FERRYSBURG CITY COUNCIL MEETING

AGENDA

MONDAY, MAY 16, 2022
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 May 2, 2022, City Council meeting minutes as printed.
   b. Approve the Mayor’s Proclamation recognizing the Centennial Anniversary of the Salvation Army’s service to northwest Ottawa County.

7. New Business:
   b. Discussion, and to take action if appropriate, to adopt a resolution regarding Public Employer Contributions to Medical Benefit Plans.
   c. Consideration for approval of a resolution to authorize the City’s 2022 summer Tax Levy at 10.5552 mills.
   d. Discussion, and to take action if appropriate, to adopt a resolution adopting sewer and water rates and charges.
   e. Approve a resolution adopting the 2022-2023 City budget of $6,807,422 and appropriating funds for said purposes.
   f. Introduction of Ordinance No. 323, an ordinance to permit Class I and Class II electric bikes, maintenance vehicles, and emergency vehicles on City bike paths.
   g. Discussion, and to take action if appropriate, to live-stream Planning Commission and Zoning Board of Appeals meetings.
   h. Discussion, and to take action if appropriate, to approve the Mayor’s appointment of Council Member Cate to the Harbor Transit Board and Council Member Sias to the Economic Development Task Force.
   i. Work Session: 2022 City Council Goals.
   j. Work Session: City Council Conferences, Meetings, Training Policy.

8. Public Comments:

9. Reports: City Manager
10. Adjournment
CITY OF FERRYSBURG
CITY COUNCIL MINUTES
May 2, 2022

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


Also present: City Manager Bessinger, City Clerk Wagenmaker, and 13 citizens.

22-064 Moved by Council Member Carlson, seconded by Council Member Sias, to approve the April 18, 2022, City Council meeting minutes as printed. The motion passed unanimously.

22-065 Moved by Council Member Montgomery, seconded by Council Member Carlson, to adopt Ordinance No. 321, an ordinance to amend City Code, Chapter 154 Zoning, to amend Article 3, General Provisions, Sections 3.190 b), c), d), and e) to reorganize paragraphs and allow for additional front yard recreational vehicle placement exceptions. Roll call vote: 5 yeas, 2 nays (Cate and Murdoch), motion passed.

22-066 Moved by Council Member Carlson, seconded by Council Member Sias, to adopt Ordinance No. 322, an ordinance to amend City Code, Chapter 154 Zoning, an amendment to Article 2, Definitions, Section 2.20 to add the definitions of flag, permanent flagpole, and temporary flagpole; an amendment to Article 3, General Provisions, Section 3.130 to regulate flag and flagpole placement, size, and number; and an amendment to Article 7, Signs, Sections 7.20 and 7.30 to strike references to flags within signage regulations. Roll call vote: 4 yeas, 3 nays (Montgomery, O’Donnell, and Murdoch), motion passed.

22-067 Moved by Council Member O’Donnell, seconded by Council Member Carlson, to reject all proposals to construct 288 lineal feet of seawall at Wm. Ferry Park. The motion passed unanimously.

22-068 Moved by Council Member O’Donnell, seconded by Council Member Cate, to place on the June 6 City Council agenda, consideration to adopt a proposed resolution regarding to continue to lease a portion of the premises at 17520 Ridge Avenue to Walden Green Montessori, 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 May 2, 2022, meeting of the City Council be published in the Grand Haven Tribune. The motion passed unanimously.

22-069 Moved by Council Member O’Donnell, seconded by Council Member Sias, to adopt a resolution approving MDOT contract No. 22-5144 between MDOT and the City regarding a $628,160 grant for the Dogwood Drive Project, and to authorize the Mayor and City Clerk to sign the contract. The motion passed unanimously.
CITY OF FERRYsburg
CITY COUNCIL MINUTES
May 2, 2022

22-070 Moved by Council Member Montgomery, seconded by Council Member Carlson, to deny the expenditure of Mayor Pro Tem O’Donnell to attend the Change of Command for the Coast Guard Commandant. Roll call vote: 3 yeas (Montgomery, Cate, and Murdoch), 4 nays, motion failed.

22-071 Moved by Council Member Murdoch, seconded by Council Member Carlson, to approve the expenditure of Mayor Pro Tem O’Donnell to attend the Change of Command for the Coast Guard Commandant with an $1,100 budget. Roll call vote: 6 yeas (O’Donnell abstained), motion passed.

22-072 Scheduled a work session as a regular agenda item on May 16.

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

The meeting was adjourned at 8:26 PM.

Respectfully submitted,

Scott Blease
Mayor

Jessie Wagenmaker
City Clerk
THE SALVATION ARMY CENTENNIAL ANNIVERSARY RESOLUTION

WHEREAS: on July 14, 1922, the Salvation Army purchased the Orpheum Theatre at 16 Washington Avenue in downtown Grand Haven, and began their service to north Ottawa County, and

WHEREAS: in 1975, a building campaign was started to finance the building of a new facility at the present location of 310 North DeSpedler, Grand Haven, Michigan which was dedicated on December 4, 1976, and

WHEREAS: Additional room was needed and an education and activities wing was completed and dedicated on November 18, 1978, and

WHEREAS: On February 29, 2016, a campaign was started to finance to expand the current facility so the Salvation Army can continue to provide the highest quality services to those in need, with groundbreaking for the expansion taking place on November 8, 2019, and dedication of the new expansion on May 8, 2021, and

WHEREAS: Today the Salvation Army of Grand Haven provides a list of services including but not limited to food assistance, rental assistance, utility assistance, transitional housing, emergency housing, spiritual support, and various children’s programs, and

WHEREAS: The Salvation Army provides hope and help to all who are lost, hungry, and hurting – no matter who they are, where they are, or how they arrived.

WHEREAS: the Salvation Army remains true to its original holistic mission of “meeting human needs in His name without discrimination.”

NOW THEREFORE, BE IT RESOLVED that the City of Ferrysburg Mayor and City Council does recognize the Salvation Army on its Centennial Anniversary and commends the organization for its good woks and service over the past 100 years,

BE IT FURTHER RESOLVED the Ferrysburg City Council urges all citizens in north Ottawa County to join in the honoring the dedicated men and women, Majors William and Heather Holman, and all who volunteer for the Salvation Army in making a difference in our communities.

May 16, 2022

Scott Blease, Mayor
CITY OF FERRYSBURG
NOTICE OF PUBLIC HEARING
PROPOSED 2022-2023 CITY BUDGET

The Ferrysburg City Council will hold a public hearing on Monday, May 16, 2022, at or after 7:00 p.m. The purpose of the public hearing will be to receive oral and written comments on the Proposed 2022-2023 City Budget.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this public hearing.

A copy of the Proposed 2022-2023 City Budget is available for public inspection at Ferrysburg City Hall during regular office hours.

Jessie Wagenmaker
City Clerk
May 6, 2022

If you need another copy of the budget, please contact Jessie or me.

C3
May 11, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: PA 152 – Health Insurance

Public Act 152 was adopted by the State in 2011 which gives local units three (3) options when providing employee health insurance:

1. “Hard Cap Option” limits the employer annual care cost base on coverage levels, as defined by the Act.
2. 80%/20% option, which limits the employer annual health care cost at 80% of total cost.
3. “Exemption Option,” whereas the employer can by 2/3 vote of the governing body exempt itself from PA 152.

Employees have paid 15% of their health care premium since 2014. Two (2) employees have opted out of receiving health care coverage from the City and receive 50% of the premium minus the 15% employee share.

Earlier this year during the budget review, City Council indicated their desire to opt out of the requirements of PA 152. The attached resolution will formalize the City exempting itself from PA 152.

c: Jessie Wagenmaker, City Clerk
RESOLUTION

WHEREAS, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 ("Act 152"), became effective in the State of Michigan; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of Ferrysburg has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources.

BE IT THEREFORE RESOLVED that: Pursuant to Section 8 of Act 152, the City of Ferrysburg hereby exempts itself from the requirements of Act 152 for the next succeeding year.

Offered by Council Member__________________.

Seconded by Council Member_______________.

Yeas: ____________

Nays: ____________

Absent: ____________

Resolution ____________

I, Jessie Wagenmaker, duly appointed Clerk of the City of Ferrysburg, do hereby certify that the above resolution was adopted by the Ferrysburg City Council at its regular meeting held on May 16, 2022, at or after 7:00 p.m.

______________________________
Jessie Wagenmaker, City Clerk
May 16, 2022

RESOLUTION
TO AUTHORIZE THE CITY OF FERRYSBURG
2021 SUMMER TAX LEVY

BE IT RESOLVED, THAT the Ferrysburg City Council does hereby authorize the City of Ferrysburg 2022 Summer Tax Levy, in accordance with the provisions of the Ferrysburg City Charter, in accordance with the provisions of Act 532, Public Acts of Michigan 1978 as amended (Headlee Amendment), and in accordance with the provisions of Act 5, Public Acts of Michigan 1982 as amended (Truth in Taxation Act):

<table>
<thead>
<tr>
<th>Category</th>
<th>Millage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>5.0000</td>
</tr>
<tr>
<td>Street Lights</td>
<td>.2500</td>
</tr>
<tr>
<td>Harbor Transit</td>
<td>.6000</td>
</tr>
<tr>
<td>Streets and Drains</td>
<td>1.8385</td>
</tr>
<tr>
<td>Vehicle Replacement</td>
<td>.4955</td>
</tr>
<tr>
<td>Non-Motorized Paths</td>
<td>.4566</td>
</tr>
<tr>
<td>Streets</td>
<td>1.4864</td>
</tr>
<tr>
<td>Museum</td>
<td>.2392</td>
</tr>
<tr>
<td>Council on Aging</td>
<td>.2282</td>
</tr>
<tr>
<td><strong>Total Millage</strong></td>
<td><strong>10.5946</strong></td>
</tr>
</tbody>
</table>

Offered by Council Member __________,  
Seconded by Council Member __________

Yes: _  
Nays: _  
Absent: _  
Resolution: ______

May 16, 2022

Jessie Wagenmaker  
City Clerk
**2022 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

<table>
<thead>
<tr>
<th>County(s) Where the Local Government Unit Levies Taxes</th>
<th>2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ottawa</td>
<td>217,651,282</td>
</tr>
</tbody>
</table>

Local Government Unit Requesting Millage Levy

<table>
<thead>
<tr>
<th>City of Ferrysburg</th>
</tr>
</thead>
</table>

For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

<table>
<thead>
<tr>
<th>(1) Source</th>
<th>(2) Purpose of Millage</th>
<th>(3) Date of Election</th>
<th>(4) Original Millage Authorized by Election Charter, etc.</th>
<th>(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headles&quot;</th>
<th>(6) 2022 Current Year &quot;Headles&quot; Millage Reduction Fraction</th>
<th>(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headles&quot;</th>
<th>(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction</th>
<th>(9) Maximum Allowable Millage Levy *</th>
<th>(10) Millage Requested to be Levied July 1</th>
<th>(11) Millage Requested to be Levied Dec. 1</th>
<th>(12) Expiration Date of Millage Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter</td>
<td>Operating</td>
<td>1963/76</td>
<td>11.0000</td>
<td>.78788</td>
<td>.9910</td>
<td>7.6885</td>
<td>1.0000</td>
<td>.76885</td>
<td>.76885</td>
<td>None</td>
<td>12/31/24</td>
</tr>
<tr>
<td>Voted</td>
<td>Museum</td>
<td>8/17/18</td>
<td>.25000</td>
<td>.2414</td>
<td>.9910</td>
<td>.2392</td>
<td>1.0000</td>
<td>.2392</td>
<td>.2392</td>
<td>.2392</td>
<td>12/31/24</td>
</tr>
<tr>
<td>Voted</td>
<td>Aging Council</td>
<td>8/5/14</td>
<td>.25000</td>
<td>.2303</td>
<td>.9910</td>
<td>.2282</td>
<td>1.0000</td>
<td>.2282</td>
<td>.2282</td>
<td>.2282</td>
<td>12/31/24</td>
</tr>
<tr>
<td>Voted</td>
<td>Bike Path</td>
<td>11/5/13</td>
<td>.5000</td>
<td>.4680</td>
<td>.9910</td>
<td>.4567</td>
<td>1.0000</td>
<td>.4567</td>
<td>.4567</td>
<td>.4567</td>
<td>12/31/23</td>
</tr>
<tr>
<td>Voted</td>
<td>Streets</td>
<td>11/2/21</td>
<td>1.5000</td>
<td>1.5000</td>
<td>.9910</td>
<td>1.4865</td>
<td>1.0000</td>
<td>1.4865</td>
<td>1.4865</td>
<td>1.4865</td>
<td>12/31/26</td>
</tr>
</tbody>
</table>

Prepared by: [Signature]  
Telephone Number: [Signature]  
Title of Preparer: [Signature]  
Date: 05/16/2022

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

[X] Clerk  
[X] Secretary  
[X] Chairperson  
[X] President

Signature: [Signature]  
Print Name: [Signature]  
Date: 05/16/2022

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) |
| Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal |
| For Commercial Personal |
| For All Other |

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).
OTTAWA COUNTY 2022 CERTIFICATE OF COMPLIANCE

Our Tax Authority has completed the following steps as required by M.C.L .211.24e (Truth in Taxation)

☒ A separate Truth-in-Taxation hearing is not necessary. Our Tax Authority complies with Sec. 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size must conform to stated requirements. (M.C.L. 141.412) and
Our meeting was completed by October 1st. *Date of meeting was May 16, 2022

OR
☐ Our Board, or Commission, or Council has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7) and
Our Board, or Commission, Council or Authority has published a hearing notice and posted the same at the principal office of our taxing unit. This notice contained the proposed additional millage rate, the percentage increase in operating revenue and the percentage increase over the preceding year if not approved which would be generated from permitted ad valorem tax levies and the Notice was published at least 6 days before the hearing date. (M.C.L. 211.24% subsections 6 & 9)
and
Our Board, or Commission, Council or Authority held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6) *Date of meeting was ______________
and
Not more than 10 days after the public hearing, our Board or Commission or Council has passed a resolution adopting additional millage which does not exceed that which appeared in the notice published at least 7 days earlier. (M.C.L. 211.24e, subsection 8).

OR
☐ Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding fiscal year for operating purposes.

OR
☐ A Truth-in-Taxation hearing was not necessary because we will not be levying an operating levy which is larger than the base tax rate.

Our Taxing Authority has verified any Debt Levy being requested on the Tax Rate Request Form(LA029)

☐ We are not requesting a debt levy

☐ We are requesting a debt levy, and have included a report or other document showing the amount of principle and interest that the requested debt levy is intended to retire.

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• NAME OF TAX UNIT __________ City of Ferrysburg _______________________________

• BOARD, COUNCIL OR COMMISSION:
Clk (Signature) ________________________________
Print or Type Name __________ Jessie Wagenmaker ________________________________

• Mayor
(Signature) ________________________________
Print or Type Name __________ Scott Bleese ________________________________

• Dated this _______ 16th ______ day of ______ May ______, 2022.

Please return to the Ottawa County Equalization Director with the L-4029 form.
May 13, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Water/Sewer Rates

The attached resolution reflects the following:

- Water rate: $0.73 per cubic meter, no change from 2021-2022
- Water ready-to-serve charge: no change from 2021-2022
- Cross Connection Fee: not billed in 2022-2023, $3.98 per quarter decrease
- Sewer rate: $0.99 per cubic meter, no change from 2021-2022
- Sewer ready-to-serve charge: $2.29 decrease per quarter
- 2018 Sewer Bonds: $2.01 per quarter decrease

Overall, for a typical customer a $8.28 per quarter decrease.

Also, the attached resolution offers a 50% discount for water and sewer connection fees if paid by June 30, 2023.

c: Jessie Wagenmaker, City Clerk
RESOLUTION OF THE FERRYSBURG CITY COUNCIL
SEWER & WATER RATES AND CHARGES

WHEREAS, City Code Section 52.37 authorizes the City Council to set water use and service rates by resolution and City Code Section 52.69 authorizes City Council to set sewer use and service rates by resolution, and

WHEREAS, City Code Section 52.35 authorizes the City Council to set charges for connections to the water system by resolution and City Code Section 51.68 authorizes City Council to set charges for connections to the sewer system by resolution,

NOW, THEREFORE, BE IT RESOLVED THAT:

RATES FOR WATER AND SEWER USE AND SERVICE

1. Rates for Water Use and Service. For water use and service, the City will charge the sum of the following:

   A. Volume Rate. The volume rate will be $0.73 per cubic meter of metered use.

   B. Ready to Serve Rate. The Ready to Serve (RTS) Rate will be charged based upon water meter size and in accordance with the following chart.

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>RTS Rate Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot;</td>
<td>$17.91</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$51.81</td>
</tr>
<tr>
<td>1-1/2&quot;</td>
<td>$115.13</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$203.08</td>
</tr>
<tr>
<td>3&quot;</td>
<td>$457.31</td>
</tr>
<tr>
<td>4&quot;</td>
<td>$812.02</td>
</tr>
<tr>
<td>6&quot;</td>
<td>$1,940.05</td>
</tr>
</tbody>
</table>
2. **Rates for Sewer Use and Service.** For sewer use and service, the City will charge the sum of the following rates:

A. **Volume Rate.** The volume rate will be $0.99 per cubic meter of metered water use.

1. **Residential Customers.** (a) For the purpose of determining sewer volume charges for residential customers, the volume of water used will be the water used during the months of January, February, and March. In the event that the Premises utilized no water during the months of January, February, and March, then the volume will be based on water used during the most recent quarter of water usage or 100 cubic meters per quarter per dwelling unit whichever is less. (b) In the event when a resident moves in during a quarter their first billing will be based on actual water usage at a maximum usage of 100 cubic meters. The first full quarter of water usage will set the sewage usage for the remainder of the year based on water used during the most recent quarter of water usage or 100 cubic meters per quarter per dwelling unit whichever is less. (c) In the event that the Premises are not connected to the City water system, then sewer volume charges will be based on an imputed use of 100 cubic meters per quarter.

2. **Non-Residential Customers.** Sewer volume charges for non-residential customers will be determined by the volume of water used. In the event that non-residential premises are not connected to the City water system, then sewer volume charges will be determined by a well meter purchased from the City by the premise’s owner at cost.

B. **Ready to Serve Rate.**

1. The Ready to Serve (RTS) Rate will be charged based upon water meter size and in accordance with the following chart.

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>RTS Rate Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>¾”</td>
<td>$85.93</td>
</tr>
<tr>
<td>1”</td>
<td>$96.31</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$106.11</td>
</tr>
<tr>
<td>2”</td>
<td>$130.94</td>
</tr>
<tr>
<td>3”</td>
<td>$245.82</td>
</tr>
<tr>
<td>4”</td>
<td>$412.85</td>
</tr>
<tr>
<td>6”</td>
<td>$929.19</td>
</tr>
</tbody>
</table>
2. In the event that the premises are not connected to the City water system:

(a) For residential customers the RTS rate will be based on an imputed ¾” meter size.

(b) For non-residential customers the RTS rate will be based on the size of the well meter purchased from the City by the premise’s owner at cost.

WATER AND SEWER CONNECTION CHARGES AND FEES

3. **Charges for Connection to the Water System.** For connections to the water system, the City will charge the sum of the following rates:

A. **Water Connection Fee.** The connection fee required by City Code Section 52.35(A) will be charged for each connection to the City water system and in accordance with the following chart.

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>¾”</td>
<td>$2,200</td>
</tr>
<tr>
<td>1”</td>
<td>$3,900</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$8,800</td>
</tr>
<tr>
<td>2”</td>
<td>$15,642</td>
</tr>
<tr>
<td>3”</td>
<td>$35,200</td>
</tr>
<tr>
<td>4”</td>
<td>$62,568</td>
</tr>
<tr>
<td>6”</td>
<td>$149,600</td>
</tr>
</tbody>
</table>

B. **Frontage Charge.** Property required by City Code Section 52.35(B) shall pay a frontage charge of $50 per frontage foot for connection to the City water system. Frontage shall be measured along the street right-of-way abutting the property to a maximum of 200 feet.

C. **Water Service Charge.** Property required by City Code Section 42.35(C) to pay a water service charge shall pay a water service charge as follows:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>¾”</td>
<td>$850</td>
</tr>
<tr>
<td>1”</td>
<td>$1,400</td>
</tr>
<tr>
<td>Diameter</td>
<td>Fee</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$2,100</td>
</tr>
<tr>
<td>2”</td>
<td>$2,600</td>
</tr>
</tbody>
</table>

C (1). The water connection fee, frontage charge and water service charge will be discounted 50% if paid between July 1, 2022 and June 30, 2023.

D. Fire Protection Charge. Each property required by City Code Section 52.35 (D) to pay a fire protection charge shall pay the charge in accordance with the following:

- 6” fire line $35/quarter
- 8” fire line $53/quarter
- 12” fire line $113/quarter

4. Charges for Connection to the Sewer System. For connections to the sewer system, the City will charge the sum of the following rates:

A. Sewer Connection Fee. The connection fee required by City Code Section 51.68(A) will be charged for each connection to the City sewer system and in accordance with the following chart. For residential premises that are connected to the City sewer system but not to the City water system, a connection fee shall be paid based on a ¾ inch meter.

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>¾”</td>
<td>$2,200</td>
</tr>
<tr>
<td>1”</td>
<td>$3,900</td>
</tr>
<tr>
<td>1-1/2”</td>
<td>$8,800</td>
</tr>
<tr>
<td>2”</td>
<td>$15,642</td>
</tr>
<tr>
<td>3”</td>
<td>$35,200</td>
</tr>
<tr>
<td>4”</td>
<td>$62,568</td>
</tr>
<tr>
<td>6”</td>
<td>$149,600</td>
</tr>
</tbody>
</table>

B. Frontage Charge. Property required by City Code Section 51.68(B) shall pay a frontage charge of $60 per frontage foot for connection to the City sewer system. Frontage shall be measured along the street road right-of-way abutting the property to a maximum of 200 feet.
C. **Sewer Lateral Charge.** The sewer lateral charge required by City Code Section 51.68(C) will be equal to the cost incurred by the City in installing the lateral. In the event that installation is completed by a private contractor at the expense of the owner, then the City will charge a Permit and Inspection fee for inspection of the work. Charges shall be paid at the time a building permit or construction permit is issued.

D. The sewer connection fee, frontage charge and sewer lateral charge will be **discounted** 50% if paid between July 1, 2021 and June 30, 2022.

**OTHER CHARGES AND FEES**

5. **Other Charges and fees.**

   A. **Meter Removal and Re-installation Fee.** Each property required by City Code Section 52.35(E) to pay a meter and removal installation fee shall pay a fee of $50 to have service restored prior to the time that a water meter is reinstalled.

   B. **Enlargements and Reductions of Water Meter Size.** In the event that a water meter serving a property is increased following the original installation, an additional connection fee will apply for water and, when applicable, for sewer. The additional connection fee shall be the difference between the connection fee for the new meter size and the connection fee for the existing meter size, both determined in accordance with the connection fee charts in Section 3A and 4A of this Resolution. In addition, the owner of the Premises shall pay the cost of the new meter and installation on a time and materials basis with a minimum charge of $425. A connection fee will not be refunded in the event that water meter size is reduced or if service is disconnected.

   C. **Hydrant Use.** For use of municipal water from a hydrant meter, a user will deposit $150, or at an amount authorized by the City Manager or his or her representative, at the time application is made. Such water use shall be metered and will be charged at the volume rate specified in Section 1.A. of the Resolution with a minimum charge of $50. Charges for water and damage to the meter may be recovered from the deposit. Water may be withdrawn from a hydrant only for use in the City.

   D. **Damaged or Lost Meter.** For the replacement of a damaged or lost meter, remote read device or associated wiring, the user will pay the actual cost of a new meter.

   E. **Frozen Meter Service.** For frozen water or sewer meter service during regular business hours, the user will pay $100 plus the cost of parts. During non-regular business hours, the fee is $150 plus the cost or parts.

   F. **Oversized Meters.** For the installation of oversized meters a customer shall pay a fee equal to the cost incurred by the City.
G. Permit and Inspection Fee for Sewer. For a new building sewer connection lateral, and for a new connection lateral to a sewer main, there will be a charge of $25 per inspection.

H. Service Calls. For service calls not otherwise covered, the customer will be charged $50. There is no charge for emergency calls.

I. Water Shut-Off for Non-Payment and for Re-Connection after Payment. In the event that water or sewer service is disconnected by reason of non-payment of charges, there will be a charge of $50 to have service restored prior to the time that service is restored.

BILLING AND DUE DATES

6. Billing and Due Dates. Charges for water and sewer service and other charges provided by ordinance or resolution shall be billed each calendar quarter. Bills shall be mailed by the City Clerk by first class mail to the address on file with the City Clerk on or before the 15th day of the first month following the end of a calendar quarter. Payment is due on or before the 15th day of the month following mailing. Bills shall include charges for late payments when applicable.

EFFECTIVE DATE

7. Effective Date. The rates and billing procedures for use and service set forth in this Resolution will be effective for use and service commencing on July 1, 2022. The connection charges and fees and other charges and fees will commence on July 1, 2022. Charges currently in effect pursuant to previous Resolutions will continue until Effective Date.

Offered by Council Member ________
Seconded by Council Member ________

Yeas: __
Nays: __
Absent: __
Resolution: ________
CERTIFICATION

I, Jessie Wagenmaker, duly appointed Clerk of The City of Ferrysburg, does hereby certify that the above Resolution was adopted by the Ferrysburg City Council at a regular meeting on May 17, 2021.

____________________________________
Jessie Wagenmaker, City Clerk

STATE OF MICHIGAN    )
                      ) SS.
COUNTY OF OTTAWA     )

On this 16th day of May 2022, before me personally appeared Jessie Wagenmaker, City Clerk of the City of Ferrysburg, who executed the foregoing instrument and acknowledged that she executed the same as her free act and deed.

____________________________________
CITY OF FERRYSBURG

17520 RIDGE AVENUE
P.O. BOX 38
FERRYSBURG, MI 49409-0038

PHONE 616-842-5803
FAX 616-844-0200
www.ferrysburg.org

May 16, 2022

RESOLUTION
TO ADOPT A BUDGET FOR THE
CITY OF FERRYSBURG
FOR THE 2022-2023 FISCAL YEAR
AND TO APPROPRIATE FUNDS FOR SAID PURPOSES

WHEREAS, Section 6.5 of the Charter of the City of Ferrysburg provides that the City Council shall adopt a resolution covering the matters set forth in the title hereof, and

WHEREAS, City Council has received and reviewed the proposed 2022-2023 budget document submitted by the City Manager on April 22, 2022, as provided in Section 6.3 of the Charter of the City of Ferrysburg, and

WHEREAS, City Council has held a Public Hearing on the proposed 2022-2023 budget in accordance with Section 6.4 of the Charter of the City of Ferrysburg, and in accordance with the statutes of the State of Michigan,

NOW, THEREFORE, BE IT RESOLVED:

1. That the revenue and expenditure budgets for the several funds of the City of Ferrysburg for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as depicted in the attached City of Ferrysburg Budget 2022-2023 are hereby adopted.

2. That property tax millage rates shall be levied for the following purposes in the following amounts to support the proposed budget:

<table>
<thead>
<tr>
<th>Description</th>
<th>Millage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating</td>
<td>5.0000 mills</td>
</tr>
<tr>
<td>Street Lights</td>
<td>.2500 mills</td>
</tr>
<tr>
<td>Harbor Transit</td>
<td>.6000 mills</td>
</tr>
<tr>
<td>Streets and Drains</td>
<td>1.8385 mills</td>
</tr>
<tr>
<td>Vehicle Replacement</td>
<td>.4955 mills</td>
</tr>
<tr>
<td>Non-Motorized Paths</td>
<td>.4566 mills</td>
</tr>
<tr>
<td>Street Millage</td>
<td>1.4864 mills</td>
</tr>
<tr>
<td>Museum</td>
<td>.2392 mills</td>
</tr>
<tr>
<td>Council on Aging</td>
<td>.2282 mills</td>
</tr>
<tr>
<td>Total Millage</td>
<td>10.5946 mills</td>
</tr>
</tbody>
</table>
That the expenditure amounts set forth in (1) above be and are hereby appropriated for the purposes of the particular departments within the particular funds.

That the City Manager is hereby authorized to make budgetary transfers between and among the line item accounts of departments, and between and among the departments within the same fund as established through this budget, with the exception of salaries, wages, and capital outlay line item accounts, provided that all such transfers shall be reported to City Council.

That all transfers between and among funds not listed in this budget, and all transfers between and among salaries, wages and capital outlay line item accounts may be made only with the prior approval of City Council pursuant to provisions of the Uniform Budgeting and Accounting Act, Act 2, Public Acts of 1968 as amended.

Offered by Council Member ______,  
Seconded by Council Member ______

Yeas: _
Nays: _
Absent: _
Resolution ______

May 16, 2022

Jessie Wagenmaker  
City Clerk
ORDINANCE NO. _____

CITY OF FERRYSBURG STREETS, SIDEWALKS AND BIKE PATHS
ORDINANCE AMENDMENT

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
ADOPTED BY THE CITY OF FERRYSBURG, OTTAWA
COUNTY, STATE OF MICHIGAN, AMENDING CERTAIN
PROVISIONS OF CHAPTER 50, CONCERNING PERMITTED
USES ON BIKE PATHS WITHIN THE CITY AND PROVIDING
FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CITY OF FERRYSBURG, COUNTY OF OTTAWA AND STATE OF MICHIGAN
ORDAINS:

Section 1. Amendment of Chapter 50. Chapter 50 shall be amended by adding language
to Section 50.49(A) which shall state in its entirety as follows:

§ 50.49. Regulated Activities

(A) A person shall not operate a motor vehicle, including a moped, on or across a bike
path except to enter or to leave adjacent property, and except for authorized maintenance vehicles
and authorized emergency vehicles. However, this Section shall not be construed to prohibit the
use of bike paths by pedestrians or persons using Class I or Class II electric bicycles with a
maximum power of less than 1 horsepower.

Section 2. Repeal. All ordinances or parts of ordinances which are in conflict in whole or
in part with any of the provisions of this Ordinance as of its effective date are repealed to the extent
of such conflict.

Section 3. Effective Date. This Ordinance shall take effect upon publication.

CITY OF FERRYSBURG

Dated: ______________________, 2022

By: ______________________
Scott Blease
Its: Mayor

By: ______________________
Jessie Wagenmaker
Its: City Clerk
May 10, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: 2022 City Council Goals Update

Goal 1: Balance Budget.
On the May 16, 2022, Council agenda, is approval of the 2022-2023 City Budget. Staff is working to maintain existing assets and keep expenses down.

Goal 2: City Infrastructure, including, but not limited to, street improvements, drainage, and underground utilities.
Voters approved the street millage last November. City Council approved a proposal for engineering services for Fourth Street, Roosevelt Road from Ridge Avenue to US-31, and Virginia Avenue from 168th Avenue to West Spring Lake Road. The Public Works Department continues to work on drainage issues identified from the SAW grant. Water and Sanitary Sewers mains are routinely inspected.

Goal 3: Economic development growth & retention, including the idea of developing a central “downtown” business district
The Economic Development Task Force has been meeting to develop a recommendation for City Council to consider.

Goal 4: Procure funding for pedestrian & bike path & fisherman’s platform for Smith’s Bridge.
Discussions with MDOT have taken place on the need to include a wider pedestrian path on the bridge for bikers and anglers.

Goal 5: Improve communication with City residents, including creating a welcome packet for new residents and fostering involvement in City government
Staff is working on putting together a packet for new residents.

Goal 6: ADA Universal Inclusive to City Hall, parks, DPW, fire barn, etc.
The proposed improvements at Fire Barn Park will be universally accessible. Universally accessible will be considered when improvements are considered at other City properties.

Goal 7: Promote & inform residents of the Ferrysburg Nature Preserve & improve access
No action has been taken at this time.
Goal 8: Kayak launch in City
A universally accessible kayak launch is proposed as part of the seawall repair project at Wm. Ferry Park.

Goal 9: City Branding.
No further action has been taken on this goal at this time.

Goal 10: Regional Transportation (Mats & Harbor Transit)
A Transit Governance Study is in process. Harbor Transit is supported by a millage, MATS is not, financing needs to be determined. There is a pickup/drop-off between Harbor Transit and MATS in Muskegon at Trinity Health at Prairie Street.

Goal 10: Collaboration with other municipalities
Staff continues to work with adjacent communities.

c: Jessie Wagenmaker, City Clerk
Welcome Newcomer:

Welcome to the City of Ferrysburg. We have put together a packet of items we thought might be of interest regarding the City of Ferrysburg. If there is anything we could help you with please call our office at 616-842-5803 or stop in at the City Hall – 17520 Ridge Avenue, we are open M-F, 8AM-5PM.

Sincerely,
City of Ferrysburg Staff

Included with letter:

1. Spring 2022 Newsletter (or current)
2. City of Ferrysburg Parks and Services brochure
4. Boards and Commissions brochure
5. Automatic Payment Program brochure
6. Community Garden Application w/Rules & Regulations
7. Emergency Reflective Sign Order Form
October 19, 2015

City Council Conferences, Meetings, Training, Policy

If a member of City Council wishes to attend a Conference, meeting, or training and seek reimbursement from the City, the conference, meeting, or training should be designed to provide information relevant to policy makers which would enhance the knowledge and skill level in their official duties, or be required as part of their obligation to an appointment to a City endorsed organization.

At the conclusion of the event, a brief report on the conference, meeting, or seminar attended at the expense of the City must be presented to the City Council at the next regularly scheduled Council Meeting.

Training, Conference and Meeting Reimbursement Eligibility:

a) Committees or assignments to which the City Council by motion or resolution has appointed a City Council Member.
b) Education conferences or seminars which will assist the City Council Member in carrying out his/her duties as a member of the City Council.
c) Required attendance at City endorsed organizations.
d) Local civic meetings or seminars which accrues to the benefit of the City e.g. Chamber, etc.
e) Out of town event which accrues to the benefit of the City e.g. Economic Development, Coast Guard, etc.
f) Other events if approved by City Council.

The following events and costs and expenses are not eligible for reimbursement:

a) Political events.
b) Meals or other expenses related to private meetings.
c) Neighborhood or constituent meetings.
d) Recreational events.
e) Personal expenses incurred as part of an event, such as family expenses.

Request for reimbursement must include supporting documentation, i.e. receipts. Per Diem Meal reimbursement will be as outlined in the City’s Personnel Manual. Mileage reimbursement will be based on the IRS allowable rate per mile.

As part of the Budget process, funds will be budgeted for City Council conferences, training and meetings. If a City Council Member wishes to attend a function and seek reimbursement, funds must be available in the budget. In the case the amounts budgeted for travel and meetings have been exceeded, reimbursement will require City Council approval.
Employees should only wear their uniforms while on the City’s time. Uniforms should not be worn while off work. No other person is allowed to wear your City uniform.

Public Services Department employees will also be issued the necessary safety equipment required to complete their assignments. In most instances this equipment would include safety glasses, hard hats, and protective boots and gloves.

6.17 EDUCATION AND TRAINING

As addressed by this policy, training is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

A. It is the policy of the City to encourage and coordinate training opportunities for employees and supervisors in order that services rendered to the City will be more efficient and effective.

B. Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job related courses with prior approval of the City Manager, provided funds have been budgeted for such reimbursement.

Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system.) Tuition reimbursement is for the course only; no reimbursement will be allowed for books, lab fees, travel expenses or material costs. Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Request for reimbursement must be made within 30 days following the completion of the course of study. Training reimbursement is generally available to only those employees who have successfully completed the employee's designated probation period.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of that employee's Department Head. Time spent in attendance at these courses shall be considered the employee's personal time and is not counted as time worked.

C. Attendance at training programs will be approved at the Department Head level, except as follows:

1. Attendance at a training program involving out-of-state travel by an employee requires approval by the City Manager prior to registration.
2. Attendance at any program or course work in excess of 1 shift and/or $200 (in registration, travel, meals and lodging cost) requires approval by the City Manager prior to registration.

D. All outside training and conference attendance shall be processed through the City Manager and processed as instructed thereon.

E. Any dispute regarding eligibility or the level of reimbursement may be appealed to the City Manager for resolution.

F. City-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.

G. Employees who acquire training on their own time and expense are encouraged to notify the City Manager so the information can be noted in the employee's personnel file.

H. Approval for State Training Academy course work for uniformed police officers and firefighters shall be at the discretion of the appropriate department head. Records of such training shall be maintained in the employee's personnel file.

I. The City Manager shall maintain an employee training history.

6.18 MILEAGE REIMBURSEMENT

Employees who utilize their personal vehicles on City business will be allowed the IRS allowable rate per mile (the current rate is $.31). Each employee who drives a private vehicle on City business must have liability insurance on said vehicle.

No reimbursement for mileage shall exceed the dollar amount of round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

When two or more employees are attending the same seminar, convention, or meeting, car pooling shall be practiced whenever possible. The actual speedometer reading from City Hall to destination and return to City Hall will be used.

If an employee for his or her own convenience travels by an indirect route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

Out-of-State travel requires prior approval by the City Manager in writing.

Claims for mileage reimbursement shall be submitted to the City Clerk.
6.19 TRAVEL REIMBURSEMENT

It is the policy of the City to reimburse employees for reasonable and necessary expenditures made by employees while on official City business. Mileage will be reimbursed at a rate per mile; all other allowable expenses on actual cost basis. All expenses must be itemized if applicable. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims, except the daily meal per diem as provided hereafter.

A. Lodging. Hotel and Motel expenses will be reimbursed on completion of authorized travel upon submittal of proper claim. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipts.

B. Meals. Meal reimbursements for all overnight trips are to be itemized on proper “Claim for Expense” form. If the employee opts for a Per Diem Meal reimbursement, the rates are:

   Breakfast -- $ 6.00  
   Lunch     --  8.00  
   Dinner    -- 15.00

The above prices are only a guideline for those who do not opt for the per diem reimbursement (without receipt). It is recognized that on certain occasions it will be necessary to exceed the above guidelines. Full itemization should be made when receipts are unavailable.

C. Parking and toll fees will be reimbursed for actual cost.

D. The following expenses will not be reimbursed:

1. Laundry, cleaning, or valet services (except of trips of over one week duration).
2. Tobacco.
3. Alcoholic beverages.
4. Entertainment.
5. Personal telephone calls to home (limited to one per day).
6. First class travel accommodations when economy or coach class are available.
7. Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the Registration fee.
8. Fines, forfeitures or penalties.
9. Rental vehicles except as pre-approved by the City Manager.
10. Expenses of a spouse or other non-employee.
11. Loss or damage to personal property.
12. Barber, beauty parlor, shoe shine or toiletries.
13. Personal postage.
6.20 MEMBERSHIP DUES

The City will pay the annual dues or fees for each employee who is required by ordinance, or state or federal law to be a member of a professional organization or who must maintain current a particular certification or license as a condition of employment. Payment will be made upon approval by the employee’s Department Head.

Employees who belong to professional organizations that promote individual professional growth, competence and effectiveness in functioning as City employees will be allowed time off with pay to attend local, state and national meetings subject to approval by the City Manager and budgetary limitations.

Membership in outside organizations shall be in the name of the City, if possible.

6.21 PERIODICAL SUBSCRIPTIONS

The City will pay subscriptions to periodicals which are beneficial for departmental operations. Department Heads will submit requests to the City Manager, who will consider the request within budgetary limitations.

6.22 MATERNITY LEAVE

Maternity leave shall be considered the same as any other temporary disability for insurance and leave purposes.
CITY OF GRAND RAPIDS
ADMINISTRATIVE POLICY

NUMBER: 69-03       DATE: 07/01/69

REVISIONS: 7/14/88; 9/2/97; 11/19/02; 8/8/06; 4/24/09; 12/19/17;
2/7/18; 7/7/19
ISSUED BY: City Manager

SUBJECT: TRAVEL/MEMBERSHIPS/LOCAL BUSINESS EXPENSES/MILEAGE

PURPOSE: To establish standard procedures

(1) for attendance of appointed City officials, employees and authorized
delegates at conventions, conferences, training programs, and other official
travel for which the cost is borne by the City;

(2) To establish a uniform policy for the authorization of individual and/or
City memberships in various professional organizations;

(3) To establish guidelines for incurring local business expenses and
hosting visiting guests; and

(4) To establish a policy for reimbursement of personal vehicle mileage
pursuant to City Code Sec. 1.151 (Ord. 69-32, 4-15-69).

POLICY:

A. DEFINITIONS

1. Applicable Published Rates. The published rate schedule shall be determined by the
Comptroller’s office in accordance with IRS guidelines and published on the
Comptroller’s intranet site for reference.

2. Per Diem. A flat rate paid in lieu of travel reimbursements for people on overnight stays
only.

3. Reasonable period of time. Actions that take place within the times specified in the
following list will be treated as taking place within a reasonable period of time. (a) You
receive an advance within 30 days of the time you have an expense. (b) You adequately
account for expenses within 30 days after they were paid or incurred.
4. **Travel Status.** Appointed City officials, employees and authorized delegates must travel “away from home” in the pursuit of City business on a temporary basis. “Away from home” requires travel overnight or long enough to require substantial “sleep or rest.”

**B STANDARDS FOR ATTENDANCE.**

**Attendance.** This policy shall apply to all appointed City officials and employees (permanent and seasonal). It shall also apply to persons not employed by the City who may be authorized by the City Manager or designee to attend training programs, conventions or conferences, including members of official City Boards and Commissions, and professionals or technicians who can provide expert advice deemed necessary for fact-finding or decision-making purposes. Persons who are not City employees will be hereinafter referred to as "authorized delegates". All authorized delegates must be accompanied by a City employee to the conference, convention, training program, seminar, or other official business trip.

All travel where three (3) or more City employees are “away from home” requiring an overnight stay for the same convention, conference, training program or other official travel must be approved by the City Manager in advance.

1. **Budget Provision.**

   A. For all petty cash expenses related to incidental department expenses, approved per City policies, limited to $100, the signature of approval for requested reimbursement by the Department Director and/or their designee, shall be allowed as final approval and submitted to the Comptroller for payment reimbursement.

   B. For all travel/training expenses related to any convention, conference, seminar, class, or training program less than or equal to approval limit (as per Administrative Policy 73-09), budgeted and approved, non-inclusive of employee time/benefit compensation; the Officer, employee or authorized delegate may be authorized to attend at City expense with employee’s department Director or Managing Director written approval. Below is a list of approval limits per Administrative Policy 73-09.

   a. The City Manager, Chief Financial Officer, Deputy City Manager, Managing Directors, City Attorney and Purchasing Agent may approve amounts up to $10,000.

   b. Department Directors may approve amounts up to $5,000.

Travel authorization requests for authorized delegates (non-permanent employees) must explain in writing the necessity requiring such delegates to attend the proposed conference or training program.

2. **Conduct.** The conduct of appointed City officials and employees, and authorized delegates attending conferences, training programs, etc., or conducting official business out-of-town is a reflection of the standard of City government in Grand Rapids. The fact that the City is responsible for the expense of the travel is recognition of the principle that the benefits accrue to the City as well as to the individual. Therefore, appointed city officials, employees and authorized delegates will obtain a maximum amount of beneficial training and information and at all times exhibit conduct that reflects positively on the City.
3. **Time Limitation.** The time allowed for attendance at any single event (conventions, seminars, conferences) including travel time, will not exceed five (5) working days. If additional time is required, the City Manager and/or designee must grant permission. In the event the employee desires to use more time than herein allotted, the extra time shall be charged to vacation leave or leave without pay. No authorized delegate of the City shall exceed five (5) working days for travel purposes.

4. **Use of City-owned cars.** City-owned cars may be used for in-state conventions, conferences, seminars, training programs, and business trips. With the exception of Chicago, Illinois, City-owned cars shall not be used for trips out-of-state unless prior approval is obtained from the City Manager and/or designee for such use. Only City employees may operate City-owned vehicles.

5. **Travel Status.** Advances, expenses and reimbursements may be authorized when an appointed City official, employee or authorized delegate is on travel status.

   An appointed City official, employee or authorized delegate is not eligible for reimbursement of meals or lodging costs that are:

   - Purchased within the official workstation.
   - Purchased within the employee or authorized delegate’s city of residence.
   - Furnished without charge.
   - Included in the conference registration fee.
   - Purchased for guests, unless incurred as a Local Business Expense by the City Manager as hereinafter provided or by contract.

C. **ADVANCES, EXPENSES, AND REIMBURSEMENTS**

1. **Advances.** All appointed City officials and employees traveling on official business are expected to incur expenses in a prudent manner. Appointed City officials and employees may receive an advance from the City for estimated out-of-pocket expenses on an exception basis if requested within a reasonable time in writing in the form prescribed by the City Comptroller. Unexpended advances must be promptly reported to the City Comptroller and deposited with the City Treasurer within ten (10) days after the return of the official or employee. Failure to comply within the time specified will result in the denial of travel advance privileges in the future. No advances will be given to persons who are not employed by the City of Grand Rapids. Authorized delegates will be reimbursed reasonable travel expenses in the same manner as City employees as outlined below. Failure to comply within the time specified will result in the denial of travel advance in the future.

2. **Transportation Expenses.** The expense of traveling by public carrier (rail, bus, airplane, or boat) will be allowed on the basis of actual cost. However, transportation expense in excess of the cost of tourist or coach airfare (round trip) will not be allowed unless justification is given in writing and the approval of the City Manager or designee is obtained before leaving on the trip. If travel is by private automobile, the appointed City official or employee shall be paid at the mileage rate as defined in G. PERSONAL VEHICLE MILEAGE. Personal mileage and parking charges shall not exceed the cost of tourist or coach airfare (round trip) and required transportation. City funds shall not be used and employees will not be reimbursed for lodging and meals for the extra travel time required when driving out-of-state.
a. **Air Travel**—The use of commercial airlines is permitted when it is to the advantage of the City, measured by both comparative travel costs and the time of the traveler. All travelers should purchase the least expensive accommodations available on any one flight. Persons choosing to purchase airfare at any rate other than economy/coach class must reimburse the City for the additional cost within a reasonable time.

b. **Rental Cars**—The use of rental cars is not permitted unless other reasonable transportation between airports or train stations and lodging is unavailable. Rental cars may be permitted, with the prior authorization of the City Manager or designee, for site visits or other purposes of benefit to the City.

c. **Non-reimbursable Transportation Expenses**
   - Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenses will not be allowed as reimbursable items when privately owned vehicles are used for official City travel.
   - Parking fines, speeding tickets or other operator violations are not reimbursable.
   - Private auto policy collision insurance and deductibles are not to be paid by the City, nor are they reimbursable.

3. **Lodging Expenses.** Only hotel or motel expenses in the convention or conference city metropolitan area will be allowed. The maximum expense for lodging will be the single occupancy standard room rate per day. Only the actual lodging expenses paid are allowable with a receipt.

4. **Telephone Calls Charged to Hotel Rooms.** Telephone calls charged to hotel rooms are reimbursable only if the phone call is for business purposes and substantiated in writing.

5. **Meal Reimbursements and Per Diems.** The applicable published rate schedule, as defined herein, represents the maximum approved reimbursement rates for authorized travel. The City will reimburse the employee a daily per diem rate for meals and incidental expenses including taxes and gratuity. The rate will be adjusted down for partial days of travel and for meals included in conference registration fees. Reimbursement for the actual cost of meals cannot exceed the applicable maximum published rate, including tax and gratuities, except for conference attendance when supported by program literature and a receipt.

Personal expenses, including alcoholic beverages, are not reimbursable. The per diem allowance will be held to include all charges for meals and incidental expenses.
When the duration of travel includes a partial day, the following schedule determines eligibility for meal reimbursements.

<table>
<thead>
<tr>
<th>Reimbursable Meal</th>
<th>Travel begins before</th>
<th>Travel extends past</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00 a.m.</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 a.m.</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:30 p.m.</td>
<td>7:00 p.m.</td>
</tr>
</tbody>
</table>

If an appointed City official, employee or authorized delegate is eligible for reimbursement of more than one meal in a day, the amount expended for particular meals in the day is left to the appointed City official, employee or authorized delegate's discretion. Reimbursement is limited to the combined total of the applicable published meal rates of the eligible meals.

6. Registration Fees. Registration fees will be on the basis of actual registration charge, including meals and special events. When pre-registration is required, the fee may be charged to the City providing that approval has been obtained in writing for the trip.

7. Statement and Evidence of Travel Expenses. Within thirty (30) days after the return of the employee, all travel expenses shall be itemized on a Travel Authorization/Expense Accounting Form and signed. The Comptroller's Office will review and approve on behalf of the City Manager. Failure to submit a "final" request for reimbursement within thirty (30) days from the date the employee returns from travel shall require the approval of the City Manager. Failure to comply with this policy may delay or curtail future requests for travel and/or travel advances. In all cases, expenses incurred during the fiscal year shall be submitted for reimbursement during that fiscal year and not held over for reimbursement during the subsequent fiscal year. When Receipts and per diems are not provided or reimbursements are not requested within a reasonable period, it may result in not being reimbursed or may be denied.

Receipts for all items incurred during travel status shall accompany the original Travel Authorization/Expense Accounting Form. The document will be forwarded to the City Comptroller for approval and payment. All receipts supporting reimbursable travel expenses must have the following elements clearly printed to be acceptable:

- Date expense incurred
- Amounts
- Vendor name and city
- Itemized purchases (credit card receipt is not enough)
- General description of the items.

D. INDIVIDUAL AND/OR CITY MEMBERSHIPS

1. Budget Provisions. Appointed City official and employee participation through membership in various professional organizations shall be limited to those that can be provided for from existing budgetary appropriations.
2. **Persons Authorized.** Department Directors are authorized to incur expenses toward memberships of employees and/or the city in various professional organizations. It will be the responsibility of the Department Director to identify the purpose of and benefit to be derived from "membership" in such organizations during the budget process. Any membership fee(s) that require a group payment or organization-wide membership in excess of $5,000 per annum shall require the approval of City Manager or Managing Director.

3. **Evidence of Expense.** The invoice submitted for processing and issuance of a City check shall contain the complete name of the organization, the time period covered by payment of the fee and the specifically named individual and/or organizational title to whom membership will be granted.

E. LOCAL BUSINESS EXPENSES

1. **Persons Authorized.** With the prior approval of the department director, employees are authorized to incur expenses for boards, commissions, themselves, and others. No food should be provided during regular work hours at City expense for employee only meetings, unless it is for special recognition, City or Department supported program meeting, "retirement coffee", or employee awards ($75 guideline). Eligible expenses include coffee, refreshments, and the use of a restaurant/catering service. The cost of any food or refreshments for an appropriate business-related meeting that includes an outside organization or is during non-working hours, i.e., before or after work, or during the lunch period, is permitted as long as appointed City officials or employees are not compensated for the meeting. In addition to these expenses, the City Manager and/or Deputy City Manager may incur any other legitimate local business expense reasonably related to the discharge of duties as the City’s Chief Executive Officer, including expenses for alcoholic beverages and other social expenses that are business-related, but not for employee only meetings.

2. **Evidence of Expense.** Expenses requiring reimbursement shall be reported on the Expense Reimbursement Form or the Petty Cash form, together with a notation of the names of persons and the purpose involved, and the appropriate receipts. A vendor invoice will be required from the restaurant/catering service to be eligible for direct payment by the City to the vendor. The Comptroller’s Department must receive the completed Travel Authorization/Expense Accounting Form no later than thirty (30) days after the meeting or activity.

F. VISITING GUESTS

1. **Persons Authorized.** With the proper approval of the City Manager, employees are authorized to incur expenses for visiting dignitaries and guests, including the spouses of visitors, for the conduct of official City business. Expenses may include lodging expenses at the single occupancy standard room rate (double if accompanied by a spouse), meal expenses and appropriate social expenses that are business-related. Local and non-local transportation costs may be permitted with prior approval of the City Manager. All City-owned and operated cultural and entertainment facilities shall be permitted to waive fees if approved in advance by the City Manager and if guests are accompanied by the City employee(s) approved to host the event or occasion. Expenses incurred for personal business, comfort, or convenience shall not be reimbursed.
2. **Evidence of Expense.** Itemized receipts for hosting visiting guests will be required to be eligible for reimbursement. The completed Travel Authorization/Expense Accounting Form must be received by the Comptroller’s Department no later than thirty (30) days after the visit or activity.

**G. PERSONAL VEHICLE MILEAGE**

1. **Positions that require a personal vehicle for work related use.** Mileage for local travel of a personal vehicle that is a condition of employment shall be reimbursed based on the current Internal Revenue Service Standard Mileage Rates. A Monthly Mileage Reimbursement Request should be completed and submitted to the Comptroller’s Department on a monthly basis. Reimbursement requests shall be made no later than one month following the end of each calendar year quarter, i.e., April 30, July 31, October 31, and January 31, for personal vehicle use in the prior quarter.

2. **Personal use of vehicle.** When choosing to use a personal vehicle instead of a City vehicle for business travel, the mileage reimbursement will be paid at the current Internal Revenue Service standard mileage rate unless other contractual arrangements exist. A Monthly Mileage Reimbursement Request should be completed and submitted to the Comptroller’s Department on a monthly basis. Reimbursement requests shall be made no later than one month following the end of each calendar year quarter, i.e., April 30, July 31, October 31, and January 31, for personal vehicle use in the prior quarter. The above does not apply to individuals with car allowance or use of a City vehicle.

**H. EXCEPTIONS**

1. If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed upon the approval of the City Manager. More restrictive standards and rules may be imposed by the City Manager, on a temporary basis, in response to fiscal circumstances. During such periods, the Manager’s instructions shall supersede any conflicting standards and rules in this policy.