NATIONAL FIRE PREVENTION WEEK

OCTOBER 3-9
In appreciation of the
CITY OF FERRYSBURG
VOLUNTEER FIRE DEPARTMENT
For the excellence of their service
and their dedication to helping
their neighbors in times of need.

Fire Chief
Michael Olthof, Sr.

Assistant Chiefs
Benjamin Chartier - Len VanderJagt

Lieutenants
David E. Peterson - Walter Weldon

Firefighters
Jacob Baker
Raymond Chartier
Joseph Gordon
Michael Olthof, Jr.
Evan Schippers
Ben Chapman
Steven Chartier
Jacob Lund
Cody Pekel
Joshua VanOpynen

Megan Chapman
Tucker Chartier
Tim O'Donnell
David F. Peterson

FERRYSBURG FIRE STATION
17411 NORTH SHORE ROAD
The meeting was called to order by President De Young at 5:30 pm in Program Room B.

Board members present: Mary Jane Belter, Burton Brooks, Penni DeWitt, Dave De Young, Caryn Lannon, Lisa Menerick, Kathy Osmun (via phone – no voting privileges), and Cathy Rusco

Board member absent: none

Library staff present: John Martin, Michelle Moore, and Sara Derdowski

APPROVAL OF AGENDA

Moved by Menerick, supported by Rusco, to approve an amended Agenda. Agenda amended to include moving item Consideration of a motion to go into closed session at the request of the library director pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of the library director (Roll call vote) to follow the second Public Comment period, and adding a new business item (7.C) to discuss COVID Preparedness.

Roll call vote:
- Belter - yes
- Brooks - yes
- DeWitt - yes
- DeYoung - yes
- Lannon - yes
- Menerick - yes
- Osmun - abstain
- Rusco – yes

Motion carried 7-0.

APPROVAL OF CONSENT AGENDA

Moved by Rusco, supported by Menerick, to approve the Consent Agenda.

A. Approve the regular meeting minutes of July 6, 2021
B. Approve the June 2021 Check Register in the amount of $183,116.64
C. Authorization of Banks and Credit Unions

Roll call vote:
- Belter - yes
- Brooks - yes
- DeWitt - yes
- DeYoung - yes
- Lannon - yes
- Menerick - yes
- Osmun - abstain
- Rusco – yes
Motion carried 7-0.

PUBLIC COMMENT
None.

TRUSTEE COMMENT
Menerick asked if there are grants to help with solar panel options and suggested using the parking lot across the street for panels at ground level. The Building and Grounds committee had a solar panel presentation and found it best to wait for a new roof – will address again later.

Menerick commented that she is trying to meet with Mr. Miller of Howard Miller Clock Company regarding the library’s clock tower.

UNFINISHED BUSINESS
None

NEW BUSINESS

21-38 Moved by Belter, supported by Brooks, to approve the President’s appointments to Standing Committees.

Discussion:
DeYoung didn’t want to address so many major issues at once or launch too many committees at this time - fund development, long-term financial planning, and the director search committees - so more discussion will be had. Martin explained that the cost for an election in May would be shared with the schools. The August primary would not have a cost and would occur after receiving summer tax bills. Deadline for May election filing is February. Brooks wants John to be in his position for our best chance of approving the millage. Lannon said the best move is to go for election while John is the director with his visibility. Martin, Derdowski, and Moore are gathering evidence from the staff to support the campaign. Osmun said we need to work hand in hand with the Community Foundation. Rusco will contact Keith Konarska to see if he’s interested in serving on the millage committee. Menerick thought new trustee DeWitt should be on the committee also. Library Director Search committee will begin work in the fall, Rusco will begin working on a timeline.

Roll call vote:
Belter - yes
Brooks - yes
DeWitt - yes
DeYoung - yes
Lannon - yes
Menerick - no
Osmun - abstain
Rusco – yes

Motion carried 6-1.
Moved by Belter, supported by Brooks, to approve the job description for Librarian – Programming & Marketing.

Motion carried 7-0.

COVID Preparedness Discussion:
Staff is watching the CDC website statistics to monitor the status of Ottawa County. When the county has substantial or high risk, employees will be asked to wear masks, and patrons will be strongly encouraged to wear masks while visiting the library. Staff continues to watch CDC, MHDDS, and Ottawa County for updated information. Marketing staff & materials are being prepared for the new guidelines.

TREASURER’S REPORT
The June 30, 2021 General Fund, Maintenance Fund, Debt Service Fund Financial Reports, and Bank Account Reports (all unaudited) were received and discussed. Derdowski stated the auditors will be here the week of August 23, 2021. Several items were under budget and with the increase in the amount of state aid and penal fines we received, it left us with a fund balance higher than projected.

COMMITTEE REPORTS
Executive Committee – Dave DeYoung
DeYoung reviewed the draft minutes from the July 27, 2021 committee meeting.

Finance Committee – Burton Brooks
Minutes from the July 20, 2021 joint meeting were reviewed. No meetings in August, but Martin has a resolution to opt out of the GHT DDA expansion ready for the September meeting.

Building and Grounds Committee – Burton Brooks
No report.

Policy Committee – Caryn Lannon
Martin will schedule a meeting for October to address the policies requiring updates. Moore prepared a binder of information detailing our Collection Development Policy along with the American Library Association’s Code of Ethics, Standards, and Bill of Rights to address the Critical Race Theory protestors that have made the rounds in Ottawa County.

Personnel Committee
Report included with Finance/Personnel Committees joint meeting.

DIRECTOR’S REPORT – JOHN MARTIN
The written report was received and discussed.

PRESIDENT’S REPORT – DAVE DE YOUNG
None.
PUBLIC COMMENT.
Michelle Moore shared the Pinnacle of Partnership Award received from the United Way for “improving the quality of life for Ottawa County residents through leadership and service, education, as well as year-round partnership with the Greater Ottawa County United Way.” It will be on display in the atrium.

Moved by Belter, supported by DeYoung, to go into closed session at the request of the library director pursuant to Section 8 (a) of the Michigan Open Meetings Act to consider a periodic personnel evaluation of the library director

Roll call vote:
Belter - yes
Brooks - yes
DeWitt - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - abstain
Rusco – yes
Time: 7:02 p.m.

Moved by Belter, supported by Lannon to come out of closed session

Roll call vote:
Belter - yes
Brooks - yes
DeWitt - yes
DeYoung - yes
Lannon - yes
Menerick - yes
Osmun - abstain
Rusco – yes
Time: 7:20 p.m.

TRUSTEE COMMENT.
No committee meetings scheduled in August.

NEXT REGULAR MEETINGS
A. Tuesday, September 7, 2021 – 5:30 pm, LDL Program Room B
B. Tuesday, October 5, 2021 – 5:30 pm, LDL Program Room B

The meeting was adjourned at 7:23 pm.

Secretary
Mary Jane Belter

President
Dave De Young

Prepared by Michelle Moore
HARBOR TRANSIT MUTI-MODAL TRANSPORTATION SYSTEM (HTMMTS)

BOARD MEETING AGENDA
CITY OF GRAND HAVEN
519 WASHINGTON STREET
GRAND HAVEN, MICHIGAN
September 22, 2021, 4:30 PM

1. Meeting Called to Order

2. Roll Call

3. Approval of July 28, 2021 HTMMTS Board Meeting Minutes

4. Additions/Corrections to the Agenda

5. Approval of Regular Agenda

6. General Business / Call to Audience

7. New Business:
   A. File/Receive Financial Statements
   B. Discussion/action on Payable Warrant.
   C. Discussion/action on Final Budget Amendments FYE 2020/2021.
   D. Discussion/Final pre-implementation review of 2021/2022 budget.
      • Capital Projects
      • Wage Recommendations
   E. Discussion on Millage Reduction Fraction.
   F. Discussion/action on the Resolution of 2023-2026 (CMAQ) Congestion Mitigation and Air Quality Capital Projects in the (STIP) State Transit Improvement plan.
   G. Discussion/action Fiscal Year 2021-2022 Bi-Monthly Regular Meeting Dates.
H. Discussion/action to elect or re-elect HTMMTS Board officers: President, Vice President, Secretary, and Treasurer.
I. Discussion/action on Transportation Director 2021 Evaluation.
J. Discussion/action on Preliminary 5 Year Strategic Plan Deadlines and Resources.
K. Marketing Update – Annelise Walker
L. Operations Update – Scott Borg
M. Transportation Director’s Report – Scott Borg
N. Board Member Comments
   ▪ Craig Bessinger
   ▪ Michael DeWitt
   ▪ Donald Reis
   ▪ Bill Cargo
   ▪ Patrick McGinnis
   ▪ Bob Monetza
   ▪ Pete LaMourie
   ▪ Joel TePastte
   ▪ Christine Burns
   ▪ Gordon Gallagher
   ▪ Cathy Pavick

Next regularly scheduled Board Meeting will be held on November 17, 2021 at 4:30 PM at City of Grand Haven, 519 Washington Ave, Grand Haven, MI 49417.
Meeting Called to Order by President Craig Bessinger at 4:30 p.m.

Roll Call
Present: Craig Bessinger, Bob Monetza, Pat McGinnis, Cathy Pavick, Gordon Gallagher, Don Reiss, Chris Burns, Pete LaMourie

Absent: Mike DeWitt, Bill Cargo, Joel TePastte

Also Present: Scott Borg, Harbor Transit Director, Andrea Dumbrell, Grand Haven Township Human Resources Manager, Dana Appel, Senior Accountant and Compliance Manager, Melvin Barkley, Operations Manager, Annelise Walker, Marketing Manager

Introduction of Melvin Barkley, Operations Manager, Annelise Walker, Marketing Manager.

Approval of the May 26, 2021 HTMMTS Board Meeting Minutes
Motion by Gordon, second by Chris, to accept the minutes from the Meeting held May 26, 2021. Motion carries.

Additions/Corrections to the Agenda
Motion by Chris, second by Bob, to approve the agenda. Motion carries.

General Business / Call to Audience
None

Discussion/action Payables Warrant
Motion by Pat, second by Cathy to accept the Payables Warrant as presented. Motion carries.

Discussion/action on Financial Reports, Receive and File.
Gordon asked about fare policy and how we are optimizing our efforts in the collection (or not collection) of fares. Scott reported that we were ready to go with a RouteMatch solution
that is touchless and collects from riders when they ride. 5% fee to middleman; RouteMatch collects $60,000 up front then $6,000 per year.

Motion by Chris, second by Pete to accept the reports as submitted. Motion carries.

Discussion on Estimated Revised Budget.
Current year budget; no questions.

Discussion/action on Revised Harbor Transit Personnel Manual.
Scott explained the changes include the following:
  • Add time ½ to holiday pay
  • Change definition of pay out time to time actually worked, not time paid
  • Clarify number of hours that may be cashed out for full and part time employees

Motion by Chris, second by Bob to revise personnel manual as recommended, effective today. Motion carries.

Discussion/action on one-time Employee PTO Payout.
Motion by Pete, second by Bob, to approve the one time PTO payment at a cost of approximately $10,000 with no ongoing impact to our budget. Motion carries.

Discussion on Strategic Planning and Results of the Strategic plans and SWOT exercise.
Scott will verify numbers and then we will have further discussions.

Marketing Update — Annelise Walker
Increase community awareness.
  Advertising for drivers at Michigan SOS office on the kiosk screens
  Three billboards are up: US 31, M-104, I-96
  Social media presence (especially Facebook)
  Radio advertising on WAWL and WGHN
  Grand Living half page
  103.5 football pamphlet
Some discussion about bus wraps and varying attitudes about them. Annelise is looking into doing a Buccaneer and Laker wrap. Gordon agreed the Buccaneer wrap would be far more attractive.

Operations Update — Scott Borg
Numbers are slowly coming back up.
Trolleys are very successful
Passengers on federally funded buses must wear masks
9 crashes last year; 12 crashes so far this year (sideswipes are the most common)

Transportation Director’s Report — Scott Borg
Customer Care supervisor resigned today; dispatcher will fill the position.
West Michigan Regional Transit Study review held on July 7 between MATS and Harbor Transit. Study completed next fiscal year.
Kickoff with ORC (firm to look for expansion real estate). They will provide weekly updates.
Board Member Comments
Bob asked about Beach Express. Scott reported that we had 11 riders in June, 219 in July. In comparison, 2,524 rode the trolley in July.
Chris recommended that we sign up staff for Leadership Connect.
Gordon commented that it appears customer service is improving at Harbor Transit.
Craig commended staff on having very clean buses.

Moved by to adjourn at 5:35 p.m.

Next regularly scheduled Board Meeting will be held on September 22, 2021 at 4:30 PM at City of Grand Haven City Hall, 519 Washington Ave
TO: HTMMTS Board Members  
FR: Scott Borg  
DT: 09/22/2021  
RE: Operations Update

Harbor Transit Ridership Comparison: Years 2016-2021

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Of the 15,507 rides in August of 2021, 2,867 rides were shuttle rides that we provided on Coast Guard Saturday. Without Coast Guard Saturday the rides would have been 12,640 passengers.

Ridership by Municipality:

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Safety:
Bus Crashes per 100,000 miles: 5.2 accidents per 100,000 miles.  
Calendar year 2020 – 9 total Crashes with a year-end frequency of 1.47 accidents per 100,000 miles.  
Calendar year 2021 – 15 total crashes with a current frequency of 5.2 accidents per 100,000 miles.

The most common crash in 2021 is sideswipe – 5.

The most severe crash is intersection – 2.

Injuries: 3 Injuries year to date.

Injury Frequency: 1.4 per 100,000 miles.

Vehicle Road calls per 0/100,000 Miles: January thru August 2021 per 0.694/100,000 miles.

Ridership Complaints:
Harbor Transit had 2 complaints since the last Board meeting.

Complaint # 1
Harbor Transit has received a complaint from a Grand Haven citizen who falls under the ADA that we are refusing to take her to the City Beach on Saturday, August 7, 2021 during the Coast Guard Festival.  I explained to the complainant that we are under limited service due to the Coast Guard Festival taking place on Saturday.  I provided context that our Limited Service Policy allows us to provide essential services to our riders and provides equal service to all riders.  Limited Service prohibits us from providing special service to anyone and would be a violation of the ADA.  The complainant was not satisfied with my response and had called the Grand Haven Tribune, WZZM Channel 13, and Wood TV 8.  As long as we remain fair and consistent (Equal Service – Not Special Service) we are within our rights under the American Disabilities Act with our Limited Service Policy.

Complaint # 2
An Elderly Woman at Walmart had an employee call Harbor Transit’s Dispatch at the end of our Operating day.  The lady was denied a ride.  Unfortunately, our former Customer Care Supervisor was involved with this on a Friday evening.  Dispatch did have a driver in the area and the rider was taken home.  The former Customer Care Supervisor was questioned about this matter; however, she was very vague in her responses.  This occurred two days before she resigned her employment.  I explained the importance of discretion and that we never leave a rider stranded.
TO: HTMMTS Board Members  
FR: Scott Borg  
DT: September 8, 2021  
RE: Transportation Directors Report

Operations Update:
The Harbor Transit team has made the decision to not replace the Customer Care Position in the Dispatch Operation. The Decision has been made to make that position an Operations Supervisor position that will work with the drivers as well as the Dispatch Team. A requirement will be that this supervisor position will have Dispatch experience and work out of that office. We are currently in the interview process and have not yet selected a candidate. Interviews for 6 candidates that have applied will take place on October 7, 2021.

West Michigan Regional Transit Systems Governance and Organizational Transition Study:
- Bi-weekly progress meetings are being held between WMSRDC staff and the consultant team.
- SRF is in the process of conducting stakeholder interviews and starting elected official interviews. These should be completed during the month of September.
- SRF has also begun conducting transit governance and organizational research of similar transit agencies/regions from across the state and country.
- In early October, SRF will hold a work session(s) to present the results of their interviews (SWOT analysis) as well as transit governance and organizational research. This will allow additional opportunity for input and feedback based on their findings. We and SRF would like to hold the session(s) in-person, if possible, but that will have to be determined closer to the date. A virtual session is an alternative.
- SRF is expecting to present recommended governance/organizational structures for consideration sometime in December.
- Once a structure is agreed upon locally, SRF will assist in the implementation of that structure starting in January 2022.

Right Away and Land Acquisition Services:
Harbor Transit and (ORC) O.R. Colan had a meeting with the (FTA) Federal Transportation Admiration on Monday, August 30, 2021 at 11:00 AM to discuss the best way for Harbor Transit and ORC to proceed with the land acquisition. The biggest hurdle will be the (NEPA) Study National Environmental Policy Act. This is an extensive study that will be required before an offer or purchase of any kind can be made for made to an owner. The NEPA Study can take up to a year is some cases. ORC is actively looking for property so we can determine a location at start the environmental study.

Request for Qualifications (RFQ) A/E Services:
Harbor Transit is also working on the RFQ for Architectural and Engineering Services. We are early in the process and will be sending it out to eligible firms within the next few weeks.
New Trolley Update:

The two new Trolleys are near completion and are scheduled for delivery on Wednesday, October 6, 2021. There was a delay with the Roush Propane Fuel system with hose fittings that put the completion behind schedule more than 2 weeks.

Here is a look at what the Trolleys look like as they near completion.
September 2021

President
Company Name
Street Address
Spring Lake, Michigan 49456

Dear President:

This letter has two purposes: (1) solicit your feedback on how Ferrysburg can better serve your company’s needs and (2) let you know that the city will host a public forum/information session with speakers knowledgeable about various state sanctioned business assistance programs on **Wednesday, October 20 at 7:00 PM at City Hall**. We thank you for locating in Ferrysburg and for all that you do for Ferrysburg. We want to make certain that Ferrysburg is doing all that it can, given it limited resources, to support your company. Ferrysburg City Council periodically creates an Economic Development Task Force to analyze Ferrysburg’s current economic development and then make recommendations to the City Council to assist with economic development within the city. Your participation at the Forum and your feedback on the enclosed Task Force questionnaire will help us make more constructive recommendations to the City Council.

Included are flyers on several state authorized programs designed to assist businesses, but not all businesses are eligible for all programs. You may not know that Ferrysburg authorized one of these programs, a Brownfield Redevelopment Finance Authority, back in 2008 and is open to requests to implement it. If you would like to learn more about or take advantage of any of these programs, if eligible, please come to the October 20 Forum, or, if you cannot attend, please tell us in the questionnaire.

It would be most helpful if you could return the completed questionnaire by Monday, October 18.

Again, thank you for being a Ferrysburg business and for providing your insights into how Ferrysburg can better assist your business.

Sincerely,

Ferrysburg Economic Development Task Force

Enclosures
Ferrysburg Economic Development Questionnaire

Respondent Information

Company Name: ____________________________________________________________

Company Address: ________________________________________________________

Contact information for individual completing the questionnaire:

    Name: ________________________________________________________________

    Title or Position: ______________________________________________________

    Phone Number: ________________________________________________________

Please indicate if you would have any interest in having Ferrysburg create any of the following state authorized programs (see enclosed flyers) that could help your business.

Downtown Development Authority (DDA): Yes ____  No _____

Industrial Property Tax Abatement (PA of 1974, as amended): Yes ____  No _____

Commercial Rehabilitation Act (PA 210 of 2005): Yes ____  No _____

As stated in the cover letter Ferrysburg authorized a Brownfield Redevelopment Finance Authority back in 2008. Would your company be interested in taking advantage of or learning more about this program?  Yes ____  No _____

Aside from the above programs please tell us what Ferrysburg could do better to assist your business.

____________________________________________________________________
If you have any other thoughts to share with the Task Force, please enter them below.

Thank you for completing this survey!!
The Ottawa County Sheriff's Office responded to 127 calls for service in the City of Ferrysburg. They also responded to 157 calls for service within the Village of Spring Lake. Deputies conducted 82 traffic contacts and issued 36 citations in Ferrysburg City. Marine deputies also continued boating contacts in the Spring Lake / Ferrysburg venues.

Deputies continue to assist Ottawa County Central Dispatch with updating their emergency contact lists in both Spring Lake Village and the City of Ferrysburg. Deputies made contacts at the Movies in the Park in the Village and attended the Coast Guard Picnic in the City of Ferrysburg.

Deputy Dyer was selected as a Crime Scene Technician for the Sheriff's Office and will be attending a two-week extensive training. These skills will be an added benefit to the Spring Lake / Ferrysburg branch office.

Deputy Turbett participated in the dive teams' monthly training.

Deputy Allard is excited that the area schools are back in session and he is spending time at each building during the morning hours welcoming everyone back to school and monitoring traffic prior to school.

Respectfully Submitted,

Lieutenant Christie Wendt
### Calls for Service

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### City of Ferrysburg Calls for Service

![Call for Service Bar Chart]

- 2019
- 2020
- 2021

### Citations

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### City of Ferrysburg Citations

![Citation Bar Chart]

- 2019
- 2020
- 2021
### Traffic Crashes

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### City of Ferrysburg Traffic Crashes

![Traffic Crashes graph]

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### City of Ferrysburg Medical Responses

![Medical Responses graph]
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