FERRYSBURG CITY COUNCIL MEETING
AGENDA
MONDAY, DECEMBER 6, 2021
7:00 P.M
FERRYSBURG CITY HALL
17520 RIDGE AVENUE, FERRYSBURG, MI 49409

1. Call to Order: Mayor Blease

2. Roll Call:  Blease, O’Donnell, Carlson, Montgomery, Sias, Murdoch, Cate

3. Invocation by Council Member Cate

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 November 1, 2021 City Council Meeting minutes as printed and November 15, 2021, City Council meeting minutes as printed.
   b. Approve the schedule for 2021 City Council Goals.

7. New Business:
   a. Introduction of Ordinance No. 318, an ordinance to amend City Code, Chapter 154 Zoning, Article 4, Special Land Uses, Section 4.80 and Article 9, District and District Requirements, Section 9.120, to allow and regulate accessory upper-floor dwelling units in the LI-I Zone District.
   b. Discussion, and to take action if appropriate, to approve a Community Service Fund Letter Agreement between the Grand Haven Area Community Foundation and the City of Ferrysburg for the purpose of preserving, restoring and caring for Fire Barn Park, and to approve the Mayor, City Clerk, and the City Manager to sign all necessary documents.
   c. Discussion, and to take action if appropriate, to approve a Memorandum of Understanding between the City of Ferrysburg, Ottawa County Community Action Agency and the Michigan Department of Health and Human Services to assist water and wastewater customers with arrears due to the COVID-19 pandemic.
   d. Discussion, and to take action if appropriate, to approve a proposal from the Michigan Municipal League (MML) to conduct a Classification and Compensation Study.
   e. Discussion, and to take action if appropriate, to approve a proposal from PM Blough to prepare a grant application to the Michigan Department of Natural Resources.
   f. Discussion and to take action if appropriate, to approve Fire Chief Othof’s recommendation to appoint Steve Chartier to the position of Lieutenant.
   g. Discussion, and to take action if appropriate, to approve Fire Chief Oltaho’s recommendation to appoint David Peterson to the position of Assistant Fire Chief of Administration.
   h. Discussion, and to take action if appropriate, to approve the Mayor’s appointment of Rebecca Hopp to the Recreation Commission for a term ending July 1, 2023.
   i. Discussion, and to take action if appropriate, to approve the Mayor’s appointment of Hanhaan Barnard to the Recreation Commission for a term ending July 1, 2022.
j. Discussion, and to take action if appropriate, to appoint Jordin Weber to the Planning Commission for a term ending July 1, 2023.

k. Discussion, and to take action if appropriate, to appoint Heather Hawley to the Planning Commission for a term ending July 1, 2022.

l. Discussion, and to take action if appropriate, to schedule a work session as a regular agenda item on December 21.

8. Public Comments:

9. Reports: City Manager

   City Council Members

   Mayor

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

City Clerk Jessie Wagenmaker administered the Oath of Office to Mayor Blease, Council Member Carlson, Council Member Murdoch, and Council Member Cate.

The meeting was called to order by Mayor Blease at 8:03 PM. Council Member Cate gave the invocation. Mayor Blease led those present in the pledge of allegiance.


Also present: City Manager Bessinger, Clerk Jessie Wagenmaker, and one citizen.

21-176 Mayor Blease called for nominations for Mayor Pro Tem.

21-177 Council Member Montgomery nominated Council Member Carlson to serve as Mayor Pro Tem until the next organizational meeting.

21-178 Council Member Cate nominated Council Member O’Donnell to serve as Mayor Pro Tem until the next organizational meeting.

21-179 Mayor Blease closed nominations for Mayor Pro Tem.

21-180 Roll Call vote for Council Member Carlson to serve as Mayor Pro Tem until the next organizational meeting: 3 yeas, 4 nays (Sias, O’Donnell, Cate, and Blease), motion failed.

21-181 Roll Call vote for Council Member O’Donnell to serve as Mayor Pro Tem until next organizational meeting: 4 yeas, 3 nays (Carlson, Murdoch, and Montgomery), motion passed.

21-182 Moved by Council Member O’Donnell, seconded by Council Member Montgomery, to schedule regular City Council meetings on the first and third Mondays of the month at 7:00PM at City Hall. The motion passed unanimously.

21-183 Moved by Council Member O’Donnell, seconded by Council Member Montgomery, to approve the Mayor’s appointment of City Council representatives to boards, commissions, and committees. The motion passed unanimously.
The meeting was adjourned at 8:14PM.

Respectfully submitted,

______________________________    ________________________________
Scott Blease                      Jessie Wagenmaker
Mayor                             City Clerk
CITY OF FERRYSBURG  
CITY COUNCIL MINUTES  
NOVEMBER 1, 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.

21-166 Moved by Council Member DeWitt, seconded by Council Member O'Donnell, to approve the October 18, 2021, City Council meeting minutes as printed. The motion passed unanimously.

21-167 Moved by Council Member DeWitt, seconded by Council Member O'Donnell, to approve the Mayor’s Proclamation recognizing School of Choice Week January 23 – January 29, 2022. The motion passed unanimously.

21-168 Lisa Menerick, Ferrysburg representative to the Loutit District Library Board and John Martin, LDL Director, gave a presentation on the Loutit District Library.

21-169 Moved by Council Member DeWitt, seconded by Council Member O'Donnell to not approve a from Straight Line Design to renovate (3) City Hall restrooms in the north/south hall for $54,322.00. Roll Call vote: 2 yeas (DeWitt and O'Donnell), 5 nays, motion failed.

21-170 Moved by Council Member Montgomery, seconded by Council Member Sias, to approve a bid from Straight Line Design to renovate (3) City Hall restrooms in the north/south hall for $54,322.00. Roll Call vote: 7 yeas, 0 nays, motion passed.

21-171 Moved by Council Member Blease, seconded by Council Member Carlson, to adopt a proposed resolution regarding leasing a portion of the premises at 17520 Ridge Avenue to Basketball Basics, and for the Mayor and City Clerk to sign all necessary documents. The motion passed unanimously.

21-172 Moved by Council Member DeWitt, seconded by Council Member O’Donnell, to approve the Mayor’s appointment of Garry Post to the Kitchel Lindquist Hartger Dunes Preserve Board for a term ending July 1, 2024. The motion passed unanimously.

21-173 Moved by Council Member Sias, seconded by Council Member Blease, to appoint Mike DeWitt to the Zoning Board of Appeals as a regular member for a term ending July 1, 2024. The motion passed unanimously (DeWitt abstained).
21-174 Mayor Hopp recognized Council Member DeWitt, who served on City Council since March 5, 2012. Mayor Hopp presented Council Member DeWitt a plaque and signed resolution thanking him for his service to the City.

21-175 Council Member O’Donnell recognized Mayor Hopp, who served on City Council from 2009 to 2017 and who served as Mayor from 2017 to 2021. Council Member O’Donnell presented Mayor Hopp a plaque and a signed resolution thanking her for her service to the City.

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

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Rebecca Hopp
Mayor

Jessie Wagenmaker
City Clerk
December 1, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: 2022 City Council Goals

Below is a suggested schedule for setting 2022 City Council Goals.

Submit your individual lists of proposed goals to the City Clerk December 13

City Clerk compiles all submitted goals, distributes list for you to review December 16

City Council review list, reduce list to a reasonable number December 20

City Clerk compiles revised list of goals, distributes final list of goals to you to prioritize December 22

City Council submits prioritized list to City Clerk December 29

City Council adopts 2020 City Council Goals January 3

c: Jessie Wagenmaker, City Clerk
October 12, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: 2021 City Council Goals Update

Goal 1: Financial Sustainability/Balanced Budget.
The 2021-2022 City budget has been approved. Department heads worked to keep their budget at or near the same levels as previous years. Funding for improvements at parks, city buildings, and streets is minimal and is not able to fund needed improvements.

Goal 2: Motorized Millage.
Approved by the residents at the May 4 election.

Goal 3: City Infrastructure.
There are a number of infrastructure projects which will need to be addressed at some time in the future, repair of City streets at the top of the list. With 18 miles of streets the City is responsible for, funding is not adequate. Recent water main projects have been completed to improve the City’s water system.

Goal 4: Smith’s Bridge Solution.
The 2022 State Budget includes funding to replace Smith’s Bridge. City funds/grants will be required to change or enlarge the path designed by MDOT for the bridge.

Goal 5: Improvements/ADA Universal Inclusive for City Hall/DPW/Parks/Fire Barn.
The Recreation Commission continues work on universal inclusivity for City parks and buildings. City Council has approved the City Hall restrooms improvements.

City Council has created the Economic Development Task Force to develop recommendations to City Council for economic growth within the City.

Goal 6: Board/Commissions Recruitment and Training.
Recent applications will be reviewed by the various Boards and Commissions. Those recommendations will be placed on a future City Council agenda.

Goal 6: Collaboration with Neighboring Communities:
No new update.

Goal 7: City Branding.
No new update.

c: Jessie Wagenmaker, City Clerk
November 29, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Draft Ordinance No. 318

At their meeting on July 19, City Council reviewed a draft ordinance which would permit a work/live use in the LI-1 Zone District. After review City Council had a number of concerns, see attached August 2 memo to the Planning Commission.

The Planning Commission reviewed the draft at their August and October meeting, and on November 4 held a public hearing on the revised draft ordinance.

The Planning Commission discussed the parking space and proposed it be kept at one-parking space to limit the amount of parking area required. The remaining concerns have been addressed in the revised Ordinance.

c: Jessie Wagenmaker, City Clerk
June 14, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Draft Ordinance No. 318

The developer of Channel Side 1 and Channel Side 2 Storage Units requested the Planning Commission to review permitting residential dwelling on a second floor of a warehouse type building. This would allow the owner of a business to have their work area on the main floor and the ability to live in the same building on the second floor.

The Planning Commission reviewed this at their April and May meetings and on June 3 held a public hearing on a draft ordinance to permit accessory upper-floor dwelling units in the LI-1 Zone District. There were no public comments, and the Planning Commission has recommended City Council adopt the draft ordinance.

This ordinance would only apply to the LI-1 Zone District, the three (3) area outlined on the attached Zoning Map.

c: Debbie Wierenga, City Clerk
Carmen St/3rd St- Parcel B

PPN 70-03-16-179-026

Thank you for considering our request to build our next building in the City of Ferrysburg. As you are aware Jamie Doss and I have enjoyed our relationship with Staff and the City and look forward to our next project.

Channel Side Storage continues to be a great success with 25 Units completed to date. On Verplank and 2nd St Channel Side Storage II is complete and the new 9 Unit complex is either sold or leased.

We would like to now build the next project on the Carmen St parcel. As you may recall I was asked a year or so ago about other ideas that we might have for developments in the City. I mentioned a Work Live concept at that time and think that the Carmen parcel is perfect to test the market.

Given the industrial and residential setting I think this site is perfectly suited for this concept. To the East of the site is the protected wetlands, South is CSS II, north is Residential and the Fuel Terminal, and to the west are a few homes then the industrial park.

Our idea is to build a 5,000 sft stand-alone two-unit building, the East unit would have the ability to have a deck or patio facing the wetlands and woods and have a residential component on a portion of the “second floor” with the main floor being a shop. The West unit would have the flexibility to do the same with a large shop and either a mezzanine or apartment on the upper level.

It is our thought that we would develop this to tie in well with the area and our building to the south. I have included some photos of what we might envision the building to look like.

We look forward to your comments and thoughts.

Thank you!

Todd Kamps
Barndominium Construction
Barns With Living Quarters and...
March 2023
Custom Barndominium Construction for residential or commercial use.
Beautiful living quarters with functional garage and work areas for any purpose.

People also love these ideas

Design Loft
Garage Design Tiny
The Layla Bed, Offered as a Loft Bed or Bunk Bed...
Select your configuration and the options below Loft Bed - Twin...
Brenda
Loft bed

Pole Barn House Plans Pole Barn House
Details about Custom Home Building Plans...
For example, you may need 2 sets of full size 24" x 36" sheets...
On line Home Designs

Car Barn Barn Garage Garage H.
Car Condos, Large Garage
Real Estate, Car Property...
Real estate, luxury homes with large garages, homes with...
Carle Colby
Gauge

Gym S Garage Plan P.
2600 Sq. Ft. RV Garage at
my House
2600 Sq. Ft. RV Garage at my
House Where you can advertise...
Sheky
RV Garage

Pole Barn Garage Pole Barn House P.
80x42 Garage — 1 BR 1 BA
— PDF Floor Plan — 1,973 sq.
These are PDF Plans available for
Instant Download! RV, Big Rig...
Balan Stocks
Metal garage buildings

Joe's Hobby Building Morton Buildings hobby building in MA.
Pole Barn Cost DIY Pole Barn M.

FARMHOUSE HOUSE PLAN

CRAFTSMAN HOUSE PLAN SG3.

Harkness House Plan 5019.000-016

Norma Smith
Norma Smith Interior Design | Norma
Amanda Smith

Contemporary Modern House plans
2 Bedroom House Plan 210004

Maison Sooze

You are signed out
Sign in to get the best experience
Log in  Sign up

Full house plans...
August 2, 2021

TO: Planning Commission Members

FROM: Craig Bessinger, City Manager

RE: Accessory Upper Floor Dwelling Units

At their meeting on Monday, July 19, City Council did not approve the proposed amendment to permit upper floor dwelling units in the LI-1 Zone District. Concerns:

1. r)4) and r)7) The living space could be sold. Could the dwelling unit be leased out? Keep storage unit and dwelling unit under 1 deed?

2. r)5) Only 1 parking space per dwelling unit.

3. r)8) The roof-top usable deck space – storage should be prohibited.

4. If dwelling is added or included in storage building, sprinkling ought to be required.

Attached is a revised draft amendment for your review prepared by David Jirousek, Horizon Planning.

c: Debbie Wierenga, City Clerk
Ordinance No. 318
City of Ferrysburg

An Ordinance to amend the City Code by amending Chapter 154, Zoning, to amend Section 4.80 and 9.120 to allow and regulate accessory dwelling units in the LI-1 zoning district.

THE CITY OF FERRYSBURG ORDAINS:

Section 1. Chapter 154 Zoning, Section 4.80 Special Land Use Specific Standards is hereby amended to include the following paragraph r) to read in its entirety as follows:

r) Accessory Dwelling Unit

1) Dwelling units shall only be authorized within or attached to a conforming storage building or a commercial building and accessory to a conforming principal land use.

2) The dwelling unit shall not be sold or leased separately from the associated principal storage unit or tenant space. The dwelling unit shall only accommodate the party owning or leasing the principal space.

3) No more than one (1) accessory dwelling unit per storage unit or tenant space is permitted. If on an upper floor, the dwelling unit may not encroach over an adjacent storage unit or tenant space.

4) The dwelling unit shall be subject to all dimensional and design requirements applicable to principal buildings within the applicable zoning district.

5) Dwelling units may be designed as an independent living area that can be isolated from the principal non-residential space; however, an internal connection shall be included. This requirement does not preclude additional entryways.

6) One (1) parking space is required per dwelling unit in addition to the number required for the principal use. No excess parking beyond the required parking space is permissible for the dwelling unit.

7) The square footage of the dwelling unit shall not exceed the square footage of the storage unit or tenant space to which it is accessory.

8) Dwelling units shall not have a separate meter for public utilities, such as electric, water, and gas service, and shall not have a separate mailing address.

9) The dwelling unit is limited to one (1) floor; however, open-air rooftop usable deck space may also be permissible if approved by the Planning Commission. Rooftop storage is prohibited, excluding tables and chairs.

1
10) The exterior appearance of the dwelling unit shall be of a compatible architectural character of the principal building exterior, including similar siding, windows, architectural features, and building materials.

11) Dwelling units shall meet all building and fire code requirements for mixed-use living space, including sprinkling, if warranted.

Section 2. Chapter 154 Zoning, Section 9.120 LI Zone Districts - Light Industrial District (LI-1, LI-2, and LI-3) is hereby amended to include the following special land use in the LI-1 zoning district, to be inserted as number 11 under paragraph e).

11) Accessory dwelling unit.

Section 3. 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.

________________________
Scott Blease, Mayor

________________________
Jessie Wagenmaker, 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
November 30, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Community Service Fund Letter Agreement

The Recreation Commission is working to submit a grant application for improvements at Fire Barn Park. With grant scoring, additional points are awarded when there is a greater local match.

The Recreation Commission is working to begin a fund-raising campaign to solicit donations to raise funds for the local match. The fund-raising material will contain a link to the Grand Haven Area Community Foundation (GHACF) which allow a donation to be made via a credit card. The City does take credit cards when a payment is made in person or a resident can call a third-party vendor to make a payment. Utilizing GHACF will allow a donor to make a donation from their computer or cell phone.

At the November meeting of the North Bank Community Foundation Board, $2,600 was awarded to Ferrysburg for improvements at Fire Barn Park. If the agreement is approved, these funds will be deposited into this new Community Service Fund.

c: Jessie Wagenmaker, City Clerk
COMMUNITY SERVICE FUND LETTER AGREEMENT

November 15, 2021

Hadley Streng, President
Grand Haven Area Community Foundation
One South Harbor Drive
Grand Haven, MI 49417

Dear Hadley:

The City of Ferrysburg wishes to establish a temporary Community Service Fund (the "Fund") within the Grand Haven Area Community Foundation (the "Foundation") on the following terms:

1. The Fund name shall be the Fire Barn Park Fund and this name will be used in referring to the Fund in all Foundation documents and publications.

2. Contributions to the Fund can be made by any persons, whether an individual, corporation, trust, estate or organization. All non-cash contributions to the Fund must first be accepted by the Foundation.

3. The City of Ferrysburg will have the right to make recommendations to the Foundation for grants from the Fund for the purpose of preserving, restoring and caring for Fire Barn Park. However, we understand that these recommendations are advisory only, are not legally binding on the Foundation, and the Fund will be distributed as determined by the Foundation Board for charitable, educational, benevolent, or public purposes that further the charitable tax exempt purposes of the Foundation as stated in its Articles of Incorporation and Bylaws as they may be amended.

4. Distributions from the Fund can be made from the Fund’s principal gifts net of administrative costs and any other expenses that may be incurred by the Foundation in the administration of the Fund.

5. The Fund shall be held by the Foundation as part of its other assets and will not be considered to be a trust fund. Subject to the provisions of this Letter Agreement for termination and distributions, it is acknowledged that the assets of this Fund
are the separate property of the Foundation owned by it in its normal corporate capacity.

6. The Board shall have the variance power to modify any restrictions or condition on the distribution of funds for any specified charitable purposes or to specified organizations if in the sole judgment of the Board (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of Ottawa County or the Western Michigan area.

7. The Fund’s assets will be invested in a temporary Money Market Fund. Any income generated from the Fund’s assets will be credited to the Foundation’s Operating Reserve Fund.

8. The Foundation will charge to the Fund 1% of all incoming gifts for administrative costs. In addition, any costs to the Foundation in accepting, transferring or managing property donated to the Foundation for the Fund shall also be paid from the Fund.

9. It is our intent that all contributions to the Fund be tax deductible by the donor for income and estate tax purposes. It is also intended that this Letter Agreement not adversely affect the Foundation’s charitable status under §501(c) (3) of the IRC or cause the Foundation to be considered to be a private foundation under §509(a) of the IRC. Accordingly, this Letter Agreement shall be interpreted and administered at all times in accordance with all IRC and IRS requirements pertinent to contribution deductibility and maintenance of the Foundation’s charitable status. Further, the Foundation may unilaterally amend this Letter Agreement as necessary to accomplish the intention of the parties as stated above.

10. It is intended that the Fund hereby established shall be a temporary Fund and shall continue as long as needed. Every 12 months, this Fund, including the fee structure, shall be reviewed and changes implemented if necessary. In the event that the campaign is terminated before completion, the Foundation shall distribute any remaining assets in the Fund exclusively for charitable purposes that:

   a. Are within the scope of the charitable purposes of the Foundation; and

   b. Most nearly approximate, in the good faith opinion of the Foundation Board, the original purpose of the Fund.

Please indicate your acceptance of the terms of this Letter Agreement by signing below and returning a signed copy to us.
City of Ferrysburg:

Mayor

City Clerk

City Manager

Accepted:

Grand Haven Area Community Foundation

By: ____________________________
   Hadley Streng, President
   Grand Haven Area Community Foundation

Dated: _________________________
From: Jennifer Brozowski <jbrozowski@miottawa.org>
Sent: Wednesday, November 24, 2021 2:52 PM
To: Craig Bessinger
Subject: Water/Wastewater Assistance Program
Attachments: LIHWAP One-Pager-Final.pdf, City of Ferrysburg.docx

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

Good afternoon,

Ottawa County Community Action Agency is receiving funding in order to assist Ottawa County water and wastewater customers with arrears due to the COVID-19 pandemic. In order to process these funds provided by the Michigan Department of Health and Human Services (MDHHS), a memorandum of understanding must be signed before funds are paid out to the water provider. Please see attached MOU and fill in page 1 (second box), print and sign at the bottom of page 1, and fill in the designated box on page 4. You may return to me via email. I have also attached a one pager that outlines the program for your reference.

We appreciate your partnership in order to assist those financially impacted by the pandemic. I’m happy to answer any questions you might have.

Have a great Thanksgiving,

Jennifer Brozowski | Program Director | Community Action Agency
12251 James St Suite 300 | Holland, Michigan 49424 | 616-494-5499
jbrozowski@miOttawa.org | www.miOttawa.org

Click here to take a brief survey about your recent experience with OCCAA.
Michigan Department of Health and Human Services
Low Income Household Water Assistance Program
Water/Wastewater Provider Information

Funding is administered through local MDHHS Offices and Community Action Agencies statewide until September 30, 2023, unless depleted prior to that date.

Provider Participation
To be eligible for payment, providers must complete a LIHWAP Participation Agreement before receiving payments on behalf of eligible customers. The agreement is valid for the duration of the program. A LIHWAP payment shall guarantee service for at least 90 days after receipt of payment.

Allowable Services
Direct payment assistance for household accounts in arrears or disconnect status, including reconnection fees when services have been disconnected.

For households that have had their water disconnected or are facing disconnection, LIHWAP funding may pay the full cost that will reconnect or prevent disconnection of service even if it includes costs other than water (e.g. trash, cable, etc.).

Client Eligibility
Qualified account holders must:
- Be a residential account.
- Be in arrears or disconnect status.
- Be under 150% Federal Poverty Limit and/or actively receiving Temporary Assistance for Needy Families (TANF), Food Assistance Program/Supplemental Nutrition Assistance Program (FAP/SNAP), State Emergency Relief (SER), Social Security Supplemental Income (SSI).

Outreach
It is the expectation that Community Action Agencies work with water and wastewater providers as well as other community partners in their service area to provide outreach to increase program awareness.

For more information
Contact your local Community Action Agency or MDHHS-LIHWAP@michigan.gov.
MEMORANDUM OF UNDERSTANDING NUMBER: 01
Between
THE STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
And
PARTNER / ENTITY NAME
Ottawa County Community Action Agency (OCCAA)
PRIMARY CONTACT
Jennifer Brozowski
EMAIL
jbrozowski@miottawa.org
TELEPHONE
616-494-5449
And
PARTNER / ENTITY NAME
City of Ferrysburg

EMAIL

TELEPHONE

MDHHS CONTACT
NAME
Ben Gulker
TELEPHONE
517-285-8053
EMAIL
MDHHS-LIHWAP@michigan.gov

MEMORANDUM OF UNDERSTANDING SUMMARY

BRIEF DESCRIPTION OF PURPOSE
Agreement between the water/wastewater provider, Community Action Agency and MDHHS for participation in the Low Income Household Water Assistance Program.

BEGIN DATE
December 1, 2021

END DATE
September 30, 2023

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Ottawa County Community Action Agency (OCCAA)

Signature of Authorized Designee

Print Name / Title

Date

Michigan Department of Health and Human Services

Signature of Director or Authorized Designee

Jeanette Hensler
Director-Grants Division, Bureau of Grants and Purchasing
Print Name / Title

Date

City of Ferrysburg

Signature of Authorized Designee

Jennifer Brozowski/ Program Director
Print Name / Title

Date
Memorandum of Understanding Number: 01

This Memorandum of Understanding (MOU) establishes the responsibilities and procedures for the Michigan Department of Health and Human Services (MDHHS), Ottawa County Community Action Agency (OCCAA) (OCCAA), and City of Ferrysburg (City of Ferrysburg) for the purpose described below.

1. **Background**

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and even water shortages due to drought. Moreover, water affordability concerns and the growing crisis of household indebtedness disproportionately impacting low-income individuals and communities of color can be related to multiple adverse household impacts in terms of service disconnections and lien sales, leading to home foreclosures and evictions.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

While water costs and accessibility vary significantly from state to state, the Low Income Household Water Assistance Program (LIHWAP) provides critical nationwide emergency support on behalf of low-income households so that these households are not forced to choose between paying for water services and other necessities like housing, food, and medicine.

2. **Purpose**

As recommended in Information Memorandum LIHPWAP-IM-2021-02 issued from the US Department of Health and Human Services, agreements are to be put into place between participating parties of the Low Income Household Water Assistance Program (LIHWAP) to ensure payments made on behalf of low-income households are processed efficiently and in the best interest of the household. Participating parties include MDHHS, the Community Action Agency (CAA) and Water/Wastewater Utility (Utility) referenced on Page 1 of this agreement.

3. **Period of Agreement**

This MOU becomes effective on the date signed by all parties through September 30, 2023.

4. **Work Statement of Each Party**
a. The utility, MDHHS and the CAA will:
   1) Follow Low-Income Water Assistance Program (LIHWAP) policies and procedures in the Community Services Policy Manual 1405.
   2) Agree to not release any private data, to any third party without written authorization from the subject of the data.
   3) Collaborate to ensure continuation or reconnection of service to households determined eligible for LIHWAP benefits.
   4) Establish a dispute resolution process to resolve issues arising during the term of this agreement.
   5) Encourage regular payments from the household.
   6) Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by the CAA.

b. The MDHHS and CAA will:
   1) Determine customer eligibility.
   2) Issue payment directly to the utility on behalf of the customer to resolve the arrearage and ensure continuation or reconnection of service.

c. The utility will:
   1) Ensure LIHWAP eligible households are not treated adversely compared to other households.
   2) Not disconnect services for 90 days after payment is received on behalf of a customer. If the account is in arrears after 90 days, a new disconnection notice must be issued if applicable.
   3) Not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS) or Community Action Agency (CAA).
   4) Supply account number format to the CAA.
   5) Timely provide at the request of the customer, the CAA or MDHHS, information on applicant households’ home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
   6) Register with the MDHHS in SIGMA Vendor Self Service to receive LIHWAP SER payments if not a currently registered vendor.
   7) Use the warrant or EFT date as the LIHWAP payment date.
   8) Apply all LIHWAP payments to the household’s account within 5 business days of receipt of payment.
   9) Apply the assistance payments to arrears and applicable fees with reconnection services only. Payments resulting in a credit on the customer’s account balance are not allowable.
   10) Process and refund any refunds requested by the CAA or MDHHS within 60 business days. The refund must include the client’s name, service address, and the MDHHS case number, if available.
   11) Not charge an eligible household, the MDHHS, or CAA any administrative fees for providing services.
   12) Accept all customer payments.
   13) Use LIHWAP funds to pay for home water and sewer costs, as designated by the CAA.
and MDHHS.
14) Continue or reconnect service to households as negotiated by the CAA on behalf of the household.
15) When addressing household water emergencies, accept early notification authorization by telephone, fax, or electronic communication.
16) Notify the CAA or MDHHS if there is reason to believe LIHWAP funds have been misused.
17) Comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Each party shall furnish all labor, equipment, materials, and supplies necessary for the performance of the MOU activities, and meet operational standards, unless otherwise specified above.

5. **Termination & Amendments**

A party may terminate this MOU at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval of all parties at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

6. **Notices**

All notices and other communications required or permitted under this MOU must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

<table>
<thead>
<tr>
<th>If to MDHHS:</th>
<th>If to OCCAA:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ben Gulker</strong></td>
<td>[Jennifer Brozowski]</td>
</tr>
<tr>
<td><strong>MEAP Specialist</strong></td>
<td>[Program Director]</td>
</tr>
<tr>
<td><strong><a href="mailto:MDHHS-LIHWAP@michigan.gov">MDHHS-LIHWAP@michigan.gov</a></strong></td>
<td>[<a href="mailto:jbrozowski@miottawa.org">jbrozowski@miottawa.org</a>]</td>
</tr>
<tr>
<td></td>
<td>[616-494-5499]</td>
</tr>
</tbody>
</table>

If to City of Ferrysburg:

| [Name]                          |
| [Title]                         |
| [Email]                         |
| [Phone]                         |

7. **Reserved**
8. **MDHHS Data**

All data and information provided to OCCAA and/or City of Ferrysburg by or on behalf of MDHHS, and all data and information derived therefrom, is the exclusive property of MDHHS ("MDHHS Data"); this definition is to be construed as broadly as possible. Upon request, OCCAA and/or City of Ferrysburg must provide to MDHHS, or a third party designated by MDHHS, all MDHHS Data within 10 calendar days of the request and in the format requested by MDHHS. OCCAA and/or City of Ferrysburg will assume all costs incurred in compiling and supplying MDHHS Data. No MDHHS Data may be used for any marketing purposes.

OCCAA and City of Ferrysburg shall comply with all MDHHS physical and IT security policies and standards which will be made available upon request.

9. **Non-Disclosure of Confidential Information**

The parties acknowledge that each party may be exposed to or acquire communication or data of the other parties that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this MOU.

a. **Meaning of Confidential Information.** For the purposes of this MOU, the term “Confidential Information” means all information and documentation of the other parties that:

1) Has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party;
2) If disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning;
3) Should reasonably be recognized as confidential information of the disclosing party;
4) Is unpublished or not available to the general public; or
5) Is designated by law as confidential.

The term “Confidential Information” does not include any information or documentation that was:
1) Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
2) Already in the possession of the receiving party without an obligation of confidentiality;
3) Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights;
4) Obtained from a source other than the disclosing party without an obligation of confidentiality;
5) Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

For purposes of this MOU, in all cases and for all matters, MDHHS Data is deemed to be Confidential Information.

b. **Obligation of Confidentiality.** The parties agree that they will use Confidential Information solely for the purposes of this MOU. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this MOU or to use such Confidential Information for any purposes whatsoever other than the performance of this MOU. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible when all of the following are met:

1) Use of a subcontractor is authorized under this MOU;
2) The disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor’s responsibilities; and
3) OCCAA or City of Ferrysburg obligates the subcontractor in a written contract to maintain MDHHS’s Confidential Information in confidence.

At MDHHS’s request, any employee of OCCAA and/or City of Ferrysburg or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

c. **Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other parties in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Each party must notify the other parties within one business day after discovering any unauthorized use or disclosure of Confidential Information. Each party will cooperate with the other parties to regain possession of Confidential Information, to prevent further unauthorized use or disclosure of Confidential information, and to notify any appropriate person of the unauthorized use or disclosure of Confidential Information. In addition, each party must advise the other parties immediately in the event the party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this MOU and each party will cooperate with the other parties in seeking injunctive or other equitable relief against any such person.

d. **Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other parties, which
damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of MDHHS, at the sole election of MDHHS, the immediate termination, without liability to MDHHS, of this MOU or any Statement of Work corresponding to the breach or threatened breach.

e. **Surrender of Confidential Information upon Termination.** Upon termination of this MOU or a Statement of Work, in whole or in part, each party must, within five calendar days from the date of termination, return to the other parties any and all Confidential Information received from the other parties, or created or received by a party on behalf of the other parties, which are in such party's possession, custody, or control; provided, however, that OCCA and/or City of Ferrysburg must return MDHHS Data to MDHHS following the timeframe and procedure described further in this MOU. Should OCCA, City of Ferrysburg, or MDHHS determine that the return of any non-MDHHS Data Confidential Information is not feasible, such party must destroy the non-MDHHS Data Confidential Information and must certify the same in writing within five calendar days from the date of termination to the other parties.

10. **Compliance with Laws**

OCCA and City of Ferrysburg must comply with all applicable federal, state, and local laws, administrative rules and regulations.

11. **Nondiscrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., OCCA, City of Ferrysburg, and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or mental or physical disability. Breach of this covenant is a material breach of this MOU.

12. **Unfair Labor Practice**

Under MCL 423.324, MDHHS may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

13. **Governing Law**
This MOU is exclusively governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this MOU are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this MOU must be resolved in Michigan Court of Claims. OCCAA and City of Ferrysburg consent to venue in the Michigan Court of Claims, and waive any objections, such as lack of personal jurisdiction or forum non conveniens. OCCAA and City of Ferrysburg must appoint agents in Michigan to receive service of process.

14. **Force Majeure**

A party will not be in breach of this MOU because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. OCCAA and City of Ferrysburg will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, MDHHS may immediately contract with a third party.

15. **Dispute Resolution**

The parties will endeavor to resolve any MOU dispute in accordance with this provision. The dispute will be referred to the parties’ respective Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties’ respective senior executive, and either senior executive concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit MDHHS’s right to terminate the MOU.

16. **Media Releases**

News releases (including promotional literature and commercial advertisements) pertaining to the MOU or project to which it relates must not be made without prior written MDHHS approval, and then only in accordance with the explicit written instructions of MDHHS.

17. **Website Incorporation**
MDHHS is not bound by any content on the other parties’ websites unless expressly incorporated directly into this MOU. MDHHS is not bound by any end user license agreement or terms of use unless specifically incorporated into this MOU or any other agreement signed by MDHHS.

18. **Severability**

If any part of this MOU is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this MOU and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining MOU will continue in full force and effect.

19. **Waiver**

Failure to enforce any provision of this MOU will not constitute a waiver.

20. **Survival**

The provisions of this MOU that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this MOU.

21. **Entire MOU**

This MOU is the entire agreement and replaces all previous agreements between the parties for the MOU Activities.
December 1, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Classification and Compensation Study

In the City Council Strategic Plan under Succession Planning is to complete a wage study. Attached is a proposal from the Michigan Municipal League (MML) to conduct a study for the City.

The study would be for five (5) positions: Clerk/Treasurer, Administrative Assistant, Public Services Supervisor, Public Services Technician, and City Manager.

The proposal would be for the Job Analysis ($180), Point Factor Job Evaluation ($360) and Market Survey ($360), $900 per position, $4,500 for the five (5) positions.

c: Jessie Wagenmaker, City Clerk
CITY OF FERRYSBURG
Proposal to Complete a Classification and Compensation Study

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. We recognize the importance of well-designed human resources systems, including classification and compensation systems, in supporting organizational success. Accordingly, we work closely with our clients to customize each project to best meets their needs.

A well-designed classification and compensation system enhances an employer's ability to recruit, retain and motivate quality employees. The League is happy to assist the city of Ferrysburg in conducting a thorough update and review of its existing compensation system by performing the tasks outlined below.

PROJECT TASKS

Task 1: Initiate the Project & Orient Employees

As a first step in the project, we will consult with the City to review the objectives and methodology of the project, including the market comparables to be used in the market study. We will also collect background information at this time, including existing job descriptions, pay plans, information related to employee benefits and other relevant documentation.

During the same visit, we will orient employees to the purpose of the study, discuss our methodology, and answer any questions about the project. We will also review job analysis questionnaires at this time. The questionnaires, when completed, will provide us with information concerning duties, supervisory responsibilities, experience and educational requirements and other job-related criteria.

These visits may be in person or held virtually, depending on preference and/or availability.

Task 2: Conduct Employee Interviews & Perform Job Analysis

After reviewing existing job descriptions and the completed questionnaires, we will conduct on-site or virtual interviews with employees in each position included in the study. These interviews focus on gaining a full understanding of the duties and responsibilities associated with each position and the knowledge, skills and abilities required to succeed in the position. We also discuss the physical requirements and work setting of each job to guide development of Americans with Disabilities Act (ADA) compliant language for inclusion in the job description (if needed).

We understand the City does not need new job descriptions created within the scope of this project. In the event we discover discrepancies within any job description, we will notify the City so these can be updated internally. The League is also happy to update/create job descriptions with separate pricing outlined in the Project Fees section of this proposal.
Task 3: Perform Point Factor Job Evaluation
Each position included in the study will be evaluated against ten "point factors" to determine internal equity within the organization. Point factoring provides a ranking for each position relative to others within the organization and supports development of internally equitable pay structures. Our job evaluation plan considers the following ten factors.

- Education and relevant experience
- Judgment and independence of action
- Supervisory responsibility
- Job complexity/analytic demands
- Technology and equipment use
- Intensity/demand for concentration
- Impact on programs and operations
- Internal and external relations
- Responsibility for the safety of others
- Physical effort and work environment

Task 4: Conduct Survey of Wages and Benefits and Analyze Collected Data

Through discussions with the City, a list of comparable communities will be established for use in the compensation and benefits survey. We will provide relevant data to support this process. The survey will be customized to include those pay and benefit issues most pressing to the City and will include positional level analysis to provide an "apples to apples" comparison. This approach is the most methodologically sound survey process.

The benefit survey uses a qualitative approach that compares benefit packages offered in the surveyed market, including paid time off, health, dental and other insurances such as life and disability, retirement programs, and other identified benefits of interest. We include questions about required employee contributions to health insurance premiums and retirement, and contributions or matches made by the employer. This qualitative analysis provides a more complete picture of how the City's pay and benefits compare to the competitive market. It is not, however, a "cost analysis" of benefits.

Task 5: Develop Classification & Compensation Plan

Utilizing the results of the customized market survey, we will develop an updated compensation plan with corresponding pay ranges. Depending upon the City's preference, the pay plan can be structured to allow for multiple implementation options including step increases or pay for performance, or some combination of the two.
Task 6: Prepare a Comprehensive Final Report

We will produce a final report document that includes:

- A salary structure
- Options for implementing the pay system
- Comparable data related to employee benefits and wages
- Procedures for administering the pay system.

We will also provide procedures for implementing the system and administering it over time. Examples include:

- How to place new and current employees within the new system
- Options for moving employees through the pay range
- Reclassification procedures
- How to add a new position
- Annual maintenance practices.

Task 7: Review Initial Findings & Present Final Report

Once all data has been collected and analyzed, we will submit a draft report of our initial findings and recommendations to the City Manager for review and discussion. We will then finalize our report and present our official recommendations to the City Council as requested.

PROJECT STAFF

Mandy Reed, Human Resources Manager, will function as project manager. In this capacity, she will provide oversight and direction on all tasks and activities associated with the project. Ms. Reed has been with the League since 2006 and has led, participated in, and managed the League’s HR consulting projects since 2013. She has expertise in the development of classification and compensation systems, personnel policy manuals, as well as benefits analysis, and related topics. Ms. Reed is a Certified Professional in Human Resources (PHR) with a bachelor’s degree in Human Resources Management from the University of Michigan.

Marica Cornell, a subcontracted consultant from HRM Services, will function as the project coordinator, serve as the primary point person, and will complete most of the project tasks and related research on this project. Ms. Cornell is a Certified Human Resources Specialist (CHRS) with a bachelor’s degree in Human Resources Management from Spring Arbor University. With over 25 years as a top human resources executive in a government setting, Marcia holds extensive experience in all things Human Resources. She has in-depth experience in project management, budgeting and compensation program management, strategic planning, supervision and leadership, recruitment and retention, personnel training, problem solving, and developing and administering policies and procedures.
PROJECT TIMING
We are currently available to begin working on this project in late April of 2022 and expect to complete the work within three to four months, barring delays outside of our control such as scheduling site visits or receiving survey responses from comparable employers.

PROJECT FEES & EXPENSES
Professional fees for the scope of work outlined in this proposal are as follows:

✓ Job Analysis: $180 per position
✓ Job Descriptions (as requested): $180 per position
✓ Point Factor Job Evaluation: $360 per position
✓ Market Survey (Pay & Benefits): $360 per position

This fee includes up to three on-site visits: one for the kick-off/orientation meetings, one to conduct employee interviews, and one to present the study. We are pleased to make additional visits to meet in person or make presentations. These visits will be billed at $175 per hour (including travel time).

Travel related expenses such as mileage, meals, and hotel will be held to an absolute minimum and will be billed at actual cost.

TERMS OF SERVICE
This agreement is effective upon execution and may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

The quoted price within this proposal is guaranteed for 90 days. Invoices for the League’s services shall be submitted upon completion of the project and shall be payable within 30 days.

Contact Mandy Reed at mreed@mml.org or (734) 669-6361 for more information or to schedule a time to talk further in person.

Please provide authorized signature below to officially engage the League to provide the consulting services outlined within this proposal dated November 24, 2021.

Authorized Signature: __________________________
Name: ___________________________ Title: ___________________________
Date: ___________________________
December 1, 2021

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: PM Blough Proposal

On the easterly lot line of the Kitchel Lindquist Hartger Dunes Preserve is a parcel owned by Harold Hartger children (outlined in yellow). The parcel is 1.865 acres.

The Kitchel Lindquist Hartger Dunes Preserve Board would like to acquire this parcel so it is not developed sometime in the future. A proposal from PM Blough to prepare a grant application to the Michigan Department of Natural Resources for funds to acquire the parcel has not been received and will be forward to you when received.

c: Jessie Wagenmaker, City Clerk
November 18, 2021

To: Craig Bessinger, City Manager

From: Michael L. Olthof, Fire Chief

Re: Lieutenant Promotion Recommendation

Craig,

On September 14, 2021, we conducted the interview & testing of Firefighter Josh Vanopynen, Firefighter Steve Chartier, Firefighter Jacob Lund and Firefighter Tucker Chartier, I would like to recommend city council approval of the promotion of Firefighter Steve Chartier to the position of Lieutenant.

This position was created by the appointment of Lieutenant David Peterson to the position of Asst. Fire Chief of Administration.

If possible, could you please add this item to the city council December 6, 2021 meeting agenda for approval.

If you have additional questions or concerns, please let me know.
November 18, 2021

To: Craig Bessinger, City Manager

From: Michael L. Olthof, Fire Chief

Re: Asst. Fire Chief of Administration Promotion Recommendation

Craig,

Interviews were held on November 10, 2021, for the open position of Asst. Fire Chief of Administration with our interview team consisting of myself, Asst. Fire Chief Chartier, City Manager Bessinger, Retired Asst. Fire Chief Tue Bosch and Grand Haven Township Fire Chief Brian Sipe. The candidates who applied for the open Position of Asst. Fire Chief of Administration were Lieutenant David Peterson and Lieutenant Walt Weldon. I felt that the interviews went very well and that we had two very solid candidates for the position. With this being said, I would like to recommend city council approval of the promotion of Lieutenant David Peterson to the position of Asst. Fire Chief of Administration.

This position was created by the retirement of Len VanderJagt on October 31, 2021. If possible, could you please add this item to the city council December 6, 2021, meeting agenda for approval.

If you have additional questions or concerns, please let me know.
CITY OF FERRYSBURG
P.O. BOX 38
FERRYSBURG, MI 49409-0038

APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Planning Commission

Name: Rebecca Hopp
Street Address: 16868 Cecelia Lane
City/State/Zip: Spring Lake, MI 49456
E-mail address: hopp85@att.net
Telephone (Day): N/A
Telephone (Evening): 616-893-8553
Best Time to Call: after 3pm
Are you a Registered Voter in the City: Yes

How Many Years Have You Been A City Resident: 13 years
Occupation: My professional position is high school facilitator/Global Business trainer

Background/Experience/Interests: Former/current Mayor for the City of Ferrysburg- 4 yrs, city council member 8 yrs
Currently serving: VP Ottawa Co Land Bank Authority, Ottawa Co Brownfield Redevelopment
Serving on Ferrysburg's Redevelopment Task Force, Master Citizen Planner

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

I have been involved with the City of Ferrysburg's governmental unit for 16 yrs and believe my experiences and professional training provides the skill set needed to best serve Ferrysburg residents as a member of this committee.

I am well adversed with the City's Master Plan and was mayor when the city established the first ever strategic plan. Additionally, I worked very closely with MDOT/Bridge Bundling and bridge engineers to assist with Smith's Bridge replacement.

Your Signature: [Signature]
Date: Oct. 9, 2021

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
From: Rebecca Hopp  
Sent: Monday, November 1, 2021 7:30 AM  
To: Craig Bessinger  
Subject: Application update for Rec Commission

Good morning,

Would it be possible for you to forward this email to the Recreation Commision members? Below are additional trainings I have completed to better serve our community as a Park & Recreation commissioner.

Recreation Authorities & Other Funding for Parks & Rec (3.0 CEU)  
The Value of Parks & Recreation to the Local Economy (2.0 CEU)  
H. Smith Historical Marker: Received grant from the GH Comm Foundation for ADA site improvements and initiated the first ever for the State of Michigan QR code providing audio recording for visually impaired visitors to the marker site and the audio is available on the city website.

Thank you for your assistance.  
Rebecca

During this time of uncertainty, please remember kindness, grace and generosity

Rebecca Hopp, Mayor  
City of Ferrysburg  
rhopp@ferrysburg.org  
cell: 616-893-8553

Cc: RC  
JW
APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Recreation & Beautification

Name: Hannah Barnard
Street Address: 16181 Harbor Point Dr.
City/State/Zip: Spring Lake, MI 49456
E-mail address: hgbarnard0805@gmail.com
Telephone (Day): 616.414.2981
Telephone (Evening): 
Best Time to Call: Morning, Early Afternoon
Are you a Registered Voter in the City: Yes
How Many Years Have You Been A City Resident: 5
Occupation: Realtor

Background/Experience/Interests: Member of M.O.M.S Club of Grand Haven, Realtors Who Care, Advocacy Committee. I enjoy attending local events (Merchants & Makers) and in my free time, reading and spending time outdoors.

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):

As a mom to two young children, I am a frequent visitor to the parks/facilities in Ferrysburg. I appreciate the infrastructure that has been built and would love to be involved in the maintaining and improving.

Your Signature: ___________________________ Date: 11-04-2021

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
CITY OF FERRYSBURG
P.O. BOX 38
FERRYSBURG, MI 49409-0038

APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Planning Commission

Name: JORDIN WEBER

Street Address: 11916 Cecelia Lane

City/State/Zip: Spring Lake, MI 49456

E-mail address: jordin.billinghurst@gmail.com

Telephone (Day): 616.516.8014

Telephone (Evening): _______ 

Best Time to Call: anytime

Are you a Registered Voter in the City: yes

How Many Years Have You Been A City Resident: 32 years

Occupation: Former 5th Grade Teacher, Stay-at-home Mom

Background/Experience/Interests: 17 years in educational field (West Michigan Academy of Arts+Academics and GTHAPS). GVSU Mathematics Education graduate, lifetime Ferrysburg resident, love to volunteer & give back to the community

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):

* Current Ferrysburg Recreation Commission Member (Vice-Chair)

* Licensed real estate agent in the state of Michigan

* Provide new perspective, planning/organizational skills

Your Signature: Jordin Weber Date: 10-8-21

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Planning Commission

Name: Heather Hawley

Street Address: 17915 Mohawk Dr.

City/State/Zip: Spring Lake, MI 49456

E-mail address: hawley1900e@yahoo.com

Telephone (Day): 231-339-2023

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: 39 yrs

Occupation: Clinic Supervisor

Background/Experience/Interests: See attached

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):

See attached

Your Signature: Heather Hawley  Date: 10/29/21

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
Background/Experience/Interests:
I was born and raised in Ferrysburg. I am married and have 2 daughters that attend Grand Haven Public schools- 6th and 9th grades. My husband and I moved away from Ferrysburg for 3 years, outside of college, and lived in North Muskegon. We lived in a brand new house that we built, in a neighborhood with lots of young families, which would have been a great place to raise our girls, but I always wanted to move back to the area.
We decided to buy the house I grew up in and remodel. I have a BA degree in Finance from Michigan State University. For the past 18 years, I have worked at Mercy Health as a clinic supervisor. In my free time I love to travel, garden, hike, bike and spend time with my family.
Why I am applying:
I am applying so I can become more involved in the community. Before now, I have hesitated due to raising a family and not having enough time to make the commitment. As a citizen, I became more involved back in 2016 when it was brought up by council to sell the FNP. At that time, I attended many council meetings and planning meetings. I appreciated the way they allowed citizen participation, I believe that is essential when making decisions for the community. I helped lead the citizen initiative to get the proposal on the ballot to amend the charter to protect the parks, which passed with 81% of the votes.
I appreciate your time in reviewing my application and hope you will consider me as a candidate.

Heather Hawley
December 1, 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 topics for the work session:

- 2022 Goals
- Social Media Policy

c: Jessie Wagenmaker, City Clerk