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 December 5, 2022, City Council meeting minutes as printed.

   b. Approve the Mayor’s appointment of Tim Scarpino to the Brownfield Redevelopment Authority Board for a term ending January 1, 2026.

   c. Approve the Mayor’s appointment of Jim Menerick to the Brownfield Redevelopment Authority Board for a term ending January 1, 2026.

   d. Adopt the 2023 Prioritized City Council Goals.

   e. Approve a Gas Easement to Michigan Gas Utilities Corporation at Wm. Ferry Park, and to authorize the Mayor and City Clerk to sign all necessary documents.

7. New Business:

   a. Discussion, and to take action if appropriate, to adopt a resolution recognizing Loretta McLaughlin on her retirement from Pine Street Café.

   b. Discussion, and to take action if appropriate, to adopt a resolution David F. Peterson recognizing David F. Peterson for his 30 years of service on the Ferrysburg Fire Department.

   c. Discussion, and to take action if appropriate, accept a Visionary Plan as a guide for recommendations the City may take in the future.

   d. Discussion, and to take action if appropriate, to approve a quote from Advance Signs, Inc., for three wayfinding signs for the Ferrysburg Nature Preserve for $4,711.00.

   e. Discussion and to take action if appropriate, to cancel the Tuesday, January 3, 2023, City Council meeting.

   f. Work Session: North Shore Drive – Speed Calming Measures.

   g. Work Session: Classification and Compensation Study

8. Public Comments:

9. Reports:  City Manager

             City Council Members

             Mayor

10. Adjournment
CITY OF FERRYSBURG
CITY COUNCIL MINUTES
DECEMBER 05, 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.

Present: Scott Blease, Tim O'Donnell, Richard Carlson, Jerry Sias, William Montgomery, William Cate, Deborah Murdoch.

Absent: None

Also present: City Manager Bessinger, City Clerk/Treasurer Schaner, and 11 citizens.

22-191 Moved by Council Member O'Donnell, seconded by Council Member Carlson, to approve the November 21, 2022, City Council minutes as printed. The motion passed unanimously.

22-192 Moved by Council Member O'Donnell, seconded by Council Member Carlson, to approve financial institutions for investment services. The motion passed unanimously.

22-193 Mayor Blease opened a public hearing at 7:09 p.m. to Hear Any Objections to Proposed Special Assessment No. 26 for the improvements to Lake Road. Comments given:

Hilary O'Toole, 16885 Lake Road, requested confirmation that the meeting being held would provide progress in moving forward with the special assessment. She also spoke in support of the assessment.

Jayne Austin, 16903 Lake Road, spoke in support of the Special Assessment District.

Mayor Blease closed the public hearing at 7:12 p.m.

22-194 Moved by Council Member O'Donnell, seconded by Council Member Montgomery, to adopt a Resolution Confirming Special Assessment District No. 26, Lake Rd. The motion passed unanimously.

22-195 Moved by Council Member O'Donnell, seconded by Council Member Carlson, to adopt Ordinance No. 325, an ordinance to amend the City Code by amending Chapter 154, Zoning, to add definitions related to electronic vehicle charging stations in Section 2.20, include a checklist requirement regarding electronic vehicle charging stations in Section 5.50 a), encourage the planning and incorporation of electronic vehicle charging stations in Section 5.80 b), and to include a new Section 6.100 which authorizes and regulates electronic vehicle charging stations. The motion passed unanimously.

22-196 Moved by Council Member Montgomery, seconded by Council Member Cate to repeal the Policy Regarding Livestreaming of Meetings. The motion passed unanimously.
22-197 Moved by Council Member O'Donnell, seconded by Council Member Murdoch, to table the Introduction of Ordinance No. 326, an Ethics Ordinance. Roll Call Vote: 6 Yea, 1 Nay (Montgomery), motion passed.

22-198 Moved by Council Member Montgomery, seconded by Council Member Carlson, to adopt a resolution for a Spark Grant Application for the Fire Barn Park Universal Accessible Pickleball Courts project. The motion passed unanimously.

22-199 Moved by Council Member Montgomery, seconded by Council Member Sias, to adopt a resolution for a Spark Grant Application for the William Ferry Park Waterfront Renovation and Kayak Launch project. The motion passed unanimously.

22-200 Moved by Council Member Montgomery, seconded by Council Member Murdoch, to adopt a resolution for a Spark Grant Application for the Coast Guard Park Picnic and Play Area Restroom Building project. The motion passed unanimously.

22-201 The Council Members entered a work session to discuss the 2023 City Council Goals.

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

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Scott Blease
Mayor

Amber Schaner
City Clerk
December 15, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Brownfield Redevelopment Authority Board

Attached are 2 applications for reappointment to the Brownfield Redevelopment Authority Board.

Mr. Scarpino was appointed to the Board in 2008 and Mr. Menerick was appointed to the Board in 2017.

c: Amber Schaner, City Clerk
APPLICATION FOR APPOINTMENT

Board/Commission Appointment you are seeking: Brownfield Redevelopment Authority

Name: Tim Scarpino
Street Address: 17761 Bayberry Rd.
City/State/Zip: Spring Lake, MI 49456
E-mail address: scarpinotim@yahoo.com
Telephone (Day): 616.318.9085
Telephone (Evening): 616.318.9085
Best Time to Call: Anytime
Are you a Registered Voter in the City: Yes
How Many Years Have You Been A City Resident: 20
Occupation: Creative Manager for Corp. Communications - Meijer, Inc.

Background/Experience/Interests: I served eight years on the City Council as a member and Mayor Pro Tem. I have also served on the Planning Commission, Recreation Commission, Brownfield Redevelopment Authority, ZBA and Kitchel-Lindquist Dunes Preserve Board. I served 12 years on the board of Lakeshore Soccer Club.

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):

I enjoy the opportunity to serve my community while understanding issues that impact our quality of life. Local governments depend on citizens to be involved. I look to provide a balanced and respectful approach to my responsibilities.

Your Signature: ___________________________ Date: 12.8.22

(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: Brownfield Redevelopment Authority

Name: James P. Menerick

Street Address: 18974 North Shore Drive

City/State/Zip: Spring Lake MI 49456

E-mail address: jimmenerick@gmail.com

Telephone (Day): 616-402-0130 cell

Telephone (Evening): 616-846-8622 land line

Best Time to Call: Day or evening

Are you a Registered Voter in the City: Yes

How Many Years Have You Been A City Resident: Since 1986 (36 years)

Occupation: Engineer, Mechanical / Ceramics

Background/Experience/Interests: My entire working career has been in manufacturing where I worked at Ford Motor Company Dearborn Assembly Plant building Mustangs, at Southwestern Engineering where we built house size heat exchangers for power plants from coal to nuclear under strict code requirements, and I currently engineer and manufacture custom grinding abrasives for automotive powertain applications in bearings, transmissions, & engines.

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):

I currently serve on the Brownfield Redevelopment Authority, term expiring 12/31/22. We meet once a year as Ferrysburg doesn't have any projects, but after the October joint meeting with the Economic Development Task Force, our eyes were opened to the activities happening around Ferrysburg in Grand Haven / Ottawa County. As a result, this year in Ottawa County looks exciting and I would like to continue serving on the Brownfield with renewed interest.

Your Signature: __________________________ Date: 12/07/22

(Return to: Ferrysburg City Clerk, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409)
<table>
<thead>
<tr>
<th>Year</th>
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Note: Phone in indicates participants were present on the phone.
December 15, 2022

2023 City Council Goals

<table>
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<tr>
<th></th>
<th>Goal Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Keep &amp; maintain a balanced budget</td>
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<tr>
<td>2</td>
<td>City Infrastructure, street improvements, drainage &amp; underground utilities.</td>
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<tr>
<td>3</td>
<td>Economic development growth &amp; retention, including the idea of developing a central “downtown” business district</td>
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<td>4</td>
<td>Safety of residents &amp; visitors/reducing traffic speed, continued service calls from police, fire EMT, DPW, etc.</td>
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<td>5</td>
<td>Smith’s Bridge funding for fisherman’s platform &amp; multi use/bike path</td>
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<td>6</td>
<td>ADA Universal design for city hall, parks, DPW, Fire Barn, Ferrysburg Nature Preserve, and install a kayak launch.</td>
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<td>7</td>
<td>Improve Communication with City residents, including creating a welcome packet for new residents and fostering involvement in City government.</td>
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<td>City Branding</td>
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<td>9</td>
<td>Collaboration with other municipalities</td>
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<tr>
<td>10</td>
<td>Regional transportation (Mat’s &amp; Harbor Transit)</td>
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</tbody>
</table>
December 8, 2022

PROPOSED 2023 CITY COUNCIL GOALS

Please prioritize these proposed goals in order of most important to least important by writing the number 1 in the space of your highest importance, the number 2 in the space of your second highest importance, and so on to number 10 being of the least importance. Please return to City Hall by December 14, 2022.

<table>
<thead>
<tr>
<th>Goal Description</th>
<th>Blease</th>
<th>O'Donnell</th>
<th>Carlson</th>
<th>Montgomery</th>
<th>Sias</th>
<th>Murdoch</th>
<th>Cate</th>
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<td>Keep &amp; maintain a balanced budget</td>
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<td>Safety of residents &amp; visitors/reducing traffic speed, continued service calls from police, fire EMT, DPW, etc.</td>
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<td>Improve Communication with City residents, including creating a welcome packet for new residents and fostering involvement in City government.</td>
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</table>
December 15, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Gas Easement

This fall, Michigan Gas Utilities Corporation (MGU) did some work on the gas line in Wm. Ferry Park and it was discovered MGU did not have an easement. The work included moving the gas line approximately 8’ to the north.

The gas line has been located in the park since the early 1960s. The attached easement is a 15’ wide easement. Public Services Supervisor Matt Schindlbbeck has reviewed the proposed easement and does not have any concerns.

c: Matt Schindlbbeck, Public Services Supervisor
    Amber Schaner, City Clerk
GAS EASEMENT
PL RE#3303713

RETURN TO:
MICHIGAN GAS UTILITIES
Attn: REAL ESTATE
P.O. Box 19001
Green Bay, WI 54307-9001

(Parcel Identification Number)
70-03-16-451-001

This GAS EASEMENT, (the "Easement") is made by CITY OF FERRYSBURG, a Municipal Corporation, 17520 Ridge Avenue, Ferrysburg, MI 49409 ("Grantor") to MICHIGAN GAS UTILITIES CORPORATION, a Delaware Corporation, 899 South Telegraph Road, Monroe, Michigan, 48161 ("Grantee"). Grantor and Grantee may be referred to individually as a "Party" or collectively as the "Parties".

For good and valuable consideration (exempt from transfer tax by reason of MCLA 207.526(f) and 207.505(f)), the receipt and sufficiency of which are hereby acknowledged, Grantor hereby conveys and grants to Grantee, its successors and assigns, a permanent non-exclusive easement on, over, under, across, through and upon a part of Grantor's land hereinafter referred to as the "Easement Area", upon that certain property of Grantor located in Ottawa County, Michigan. (the "Grantor Parcel").

1. Easement Area: The Grantor Parcel and the location of the Easement Area with respect to the Grantor Parcel are both described on the attached Exhibit "A" and made a part hereof by this reference.

2. Purpose: This Easement gives, grants and conveys unto Grantee, its successors and assigns, subject to the limitations and reservations herein stated, the permanent and non-exclusive right, permission and authority to lay, install, construct, maintain, operate, inspect, alter, replace, protect, test, patrol, extend, repair, reconstruct, relocate, enlarge, and remove or abandon a pipeline or pipelines with valves, tie-overs, main laterals and service laterals, and other below and above-ground appurtenant facilities, including cathodic protection apparatus used for corrosion control, all of the foregoing hereinafter referred to as (the "Facilities"), all of which shall be and remain the property of Grantee, for the transmission and distribution of natural gas and all by-products thereof or any liquids, gases, or substances which can or may be transported or distributed through a pipeline or pipelines on, over, under, across, through and upon the Easement Area.

Grantee may designate or otherwise appoint, assign, contract, and duly authorize other persons, firms, or corporations to perform, carry out and complete, in whole or in part, the activities and operations herein enumerated, as it deems necessary and convenient for the full enjoyment and use of the rights herein granted.

3. Use and Access: Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment and use of the rights herein granted, including but not limited to, the right to remove and to clear all structures and obstructions such as, but not limited to, rocks, trees, brush, limbs and fences which might interfere with the rights herein contained.

Grantor agrees that Grantee and its agents, contractors and employees shall have the free and full right to enter upon the Easement Area and adjacent portions of the Grantor' Parcel, as necessary or convenient for the full enjoyment and use of the rights herein granted, for the purposes of ingress and egress, performing survey work for civil, environmental, archaeological, cultural, and geotechnical reviews, including soil borings, wetland studies, and to perform other engineering studies and for other purposes consistent with this Easement.
4. **Structures and Improvements:** Grantor covenants and agrees that no structures or above ground improvements (as defined in the attached Exhibit "B"), obstructions or impediments, of whatever kind or nature will be constructed, placed, granted or allowed within the Easement Area. Grantor further covenants and agrees not to plant any trees or shrubs within the Easement Area.

Grantor agrees to comply with the Addendum - General Construction Requirements and Restrictions for Michigan Gas Utilities Corporation Gas Easement Areas which is attached hereto, marked Exhibit "B", consisting of two pages, and made a part hereof by this reference.

5. **Elevation:** Grantor covenants and agrees that the elevation of the existing ground surface of land within the Easement Area will not be altered by more than four (4) inches without the prior written consent of Grantee.

6. **Temporary Easement:** Grantee and its agents shall have the further right to use, for initial construction purposes only, a strip(s) of land as shown on the attached Exhibit "A", as a temporary construction easement area.

7. **Reserved Rights:** Grantor, after the initial construction of the Facilities is completed, reserves the right to cultivate and use the ground surface within the Easement Area, provided that such use shall not, in Grantee's opinion, interfere with or obstruct Grantee in its exercise of the rights and privileges herein granted, or create any actual or potential hazard to the Facilities.

8. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. Grantee agrees to repair or compensate Grantor for all damages to drain tiles, crops, fences and roadways caused by the construction or maintenance of the Facilities. Restoration and compensation requirements do not apply to any trees, shrubs, branches, roots or man-made materials which may interfere with Grantee's use of the Easement Area.

9. **Ownership:** Grantor, its successors, assigns, heirs, executors and administrators covenant and agree to and with Grantee, its successors and assigns, that at the time of the execution and delivery of this Easement, they are well seized of good and marketable title to the premises above described, and that the same are free and clear from all encumbrances that might materially adversely affect the rights of Grantee hereunder, except the mortgages of record as of the date of this Easement.

10. **Exercise of Rights.** The Parties agree that the complete exercise of the rights herein conveyed may be gradual and not fully exercised for some time in the future, and that none of the rights herein granted shall be lost by non-use for any length of time.

11. **Binding Effect:** This Easement shall be a covenant running with the land and shall be binding upon, and inure to the benefit of the Parties and their heirs, legal representatives, executors, administrators, devisees, legatees, successors or assigns. The rights herein granted to Grantee may be assigned in whole or in part by Grantee at any time.

12. **Non-Titled Spouse:** Any non-titled spouse signs below as Grantor for the purpose of releasing and waiving all rights he or she may hold under all applicable homestead exemption laws and all applicable marital property laws.
IN WITNESS WHEREOF, the undersigned, has caused these presents to be executed in its corporate name by its proper officers duly authorized and its corporate seal to be hereunto affixed this ______ day of ____________________, 2022.

Grantor

Sign Name ____________________________________________
Print Name\Title

Sign Name ____________________________________________
Print Name\Title

STATE OF MICHIGAN )
   SS
OTTAWA COUNTY   )

Personally came before me this _______ day of ____________________, 2022 the above named ____________________________________________,

known to me to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public Signature

Print Name ____________________________________________

Notary Public, State of _______________________________________

My commission expires _______________________________________

[Notary Seal]

This instrument was drafted by Zachary J. Stevens on behalf of WEC Business Services, 2830 S. Ashland Ave., Green Bay WI 54304.
EXHIBIT “B”
ADDENDUM

General Construction Requirements and Restrictions
for Michigan Gas Utilities Corporation Gas Easement Areas

The Easement Area must be accessible to Grantee and its duly authorized agents, invitees, contractors, persons, firms or corporations.

1. Fill material, rubble, scrap, pavement, berms or earthworks may not be placed within the Easement Area without Grantee's prior written approval.

2. The elevation or grade over the gas pipeline may not be altered by more than 4 inches without Grantee’s prior written approval. A minimum of 36 inches of cover over the gas pipeline must be maintained at all times.

3. Retention ponds and their inlets/outlets are not permitted within the Easement Area.

4. Drainage ditches or drain tiles are not permitted within the Easement Area without Grantee’s prior written approval of Grantor’s plans. Plans must include consideration for proper cover and erosion protection.

5. Septic fields or mound systems are not permitted within the Easement Area. Laterals to or from the field or mound may cross the gas pipeline, provided that they maintain an 18 inch separation from the gas pipeline. Any excavation within 4 feet of the pipeline must be done by hand-digging or vacuum excavation with a Michigan Gas Utilities Corp. representative present to view and inspect excavation activities.

6. Underground culverts, pipelines, cables, sewers or any utility may not be placed within 18 inches of the gas pipeline, and may not be placed within the Easement Area without Grantee's prior written approval of Grantor’s plan. Any excavation within 4 feet of the pipeline must be done by hand-digging or vacuum excavation with a Michigan Gas Utilities Corp. representative present to view and inspect excavation activities.

7. Miss Dig must be contacted at least 3 days prior to any excavation or construction activities within the Easement Area. The current contact for Miss Dig is 811 or 1-800-482-7171 or www.missdig.org.

8. Structures or above ground improvements are not permitted within the Easement Area. Prohibited structures include but are not limited to: houses, garages, outbuildings, storage sheds, decks, swimming pools, gazebos, satellite dish antennas and dog kennels/runs. Fencing may be permitted within the Easement Area with Grantee’s prior written approval of Grantor’s fence plan.

9. Planting of trees and bushes is not permitted within the Easement Area. Grantor agrees that any future removal of trees and or encroaching limbs due to Grantee’s maintenance, repair, reconstruction and replacement of the existing pipeline from the Easement Area will not be compensable.

10. The installation of private or public roads may be permitted within the Easement Area with Grantee’s prior written approval of Grantor’s road plan. The road plan must show sound structural fill around the gas pipeline. Grantee may require soil borings to establish the subgrade load bearing characteristics of the site and prove that unstable soils are not present around the gas pipeline.

11. A paved/compacted surface, such as a driveway, may be permitted within the Easement Area with Grantee’s prior written approval of Grantor’s driveway plan. The driveway plan must provide a minimum cover of 48 inches over the gas pipeline.

12. Heavy earth moving equipment may not be routed over the gas pipeline without Grantee’s prior written approval of Grantor's construction plan. The construction plan must provide sufficient load bearing protection, including, but not limited to, temporary pavement, heavy mats, additional compacted cover or other adequate bridging methods.

13. Michigan Gas Utilities Corp. Field Operations must be contacted at least three (3) working days prior to any excavation activity within the Easement Area to coordinate oversight or inspection, or to confirm compliance with these provisions. The current phone number for Michigan Gas Utilities Corp. Call Center is 1-800-889-9508.

14. Additional protective requirements may be necessary upon review of Grantor’s construction plans submitted to Grantee as required by the Easement.
EXHIBIT A
PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 16,
TOWNSHIP 8 NORTH, RANGE 16 WEST, CITY OF FERRYSBURG, OTTAWA COUNTY, MICHIGAN

WEST 1/4 CORNER
SECTION 16
T.8N., R.16W
LIBER 2, PAGE 553
N 581570.78
E 12628726.12

EAST-WEST 1/4 LINE, SECTION 16
N 88°59'51" E 2728.74'

CENTER OF
SECTION 16
T.8N., R.16W
LIBER 601, PAGE 287
N 581618.51
E 12629454.15

POINT OF
BEGINNING
N 580304.22
E 12629546.90

WESTERLY LINE
GRANTOR'S PROPERTY

S 04°02'12" E
1317.69

15' WIDE EASEMENT
(SEE DETAIL SHEET 2)

PINE STREET

SPRING LAKE

PARCEL ID
70-03-016-451-001
WARRANTY DEED
LIBER 979, PAGE 772

M - 104
(RAMP B CONNECTOR)

BASIS OF BEARINGS: NAD 83 MI SPC, SOUTH ZONE, INTERNATIONAL FEET, DISTANCES SHOWN ARE GROUND

15' WIDE EASEMENT
PARCEL NO. 70-03-16-451-001
CITY OF FERRYSBURG,
OTTAWA COUNTY, MICHIGAN

0 ORIGINAL SUBMITTAL AJN 12-12-22 KEO

MICHIGAN GAS UTILITIES®

DWG NO. 22-11-008.01 DATE: 12-12-2022 DWG BY: AJN REV. NO. 0 SCALE: 1" = 100'

HEI PROJECT # 23-11-035
EASEMENT DESCRIPTION
PARCEL NUMBER 70-03-016-451-001

A 15ft wide easement lying over, under, and across that part of the West 1/2 of the Southeast 1/4 of Section 16, Township 8 North, Range 16 West, City of Ferrysburg, Ottawa County, Michigan, being described as follows:

Commencing at the West 1/4 Corner of said Section 16; thence North 88 degrees 59 minutes 51 seconds East (Basis of Bearings: MI South NAD83) 2728.74 feet along the East - West 1/4 line of said Section 16 to the Center of Section 16; thence South 04 degrees 02 minutes 12 seconds East 1317.69 feet to the Westerly line of the Grantor's property and the POINT OF BEGINNING; thence South 60 degrees 03 minutes 34 seconds East 218.56 feet; thence South 29 degrees 56 minutes 26 seconds West 17.02 feet; thence South 70 degrees 33 minutes 09 seconds East 54.77 feet to Easterly line of the Grantor's property and the water's edge of Spring Lake; thence South 11 degrees 43 minutes 23 seconds West 15.14 feet along the Easterly line of the Grantor's property and the water's edge of Spring Lake; thence North 70 degrees 33 minutes 09 seconds West 65.25 feet; thence North 63 degrees 28 minutes 46 seconds West 26.14 feet; thence North 26 degrees 31 minutes 14 seconds East 15.00 feet; thence South 63 degrees 28 minutes 46 seconds East 17.58 feet; thence North 29 degrees 56 minutes 26 seconds East 3.84 feet; thence North 60 degrees 03 minutes 34 seconds West 203.56 feet to the Westerly line of the Grantor's property; thence North 29 degrees 58 minutes 22 seconds East 15.00 feet along the Westerly line of the Grantor's property to the POINT OF BEGINNING;

Easement contains 4668 square feet or 0.107 acres more or less.
PROCLAMATION
PINE STREET CAFÉ

WHEREAS, Loretta McLaughlin for 31 years owned and operated Pine Street Café at 401 Pine Street in the City of Ferrysburg and,

WHEREAS, Loretta has supported and donated to community events on numerous occasions, and

WHEREAS, Loretta was a dedicated owner and could be found most days working at the restaurant, and

WHEREAS, Loretta is retiring from Pine Street Café and will be missed by her many friends and customers.

NOW, THEREFORE, BE IT RESOLVED, THAT the Ferrysburg City Council congratulates Loretta on her successful 31 years of owning and operating Pine Street Cafe, and

BE IT FURTHER RESOLVED THAT I, Mayor Scott Blease and the Ferrysburg City Council wishes Loretta a long, happy, and fulfilling retirement.

December 19, 2022

Scott Blease, Mayor
PROCLAMATION
DAVID F. PETERSON

WHEREAS, David F. Peterson joined the Ferrysburg Fire Department November 1991 and,

WHEREAS, David became certified as a Firefighter I, Medical First-Responder, Haz-Mat Operations, Apparatus/Pump Operator and Advance Vehicle Extraction, and

WHEREAS, David participated as part of the Dewey Hill Task Force, drove the fire engine in parades and rides for the public during Fire Prevention Open Houses and delivered Santa to the community carol sing, and

WHEREAS, David helped maintain the fire apparatus, and

WHEREAS, Even though David was ill at the time of the Johnston Boiler Plant fire, he manned his post as Engineer/Pump operator on fire engine 721, and

WHEREAS, We recognize the support of his wife Sandie, and

NOW, THEREFORE, I, Mayor Scott Blease in honor and gratitude for 30 years of unwavering dedicated selfless service to the residents of Ferrysburg, we as the Ferrysburg City Council on behalf of and for the residents do hereby Proclaim that December 19th, 2022 be know as “David F. Peterson Day.”

December 19, 2022

Scott Blease, Mayor
December 13, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Economic Development Task Force – Visionary Plan

The Economic Development Task Force (EDTF) has met since July 2021 and met for the last time on December 7, 2022, for a total 18 meetings and 2 walking tours. Attached is their report and recommendations to City Council.

EDTF Chairman John Reifel will attend the City Council meeting to comment on the plan and to answer any questions from City Council Members. Other EDTF Members may be attending the meeting also.

c: Amber Schaner, City Clerk
2021-22 Economic Development Task Force Report

December 7, 2022

Mission Statement: The EDTF will analyze Ferrysburg’s current economic development. Through an exploration of alternative ways to promote further development congruent with the City’s Master Plan, the EDTF will make recommendations to City Council where appropriate.

Members: John Reifel, Chairperson
          Roger Jonas, Vice Chairperson
          Travis Andrews
          Scott Blease
          Elizabeth Butler
          Alec Magaluk
          Jerry Sias
          Planning Commission
          Planning Commission
          Representative at Large
          Ferrysburg Mayor
          The Chamber of Commerce
          Representative at Large
          Ferrysburg Councilperson

Note: After all appointments were made by City Council the first meeting was held on July 14, 2021 and for the remainder of that year Mayor Rebecca Hopp and Councilperson Bill Cate served on the EDTF. City Manager Craig Bessinger served as Recorder for EDTF meetings.

Activities

At its regular monthly and additional special meetings, the EDTF did the following:

- Developed a Mission Statement
- Reviewed recommendations from the 2005 EDTF and what has been accomplished
- Reviewed status of plans for new fixed span bridge to replace US-31 drawbridge and of new Smith Bayou bridge
- Ferrysburg authorized a Brownfield Redevelopment Finance Authority in 2008. Volunteer Roman Wilson of Fishbeck tutored the Task Force on how brownfield programs work
- Sent information to all business owners in Ferrysburg about state sanctioned programs to help businesses ((Downtown Development Authority (DDA), Industrial Property Tax Abatement (PA of 1974, as amended), Commercial Rehabilitation Act (PA 210 of 2005), and Brownfield Redevelopment opportunities)) and invited them to a Public Forum / Information Session about the programs on October 20, 2021. Also, included a questionnaire (with return postage) asking what Ferrysburg could do better to assist their businesses
- Held a Public Forum / Information Session about the various programs designed to help businesses on Wednesday, October 20, 2021 at 7 p.m. Roman Wilson from Fishbeck explained Brownfield Redevelopment Authorities while Elizabeth Butler, Task Force
member and Director of Economic Development Strategic Directions of The Chamber of Commerce, explained the remaining programs

- Held detailed discussions about the Pine Street, Van Wagoner, and 174th Avenue corridors
- Held detailed discussions about how Ferrysburg can make a favorable impression to the growing number of visitors to the new Ottawa Sands County Park
- Held detailed discussions about designating and developing a clearly identifiable downtown
- On Friday, June 17 held a walking tour with Pine Street corridor business owners mobilized by Elizabeth Butler
- On Friday, August 19 held a walking tour with Service District business owners mobilized by Elizabeth Butler
- Held joint meeting on October 19, 2022 with the Ferrysburg Brownfield Redevelopment Authority. Roman Wilson of Fishbeck provided guidance on how economic synergy could be generated by replacing the current BRA with a new body that has both BRA and economic development responsibilities. EDTF and BRA members agreed that this should be one of the EDTF’s recommendations.

**Economic Overview**

Population growth is the best measure of a city’s economic health. Ferrysburg’s population grew 6.57% between 2010 and 2020 and this is comparable to Grand Haven’s 5.75% and Spring Lake’s 6.84% growth rates. The good news is that increasing numbers of households want to live here. Business community feedback from our multiple outreach efforts did not reveal major, pressing issues. So, before listing recommendations to City Council we would like to share thoughts on five specific areas of general interest: drawbridge replacement, downtown Ferrysburg, Johnston Boiler, Ottawa Sands County Park, and Zip code.

1. **Replacement of drawbridge with fixed span bridge**

Michigan is currently investing a large amount of money to upgrade and improve the Bascule Bridge over the Grand River and five other structures nearby on US-31 / M-104. The state informs us that though there are plans to eventually replace the drawbridge with a fixed span bridge that will not happen for decades to come. It is important to know this as construction of a higher, fixed span bridge would greatly affect Ferrysburg and business investment decisions in the city.

2. **Where is downtown Ferrysburg?**

Ferrysburg does not have a clearly defined downtown. Most would probably say that if we have a downtown, it is the Pine Street corridor. But, topography and state road restrictions combine to make that a challenging call. As Task Force member Andrews observed, urban planners would call Pine Street a “stroad” meaning it is a critical road for moving traffic quickly, while simultaneously trying to be a street with slow traffic, businesses and pedestrians, and ultimately failing at both. Our Pine Street walk with business owners also revealed a deafening
amount of noise on the section south of Third Street. Perhaps Pine Street north of Third Street and the Service District could collectively evolve into a “downtown,” but City Hall is not there and parking is limited. Alternatively, undeveloped property on 174th Avenue north of Dogwood would allow for a clean start to creating a downtown. This would require a zoning change for this stretch of 174th Avenue.

3. Johnston Boiler property

Johnston Boiler dates back to 1864 and has been an integral part of Ferrysburg’s economic development. Though it was built on the water for transportation needs, trucks now serve that purpose. The Johnston Boiler property constitutes Ferrysburg’s LI-3 zoning district. It has that special designation because the Planning Commission recognizes that its waterfront location is not the highest and best use for that parcel of land. Should Johnston Boiler ever decide to move the property would probably be converted to a waterfront amenity type use. The EDTF recognizes Johnston Boiler’s great citizenship over the years and is opposed to any effort to encourage Johnston Boiler to move.

4. Ottawa Sands County Park

As the park develops and the word spreads about this gem, growing numbers of visitors will come. Non-residents will reach the park from the north using Van Wagoner Road and 174th Avenue or from the south using Third Street and 174th Avenue. These trips to the park will give Ferrysburg an opportunity to positively impress non-residents with how great a place Ferrysburg is to live.

5. Zip Code

Interactions with the business community revealed a continuing desire by many for a single zip code for the entire city. This was one of the recommendations from the 2005 Economic Development Task Force. But, follow up at that time revealed that the U.S. Post Office did not support it. Those hoping for a single zip code do so even though it would mean that they would need to update their stationery, directory listings, etc.

**Recommendations to City Council for Economic Development**

1. Pursue the addition of wider sidewalks, a fishing platform, and a bike lane to the critical new Smith Bayou bridge that has been approved for MDOT funding thanks to former Mayor Rebecca Hopp’s campaign of outreach to the Michigan Municipal League, MDOT, Grand Region Bridge Commission, USDOT, and state politicians. This should have immediate attention as MDOT may already have begun bridge design engineering.
2. Work with Grand Haven and Spring Lake Village to jointly select a preferred plan when MDOT begins planning for a replacement for the drawbridge over the Grand River.
3. Recommend to MDOT that Ferrysburg exit signs be placed on southbound US-31 before the two Ferrysburg exits.
4. To avoid projecting a depressed look on the south end of Pine Street, do all the city can to promote/encourage repurposing or replacing the vacant Pizza Hut and developing the undeveloped lots to the north.

5. Citywide periodically clean and remove vegetation from curbs and streets to make them visually attractive.

6. Work with MDOT to replace and maintain their fence along the US-31 right of way.

7. Recommend that Johnston Boiler, the oldest continuously operating business in Ferrysburg, and other historically significant places be brought into Ferrysburg’s identity with historical markers.

8. Encourage the Planning Commission to continue its efforts to promote economic development in the Core Commercial (CC) and Service (S) zoning districts by reduced setbacks, increased lot coverage, and mixed commercial/residential construction (allow residential on second floor of retail businesses).

9. To increase parking in the Core Commercial (CC) and Service (S) districts consider reconfiguring the traffic lanes on Pine Street north of 4th Street to Ridge Avenue so as to make the curb lane on the east side of Pine Street available for parking.

10. Revise the Zoning Ordinance to make signage options more business friendly.

11. Promote economic development on the currently undeveloped stretches of LI-2 and GC zoned property on Van Wagoner Street.

12. Promote economic development on undeveloped parcels on both sides of 174th Avenue. See the last two sentences in item #2 (Where is downtown Ferrysburg?) above.

13. The railroad crossing on Third Street should be frequently inspected and, if in need of repair, the city should promptly make the needed repairs.

14. Install helpful signage for visitors to travel to Ottawa Sands County Park and make certain that the approaches from the north (Van Wagoner and 174th Avenue) and from the south (Third Street and 174th Avenue) are well maintained so as to provide a favorable impression of Ferrysburg.

15. Now that the Zoning Ordinance has been updated to allow/encourage Electric Vehicle Charging Stations pursue policies that encourage their installation.

16. Replace the current Brownfield Redevelopment Authority with a newly constituted body that has both BRA and economic development responsibilities. This new body should be encouraged to work with the Chamber of Commerce to identify economic development possibilities. The new body would be small and would meet four times per year or as circumstances warrant.
December 14, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Proposed Signs

One of City Council's 2022 goals is to promote and inform residents of the Ferrysburg Nature Preserve and improve access. Attached is a quote from Advanced Signs to install 3 directional signs for parking when visiting the Ferrysburg Nature Preserve. The signs would be installed at the locations marked below.

At their meeting on December 13, the Recreation Commission approved unanimously to recommend to City Council to approve the proposal from Advanced Signs. These signs are the same as other wayfinding signs throughout the City, which were manufactured and installed by Advanced Signs.

c: Amber Schaner, City Clerk
SIGNAGE PROPOSAL

Date: 12/12/22
Bill to: City of Ferrysburg
Address: 17290 Roosevelt Rd.
City/State/Zip: Ferrysburg, MI 49409
Project Location: Ferrysburg Nature Preserve
Contact: Craig Bessinger
Phone: 616-843-5028
Email: cbessinger@ferrysburg.org

Specifications:

Fabrication-
(3) 24”h x 18”w Single sided custom fabricated CNC routed aluminum plate sign. Sign will be mounted to white fluted pole. Sign will be finished with Matthews polyurethane paint and have high performance vinyl graphics applied.

$1,287.00

Value: $3,861.00

Installation-
Two service technicians with one bucket truck to hand dig holes for signs. Place signs in concrete and level.

Labor: $850.00

Total: $4,711.00

Permit additional, final electric by owner

Terms: 50% down with balance due on completion of job

Terms and Conditions
Sketch Deposit: The sketch deposit covers minimal costs involved in developing a concept. It does not cover the actual purchase price of a custom design, with a quoted minimum price. The sketch remains the property of the designer.

PRICE QUOTATION GOOD FOR 30 DAYS.
Prices as indicated above, are minimum estimates for art or sign work only. Photostats, typography, photographs, overtime changes and/or time additions, delays caused by the client, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified.

FINISHED art, mechanicals, and signs will be released for use by the client only. Mechanicals, original sketches and materials other than signs originated by the designer are the property of the designer, and will be held for the client, unless otherwise shown.

Sign remains the property of ADVANCED SIGNS until it is completely paid for. If not paid for in ninety (90) days, ADVANCED SIGNS may remove sign, unless otherwise agreed.

SPECIAL conditions on client's purchase order in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions whether noted on this purchase order or not.

IF UNUSUAL DIGGING conditions (i.e.: ledge, water, etc.) are encountered in ground installations, this contract is binding; however, an additional cost based on our labor, plus ___% on subcontract labor and materials, will be added to the above price.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of ___% interest every month after the first 30 days.

QUOTED BY

Date

ACCEPTANCE OF PROPOSAL
The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work above as specified. Payment will be made as outlined above.

Signature

Date

401 2ND STREET * PO BOX 67 * FERRYSBURG MI 49409 * PH 616-846-4667 * FAX 616-846-3263
Fabricate NEW Non-Lit Directional Signs / 1/4" Plate Aluminum
Single-Sided / Matthews Painted Surfaces / HP Reflective Graphics
December 14, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Tuesday, January 3 City Council Meeting

City Hall is closed on Monday, January 2, 2023. The next meeting of the City Council is scheduled for Tuesday, January 3, 2023. At this time, I do not have anything for the agenda.

This item on the agenda is for consideration to cancel the Tuesday, January 3 City Council meeting.

c: Amber Schaner, City Clerk
December 14, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Traffic Calming Devices

There has been discussion on installing stop signs at certain intersections to help slow vehicle speeds on North Shore Drive and Road. The Manual on Uniform Traffic Control Devices states a stop sign shall not be used for speed control.

There has also been discussion on creating crosswalks, below are five locations where a crosswalk would connect to a private walkway to Lake Michigan. Staff has not identified a location for a crosswalk on North Shore Road.

Attached are various other speed calming measures. Staff does not have the expertise to recommend speed calming devices or locations. Staff recommends working with the traffic engineer to determine placement of either speed humps, speed tables, or speed cushions.

C: Matt Schindlbeck, Public Services Supervisor
   Amber Schaner, City Clerk
the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 Engineering judgment should be used to establish intersection control. The following factors should be considered:

  A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
  B. Number and angle of approaches;
  C. Approach speeds;
  D. Sight distance available on each approach; and
  E. Reported crash experience.

03 YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

  A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
  B. A street entering a designated through highway or street; and/or
  C. An unsignalized intersection in a signalized area.

04 In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

  A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;
  B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or
  C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.

Standard:

05 YIELD or STOP signs shall not be used for speed control.

Support:

06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

07 Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.

08 A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

  A. Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
  B. Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and
  C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

Standard:

10 Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:

  A. If the signal indication for an approach is a flashing red at all times;
  B. If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or
  C. If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.
Traffic Calming Fact Sheets
May 2018 Update

Speed Hump

Description:
- Rounded (vertically along travel path) raised areas of pavement typically 12 to 14 feet in length
- Often placed in a series (typically spaced 260 to 500 feet apart)
- Sometimes called road humps or undulations

Applications:
- Appropriate for residential local streets and residential/neighborhood collectors
- Not typically used on major roads, bus routes, or primary emergency response routes
- Not appropriate for roads with 85th-percentile speeds of 45 mph or more
- Appropriate for mid-block placement, not at intersections
- Not recommended on grades greater than 8 percent
- Work well in combination with curb extensions
- Can be used on a one-lane one-way or two-lane two-way street

(Source: City of Boulder, Colorado)   (Source: PennDOT Local Technical Assistance Program)


Design/Installation Issues:
- ITE recommended practice - "Guidelines for the Design and Application of Speed Humps"
- Typically 12 to 14 feet in length; other lengths (10, 22, and 30 feet) reported in practice in U.S.
- Speed hump shapes include parabolic, circular, and sinusoidal
- Typically spaced no more than 500 feet apart to achieve an 85th percentile speed between 25 and 35 mph
- Hump heights range between 3 and 4 inches, with trend toward 3 - 3 ½ inches maximum
- Often have associated signing (advance warning sign before first hump in series at each hump)
- Typically have pavement markings (zigzag, shark’s tooth, chevron, zebra)
- Taper edge near curb to allow gap for drainage
- Some have speed advisories
- Need to design for drainage, without encouraging means for motorists to go around a hump

Potential Impacts:
- No impact on non-emergency access
- Average speeds between humps reduced between 20 and 25 percent
- Speeds typically increase approximately 0.5 to 1 mph midway between humps for each 100 feet Beyond the 200-foot approach and exit of consecutive humps
- Traffic volumes diversion estimated around 20 percent; average crash rates reduced by 13 percent

Emergency Response Issues:
- Impacts to ease of emergency-vehicle throughput
- Approximate delay between 3 and 5 seconds per hump for fire trucks and up to 10 seconds for ambulances with patients

Typical Cost (2017 dollars):
- Cost ranges between $2,000 and $4,000
Speed Table/Raised Crosswalks

Description:
- Long, raised speed humps with a flat section in the middle and ramps on the ends; sometimes constructed with brick or other textured materials on the flat section
- If placed at a pedestrian crossing, it is referred to as a raised crosswalk
- If placed only in one direction on a road, it is called an offset speed table

Applications:
- Appropriate for local and collector streets; mid-block or at intersections, with/without crosswalks
- Can be used on a one-lane one-way or two-lane two-way street
- Not appropriate for roads with 85th percentile speeds of 45 mph or more
- Typically long enough for the entire wheelbase of a passenger car to rest on top or within limits of ramps
- Work well in combination with textured crosswalks, curb extensions, and curb radius reductions
- Can be applied both with and without sidewalks or dedicated bicycle facilities
- Typically installed along closed-section roads (i.e. curb and gutter) but feasible on open sections


Design/Installation Issues:
- ITE recommended practice – “Guidelines for the Design and Application of Speed Humps”
- Most common height is between 3 and 4 inches (reported as high as 6 inches)
- Ramps are typically 6 feet long (reported up to 10 feet long) and are either parabolic or linear
- Careful design is needed for drainage
- Posted speed typically 30 mph or less

Potential Impacts:
- No impact on non-emergency access
- Speeds reductions typically less than for speed humps (typical traversing speeds between 25 and 27 miles per hour)
- Speeds typically decline approximately 0.5 to 1 mph midway between tables for each 100 feet beyond the 200-foot approach and exit points of consecutive speed tables
- Average traffic volumes diversions of 20 percent when a series of speed tables are implemented
- Average crash rate reduction of 45 percent on treated streets
- Increase pedestrian visibility and likelihood of driver yield compliance
- Generally not appropriate for BRT bus routes

Emergency Response Issues:
- Typically preferred by fire departments over speed humps, but not appropriate for primary emergency vehicle routes; typically less than 3 seconds of delay per table for fire trucks

Typical Cost (2017 dollars):
- Cost ranges between $2,500 and $8,000 for asphalt tables; higher for brickwork, stamped asphalt, concrete ramps, and other enhancements sometimes used at pedestrian crossings
Traffic Calming Fact Sheets
May 2018 Update

Speed Cushion

Description:
- Two or more raised areas placed laterally across a roadway with gaps between raised areas
- Height and length similar to a speed hump; spacing of gaps allow emergency vehicles to pass through at higher speeds
- Often placed in a series (typically spaced 260 to 500 feet apart)
- Sometimes called speed lump, speed slot, and speed pillow

Applications:
- Appropriate on local and collector streets
- Appropriate at mid-block locations only
- Not appropriate on grades greater than 8 percent


Design/Installation Issues:
- Two or more cushions at each location
- Typically 12 to 14 feet in length and 7 feet in width
- Cushion heights range between 3 and 4 inches, with trend toward 3 - 3 ½ inches maximum
- Speed cushion shapes include parabolic, circular, and sinusoidal
- Material can be asphalt or rubber
- Often have associated signing (advance-warning sign before first cushion at each cushion)
- Typically have pavement markings (zigzag, shark’s tooth, chevron, zebra)
- Some have speed advisories

Potential Impacts:
- Limited-to-no impact on non-emergency access
- Speeds determined by height and spacing; speed reductions between cushions have been observed averaging 20 and 25 percent
- Speeds typically increase by 0.5 mph midway between cushions for each 100 feet of separation
- Studies indicate that average traffic volumes have reduced by 20 percent depending on alternative routes available
- Average collision rates have been reduced by 13 percent on treated streets

Emergency Response Issues:
- Speed cushions have minimal impact on emergency response times, with less than a 1 second delay experienced by most emergency vehicles

Typical Cost (2017 dollars):
- Cost ranges between $3,000 and $4,000 for a set of rubber cushions
Realigned Intersection

Description:
- Reconfiguration of an intersection with perpendicular angles to have skewed approaches or travel paths through the intersection
- Also called modified intersection

Applications:
- Appropriate for collector or local streets
- Most applicable at T-intersections
- Can be used where on-street parking exists
- Applicable on one-way and two-way roadways
- Most commonly installed on closed-section roads (i.e. curb and gutter)
- Can be applied with and without a dedicated bicycle facility
- Can be applied with or without on-street parking

Design/Installation Issues:
- Need to avoid relocating drainage features such as catch basins, concrete channels, valley gutters, inlets, and trench drains
- Bicyclists and motorists may have separate lanes or may share lanes at intersections
- Be cognizant of pedestrian crossing needs (e.g., ADA, wheelchair ramps at T-intersections)
- Default design vehicle SU-30
- Typical maximum speed limit of 25 mph
- May be appropriate for buses if adequate turning radii can be provided

Potential Impacts:
- Limited-to-no impact on access
- Minimal anticipated diversion of traffic
- Can result in speed reductions between 5 and 13 mph within intersection limits
- Provides opportunity for landscaping
- Can improve pedestrian safety
- Consider additional intersection lighting

Emergency Response Issues:
- Appropriate along an emergency vehicle route or on a street with access to hospital/emergency medical services
- Little impact on response time

Typical Cost (2017 dollars):
- Costs range between $15,000 and $60,000

Chicane

Description:
- A series of alternating curves or lane shifts that force a motorist to steer back and forth instead of traveling a straight path
- Also called deviations, serpentines, reversing curves, or twists

Applications:
- Appropriate for mid-block locations but can be an entire block if it is relatively short
- Most effective with equivalent low volumes on both approaches
- Appropriate speed limit is typically 35 mph or less
- Typically, a series of at least three landscaped curb extensions
- Can use alternating on-street parking from one side of a street to the other
- Applicable on one-lane one-way and two-lane two-way roadways
- Can be used with either open or closed (i.e. curb and gutter) cross-section
- Can be used with or without a bicycle facility

(Source: Delaware Department of Transportation)


Design/Installation Issues:
- Chicanes may still permit speeding by drivers cutting straight paths across the center line
- Minimize relocation of drainage features
- May force bicyclists to share travel lanes with motor vehicles
- Maintain sufficient width for ease of emergency vehicles and truck throughput

Potential Impacts:
- No effect on access, although heavy trucks may experience challenges when negotiating
- Limited data available on impacts to speed and crash risk
- Street sweeping may need to be done manually
- Minimal anticipated volume diversion from street
- May require removal of some on-street parking
- Provides opportunity for landscaping
- Unlikely to require utility relocation
- Not a preferred crosswalk location
- Bus passengers may experience discomfort due to quick successive lateral movements

Emergency Response Issues:
- Appropriate along primary emergency vehicle routes

Typical Cost (2017 dollars):
- Reported costs range between $8,000 and $25,000
Traffic Calming Fact Sheets
May 2018 Update

Choker

Description:
- Curb extension is a lateral horizontal extension of the sidewalk into the street, resulting in a narrower roadway section
- If located at an intersection, it is called a corner extension or a bulb-out
- If located midblock, it is referred to as a choker
- Narrowing of a roadway through the use of curb extensions or roadside islands

Applications:
- Can be created by a pair of curb extensions, often landscaped
- Encourages lower travel speeds by reducing motorist margin of error
- One-lane choker forces two-way traffic to take turns going through the pinch point
- If the pinch point is angled relative to the roadway, it is called an angled choker
- Can be located at any spacing desired
- May be suitable for a mid-block crosswalk
- Appropriate for arterials, collectors, or local streets

(Source: City of An Arbor, Michigan) (Source: Delaware DOT)


Design/Installation Issues:
- Only applicable for mid-block locations
- Can be used on a one-lane one-way and two-lane two-way street
- Most easily installed on a closed-section road (i.e. curb and gutter)
- Applicable with or without dedicated bicycle facilities
- Applicable on streets with, and can protect, on-street parking
- Appropriate for any speed limit
- Appropriate along bus routes
- Typical width of 6 to 8 feet; offset from through traffic by approximately 1.5 feet
- Locations near streetlights are preferable
- Length of choker island should be at least 20 feet

Potential Impacts:
- Encourages lower speeds by funneling it through the pinch point
- Can result in shorter pedestrian crossing distances if a mid-block crossing is provided
- May force bicyclists and motor vehicles to share the travel lane
- May require some parking removal
- May require relocation of drainage features and utilities

Emergency Response Issues:
- Retains sufficient width for ease of use for emergency vehicles

Typical Cost (2017 dollars):
- Between $1,500 and $20,000, depending on length and width of barriers
Lateral Shift

Description:
- Realignment of an otherwise straight street that causes travel lanes to shift in at least one direction
- A chicane is a variation of a lateral shift that shifts alignments more than once

Applications:
- Appropriate for local, collector, or arterial roadways
- Appropriate for one-lane one-way and two-lane two-way streets
- Appropriate on roads with or without dedicated bicycle facilities
- Maximum appropriate speed limit is typically 35 mph
- Appropriate along bus transit routes

(Source: Delaware Department of Transportation)  (Source: Google Street View)


Design/Installation Issues:
- Typically separates opposing traffic through the shift with the aid of a raised median
- Applicable only to mid-block locations
- Can be installed on either open- or closed-section (i.e. curb and gutter) roads
- Location near streetlights preferred
- May require drainage feature relocation
- Should not require utility relocation

Potential Impacts:
- Without islands, motorists could cross the centerline to drive the straightest path possible
- No impact on access
- May require removal of some on-street parking
- Limited data available on impacts on speed, volume diversions, and crash risk
- Provides opportunities for landscaping
- Can provide locations for pedestrian crosswalks

Emergency Response Issues:
- Appropriate along primary emergency vehicle routes or on streets with access to hospitals/emergency medical services, provided vehicles can straddle the street centerline

Typical Cost (2017 dollars):
- Reported costs range between $8,000 and $25,000
Mini Roundabout

Description:
- Raised islands, placed in unsignalized intersections, around which traffic circulates
- Motorists yield to motorists already in the intersection
- Require drivers to slow to a speed that allows them to comfortably maneuver around them
- Center island of mini roundabout is fully traversable, splitter islands may be fully traversable

Applications:
- Intersections of local and/or collector streets
- One lane each direction entering intersection
- Not typically used at intersections with high volume of large trucks or buses turning left
- Appropriate for low-speed settings


Design/Installation:
- See NCHRP Report 672 for design details
- Typically circular in shape, but may be an oval shape
- Controlled by YIELD signs on all approaches with pedestrian crosswalks, if included, one car-length upstream of YIELD bar
- Preferable for roadway to have urban cross section (i.e., curb and gutter)
- Can be applied to road with on-street parking
- Can be applied to roads both with and without a bicycle facility. Bicycle facilities, if provided, must be separated from the circulatory roadway with physical barriers; cyclists using the circulatory roadway must merge with vehicles. Bicycle facilities are prohibited in the circulatory roadway to prevent right-hook crashes.
- Key design features are the fastest paths and path alignment.

Potential Impacts:
- Slight speed reduction
- Little diversion of traffic
- Bicycle and motorist will share lanes at intersections because of narrowed roadway
- Large vehicles/buses usually drive over the center island for left turns

Emergency Response:
- Emergency vehicles maneuver using the center island at slow speeds

Typical Cost
- Cost is similar to bulb-outs because pedestrian ramps and outside curb lines usually have to be relocated
December 13, 2022

TO: Mayor and City Council Members

FROM: Craig Bessinger, City Manager

RE: Classification and Compensation Study

At the November 7 meeting, City Council reviewed the Classification and Compensation Study prepared by the Michigan Municipal League (MML). City Council requested staff to prepare a recommendation for their review for any proposed wage change effective January 1.

Attached are highlighted sections of the report. On Page 3 and 5, it states the City is below in pay levels. City wage increases have been based on the CPI published by the State and released in November. The November 2021 CPI was 3.3% and wage increase effective July 1, 2022, was approved at 4%. There was concern wages did not keep up with the high inflation.

The CPI released in November 2022 was 7.9%. After review with Department Heads, the proposal is to make no changes in wages January 1 and propose a 7.9% (8%) increase in wages for the 2023-2024 budget.

Page 4 of the study comments on life insurance for non-management staff. Currently the City Manager has $50,000 life insurance, Department Heads $25,000 life insurance, and non-management staff has $15,000 life insurance. To increase all staff to $50,000 life insurance will increase the monthly premium by $56.06, or $672.72 per year. The proposal is to increase life insurance to $50,000 for all staff July 1, 2023.

Page 6 and 7 has the City below market in paid time off for Holidays, and below market in personal days. At this time, no change is proposed.

c: Matt Schindlbeck, Public Services Supervisor
   Amber Schaner, City Clerk
While there are no "perfect matches" in terms of organization or position; there are positions that are close enough to each other that they serve as a good comparison. One consistent characteristic of all of the comparable communities is that employees are asked to "wear many hats," do more with less, and take on greater responsibility. Even with these variations in operations and positional duties, we are confident the survey results represent a fair, objective, and reasonable comparison to the market.

This report provides detailed analysis of the market data and specific recommendations for pay system design and administration. While we make recommendations based on this data, City officials are ultimately responsible for determining the best course of action for their organization. Our intent is to provide this research, various scenarios, and differing implementation options to help facilitate the decision-making process.

**Key Findings**

**Classification**
The job analysis process allowed us to gather in-depth information on each position, including job requirements and the knowledge, skills, and abilities needed to successfully perform each job. This process aids in the analysis of the market study data to ensure positions are matched appropriately.

Through the job analysis process, we found that some job duties do not align with the current job descriptions in place. We understand that job descriptions have not been updated in several years, and some positions are undergoing a transformation or reorganization of duties. It is recommended that the City utilize the completed JAQs, along with input from managers and employees, to review all current job descriptions and update as needed to accurately describe each position.

**Compensation**
The City of Ferrysburg utilizes individual pay ranges for each position, with the exception of the City Manager whose compensation is set by contract. When comparing the City to the communities surveyed, the City's pay levels, taken in total, are 16% below the market minimum and 11% below the market midpoint. In terms of earning capacity, the City is 6% below the market maximum. In looking at the market data, it is important to consider the following:

⇒ While there are variations among all individual positions, being above or below market does not necessarily mean that someone is "overpaid" or "underpaid," but rather shows the overall comparability to the market.

⇒ Most non-union public sector pay ranges are around 30% wide. In Ferrysburg, current pay ranges vary between 26% and 65%. The recommended pay ranges developed within this report reflect ranges that are 30% wide.

⇒ There are four "green-circled" employees within the City, meaning that these individuals are currently earning a rate below the recommended range minimum.

⇒ There is one "red-circled" employee within the City, meaning that one individual has a current pay level higher than the recommended range maximum.

Detailed market data on each position is available in Appendix A, with the recommended pay structure presented on page 10 of this report.
Benefits
In addition to pay, the customized survey asked about the scope of benefits offered in order to provide a more complete picture of comparability between the City of Ferrysburg and the market.

Overall, Ferrysburg's benefits are within a similar range of the surveyed market for many benefits. The City is more generous than the market with regard to vacation and sick leave accruals, the employer payment to a defined contribution retirement savings plan, as well as the City match to a retirement health savings plan. However, the City is less generous with respect to life insurance for non-management staff. Additional variations to the market are described within the benefits analysis section of this report.

On a statewide level, we are seeing public employers slowly shifting from traditionally rich, high-cost benefit programs to more progressive programs that shift some responsibility to the employee, allowing the employer to have more control over current and future costs. In this respect, the City of Ferrysburg is ahead of the trend on some benefit areas, such as offering a defined contribution retirement system rather than a defined benefit retirement system.

Detailed benefits data can be found in Appendix B, with a qualitative analysis presented on page 6 of this report.
COMPENSATION & MARKET COMPARABILITY

To determine appropriate pay rates, we utilized a customized market survey to gather information on what the competitive labor market pays for similar positions. To enhance the survey's reliability, our survey document included positional summaries of each position, rather than simply matching job title to job title. Therefore, respondents were able to report pay based on job content rather than job title alone.

The customized survey also gathered information on how positions are similar or different in other comparable communities to aide in making "apples-to-apples" comparisons with regard to pay data. The survey tool collected information on pay ranges and current actual salaries in the event no range was available.

It should be noted again that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the City of Ferrysburg. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill, and expertise.

In addition to the customized salary survey sent to the identified comparable employers, we also included data from the League's statewide database of municipal salaries to further validate the survey. In some instances where there was little market data available from the comparable communities, data analysis was done using information obtained from the statewide database.

Table 2 below provides a summary of the market survey results and shows how each position compares. Ferrysburg has positional pay ranges that vary greatly from one position to another.

In the data in Table 2, the compa-ratios in the right columns are a simple ratio of the City's pay rate divided by the market average for minimum, midpoint, or maximum points in the pay ranges. So, the City's pay levels, taken in total, are 11% below the market.

Table 2: Market Data Summary

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Ferryburg</th>
<th>Market Average</th>
<th>Compa-Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min</td>
<td>Mid</td>
<td>Max</td>
</tr>
<tr>
<td>City Manager *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk / Treasurer *</td>
<td>54,060</td>
<td>61,155</td>
<td>68,265</td>
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<tr>
<td>Public Services Supervisor *</td>
<td>23.97</td>
<td>29.39</td>
<td>34.81</td>
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<tr>
<td>Public Services Technician (1)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Public Services Technician (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Services Technician (3)</td>
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<td>Administrative Assistant (1)</td>
<td>14.57</td>
<td>17.29</td>
<td>20.00</td>
</tr>
<tr>
<td>Administrative Assistant (2)</td>
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<td></td>
</tr>
</tbody>
</table>

* Insufficient data obtained from customized survey; range data reported above reflects the 2021/22 MNL Wage & Salary Survey.
In reviewing the individual position results, keep in mind that being above or below market does not necessarily mean someone is "overpaid" or "underpaid." Rather, this is a simple way to gauge overall comparability to market. Most public sector pay ranges are around 30% wide, so a likely range minimum would be 15% lower than the midpoint and maximums 15% above. As such, market comparisons with comp-ratios of 85% to 115% are considered within normal limits.

Detailed market data on each position is available in Appendix A.

**BENEFITS ANALYSIS**

Benefits are a critical component in a total compensation package. As such, the study included a benefits survey to provide Ferrysburg with a full picture of the comparability of the City's overall compensation system.

Benefits data was collected from nine survey respondents. Taken in total, the Ferrysburg's benefits are within a similar range of the surveyed market for many benefits. The City is more generous than the market for paid time off, the City payment toward a defined contribution retirement plan, as well as the employer match to a retirement health savings plan. However, the City is less generous than the market with respect to life insurance for non-management staff. More specific comparisons for all benefits are detailed below and on the following pages.

**Paid Time Off & Bonus Pay**

- The surveyed market shows an average of 10 paid holidays, compared to the 9 days provided in Ferrysburg.

- Six respondents indicate using separate leave banks for vacation and sick time similar to the Ferrysburg. Of those using separate banks, the market averages for vacation accruals are:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Market Average</th>
<th>City of Ferrysburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>8 days</td>
<td>10 days</td>
</tr>
<tr>
<td>5 Years</td>
<td>12 days</td>
<td>15 days</td>
</tr>
<tr>
<td>10 Years</td>
<td>16 days</td>
<td>15 days</td>
</tr>
<tr>
<td>15 Years</td>
<td>19 days</td>
<td>20 days</td>
</tr>
<tr>
<td>20 Years</td>
<td>20 days</td>
<td>25 days</td>
</tr>
</tbody>
</table>

Overall, Ferrysburg's vacation accruals are more generous than the market with the exception of the 10-year accrual. Accrual maximums exceed the market by 5 days. This is equivalent to 1.9% of pay.

Three survey respondents offer a combined paid time off (PTO) system, where there is more discretion in how an employee uses their PTO days. The trade-off is fewer total days for more flexibility. Combined PTO is a progressive approach to paid time off and is one technique for controlling banked time off and corresponding cash-outs at separation, while providing employees with sufficient flexibility to balance the demands of both life and work.
The City provides 12 annual sick days, which is two more than the market average among those who offer separate sick banks.

The City provides three personal days annually compared with four days from the market average among those who offer separate leave banks.

Overall, the paid time off program in the City of Ferrysburg is more generous than the surveyed market. Paid time off, whether using a combined or separate approach, is a key benefit offering that influences the attraction of new employees as well as the retention of current staff.

Of the nine responding communities, two provide longevity pay. The City of Ferrysburg does not offer longevity pay. On a statewide level, we are seeing communities discontinue or grandfather their longevity pay programs.

**Insurance Benefits**

Six of the nine respondents offer a PPO health plan, similar to the City of Ferrysburg. Seven respondents require some form of employee contribution to insurance premiums with contributions ranging from $14.90 per pay period to 20% of the total premium. The City of Ferrysburg requires employees to contribute 15% of the premium.

All but one respondent provides some form of payment in lieu of health insurance, ranging from $750 - $5,000. The City of Ferrysburg also provides a payment in lieu of health insurance equal to 50% of the premium.

Six respondents report having a high deductible health plan (HDHP), with deductibles ranging from $1,400/$2,800 to $4,000/$8,000. Three of these respondents offer some form of a health savings account with contributions made by the employer. The City of Ferrysburg does not have a high deductible plan and therefore does not utilize a health savings account.

All respondents offer some form of employer-paid dental insurance, and eight offer some form of employer-paid vision insurance. The City of Ferrysburg provides dental insurance and up to $300 annually for vision reimbursement.

All respondents provide life insurance with the benefit level ranging from $20,000 to 1.5 times an employee's annual salary. The City offers a life insurance benefit of $50,000 for the City Manager, $25,000 for department heads, and $15,000 for all other employees. As compared with the market, the City's life insurance benefit for non-manager employers is less generous than other communities.

Eight respondents provide short-term disability, long-term disability, or a combination of both. The City of Ferrysburg offers long-term disability and has a generous carry over sick leave policy that could support short term paid time off in cases of illness.
Retirement Benefits

- Four of the nine respondents offer a defined benefit retirement program, although two do so on a grandfathered basis. Many public employers are shifting away from a traditional defined benefit pension plan and moving to defined contribution programs where costs are more controllable. The City of Ferrysburg made a similar shift in 2014 with its defined benefit plan.

- Eight of the nine respondents offer a defined contribution program and provide an employer contribution ranging from 5% to 10% of salary, with one community offering a match up to 20% for the City Manager. The City of Ferrysburg offers a defined contribution retirement plan with a 10% employer contribution with a required 5% employee contribution, which is on the more generous side compared to the market.

- Only one respondent provides retiree health insurance. The City does not provide traditional retiree healthcare; however, it does offer a match up to $10,000 toward a retirement health savings plan.

The legacy costs associated with retiree healthcare are creating a trend in the municipal sector which is moving away from 100% employer-paid retiree healthcare. Costs are considerable for this benefit given the relatively low retirement age in the public sector (some allow retirement as early as age 50, many at age 55 or 60) and the uncontrolled increases in the cost of healthcare premiums.

To better control their budgets, long-range financial plans, and future liabilities, many municipal employers are moving toward a flat dollar cap for their retiree healthcare premium or are implementing a "defined contribution" style savings program which allows employees to save for the cost of healthcare in retirement, with or without employer contribution. Many retiree health savings plans allow for the conversion of unused paid time off, which is advantageous to both the employee and the employer, which saves the payroll tax that would otherwise be incurred through paying out time-off banks upon separation.

Full details on benefit offerings within the customized market can be found in Appendix B.