FERRYSBURG CITY COUNCIL MEETING

AGENDA

MONDAY, OCTOBER 18, 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. Invocation by Mayor Hopp

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 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 October 4, 2021, City Council meeting minutes as printed.

b. Approve the Mayor’s Proclamation for Ethan Doxey and Aidan Palmbos for their work on
   the audio reader for the Hezekiah Smith Historical Marker.

c. Approve a quote form Grand Haven Garden House for $3,309.00 for Holiday Decorations.

7. New Business:

   a. Discussion, and to take action if appropriate, to approve the Mayor’s appointment of
      Joan Kuiper to the Beautification Commission for a term ending July 1, 2024.

   b. Work Session: City Hall Restrooms.

   c. Work Session: Council Communication.

   d. Work Session: Strategic Plan Update.

   e. Work Session: Attendance.

8. Public Comments:

9. Reports: City Manager

   City Council Members

   Mayor

10. Adjournment
CITY OF FERRYSBURG  
CITY COUNCIL MINUTES  
OCTOBER 4, 2021

The meeting was called to order by Mayor Hopp at 7:00 PM. Mayor Hopp gave the invocation. Mayor Hopp led those present in the pledge of allegiance.


Also present: City Manager Bessinger, Clerk Jessie Wagenmaker, and three citizens.

21-150 Moved by Council Member DeWitt, seconded by Council Member O’Donnell, to approve the September 20, 2021, City Council meeting minutes as printed. The motion passed unanimously.

21-151 Moved by Council Member DeWitt, seconded by Council Member Montgomery, to not approve Ordinance no. 318, an ordinance to amend City Code, Chapter 154 Zoning, Article 3, General Provisions, to include a new Section 3.370, Accessory Non-Commercial Solar Energy Systems and send it back to the Planning Commission for revision. The proposed section would allow and regulate building ground-mounted systems in all zoning districts. Roll Call vote: 5 yeas, 2 nays (Sias and Blease). Motion passed.

21-152 Moved by Council Member DeWitt, seconded by Council Member Montgomery, to place on the November 1, 2021, City Council agenda, consideration to adopt a proposed resolution leasing a portion of the premises at 17520 Ridge Avenue, which resolution shall remain on file with the City Clerk for not less than 15 days prior to consideration by the City Council and that a summary of the minutes of the October 4, 2021, meeting of the City Council be published in the Grand Haven Tribune. The motion passed unanimously.

21-153 Moved by Council Member Montgomery, seconded by Council Member DeWitt, to schedule a work session as a regular agenda item on October 18, 2021.

21-154 Moved by Council Member DeWitt, seconded by Council Member Montgomery, to adjourn to a closed session to conduct the evaluation of the City Manager’s performance for 2020-2021. The motion passed unanimously via Roll Call vote.

21-155 City Council meeting was adjourned to a closed session at 7:35 PM.

21-156 City Council meeting was reconvened in open session at 7:48 PM.
21-157 Moved by Council Member DeWitt, seconded by Council Member Montgomery to give the City Manager a 2% wage increase.

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

The meeting was adjourned at 8:13 PM.

Respectfully submitted,

__________________________  __________________________
Rebecca Hopp                Jessie Wagenmaker
Mayor                        City Clerk
CITY OF FERRYSBURG

Proclamation

Hezekiah Smith Historical Marker

WHEREAS, youth involvement is a unique collaboration with the volunteer spirit of the City of Ferrysburg; and

WHEREAS, we honor those who generously give of their time and talents to improve our community; and

WHEREAS, Aidan Palmbos, is a senior at the Ottawa County Careerline Tech Center and Jenison Public High School; and

WHEREAS, Aidan demonstrated his abilities and technical talents by electronically connecting the Hezekiah Smith’s Historical Marker to the City of Ferrysburg’s website, and

WHEREAS, this partnership, with the City of Ferrysburg created Michigan Historical Marker’s first ever audio reader.

NOW, THEREFORE, BE IT RESOLVED THAT, I, Rebecca Hopp, Mayor, City of Ferrysburg, do hereby express my sincere appreciation and gratitude for Mr. Aidan Palmbos’s contribution to the City.

Date: October 18, 2021

Rebecca Hopp, Mayor
City of Ferrysburg
October 12, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Lighted Garland

The past three (3) years City Council has approved the installation of lighted garland and red ribbon on the City street light poles. At their meeting on October 11, the Beautification Commission recommended to City Council to approve a proposal from Grand Haven Garden House to install the lighted garland and red ribbon for 2021.

Attached is the quote from Grand Haven Garden House for the installation of the lighted garland and red ribbon, and for Christmas trees to be placed at Wm. Ferry Park, the Pine/Third Street intersection, and Sunnyside Park. The City will need to purchase the red ribbon, approximately $210 for 1 year.

c: Matt Schindlbeck, Public Services Supervisor
Jessie Wagenmaker, City Clerk
GHGH Landscape
734 Park Ave
Grand Haven, MI 49417
616-935-7427
www.ghghlandscaping.com

Bill To
City of Ferrysburg
ATTN: Craig Bessinger
408 5th
Ferrysburg, MI 49409

<table>
<thead>
<tr>
<th>Terms</th>
<th>Due Date</th>
<th>Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Receipt</td>
<td>12/10/2020</td>
<td>Dale</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Decorate Poles</td>
<td>2,589.00</td>
<td>2,589.00</td>
</tr>
<tr>
<td></td>
<td>Supply 12 Trees</td>
<td>720.00</td>
<td>720.00</td>
</tr>
</tbody>
</table>

**INFORMATION ONLY**

This is a copy of your last invoice. Your cost for decorating the poles for 2021 will be $2,719.00 and the cost for the 12 trees will remain the same ($720.00) as last year.

Please include invoice number on your payment. Thank you.

Total Due
$3,309.00
CITY OF FERRYSBURG
P.O. BOX 38
FERRYSBURG, MI 49409-0038

APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Beautification Committee

Name: Joan E Moser Kuiper

Street Address: 17833 Bramer Lane

City/State/Zip: Spring Lake, MI 49456

E-mail address: janmoser2000@fastmail.fm

Telephone (Day): 1140 402 1425 (cell)

Telephone (Evening): Same

Best Time to Call: any

Are you a Registered Voter in the City: Yes

How Many Years Have You Been A City Resident: 9

Occupation: Retired

Background/Experience/Interests: I am a retired firefighter and court officer. I am currently docent with Tri-Cities museum and member of Four Points. I enjoy gardening, photography, and giving back to the community as poll worker.

State why you are applying to be appointed, indicate any special qualifications and experience you have which would be beneficial to the appointment you are seeking. Also indicate any special concerns or issues which you perceive to be important regarding the appointment you are seeking (attach additional sheets if necessary):

Candidate spoke to me about the Beautification Committee, explaining the benefits for the people in Ferrysburg. I would like to help make our area one to make proud to live in. To continue the wonderful job the committee is and does.

Your Signature: Joan Moser Kuiper

Date: 09/12/2021

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
October 12, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: City Hall Restrooms

At the July 19 meeting, City Council approved a proposal from Straight Line Design to remodel three (3) restrooms at City Hall in the north/south hall. Upon further review it was determined the door openings for two (2) of the restrooms needed to be enlarged to permit universal access.

At the September 20th meeting, City Council reviewed a proposal from Straight Line Design to enlarge the openings and requested staff to obtain additional quotes.

Straight Line Design was contacted to inquire if they could obtain another quote, his response is attached. Staff has tried to contact other contractors, however we have not received a call back.

This item is on the agenda is for City Council to provide direction on whether to continue with the remodel project or place the project on hold to a future date.

c: Matt Schindlbeck, Public Services Supervisor
Jessie Wagenmaker, City Clerk
Hi Craig,

No, I do not know another person who does that type of work (Concrete Block). I had Nelson Neinhuis (Ferrysburg Resident) look at and bid for the job. He did bid it high knowing that there may be some surprises once he gets the door opening opened up. He will be fair and will only charge what he needs to, so it may come in less once completed. The bid also includes the commercial 36” door and frame, hardware set, electrical work (We will need to move the light switches), and all finished carpentry. Looking at the bid, I will only need to charge sales tax on the door itself. So that would save around $300.00. I hope that helps explain the expense.

Let me know how I can help. Thanks,

---

On Tue, Sep 21, 2021 at 3:50 PM Craig Bessinger <cbessinger@ferrysburg.org> wrote:

Randy,

At their meeting last night City Council reviewed the quote for the restroom doors and asked for another quote. The door quote is nearly 25% of the project cost.

Do you have another contractor who could provide another quote?
**Two Showrooms**  
18055 174th Ave  
Spring Lake MI 49456  
616-294-0920  
90 Douglas Ave #30  
Holland MI 49424  
616-377-7089

**Estimate**

<table>
<thead>
<tr>
<th>Date</th>
<th>Estimate #</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2/2021</td>
<td>11866</td>
</tr>
</tbody>
</table>

Quote is good for 30 days

**Ship To**

**CITY OF FERRYSBURG**  
SEP 02 2021

<table>
<thead>
<tr>
<th>Rep</th>
<th>P.O. No.</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR</td>
<td>Qty 2</td>
<td>Rate 4,725.00</td>
</tr>
</tbody>
</table>

---

**Product Description**

- Women’s and Men’s Bathroom Project...
- Replace Entry doors to both the Women’s and Men’s Bathroom...Remove existing door, move electrical, cut block to make opening larger, secure header, piece in new block for new door, install new door, install new hardware, Paint and finish electrical...Includes all new material and Labor...
- We will need to replace and complete the 2 new openings and doors prior to remodeling the bathrooms.

**Customer Signature**

**Free Garage Delivery~Additional Charges for any in home delivery requests**

**Subtotal** $9,450.00

**Sales Tax (6.0%)** $567.00

**Total** $10,017.00

**Terms: 50% deposit due at time of order~Remainder due prior to delivery or installation.**
Name / Address
City of Ferrysburg

Ship To

<table>
<thead>
<tr>
<th>Rep</th>
<th>P.O. No.</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Main Family Bathroom--</td>
</tr>
<tr>
<td>--All New Materials...Plumbing Fixtures, Tile, Electrical, Drop Ceiling, Paint to complete total remodel in Family Bathroom of the City of Ferrysburg Building...ALL TOUCHLESS Fixtures...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,200.00</td>
<td>2,200.00T</td>
</tr>
<tr>
<td>1</td>
<td>2,400.00</td>
<td>2,400.00</td>
</tr>
</tbody>
</table>

Labor for all removal and disposal, prepare for new, all new install...
--Removal and disposal
--Rough Plumbing and Electrical
--Prep floor for new tile
--Paint, New Ceiling, New electrical
--Tile work
--Plumber to set Plumbing Fixtures
--Finish Electrical
--Bath Fan
--Clean...

Subtotal $4,600.00
Sales Tax (6.0%) $132.00
Total $4,732.00

Terms: 50% deposit due at time of order~Remainder due prior to delivery or installation.
Two Showrooms
18055 174th Ave
Spring Lake MI 49456
616-296-6929

90 Douglas Ave #30
Holland MI 49424
616-877-7089

NAME / ADDRESS
City of Ferrysburg

SHIP TO

<table>
<thead>
<tr>
<th>Rep</th>
<th>P.O. No.</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Women's Bathroom--</td>
</tr>
<tr>
<td>All New Materials...Plumbing Fixtures, Toilet Partitions, Tile, Electrical, Drop Ceiling, Paint to complete total remodel in Women's Bathroom of the City of Ferrysburg Building...ALL TOUCHLESS FIXTURES...</td>
</tr>
<tr>
<td>Labor for all removal and disposal, prepare for new, all new install...</td>
</tr>
<tr>
<td>Removal and disposal</td>
</tr>
<tr>
<td>Rough Plumbing and Electrical--Make space accommodate ADA toilet stall...</td>
</tr>
<tr>
<td>Prep floor for new tile</td>
</tr>
<tr>
<td>Paint; New Ceiling, New electrical</td>
</tr>
<tr>
<td>Tile work</td>
</tr>
<tr>
<td>Plumber to set Partitions, All Plumbing Fixtures</td>
</tr>
<tr>
<td>Finish Electrical</td>
</tr>
<tr>
<td>Bath Fan</td>
</tr>
<tr>
<td>Clean...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9,500.00</td>
<td>9,500.00</td>
</tr>
<tr>
<td>1</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>$19,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax (6.0%)</td>
<td>$570.00</td>
</tr>
<tr>
<td>Free Garage Delivery--Additional Charges for any in home delivery requests</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$20,070.00</td>
</tr>
</tbody>
</table>

Terms: 50% deposit due at time of order~Remainder due prior to delivery or installation.
Two Showrooms
CITY OF FERRYSBURG

Name / Address
City of Ferrysburg

Ship To

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Main Men's Bathroom--</td>
</tr>
<tr>
<td>---All New Materials...Plumbing Fixtures, Toilet Partitions, Tile, Electrical, Drop Ceiling, Paint to complete total remodel in Men's Bathroom of the City of Ferrysburg Building...ALL TOUGHLESS FIXTURES...</td>
</tr>
<tr>
<td>Labor for all removal and disposal, prepare for new, all new install...</td>
</tr>
<tr>
<td>--Removal and disposal</td>
</tr>
<tr>
<td>--Rough Plumbing and Electrical--Make space accommodate ADA toilet stall...</td>
</tr>
<tr>
<td>--Prep floor for new tile</td>
</tr>
<tr>
<td>--Paint, New Ceiling, New electrical</td>
</tr>
<tr>
<td>--Tile work</td>
</tr>
<tr>
<td>--Plumber to set Partitions, All Plumbing Fixtures</td>
</tr>
<tr>
<td>--Finish Electrical</td>
</tr>
<tr>
<td>--Bath Fan</td>
</tr>
<tr>
<td>--Clean...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rep</th>
<th>P.O. No.</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9,500.00</td>
<td>9,500.00</td>
</tr>
<tr>
<td>1</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

Subtotal $19,500.00
Sales Tax (6.0%) $570.00
Total $20,070.00

Terms: 50% deposit due at time of order-Remainder due prior to delivery or installation.
Good morning Craig.

Can we add Council Communication as a work session for an upcoming council meeting? I’d like to talk specifically about how we communicate the decisions we make to the public through our various social media platforms. I brought it up before but it didn’t go anywhere. Here are a couple examples that Spring Lake and Grand Haven use.

I look forward to hearing everyone’s thoughts and ideas. Thanks for everything each of you does for the City!
Consent Agenda

- Consideration of a motion approving of the bills in the amount of $261,245.65
- Consideration of a motion to approve the minutes for the August 9, 2021 work session and the August 16, 2021 Special Council meeting
- Consideration of a motion to approve budget adjustments for FY 2021/2022
- Consideration of the motion to approve Resolution 2021 - 10, a resolution authorizing a property swap with ARM Holding Co. LLC and naming Mark Powers and Joel TePasse as signatories for the transaction
- Consideration of a motion to approve the purchase of a Ventrac sidewalk snow removal machine from Spartan Distributors in an amount not to exceed $23,330.00
- Consideration of a motion to approve Marv Hinga as the Acting Village Manager in the absence of the Village Manager
COUNCIL VOTE 9.20.21
SUMMARY

CHOWDOWN CENTERTOWN

Approve a special event request to hold the Chowdown Centertown to be held on October 16, 2021, from 1:00 p.m. to 7:00 p.m. on Seventh Street, Washington Avenue and in parking lots, #12 (behind the "Bookman") and #13 (behind "The Paint Store").

MULLIGAN'S HOLLOW SKI BOWL

Approve an annual agreement extension with the Mulligan's Hollow Bowl Association for ski operations and waive requirements for the ice rink operation for the coming season to be reviewed each year for renewal.

☑️ APPROVED

☑️ APPROVED
October 12, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Strategic Plan - Update

Goal 1: To Maintain and Improve the Fiscal Health of the City.
Objective 1: The motorized equipment millage proposal was approved by the voters at the May 4 election.
Objective 2: A 1.5000 mill request for streets is on the November ballot.
Objective 3: The Governor signed the most recent budget which included funding to replace Smith's Bridge. We will need to work with MDOT for a pedestrian path to be included on the bridge.
Objective 4: No action has been taken regarding the Headlee Override.

Goal 2: To encourage economic development in Ferrysburg.
Objective 1: City Council has created the Economic Development Task Force to assist with developing a plan for economic development within the City.

Objective 1: The Recreation Commission has prioritized Fire Barn Park for improvements for ADA compliance.
Objective 2: The building is not in need of major repair and the Fire Department continues maintenance to keep the building operational. The Beautification Commission has suggested the façade be upgraded to look like a Fire "Barn".
Objective 3: Improvements for ADA compliance will take place when major renovations take place. Staff is currently working to make the City Hall restrooms ADA compliant.
Objective 4: The DPW crew could use additional room to store all their equipment inside and for more efficient operation. The building is a pole building, no insulation and ought to replaced. This project is dependent of funding.

Goal 4: Better Communication in the City.
Objective 1: The City’s Facebook page and web site are kept up to date. City Council has discussed various platforms, Nixle, My City Pocket, Click Fix program.
Objective 2: The new logo has been implemented on most documents.
Objective 3: Although not an issue at this time, staff can use existing platforms and contact media to disseminate information to residents in case of an emergency.
Goal 5: Succession Planning:
Objective 1: The DPW Department, Fire Department, and Administration have discussed succession planning. Many procedures have been documented and available as a resource for new and existing employees.
Objective 2: For succession planning for Boards and Commissions we continue to work to recruit for positions. Training material is available for new members to the various Boards and Commissions.

c: Jessie Wagenmaker, City Clerk
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

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

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

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

How will we know our actions were effective?

Output
- 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

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
- Identify funding for each option
- There is a concrete plan and timeline for the future of Smith's Bridge
- 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.

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

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

How will we know our actions were effective?

- Output: Timely and safe responses to fire and medical emergencies
- Output: Fire Barn complies with Federal and State Regulations
- Output: City Hall meets the needs of staff and the community
- Output: City Hall Improvements represent the community well
- Output: DPW Garage meets the need of DPW, so that they can better meet the needs of the community
- Output: DPW Garage complies with state and federal regulations and provides for a safer work environment for employees
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 (verses 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?

Output Indicator

- 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

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

**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

**Output Indicator:**
- Successful transitions
- Board membership remains steady and able to do the work required of them
October 12, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Attendance

City Charter, Section 4.27:3 (attached) has the requirements for attendance on City Boards and Commissions.

Staff keeps attendance records for all Board and Commission meetings. Attendance records are not kept for meetings outside of City Hall, e.g., NORA, Harbor Transit, MPO, Ambulance Oversight Committee.

As the Boards and Commission Members are volunteers, absences have not been excused but noted. If a Board or Commission Member has been absent without notice to the City or to the Chair, staff will make contact with the person to discuss the absences.

c: Matt Schindlbeck, Public Services Supervisor
Jessie Wagenmaker, City Clerk
4.26:4 In the case of any member of the City Council, if such officer shall miss four consecutive regular meetings of the City Council or twenty five per cent (25%) of such meetings in any fiscal year of the city, unless such absence be excused by the City Council and the reason therefor entered in its proceedings at the time of each absence.

4.26:5 If the officer is removed from office by the City Council in accordance with provisions of Section 4.28.

BOARD OR COMMISSION VACANCY

Section 4.27 The office of any member of any board or commission created by, or pursuant to, this charter shall be declared vacant by the City Council before the expiration of the term of such office:

4.27:1 For any reason specified by statute or by this charter as creating a vacancy in office.

4.27:2 If the officer shall be found guilty by a competent court of any act constituting misconduct in office under the provisions of this charter.

4.27:3 If such officer shall miss four consecutive regular meetings of such board or commission or twenty five per cent (25%) of such meetings in any fiscal year of the city, unless such absence shall be excused by such board or commission and the reason therefor entered in the proceedings at the time of each absence.

4.27:4 If the officer is removed from office by the City Council in accordance with the provisions of Section 4.28.

REMOVAL FROM OFFICE

Section 4.28 Removals by the City Council of elective officers or of members of boards or commissions shall be made for either of the following reasons:

4.28:1 For any reason specified by statute for removal of city officers by the Governor.

4.28:2 For any act declared by this charter to constitute misconduct in office.

Such removals by the City Council shall be made only after a hearing of which such officer has been given notice by the City Clerk at least ten (10) days in advance, either personally or by delivering the same at his known place of residence. Such notice shall include a copy of the charges against such officer. The hearing shall afford an opportunity to the officer, in person or by attorney, to be heard in his defense, to cross-examine witnesses and to present testimony. If such officer shall neglect to appear.