>31</td>
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<td>Develop city revenue plan</td>
<td>28</td>
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<tr>
<td>Develop options for future of Smith's Bridge</td>
<td>24</td>
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<tr>
<td>Complete Headlee contingency plan</td>
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<td>Prioritize options for parks and ADA compliance</td>
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<tr>
<td>Complete civic engagement plan</td>
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<tr>
<td>Complete branding and marketing plan</td>
<td>10</td>
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<tr>
<td>Evaluate repair/replacement of fire barn</td>
<td>7</td>
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<tr>
<td>Complete City Hall campus improvement plan</td>
<td>6</td>
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<tr>
<td>Complete succession planning for staff</td>
<td>5</td>
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<td>Complete succession planning for boards/commissions</td>
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<td>Communicate with property owners on lake erosion issues</td>
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<tr>
<td>Evaluate repair/replacement of DPW building</td>
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</tbody>
</table>
The City of Ferrysburg examined the strengths, weaknesses, opportunities, and threats affecting them as a whole. The items in each category are not ranked by importance, nor is this intended to be an all-inclusive list. In addition, the items identified provide a view of potential issues that may impact the environment in which the city provides services in the near- or long-term future.

**STRENGTHS**
- Parks
- Water
- Fiscal discipline
- Trail system/recreation opportunities
- Bedroom community
- Resort community
- Public Safety
- City services
- Community involvement
- School District
- Inter-government collaboration
- Great place to live
- City staff
- Educational training
- Beautification/community events

**OPPORTUNITIES**
- Collaboration with other communities
- 3-way stop development
- Branding
- Communication
- Waterfront—improve public access
- Destination development
- City beautification expansion
- ADA compliance at parks
- Financial sustainability; balanced budget
- Solution to Smith’s bridge
- Maintain, improve streets
- Drainage improvements
- City properties improvements
- Fill openings on Boards/Commissions
- Educational training of Council, Boards/Commissions

**WEAKNESSES**
- Available land
- Post Office building
- Community involvement
- City Hall
- Headlee cap
- No downtown
- Drawbridge
- Lack of industry
- Smith’s Bridge
- Street funding
- Timing of millage requests
- Educational training
- No sewer out on N. Shore
- Staff pay—underpaid?

**THREATS**
- Revenues
- Reduced state funding
- Headlee cap
- Lack of available land for industry
- High water levels
- Old infrastructure
- Fire Department upgrades
- DPW garage renovations
- Smith’s Bridge
- Succession planning for staff and Boards/Commissions replacement cost
FERRYSBURG
THE OTTAWA PENINSULA

Strategic Plan and 2020 Business Plan
City Council
(Left to Right): Representative Richard Carlson, Representative William Montgomery, Representative Mike DeWitt, Mayor Rebecca Hopp, Mayor Pro Tem Tim O'Donnell, Representative Scott Blease, Representative Jerry Sias
The City of Ferrysburg is located on Lake Michigan in Ottawa County, one of the fastest growing counties in the State of Michigan. Ferrysburg is part of the “Tri-Cities” region, including nearby Grand Haven and Spring Lake. The city is characterized by its proximity to water: Lake Michigan to the west, the Grand River to the south, and Spring Lake to the east. These natural features define the physical form of the city and result in a sense of intimacy and seclusion that sets it apart from many other communities along West Michigan’s central coast.

The City of Ferrysburg is a friendly and family-oriented coastal community and its citizens take great pride in the city’s natural assets, neighborhoods, and local businesses. Citizens in Ferrysburg are engaged in community issues and stand for the principles in which they believe. Voices are strong and residents work collaboratively for the greater good.

The City first conducted a strategic planning process in 2018. On February 3, 2018, the Mayor, City Council members, City Manager, City Clerk and Treasurer, Public Works Supervisor, Fire Chief, and the Ottawa County Administrator assembled to conduct the City of Ferrysburg’s first strategic planning session. During the strategic planning session, a business plan for the Fiscal Year of 2018-2019 was developed.

A similar process was done for 2020. On January 25, 2020, the Mayor, City Council members, City Manager, City Clerk and Treasurer, Intern to the City, and the Ottawa County Administrator and Deputy Administrator all met to review the previous strategic plan and create the business plan for the year 2020. This involved a review of the strengths, weaknesses, opportunities and threats (SWOT) facing the city, confirmation of major goals, and the development and ranking of objectives. After the Board established draft objectives, Staff assigned resources to each objective and developed outcome measures which will indicate success in completing the plan’s goals. The results of the process follow.
A Vision statement indicates how an organization views its ideal, or ultimate, goal. The City Council has established the following vision statement:

**Vision Statement Goes Here**

A Mission statement assists an organization in easily communicating to a variety of constituencies what it does, who it serves, and why it does so. The City Council has established the following mission statement:

**Mission Statement Goes Here**

Goals focus the direction of an organization’s work, under the guidance from the vision and mission statement. Goals are relatively static in nature and will not often change.

The five goals of the City Council are:

1. To maintain and improve the fiscal health of the city
2. To encourage economic development in Ferrysburg
3. Facility improvements for Parks and Government Buildings
4. Better Communication
5. Succession Planning
A formal statement of organizational *values* was developed to clearly identify not only the principles upon which the organization is based, but the way in which it treats its employees and residents.

*Hold for decided values statement. For an example, Ottawa County's is below. Likely many will be the same, but also we might want to add our own spin.*

We recognize the importance of the **Democratic Process** in the accomplishment of our mission, and hold it as a basic value to respect the rule of the majority and the voted choices of the people; to support the decisions of duly elected officials; and to refrain from interference with the elective process.

We recognize the importance of the **Law** in the accomplishment of our mission and hold it as a basic value to work within, uphold, support and impartially enforce the law.

We recognize the importance of **Ethics** in the accomplishment of our mission and hold it as a basic value to always act truthfully, honestly, honorably and without deception; to seek no favor and to receive no extraordinary personal gain from the performance of our official duties.

We recognize the importance of **Service** in the accomplishment of our mission and hold it as a basic value to treat each resident as a customer; to do all we can, within the bounds of the County’s laws, regulations, policies and budget, to meet requests for service.

We recognize the importance of **Employees** in the accomplishment of our mission and hold it as a basic value to treat each employee with professional respect, recognizing that each person using his or her trade or vocation makes a valuable contribution; to treat each employee impartially, fairly and consistently and to listen to the recommendations and concerns of each.

We recognize the importance of **Diversity** in the accomplishment of our mission and hold it as a basic value to treat all people with respect and courtesy.

We recognize the importance of **Professionalism** in the accomplishment of our mission and hold it as a basic value that each employee will perform to the highest professional standards and to his or her highest personal capabilities.

We recognize the importance of **Stewardship** of public money in the accomplishment of our mission and hold it as a basic value to discharge our stewardship in a responsible, costeffective manner, always remembering and respecting the source of the County’s funding.
Business Plan
2020
Objectives, Deliverables, Outputs, and Outcomes

While goals are relatively static in nature, the objectives that assist in accomplishing the goals are likely to change annually. Deliverables are items that give further meaning and substance to an objective. Outputs are specific items of action and outcome indicators are a measure of success, demonstrating the impact of actions conducted to achieve goals and objectives.
Prior to setting goals, members of the Council examined the strengths, weaknesses, opportunities and threats affecting the City as a whole. The items in each category are not ranked by importance, nor is this intended to be an all-inclusive list; however it forms a basis for the development of goals and objectives. In addition, the items identified provide a view of potential issues that may impact the environment for which the County provides services in the near or long-term future.

**Strengths**
- Parks
- Water
- Fiscal Discipline
- Trail system/recreation opportunities
- Bedroom community
- Resort community
- Public Safety
- City Services
- Community involvement
- School District
- Inter-governmental collaboration
- Great place to live
- City Staff
- Educational training
- Beautification community events

**Weaknesses**
- Available land
- Post Office building
- Community involvement
- City Hall
- Headlee cap
- No downtown
- Drawbridge
- Lack of industry
- Smith’s Bridge
- Street funding
- Timing of millage requests
- Educational training
- No sewer out on N. Shore Dr.
- Staff pay

**Opportunities**
- Collaboration with other communities
- 3-way stop development
- Branding
- Communication
- Waterfront--improve public access
- Destination development
- City beautification expansion
- ADA compliance at parks
- Financial sustainability; balanced budget
- Solution to Smith’s Bridge
- Maintain, improve streets
- Drainage improvements
- City properties improvements
- Fill openings on Boards/Commissions
- Educational training of Council, Boards/Commissions

**Threats**
- Revenues
- Reduced state funding
- Headlee cap
- Lack of available land for industry
- High water levels
- Old infrastructure
- Fire Department upgrades
- DPW garage renovations
- Smith’s Bridge
- Succession planning for staff and Boards/Commissions
What do we want to do?

**Goal 1: To Maintain and Improve the Fiscal Health of the City.**

**Objective 1: Pass Motorized Equipment Millage**
- Decide which election date to hold millage vote
- Draft millage proposal
- Make flyer with information about millage, such as what equipment will be purchased with the millage
- Make contingency plan for failure of millage

**Output Indicator**
- Millage is passed, or a contingency plan is made to continue to fund vehicle replacement
- The city continues to be able to fund vehicle replacement

**Objective 2: Develop City Revenue Plan**
- Develop comprehensive millage plan
- Continue to find and apply for grants

**Output Indicator**
- Council has a strategy for how the city will continue to be funded
- City continues to be able to provide services desired while maintaining strong fiscal health

**Objective 3: Develop Options for Future of Smith’s Bridge**
- Develop options for repair
- Develop options for replacement
- Come up with funding ideas for each of the options
- Continue to apply for grants and funding opportunities
- Prioritize options

**Output Indicator**
- There is a concrete plan and timeline for the future of Smith’s Bridge

**Objective 4: Complete Headlee Contingency Plan**
- Consider trying to put forth a Headlee Override ballot initiative
  - Draft millage proposal
  - Place on ballot
  - Make flyer explaining request
- Prioritize services to determine what will be cut first if initiative fails
- Determine millage needed to provide current services to residents
- Come up with and prioritize alternative funding

**Output Indicator**
- Have a concrete plan for future funding
- Have enough millage for financial stability, or come up with a plan of services to cut if Headlee rollback proposal is not successful
Goal 2: To encourage economic development in Ferrysburg

Objective 1: Create an economic development plan
- Consider assembling an economic development taskforce
- Research cities of similar sizes and attributes to see characteristics of successful approaches or developments.
- Consider where potential developments could go
- Consider what tax incentives may be available or economic development tools should be used
- Consider what kinds of businesses we want to attract and/or need
- Consider rezoning if needed
- Consider what steps would need to be taken to make the chosen area more palatable to business (i.e. sidewalks/parking/etc)
- Find a developer(s) to work on the area

Goal 3: Facility Improvements for Parks and Government Buildings

Objective 1: Prioritize options for ADA compliance at parks and other facilities
- Make list of each park and steps that would need to be taken to be in ADA compliance and principles of universal design
- Prioritize park improvements
- Make list of what would need to be done for the website to be in ADA compliance
- Prioritize website ADA improvements
- Make list of what would need to be done to bring other government owned property (namely City Hall) in ADA compliance
- Prioritize City Hall ADA improvements

Objective 2: Evaluate repair/replacement of fire barn
- Consider replacement or repair. If replacement, consider site move
- Review for current liability for compliance to Federal/State regulations
- Make list of desired improvements
- Provide cost estimates for each improvement
- Prioritize improvements and include in the capital improvements plan.

Output Indicator
- Timely and safe responses to fire and medical emergencies
- Fire Barn complies with Federal and State Regulations

Objective 3: Complete City Hall Campus Improvement plan
- Make a list of ADA compliance
- Make a list of desired indoor renovations
- Make a renovation schedule for leasees
- Develop a master plan for City Hall property improvements
- Make a list of security measures to be added
- Discuss potential for other governmental organizations to be housed on city hall campus (fire barn, DPW garage, post office, Sheriff's department, Mental Health services, etc)
- Provide cost estimates for each improvement
- Prioritize renovation list and include in the capital improvements plan

Output Indicator
- City Hall meets the needs of staff and the community
- City Hall Improvements represent the community well
- DPW Garage meets the need of DPW, so that they can better meet the needs of the community
- DPW Garage complies with state and federal regulations and provides for a safer work environment for employees

Objective 4: Evaluate repair/replacement of DPW Building
- Consider replacement or repair. If replacement, consider site move
- Review current building for compliance to Federal/State regulations
- Make list of desired improvements
- Provide cost estimates for each improvement
- Prioritize improvements and include in the capital improvements plan

Output Indicator
Goal 4: Better Communication in the City

Objective 1: Complete civic engagement plan
- Complete a community engagement survey to see what kinds of things people would like to see
- Re-begin a weekly or bi-weekly e-newsletter about the city and things going on.
- Come up with educational opportunities for citizens about basic government processes and ways to be involved
- Come up with additional ways for people to be involved: like volunteer work days, or more one-time commitment opportunities (versus a sustained commitment like a board position)
- Come up with ways that people can stay informed/involved with council outside the traditional council meeting
- Develop social media plan for engagement

Objective 2: Complete branding and marketing document
- Design a style guide for city documents and logo
- Complete rebranding project
- Decide on mission, vision, and values for city
- Develop cohesive marketing strategy
- Coordinate various commissions with marketing strategy (ex: involve beautification commission with beautification ideas)
- Use marketing plan to help inform planning and development

Objective 3: Communicate with property owners on lake erosion issues
- Update emergency operation plan to include lake erosion issues
- Prepare mailing for homeowners in danger of losing their homes with steps they should be taking
- Develop contingency plan for city to take should residents not follow the instructions given
- Consider activating emergency operation plan to qualify for emergency funding
- Collaborate with other communities who are struggling with this issue

How will we know our actions were effective?

- Community is more engaged in a productive way and informed about government and governmental activities
- Needs of survey are met, engagement measures (such as voting rates) are up
- People know what Ferrysburg stands for, and our external documents represent that branding
- There is a consistent style to all documents and strategies for marketing the area
- Lake erosion potential problems are mitigated
- Contingencies are in place
Goal 5: Succession Planning

Objective 1: Complete succession planning for staff
- Create customer service book with answers to common questions and procedures
- Prepare procedure manual
- Re-organize and/or digitize records to make them more easily accessible, including a more concrete file naming structure
- Complete a wage study
- Create a contingency plan for pension liabilities and payments and begin saving more aggressively now
- Cross-certify employees so that when retirements happen, at least one employee is still certified in various state procedures
- Maintain files of past and current events

Objective 2: Complete succession planning for boards and commissions
- Put together recruitment strategy for retiring members
- Each board prepare procedure manual
- Maintain files of past and current decisions
- Come up with standard new member packet and educational tools for each board
- Contingency plans for empty boards

How will we know our actions were effective?

Successful transitions
- Valuable time and resources are not lost due to poor planning, citizens do not see any lapse in quality of services offered

Successful transitions
- Board membership remains steady and able to do the work required of them
Assigned Resources and Deadlines

Once objectives, deliverables and outputs have been established, it is important to assign deadlines and resources to ensure that the plan activities are completed.
<table>
<thead>
<tr>
<th>Goal 1: To maintain and improve the fiscal health of the city</th>
<th>Projected Completion</th>
<th>Resources Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1: Pass Motorized Equipment Millage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide which election date to hold millage vote</td>
<td>Ongoing</td>
<td>Staff</td>
</tr>
<tr>
<td>Draft millage proposal</td>
<td>Dependent on above</td>
<td>Staff</td>
</tr>
<tr>
<td>Make flyer with information about millage, such as what equipment will be purchased with the millage</td>
<td>Dependent on above</td>
<td>Staff</td>
</tr>
<tr>
<td>Make contingency plan for failure of millage</td>
<td>Dependent on above</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Objective 2: Develop City Revenue Plan</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop comprehensive millage plan</td>
<td>5/1/2020</td>
<td>Staff, Council</td>
</tr>
<tr>
<td>Continue to find and apply for grants</td>
<td>Ongoing</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Objective 3: Develop options for future of Smith's Bridge</strong></td>
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<tr>
<td>Develop options for repair</td>
<td>4/1/2020</td>
<td>Staff, Council</td>
</tr>
<tr>
<td>Develop options for replacement</td>
<td>Ongoing</td>
<td>Staff, Council</td>
</tr>
<tr>
<td>Come up with funding ideas for each of the options</td>
<td>4/1/2020</td>
<td>Staff</td>
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<tr>
<td>Continue to apply for grants and funding opportunities</td>
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<td>Staff, Fleis &amp; Vanderbrink</td>
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<tr>
<td>Prioritize options</td>
<td>Council</td>
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<tr>
<td><strong>Objective 4: Complete Headlee Contingency Plan</strong></td>
<td></td>
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<tr>
<td>Consider trying to put forth a Headlee Override Ballot Initiative</td>
<td>Ongoing</td>
<td>Council</td>
</tr>
<tr>
<td>Draft millage proposal</td>
<td>Dependent on above</td>
<td>Staff</td>
</tr>
<tr>
<td>Place on ballot</td>
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<td>Staff</td>
</tr>
<tr>
<td>Make flyer explaining request</td>
<td>Dependent on above</td>
<td>Staff</td>
</tr>
<tr>
<td>Prioritize services to determine what will be cut first if initiative fails</td>
<td>5/31/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Determine millage needed to provide current services to residents</td>
<td>5/31/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Come up with and prioritize alternative funding</td>
<td>5/31/2020</td>
<td>Staff</td>
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<table>
<thead>
<tr>
<th>Goal 2: To encourage economic development in Ferrysburg</th>
<th>Projected Completion</th>
<th>Resources Assigned</th>
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</thead>
<tbody>
<tr>
<td><strong>Objective 1: Create an economic development plan</strong></td>
<td></td>
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</tr>
<tr>
<td>Consider assembling an economic development task force</td>
<td>4/1/2020</td>
<td></td>
</tr>
<tr>
<td>Research cities of similar sizes and attributes to see characteristics of successful approaches or developments</td>
<td>10/1/2020</td>
<td></td>
</tr>
<tr>
<td>Consider where potential developments could go</td>
<td>10/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Consider what tax incentives may be available or economic development tools should be used</td>
<td>10/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Consider what kinds of businesses we want to attract and/or need</td>
<td>10/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td>Consider rezoning if needed</td>
<td>10/1/2020</td>
<td>Staff, Planner</td>
</tr>
<tr>
<td>Consider what steps would need to be taken to make the chosen area more palatable to business</td>
<td>10/1/2020</td>
<td>Staff, Planner</td>
</tr>
<tr>
<td>Find a developer(s) to work on the area</td>
<td>12/31/2020</td>
<td>Staff</td>
</tr>
</tbody>
</table>
### Ferrysburg City Council

**Business Plan: Deadlines and Resources**

<table>
<thead>
<tr>
<th>Goal 3: Facility Improvement for Parks and Government Buildings</th>
<th>Projected Completion</th>
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<tbody>
<tr>
<td><strong>Objective 1: Prioritize options for ADA compliance at parks and other public facilities</strong></td>
<td></td>
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</tr>
<tr>
<td>Make list of each park and steps that would need to be taken to be in ADA compliance and principles of universal design</td>
<td>4/1/2020</td>
<td>Staff</td>
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<tr>
<td>Prioritize park ADA improvements</td>
<td>5/1/2020</td>
<td>Recreation Commission, Council</td>
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<tr>
<td>Make list of what would need to be done for the website to be in ADA compliance</td>
<td>4/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Prioritize website ADA improvements</td>
<td>5/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td>Make list of what would need to be done to bring other government owned property (namely City Hall) in ADA compliance</td>
<td>4/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Prioritize City Hall ADA improvements</td>
<td>5/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td><strong>Objective 2: Evaluate repair/replacement of fire barn</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider replacement or repair. If replacement, consider site move</td>
<td>6/1/2020</td>
<td>Fire Department, Staff, Council</td>
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<tr>
<td>Review for current liability for compliance to Federal/State regulations</td>
<td>6/1/2020</td>
<td>Fire Department</td>
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<tr>
<td>Make list of desired improvements</td>
<td>6/1/2020</td>
<td>Fire Department, Staff</td>
</tr>
<tr>
<td>Provide cost estimates for each improvement</td>
<td>6/1/2020</td>
<td>Fire Department, Staff</td>
</tr>
<tr>
<td>Prioritize improvements and include in the capital improvements plan</td>
<td>6/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td><strong>Objective 3: Complete City Hall campus improvement plan</strong></td>
<td></td>
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</tr>
<tr>
<td>Make list of ADA compliance</td>
<td>6/1/2020</td>
<td>Staff</td>
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<tr>
<td>Make list of desired indoor renovations</td>
<td>6/1/2020</td>
<td>Staff</td>
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<tr>
<td>Make renovation schedule for leases</td>
<td>6/1/2020</td>
<td>Staff</td>
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<tr>
<td>Develop a master plan for City Hall property improvements</td>
<td>6/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Make list of security measures to be added</td>
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<td>Staff</td>
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<tr>
<td>Discuss potential for other governmental organizations to be housed on city hall campus</td>
<td>6/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Provide cost estimates for each improvement</td>
<td>6/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Prioritize renovation list and include in the capital improvements plan</td>
<td>6/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td><strong>Objective 4: Evaluate repair/replacement of DPW Building</strong></td>
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<tr>
<td>Consider replacement or repair. If replacement, consider site move</td>
<td>6/1/2020</td>
<td>DPW, Staff</td>
</tr>
<tr>
<td>Review current building for compliance to Federal/State regulations</td>
<td>6/1/2020</td>
<td>DPW, Staff</td>
</tr>
<tr>
<td>Make list of desired improvements</td>
<td>6/1/2020</td>
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<tr>
<td>Provide cost estimates for each improvement</td>
<td>6/1/2020</td>
<td>DPW, Staff</td>
</tr>
<tr>
<td>Prioritize improvements and include in the capital improvements plan</td>
<td>6/1/2020</td>
<td>Council</td>
</tr>
<tr>
<td>Goal 4: Communication</td>
<td>Projected Completion</td>
<td>Resources Assigned</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Objective 1: Complete civic engagement plan</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete a community survey to get feedback on what residents want to see</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Re-begin a weekly or bi-weekly e-newsletter about the city and things going on</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Come up with educational opportunities for citizens about basic government processes and ways to be involved</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Come up with additional ways for people to be involved (volunteer workdays, or more one-time commitment opportunities)</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Come up with ways that people can stay informed/involved with council outside the traditional council meeting</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Develop social media plan for engagement</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Objective 2: Complete branding and marketing plan</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design a style guide for city documents and logo</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Complete rebranding project</td>
<td>6/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Decide on mission, vision, and values for city</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Develop cohesive marketing strategy</td>
<td>5/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Coordinate various commissions with marketing strategy</td>
<td>5/1/2020</td>
<td>Staff, Council, Boards</td>
</tr>
<tr>
<td>Use marketing plan to help inform planning and development</td>
<td>Ongoing</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Objective 3: Communicate with property owners on lake erosion issues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update emergency operation plan to include lake erosion issues</td>
<td>5/31/2020</td>
<td>Fire Department, Staff</td>
</tr>
<tr>
<td>Prepare mailing for homeowners in danger of losing their homes with steps they should be taking</td>
<td>5/31/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Develop contingency plan for city to take should residents not follow the instructions given</td>
<td>5/31/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Consider activating emergency operation plan to qualify for emergency funding</td>
<td>5/31/2020</td>
<td>Staff, County</td>
</tr>
<tr>
<td>Collaborate with other communities who are struggling with this issue</td>
<td>Ongoing</td>
<td>Staff, County</td>
</tr>
<tr>
<td>Goal 5: Succession Planning</td>
<td>Projected Completion</td>
<td>Resources Assigned</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Objective 1:</strong> Complete succession planning for staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create customer service book with answers to common questions and procedures</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Prepare procedure manual</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Re-organize and/or digitize records to make them more easily accessible, including a more concrete file naming structure</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Complete a wage study</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Create a contingency plan for pension liabilities and payments and begin saving more aggressively now</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Cross-certify employees so that when retirements happen, at least one employee is still certified in various state processes</td>
<td>7/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Maintain files of past and current events</td>
<td>Ongoing</td>
<td>Staff</td>
</tr>
<tr>
<td><strong>Objective 2:</strong> Complete succession planning for boards/commissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Put together recruitment strategy for retiring members</td>
<td>9/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Each board prepare procedure manual</td>
<td>9/1/2020</td>
<td>Boards</td>
</tr>
<tr>
<td>Maintain files of past and current decisions</td>
<td>9/1/2020</td>
<td>Boards</td>
</tr>
<tr>
<td>Come up with standard new member packet and educational tools for each board.</td>
<td>9/1/2020</td>
<td>Staff</td>
</tr>
<tr>
<td>Contingency plans for empty boards</td>
<td>9/1/2020</td>
<td>Staff</td>
</tr>
</tbody>
</table>
Ferrysburg's roots are woven deeply into the fabric of the Tri-Cities area.

Since incorporation as a city in 1963, work has progressed steadily to develop the community with imagination and an eye to the future.

Adequate transportation, open land, industrial diversification, recreational resources and substantial residential development all serve to help underwrite and ensure the Ferrysburg of tomorrow. The groundwork of organization and planning has been laid.

With continued citizen support and participation, the community promises sound, exciting growth for many years to come.
March 30, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: American Rescue Plan Act of 2021

It is estimated the City of Ferrysburg will receive approximately $300,000 from the American Rescue Plan Act of 2021 (ARP). One-half of the funds will be disbursed to the City this fiscal year, the remaining half next fiscal year. The City has until 2024 to use the funds.

The ARP is specific on what the funds can be used for (see attached), and the Michigan Department of Treasury will issue guidance on eligible uses of the funds in the near future.

Also attached are excerpts from the City’s Water Asset Management Program and Wastewater Asset Management Plan. Items 1, 2, 3, and 6 of the Water Asset Management Program have been completed, item 5 is in process and item 4, the repair will need further study.

The highlighted items on the Capital Improvement Plan – 2020 Edition were identified through the SAW Grant. Public Services Matt Schindlbeck has included a number of these items in the proposed 2021-2022 City Budget.

The State is requiring municipalities to conduct cross connection inspections. At the January 18, 2021, meeting City Council reviewed a proposal from Hydro-Corp to conduct the City’s cross-connections at a cost of $81,036 over a three-year period. To conduct the inspections within the entire City will take 5-6 years.

Currently the City has radio read meters. The water meters are read via a laptop computer as a DPW Technician drives through the City. When someone moves or there is a change which requires the water meter to be read, the DPW Technician drives by the property to obtain the read.

Last year the City purchased software which allows water meters to be read via cellular. About a dozen of the cellular read water meters have been installed. When a customer requires a final read, staff inside City Hall can read the water meter at their computer. The cost per meter is $275, plus installation. This company would also conduct cross-connection inspections while changing out meters for $22.90 per inspection (compared to HydroCorp $83 per inspection).

We are reviewing plans for possible projects. This item on the agenda is to gain feedback from City Council and answer any questions.

c: Debbie Wierenga, City Clerk
    Matt Schindlbeck, Public Services Supervisor
March 18, 2021

American Rescue Plan Act of 2021: Funding for State and Local Government

Richard Spees
Akerman LLP

The American Rescue Plan Act of 2021 (the Rescue Plan) included significant funds for States, local, and tribal governments. These include both direct funding from the U.S. Department of Treasury (Treasury) and program monies that will flow through other federal agencies. The direct funding for States goes through the State Fiscal Recovery Fund. Money for other governments goes through the Coronavirus Local Fiscal Recovery Fund. These funds are guaranteed to go to every local government. The programmatic funds go to States and local entities that meet certain eligibility requirements. Thus, for these funds, there is no guaranteed level of funding for every local government.

Briefly, States, including the District of Columbia, will receive a total of $219.8 billion. Cities and counties will receive a total of $130.2 billion. Out of that total, $65.1 billion will go to counties. The funds will be distributed directly from the Treasury. Another $45.57 billion will go to cities over 50,000 in population. Cities of this size currently receive an annual distribution of funds through the Community Development Block Grant (CDBG). The funds will be distributed directly by the Treasury within 60 days. For cities under 50,000 funds will be allocated according to population. Given the complexity of the process, the Treasury will distribute these funds to the States within 60 days. The States then have 30 additional days to distribute the funds to the smaller cities. The States can request an extension in rare circumstances. Counties and cities have until December 31, 2024 to spend the money. Finally, $20 billion is for U.S. territories and tribal governments.

Half the funds for counties and all cities will be distributed initially. The remaining half will be distributed a year after the first distribution.
For smaller cities, the payments cannot exceed 75 percent of a city’s annual budget as of January 27, 2020.

The funds can be used for the following purposes:

1. To respond to the coronavirus health impacts or economic impacts including assistance to households, small businesses, nonprofits, and impacted industries including hospitality, travel, and tourism.

2. By providing premium pay for essential workers up to $13 an hour with an annual cap of $25,000.

3. To cover for lost revenue in providing services.

4. To make investments in water, sewer or broadband infrastructure.

Funds cannot be used to cover lost revenues if the loses were due to a tax cut. Funds cannot be used to cover pension shortfalls.

The direct funding also includes $10 billion for Coronavirus Capital Projects Fund. This money will go out to States and local governments based on a complicated formula. While the project eligibility is worded broadly in the law, the accompanying reports indicate the funds should be used for rural broadband infrastructure. Finally, the bill establishes a $2 billion fund to cover shortfalls for governments that revenue share with the federal government. An example of that is the Payment In Lieu of Taxes (PILT).

Regarding programmatic funding the largest item in the bill is $50 billion for the Federal Emergency Management Agency (FEMA). FEMA’s funds go to local governments after natural disasters, like floods, earthquakes, fires, and hurricanes. The monies are used to cover both relief and rebuilding efforts. By adding the money and defining the coronavirus as eligible for disaster funding, local governments can be reimbursed for COVID related expenses such as purchasing protective equipment, covering the costs of vaccine distribution and sanitizing schools, municipal offices, transit properties, and courthouses.

The Rescue Plan also allocates $25 billion for rental and utility assistance, $10 billion for mortgage assistance, and $4.75 billion for homeless assistance.
# CITY OF FERRYSBURG
CAPITAL IMPROVEMENT PROJECTS (WATER)

## Table 1: Capital Improvement Priorities

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Location &amp; Description</th>
<th>Today's Cost</th>
<th>Estimated Year*</th>
<th>Future Cost**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maple Street Water Main Extension</td>
<td>80,000</td>
<td>2017</td>
<td>80000</td>
</tr>
<tr>
<td>2</td>
<td>Valve project VanWagoner Road water main</td>
<td>74,000</td>
<td>2018</td>
<td>75000</td>
</tr>
<tr>
<td>3</td>
<td>Willow Drive Water Main Replacement</td>
<td>98,000</td>
<td>2018</td>
<td>100,000</td>
</tr>
<tr>
<td>4</td>
<td>20&quot; Transmission Water Main Repair</td>
<td>90,000</td>
<td>2022</td>
<td>100,000</td>
</tr>
<tr>
<td>5</td>
<td>Construct 1,000 LF of 8&quot; main across Smith Bayou between the dead end on Spahr Ave. and Royal</td>
<td>290,000</td>
<td>2025</td>
<td>341,000</td>
</tr>
<tr>
<td>6</td>
<td>Construct 650 LF of 8&quot; from the dead end of Peppermill Drive to the dead end of Jordan Lane</td>
<td>65,000</td>
<td>2025</td>
<td>76,000</td>
</tr>
<tr>
<td>Item Description</td>
<td>Quantity</td>
<td>Code</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Water Tank (150th)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Tank (150th)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Tank (Van Wagoner)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Tank (Van Wagoner)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
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<td>Equipment</td>
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<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ford 7710 Tractor Purchased 1991</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dump Truck and Backhoe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost Breakdown:**

- **Water Tank (150th) Interior Coating:** $126,000
- **Water Tank (150th) Exterior Coating:** $126,000
- **Water Tank (Van Wagoner) Interior Coating:** $126,000
- **Water Tank (Van Wagoner) Exterior Coating:** $126,000
- **Equipment Tapping Machine:** $126,000
- **Equipment Well Point/Compressor:** $126,000
- **Equipment Mole:** $126,000
- **Equipment Hot Patcher 2 Ton:** $126,000
- **Misc. Water Trailer & Pumps:** $126,000
- **Vehicles Ford 7710 Tractor Purchased 1991:** $126,000

**Total Cost:** $500,000
## CITY OF FERRYSBURG
CAPITAL IMPROVEMENT PROJECTS (WATER)

### Table 2: Non-Pipe Assets

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Asset Item</th>
<th>Installation Year</th>
<th>Purchase Price</th>
<th>Ferrysburg Water System Portion &amp; NOWS Portion (15%)</th>
<th>Life Cycle (Years)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Tank (150th)</td>
<td>150th Avenue Tank Structure</td>
<td>1991</td>
<td>$1,800,000</td>
<td>$270,000</td>
<td>75</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Water Tank (150th)</td>
<td>Interior Coating</td>
<td>2009</td>
<td>$26,000</td>
<td>$3,900</td>
<td>20</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Water Tank (150th)</td>
<td>Exterior Coating</td>
<td>2009</td>
<td>$73,000</td>
<td>$10,950</td>
<td>20</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Water Tank (Van Wagoner)</td>
<td>Van Wagoner Tank Structure</td>
<td>1977</td>
<td>$700,000</td>
<td>$105,000</td>
<td>75</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Water Tank (Van Wagoner)</td>
<td>Interior Coating</td>
<td>2000</td>
<td>$22,000</td>
<td>$3,300</td>
<td>20</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Water Tank (Van Wagoner)</td>
<td>Exterior Coating</td>
<td>2000</td>
<td>$61,000</td>
<td>$9,150</td>
<td>20</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Meter Station</td>
<td>Ferry Park</td>
<td>1977</td>
<td>$50,000</td>
<td>$7,500</td>
<td>50</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Meter Station</td>
<td>N Shore</td>
<td>1977</td>
<td>$50,000</td>
<td>$7,500</td>
<td>50</td>
<td>SLT 72%, SLV 13%, F15%</td>
</tr>
<tr>
<td>Utilities Building</td>
<td>DPW Building</td>
<td>1981</td>
<td>$600,000</td>
<td>$600,000</td>
<td>50</td>
<td>100% Ferrysburg 50x185 (aerial)</td>
</tr>
<tr>
<td>Equipment</td>
<td>Tapping Machine</td>
<td>2000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>20</td>
<td>100% Ferrysburg water</td>
</tr>
<tr>
<td>Equipment</td>
<td>Well Point/Compressor</td>
<td>2000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>20</td>
<td>100% Ferrysburg water</td>
</tr>
<tr>
<td>Equipment</td>
<td>Mole</td>
<td>2000</td>
<td>$8,500</td>
<td>$8,500</td>
<td>20</td>
<td>100% Ferrysburg water</td>
</tr>
<tr>
<td>Asset Category</td>
<td>Asset Item</td>
<td>Purchase Price</td>
<td>Life Cycle (Years)</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Hot Patcher 2 Ton</td>
<td>$20,000</td>
<td>20</td>
<td>25% Ferrysburg, 100% Ferrysburg</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Trailer &amp; Pumps</td>
<td>$25,000</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sewer Truck-1 ton</td>
<td>$11,000</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ford 7710 Tractor</td>
<td>$10,000</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchased 1991</td>
<td>$40,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>Dump Truck</td>
<td>$125,000</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Backhoe</td>
<td>$115,000</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pickup-water</td>
<td>$45,000</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Table 3: Recurring Cost Schedule

### Recurring Cost Schedule

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Recurrence Interval</th>
<th>Next Occurrence</th>
<th>Today’s Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Inspection</td>
<td>every 5 years</td>
<td>2020</td>
<td>$2,700</td>
</tr>
<tr>
<td>Tower Cleaning</td>
<td>every 6 years</td>
<td>2021</td>
<td>$3,700</td>
</tr>
<tr>
<td>Reliability Study</td>
<td>every 5 years</td>
<td>2023</td>
<td>$10,000</td>
</tr>
<tr>
<td>Sewer Truck 1-ton</td>
<td>every 10 years</td>
<td>2027</td>
<td>$11,000</td>
</tr>
<tr>
<td>Pick-up Truck Water</td>
<td>every 10 years</td>
<td>2027</td>
<td>$34,000</td>
</tr>
</tbody>
</table>
## Implementation Timeline

<table>
<thead>
<tr>
<th>Planned Year ID</th>
<th>Project Title</th>
<th>Total Est. Cost (2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 202101</td>
<td>Dogwood Drive Reconstruct</td>
<td>$950,000</td>
</tr>
<tr>
<td>2021 202102</td>
<td>Storm Sewer Point Repairs 1</td>
<td>$150,000</td>
</tr>
<tr>
<td>2021-2024 202103</td>
<td>Sanitary Manhole Repairs</td>
<td>$160,000</td>
</tr>
<tr>
<td>2021 202104</td>
<td>Valve Project VanWagoner Water Main</td>
<td>$50,000</td>
</tr>
<tr>
<td>2021 202105</td>
<td>Sanitary Sewer Point Repairs</td>
<td>$50,000</td>
</tr>
<tr>
<td>2021 202106</td>
<td>Landing Drive Sanitary Sewer Replacement</td>
<td>$50,000</td>
</tr>
<tr>
<td>2021 202107</td>
<td>Construct 1,000 LF of 8&quot; Main Across Smith Bayou Between the</td>
<td>$310,000</td>
</tr>
<tr>
<td>2022 202201</td>
<td>W. Spring Lake Rd and Virginia Ave Reconstruct-168th to Jordan</td>
<td>$570,000</td>
</tr>
<tr>
<td>2022 202202</td>
<td>Smith's Bayou Bridge Rehabilitate</td>
<td>$1,040,000</td>
</tr>
<tr>
<td>2023 202301</td>
<td>Storm Sewer Point Repairs 2</td>
<td>$85,000</td>
</tr>
<tr>
<td>2023 202302</td>
<td>Storm Sewer Drainage Structure Repairs</td>
<td>$70,000</td>
</tr>
<tr>
<td>2023 202303</td>
<td>Sanitary Sewer Cleaning and televising</td>
<td>$40,000</td>
</tr>
<tr>
<td>2023 202304</td>
<td>168th Avenue Road Reconstruct - W. Spring Lake Rd to Van Wagoner Rd</td>
<td>$1,100,000</td>
</tr>
<tr>
<td>2023 202305</td>
<td>Carmen Drive Reconstruct</td>
<td>$810,000</td>
</tr>
<tr>
<td>2024 202401</td>
<td>Pine Street/4th Street Road Reconstruct with Sanitary and Storm Sewer</td>
<td>$1,750,000</td>
</tr>
<tr>
<td>2024 202402</td>
<td>Cherokee Drive Reconstruct and Storm Sewer Improvements</td>
<td>$870,000</td>
</tr>
<tr>
<td>2025 202501</td>
<td>Cove Street Reconstruct with Storm Sewer Improvements and Sanitary Point</td>
<td>$400,000</td>
</tr>
<tr>
<td>2025 202502</td>
<td>Pump Station No. 1 Improvements</td>
<td>$110,000</td>
</tr>
<tr>
<td>2025 202503</td>
<td>20' Transmission Main Repair</td>
<td>TBD</td>
</tr>
<tr>
<td>2026 202601</td>
<td>DPW Building Addition</td>
<td>$560,000</td>
</tr>
<tr>
<td>2027 202701</td>
<td>174th Avenue Reconstruct</td>
<td>$2,700,000</td>
</tr>
<tr>
<td>2028 202801</td>
<td>Suffolk Drive and Lakepoint Drive Reconstruct</td>
<td>$860,000</td>
</tr>
<tr>
<td>2028 202802</td>
<td>Roosevelt Road and Michigan Avenue Reconstruct</td>
<td>$330,000</td>
</tr>
<tr>
<td>2028-2032 202803</td>
<td>Sanitary Sewer Cleaning</td>
<td>$250,000</td>
</tr>
<tr>
<td>2029 202901</td>
<td>170th Avenue and Spahr Street Reconstruct</td>
<td>$340,000</td>
</tr>
<tr>
<td>2029 202902</td>
<td>Jordan Lane, Thornapple Lane, and Bayberry Drive Reconstruct</td>
<td>$850,000</td>
</tr>
<tr>
<td>2030 203001</td>
<td>Lakeview Street and Connecting Roads Reconstruct</td>
<td>$890,000</td>
</tr>
</tbody>
</table>

Notes:

(1) Unplanned repairs may necessitate adjustments in priority
(2) Project Amounts Include 25% for engineering, legal, administration, and contingency
(3) Project Amounts are estimated in 2020 dollars, with a 2% inflation rate applied annually until the project's planned year
March 30, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Closed Session

City Attorney Brook Bisonet will speak to City Council during the closed session on the agenda.

As the discussion is confidential there ought to be no one in the room with you during the closed session and headphones are recommended.

The Council meeting recording will stop during the closed session. If there are public attending the meeting, they will be asked to leave the meeting when the closed session begins. We will ask any public present to give us contact information if they would like us to contact them once Council reconvenes in open session.

c: Debbie Wierenga, City Clerk