

NOTICE
Study Session Cancelled

***The City Council Work/Study
Session for
Monday, March 4, 2019 has
been cancelled.***

***The Regular Meeting
will begin at 7:00 P.M.
in the Council Chambers
City Hall***



ZEELAND CITY COUNCIL

March 4, 2019

7:00 p.m.

Zeeland City Hall

CALL TO ORDER:

Invocation – Councilperson Phung Lam
Pledge of Allegiance to the Flag
Excuse absent members (by motion and reason)
Approve additions/deletions to the agenda
Consent Agenda (page 2)
Visitors
Communications
City Manager’s report

ACTION ITEMS:

1. Fire Chief Appointment
2. Resolution for Application for Laying Out and Designating a Drainage District - Alice Avenue Drain
3. Resolution for Petition to Locate, Establish and Construct a Drain – Alice Avenue Drain

REPORTS FROM CITY COUNCIL MEMBERS

ANNOUNCEMENTS:

CONSENT AGENDA

All items listed on the consent agenda are considered to be routine and will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a council member, a member of the administrative staff or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately in its normal sequence on the regular agenda.

1. Approve minutes of the regular meeting of February 18, 2019.
2. Approve minutes of the work-study session of February, 2019.
3. Receive for information the minutes of the Exemption Committee from February 18, 2019.
4. Receive for information the minutes of the Election Commission from February 18, 2019.
5. Receive for information the minutes of the Board of Public Works from February 19, 2019.
6. Ratify BPW Action #19.016 - Approve Cash Disbursements and Regular Monthly Transfers.
7. Ratify BPW Action #19.017 - Award Purchase of 3 Disconnect Switches for Fairview Substation.
8. Ratify BPW Action #19.018 - Award Professional Engineering Services Contract.

Council Meeting
Common Council
February 18, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, February 18, 2019. Mayor Klynstra called the meeting to order at 7:00 p.m.

PRESENT: Council members – Mayor ProTem Gruppen, VanDorp, Kass, Timmer, Broersma,
Lam, Mayor Klynstra

ABSENT: Council members – None

Staff present: City Manager Klunder, City Attorney Donkersloot, Finance Director/Assistant City Manager Plockmeyer, Clean Water Plant Superintendent Engelsman, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by City Attorney, Jim Donkersloot.

The Pledge of Allegiance was recited.

19.019 Approve Consent Agenda

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the consent agenda as presented.

1. Approve minutes of the regular meeting of February 4, 2019.
2. Approve minutes of the work-study session of February 4, 2019.
3. Approve minutes of the Goal Setting Sessions of January 28 and January 30, 2019.
4. Receive for information minutes of the February 12, 2019 Personnel Committee.

Roll call.

AYES: Lam, Broersma, Gruppen, Kass, Timmer, VanDorp, Mayor Klynstra

No Votes: None

Absent: None

City Manager's Report

- Washington Avenue Project Update
With the purchase of the needed right-of-way at the last City Council Meeting and the Planning Commission's preliminary approval of the rezoning at 475 W. Washington, we were hopeful that we would meet the February 22 deadline by MDOT so we could be included with MDOT's bid letting in May. We found out today that the closing is scheduled for February 21 so we will be able to meet the February 22 deadline.
- FY 2019/2020 Budget
The staff budget reviews have been completed and we are well on our way to submitting a balanced budget to City Council at the end of March. The proposed budget will have a lot of operational focus as we look to address the full-time Fire/Rescue Chief, some operation upgrades in the Police Department and some other areas of City operations.
- Alcohol License Review Committee
The Alcohol License Review Committee will hold their review of the 2018 license operations on Wednesday, February 20 at 4:00 p.m.

At 7:05 p.m., Mayor Klynstra called to order the Public Hearing for Plascore, Inc. and Core Ventures, LLC.

No one was present from the public to address Council on the Act 198 District for Plascore, Inc. and Core Ventures, LLC. Olaf Huebner was present from Plascore and explained the project is going to be a 90,000 square foot building due to continued growth which will be for Aerospace parts.

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to close the Public Hearing. The motion carried. All voting aye.

19.020 Establish an Act 198 District for Plascore, Inc. and Core Ventures, LLC

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Act 198 Industrial Development District for Plascore, Inc. and Core Ventures, LLC.

Roll call.

AYES: Broersma, Gruppen, Kass, Timmer, Van Dorp, Lam, Mayor Klynstra

No Votes: None

Absent: None

19.021 Clean Water Rate Ordinance Amendment

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the amendment of Ordinance #987 to amend the existing Ordinance to provide that various charges will be established by a City Council Resolution rather than by a City Council Ordinance.

Roll call.

AYES: Gruppen, Kass, Timmer, VanDorp, Lam, Broersma, Mayor Klynstra

No Votes: None

Absent: None

19.022 Clean Water Plant Electrician/Utility Operator

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to accept the recommendation from the Personnel Committee to approve the Clean Water Plant Electrical/Utility Specialist position and place the position in a grade 6 as a result of a salary survey recently performed.

Roll call.

AYES: Kass, Timmer, VanDorp, Lam, Broersma, Gruppen, Mayor Klynstra

No Votes: None

Absent: None

19.023 Sick Leave Policy Amendment

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to accept the Personnel Committee's recommendation to approve the amendments to the City/BPW Paid Sick Leave Policy as presented with an effective date of March 3, 2019.

Roll call.

AYES: Timmer, VanDorp, Lam, Broersma, Gruppen, Kass, Mayor Klynstra

No Votes: None

Absent: None

Mayor Klynstra attended the MACC Executive Committee meeting this past month as a new member. This Committee meets once a month.

Mayor Klynstra attended the Ottawa Food Meeting last Thursday. This is a non-profit that distributes food to Ottawa County food pantries.

Mayor Klynstra walked in the Walk for Warmth on a Saturday a few weeks ago. He mentioned Consumers matches whatever is raised in this event.

Mayor Klynstra attended a Governmental Affairs breakfast this morning where Senator Gary Peters spoke.

Mayor Klynstra announced he will be running for Mayor again at the end of this term in November.

Mayor ProTem Gruppen attended the Community Enhancement Committee under MACC and she was re-elected Chairman. She stated Holland City has joined for the first time.

Being no further business to discuss, a motion was made and supported to adjourn the meeting at 7:21 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall
21 S. Elm, Zeeland MI
Monday, February 18, 2019
6:00 P.M.

PRESENT: Council members – Gruppen, VanDorp, Kass, Timmer, Broersma,
Lam and Mayor Klynstra

ABSENT: Council members – None

Staff present: City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, City Attorney Donkersloot, CWP Superintendent Engelsman, Street Supervisor Nienhuis, BPW General Manager Boatright and City Clerk Holmes

Mayor Klynstra called the meeting to order at 6:00 p.m.

Alice Avenue Drainage District

Ottawa County Water Resource Commissioner Joe Bush was present to explain the Alice Avenue Drainage District. He explained there is a resident at 592 Alice that has complained of backyard flooding. This homeowner ends up with the flow from his neighbors in his backyard. He uses a pump but he uses too much electricity doing this and also ends up burning out the pumps, having to replace them. Bush explained to the homeowner this isn't a county drain but rather a city infrastructure so Bush has been working with City Staff regarding this issue. Bush explained the process for a proposed drainage district for the Alice Avenue area which would require a Resolution for Application for Laying Out and Designating a Drainage District and a Resolution for Petition to Locate, Establish and Construct a Drain. The City may wish to petition the Ottawa County Water Resources Commissioner to establish a County Drain. Once the City petitions the OCWRC to look into the area, they appoint a Board of Determination that looks into the matter. That Board has a public hearing where they take testimony and ultimately make a determination if a drain should or should not be established. If they determine a drain should be established, the OCWRC then works to obtain bids on the project and develop a drainage district which does specially assess benefitting properties for the improvements. As is noted in the resolutions, the City will be liable for the at-large portion of the drainage district due to the water that is contributed by public rights-of-way.

Tonight's meeting is to educate Council on how the process works and to determine if the City wishes to submit an application and to petition the Ottawa County Water Resources Commissioner to establish a drainage district at a subsequent City Council Meeting.

Clean Water Rate Ordinance Amendment

The City of Zeeland contracts with Utility Financial Solutions (UFS) to perform Financial Feasibility Studies regarding the Clean Water Plant. After the study, UFS makes recommendations regarding rate and fee adjustments needed to insure the Clean Water Plant is properly positioned to succeed. Since 2005, the new rate and fee adjustments have been coming to Council for approval via ordinance changes which require legal and advertising fees as part of the ordinance amendment process. The ordinance currently allows the commodity charge, readiness-to serve, and system equity fee charge to be set by resolution. However, a number of other rates and fees (permits and inspections, industrial pretreatment program charges, surcharges, etc.) continue to be set by ordinance. With the proposed ordinance amendment, going forward these rate and fee adjustments will also be approved by resolution.

Adjustments are typically done during the budget adoption process and all rate and fees will be posted on the City of Zeeland Website in the Transparency section easily accessible for all to see.

Clean Water Plant Electrician/Utility Operator

The CWP has traditionally staffed a maintenance/operator position and that position has become vacant with the voluntary resignation of Ken Jipping. Equipment technology has evolved throughout the years and most of the equipment has become highly technical. What this means is newer equipment is filled with electrical components that need diagnosing and repair. Anything from diagnosing a bad motor, a variable speed drive or an electric module. In most of the CWP's repairs over the past year, electricians from DVT electric and Kennedy Industries were called in for their assistance. I believe that this open position is a great opportunity for the Zeeland CWP to position ourselves to repair and replace much of our own equipment going forward. This position will be renamed "Electrical/Utility Specialist" and will also do the previous maintenance (preventive and regular) that was performed by the old position, as well as perform Wastewater Operator duties.

Sick Leave Policy Amendment

Klunder explained that back in December, 2018, Governor Snyder signed two laws to modify the minimum wage and paid sick leave in Michigan. The City and BPW are in compliance with the minimum wage aspect however, the paid medical leave does require we make some amendments to our existing Paid Sick Leave Policy.

Miller Johnson gave us an overview of the new Michigan Medical Leave Law. The City/BPW must provide 1 hour of paid medical (sick) leave for every 35 hours worked. We currently provide 4 hours of paid sick leave per month worked (1 hour for every 43.33 hours worked for a full-time employee working 2080 hours per year). Additionally, we currently only provide paid sick leave to full-time employees. Under the new law, any employee that works over 25 weeks per year and averages 25 or more hours per week in the previous calendar year, will also be eligible to earn paid medical leave at 1 hour for every 35 hours worked. We can continue to cap the amount of paid sick leave hours earned in a fiscal year to 48 hours and we can also continue to cap the maximum amount of paid sick leave hour accumulated to 144 hours. The new policy means employees will earn their 48 hours of paid sick leave in a fiscal year at a faster rate (1 earned for every 35 hours worked versus every 43.33 hours worked) but they will not earn more paid sick time per year. It also means some part-time employees may start to earn paid sick leave if they worked more than 25 weeks per year and averaged 25 or more hours per week in the previous calendar year. We currently estimate that three part-time employees may start to earn paid sick leave. Another major adjustment in the policy that should be pointed out is the definition of when an employee may use sick time and whom the sick time may be used for. Both of these definitions have been expanded significantly. Klunder stated this new policy would not have a huge financial implication and if approved, this would go into effect March 3, 2019.

2019 Strategic Action Plan Development

Klunder reported we continue to integrate the ideas generated during the January 2019 goal setting sessions into our 2019 Strategic Action Plan document. In the Council Package, Klunder included the definitions that have been developed for the seven commitment areas to spread the Zeel in 2019. These definitions attempt to build from the key phrases for each commitment identified during the goal setting sessions. As staff worked on these definitions, we would like to offer a consideration to City Council to eliminate the "Business Forward" commitment. We have struggled a bit with what we are trying to accomplish with this commitment that is different from our "Economic and Community Development" commitment. Thus, we feel if there is a desire to retain the "business forward" language, maybe we could instead include it with the Economic and Community Development commitment. On the back of the vision graphic we have included the proposed action steps for City Council consideration. At your last meeting, City Council indicated a desire to retain the action steps that obtained seven or more votes. We have identified those actions steps on the vision graphic. We would suggest the elimination of the

“Huizenga Park Phase II” action step. This action step is well underway and we feel this particular action could be included as an operational goal for the Parks Department. We would also suggest the elimination of the “Implement Downtown Vision” action step. This is a very broad action step that seems redundant given there are a number of very specific action steps that are in fact part of implementing the downtown vision.

A couple of action steps that we are suggesting as additions to the plan are the Police Department Use of Body Cameras and Police Department Accreditation. Both of these actions will require a significant amount of resources (time and finances) to complete, as well as some policy implications for City Council to be involved with. We feel they are worthy of being included in the 2019 Strategic Action Plan. An additional item that staff has not settled on with the action steps is if they should be “ranked” by priority. Identifying them as Priority 1, 2 or 3 gives a connotation that some priorities are more important than others. Not necessarily a bad thing but there is some thought that simply listing them as priorities may be a better way to identify them in the action plan. City Council’s thoughts on this are welcomed. Finally, staff is in the process of writing outcome indicators for each of the identified action steps. We are hoping to start sharing those with City Council at your March 4 meeting.

Council was in favor of combining the “business forward” language with the Economic and Community Development commitment. Timmer stated she likes the addition of the Police items. Broersma stated he feels this is coming together nicely and feels Klunder and the staff are doing a good job.

Being no further business to discuss, the Work Study was adjourned at 6:54 p.m.

Pamela Holmes, City Clerk

Regular Meeting
Board of Public Works
February 19, 2019

The regular meeting of the Board of Public Works Commission was held at the BPW Administrative Office, 350 E. Washington Avenue, on Tuesday, February 19, 2019. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Dykstra, Cooney, Walters
ABSENT: Commissioners – None

Staff present: General Manager Boatright, Accountant Collins, Electric T&D Manager DeKraaker, Electric Power Supply & Market Operations Manager Mulder, IT Manager Carlton, Manager of Water Operations Levandoski, and Deputy Clerk Humphrey

Motion was made by Commissioner Dykstra and seconded by Commissioner Cooney to approve the minutes of the January 15, 2019 regular meeting. Motion carried.

Public Comment. No public comment given.

Financial Reports

The Board reviewed the financial statements and the cash disbursements for the month of January 2019.

19.016 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to approve the January cash disbursements and the regular monthly transfers for the month of February, 2019 as follows:

	<u>Electric</u>	<u>Water</u>
Receiving	(158,001)	(114,840)
Accumulated Debt Service	-	25,040
Plant Improvements and Contingency	117,600	89,800
General Fund (per charter provision)	40,401	-

Motion carried.

Electric Transmission & Distribution

Manager DeKraaker reviewed the Electric Department report and updated the Board on the Electric projects.

DeKraaker explained to the Board that adding two (2) 69 kV, and one (1) 138 kV disconnect switches to our existing Fairview Substation are needed in anticipation of the installation of the new 138/69 kV transformer.

19.017 Award Purchase of 3 Disconnect Switches for Fairview Substation

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to award the purchase of two (2) 69 kV and one (1) 138 kV disconnect switches for the Fairview Substation to Power Line Supply for a total price of: \$20,390.91 to Power Line Supply Inc./Hubbell Power Systems. Motion carried.

Electric Power Supply & Market Operations

Manager Mulder updated the Board on current operations status.

Mulder explained the need to replace the existing diesel fuel storage tanks at the Washington Ave. Generation Facility. The timeline for construction is Fall of 2019, when the operation of generation units is more limited. In order to proceed, the services of a professional engineering firm will be contracted to ensure that the design and construction meet the functional requirements, and satisfy all applicable standards and regulations.

19.018 Award Professional Engineering Services Contract

Motion was made by Commissioner Dykstra and seconded by Commissioner Query to award a not-to-exceed contract totaling \$14,700 to Prein & Newhof to provide professional engineering services associated with the design, bidding, and construction engineering of replacing the existing diesel fuel storage tanks at the Washington Avenue Generation Facility. The contract will be subject to the City Attorney's review and acceptance of the agreement and terms provided by Prein & Newhof, in addition to satisfying all licensing, insurance, and bonding requirements typical with services of this nature that are provided to the City. Motion carried.

Water Operations

Manager Levandoski reviewed the Water Department report and updated the Board on the Water projects.

Information Technology

Manager Carlton reviewed the IT Department's activities with the Board.

Fiscal Year 2020 Preliminary Budget Overview

- A. Budget Timeline
- B. Electric Budget Assumptions
- C. Electric Utility Fund Budget by Department
- D. Electric Utility Type Capital Improvements
- E. Water Budget Assumptions
- F. Water Utility Fund Budget by Department
- G. Water Utility Type Capital Improvements

Future Events

- Next BPW Meeting – March 19, 2019
- APPA Legislative Rally, February 25-27, 2019, Washington, DC
- SANS Institute Industrial Control Systems (ICS) Security Summit, March 18-19, 2019, Orlando, FL
- SANS Institute ICS/Supervisory Control and Data Acquisition (SCADA) Security Essentials (Training), March 20-24, 2019, Orlando, FL
- Michigan Rural Water Assoc. (MRWA) Annual Conference, March 19 -22, 2019, Acme, MI (Water Mgr.)
- APPA Engineering & Operations Conference, March 31-April 3, 2019, Colorado Springs, CO
- APPA CEO Roundtable, April 14-16, 2019, Phoenix, AZ
- MPPA Stakeholder Meeting, May 23, 2019, Grand Rapids, MI

Motion was made and supported that the meeting be adjourned at 5:50 p.m. Motion carried.



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INTEROFFICE MEMORANDUM

TO: Mayor Klynstra and City Council Members
FROM: Kevin Plockmeyer, ACM/Finance Director
SUBJECT: Assistant City Manager's Report
DATE: March 1, 2019
CC: March 4th City Council Agenda

Generally speaking the week has been fairly uneventful, so there aren't too many updates.

Fire/Rescue Chief Appointment – At Monday night's meeting, City Council will have the opportunity to appoint Ross Tibbets as the City's next Fire/Rescue Chief. We are very excited to have Ross join the management team. This being said, a special thanks goes out to Mitch Harsevoort and his dedication to the Fire/Rescue Department in this time of transition and his role as Interim Fire/Rescue Chief since April 10 of last year.

City Management Team – If City Council approves the appointment of Ross to the position of Fire/Rescue Chief, our City Management Team will be full once again. As I prepare budgets for this coming year and review the personnel data, I find it surprising how many new members are part of both the City and BPW management team. In the past four years the management team has replaced all but four members including the BPW General Manager, Electric Power Supply & Market Operations Manager, Electric Transmission & Distribution Manager, Water Utility Operations Manager, Information Technology Manager, City Clerk/Personnel Assistant, Library/Community Center Director, Clean Water Plant Superintendent, Community Development Director/Assessor, Chief of Police, Assistant City Manager/Finance Director, and the Fire/Rescue Chief twice. Many of you have been instrumental in assembling this great team. We appreciate the time and effort you have given to this very important task, and from my perspective, this team looks to assist other team members in order serve the City and its residents in their highest capacity, so you can be proud of the job you have done.

Upcoming Meeting Dates - As a reminder, we have a few extra meeting dates over the next month for City Council to be aware of:

March 11 - Joint Meeting between the Planning Commission and City Council to review a draft of the Non-Motorized Pathway Plan at 6:00 p.m. at the HMCC.

March 25, 26, 27 (if necessary) – Budget review meetings

FEEL THE ZEEL



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City Manager Schedule - As a reminder, Tim Klunder will be out on vacation from Friday Evening March 1 until March 6. If you need immediate assistance while he is away, please do not hesitate to contact myself at kplockmeyer@cityofzeeland.com or by cell phone 616-368-7370.

Have a great weekend!

Kevin Plockmeyer, ACM/Finance Director

FEEL THE ZEEL



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INTEROFFICE MEMORANDUM

TO: Mayor Klynstra and City Council Members
FROM: Kevin Plockmeyer, ACM/Finance Director
SUBJECT: Fire Chief Appointment
DATE: March 1, 2019
CC: City Council Action Items March 4, 2019

Background

As part of its 2018 Strategic Action plan, City Council charged City staff with the following action step:

- “During Calendar Year 2018 evaluate Fire/Rescue service levels by examining such things as;
- a) Appointing a full-time Fire/Rescue Chief in order to pro-actively carry out such things as fire prevention, hazardous material planning, facility pre-plans, and inspections;
 - b) Eliminating priority three calls;
 - c) Utilizing police to assist with medical response through such things as AED’s in cars, etc;
 - d) Engage in discussions with other area fire/rescue departments as a means of addressing the challenges of availability/frequency of “paid-on-call” Firefighters/Medical First Responders; and
 - e) Evaluating other options that may be identified.”

Throughout 2018, the Fire/Rescue Service Delivery Committee examined these items and at the October 15, 2018 City Council meeting, presented their report for recommendation. As part of that report, the committee recommended that City Council proceed to make the Fire/Rescue Chief a full-time position. City Council accepted the recommendations of the committee at its November 5, 2018 meeting and also established a committee to move forward with the recruitment of a full-time Fire/Rescue Chief. This committee was comprised of Mayor Kevin Klynstra, Councilman Rick VanDorp, City of Zeeland Interim Fire/Rescue Chief Mitch Harsevoort, Zeeland Charter Township Fire Chief Phil Hunderman, and City Manager Tim Klunder. Many thanks go out to this team and the time and effort they put into the search process to find Zeeland’s next Fire/Rescue Chief.

The search process yielded 37 applicants for the position of which the committee interviewed 6 candidates. As a result of those interviews, the committee recommends that we offer the

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position to Ross Tibbets – see attached resume. Ross and City Manager Klunder worked out the details of the position subject to City Council confirmation of his appointment. At Monday's meeting, we are seeking Council action on that confirmation.

As you will see from Ross' resume, he comes with a great deal of experience. Ross is currently a Career Lieutenant/Acting Battalion Chief-EMT-P for the City of Kentwood Fire Department. In addition to his extensive firefighting and emergency medical response knowledge, Ross comes to us with experience supervising personnel during emergency and non-emergency operations and extensive community risk reduction experience including fire inspections, plan review, pre-incident plans, and fire code interpretation and enforcement. It was this experience that drew the committee to recommend Ross as the next leader of Zeeland's Fire/Rescue department. Our reference checks further confirmed our belief that Ross is the right individual for this important position in the city management team and we are very excited to have Ross join us.

Per the City Charter, City Council does need to appoint the Fire Chief. This is a full-time exempt (salaried) position with the City of Zeeland and does come with a full range of benefits. Per the recommendation Fire/Rescue Service Delivery Committee, the grade for the Full-Time Fire Chief is a grade 9 with a Fiscal Year 2018/19 salary range of \$69,798 to \$90,737 and has a mid-point of \$80,268. The proposed starting salary for Mr. Tibbets of \$84,000 is within the proposed range for the position.

As City Council is aware, a recent change in the vacation schedule provides vacation accruals more reflective of new employees that come with extensive experience and/or they are in a highly competitive job market. We meet both criteria in Ross' case so we will be providing three weeks of vacation at the start of employment and he will fall under the new vacation accumulation schedule. All other fringe benefits are consistent with the city's policies as well.

Subject to City Council's confirmation of Ross Tibbets' appointment to the position of Fire/Rescue Chief, he will work with his current employer to finalize his start date with the City of Zeeland with a target of April 15th. Ross will be present at Monday's to personally meet City Council.

Recommendation

Accept the recommendation of City Manager Klunder and the Fire/Rescue search committee to appoint Ross Tibbets as the City of Zeeland's Fire/Rescue Chief date subject to arrangements made with the City manager and that his starting annual salary be \$84,000.

Kevin Plockmeyer, ACM/Finance Director

FEEL THE ZEEL

Ross M. Tibbets

nison, MI 49428

December 28, 2018

Tim Klunder, City Manager
City of Zeeland
21 S. Elm St,
Zeeland, MI 49464

City Manager Klunder:

It is with great enthusiasm that I am applying for the position of Director of Fire/Rescue (Fire Chief) for the City of Zeeland Fire Department. I have lived and worked in Ottawa County for nearly 17 years and I am very familiar with Fire Department Operations in the County. My education, experience, and career interests would be a complement to the current management team. I have gained the core competencies and qualifications desired for this position, while learning what it means to be an effective leader.

I have been delegated significant personal responsibility, authority, and have been afforded the opportunity to serve in key leadership roles that have prepared me to pursue the challenging position of Fire Chief, including but not limited to the following:

- Emergency Medical Services (EMS) Instructor/Coordinator for the City of Kentwood, Blendon Township, Jamestown Township, City of Hudsonville, Gaines Township, and Byron Township.
- Extensive experience supervising 15-60 personnel during emergency and non-emergency operations.
- Experience communicating and working with all levels of personnel within public organizations, including elected officials.
- Extensive incident command experience at large and small scale incidents.
- Significant research and practical application of the latest fire service leadership and management practices.
- Extensive Community Risk Reduction experience to include; fire inspections, plan review, pre-incident plans, fire code interpretation and enforcement.
- Clear understanding of complex organizational environments and innovative methodologies to effectively motivate and challenge employees.
- Extensive experience in training program development, implementation, delivery, and evaluation.
- Experience with change management, including functioning in complex organizational environments.

In addition to my education and experience, I am a forward thinker and team player with well-honed interpersonal and communication skills, a positive "can do" attitude, and dedicated to the organizations I work for. What my résumé cannot do is express my enthusiasm and passion for what I do or who I am.

I believe that my experience and pragmatic leadership style would serve the stakeholders of the City of Zeeland to produce exceptional results, as the department looks to the future.

Thank you for your time and consideration.

Ross M. Tibbets

Ross M. Tibbets
Enclosures

Ross M. Tibbets

Jenison, MI 49428

Dedicated, visionary, and pragmatic fire service professional and educator with more than 20 years of diverse fire and rescue services experience.

WORK EXPERIENCE

City of Kentwood Fire Department

Career Lieutenant/Acting Battalion Chief-EMT-P

09/2002-Present

The City of Kentwood is a suburb of Grand Rapids, MI with a resident population of 52,000 and a daytime population estimated to be 80,000. The Kentwood Fire Department is an, all-hazards combination Fire Department with 60 employees. Calls for service in 2017 were over 4,600 from three (3) facilities. Function as the city-wide shift commander as acting Battalion Chief. Roles and responsibilities: customer service, fire suppression, Community Risk Reduction, vehicle extrication, medicals, various station duties as an engine company officer, and coordinator of the EMS Division. Committees include: Records Management, Radio, EMS, SCBA Repair, Building Maintenance, Technical Rescue and Haz-Mat Team (Air Support).

Georgetown Township Fire Department

Captain/EMS Coordinator-EMT-Paramedic

04/2005-10/2017

Georgetown Township is the most populated jurisdiction in Ottawa County with a resident population of approximately 52,000. Duties included but are not limited to: Incident Command large and small scale emergencies, supervision of 16 station personnel, responsible for station apparatus, equipment and payroll. Perform Duties of Fire Chief in the absence of Fire Chief. Coordinator of EMS Division: Develop EMS Policies. Committees: S.O.P. Radio, EMS, SCBA Repair, Dive Team Support.

State of Michigan

National Registry EMT and Paramedic Proctor

As Needed

Observe and grade students on National Registry practical skills to assess proficiency.

City of Wyoming Fire Department

Part-Paid Firefighter/EMT-Paramedic

5/1998-10/2002

Duties included: Emergency response, fire suppression, automobile extrication and public relations.

American Medical Response (Holland)

EMT-Paramedic

9/2000-11/2004

Respond to various types of medicals and treat patients per protocol.

Ross M. Tibbets

Jenison, MI 49428

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EDUCATION

Kalamazoo Valley Community College, Kalamazoo, MI – pursuing an A.S. in fire science.

- Completed 52 of the 62 credit hours needed for completion
- Honors List Fall semester 2009

Rogers High School, Wyoming

Graduated May, 1998

Grade Point Avg. 3.1

TECHNOLOGY – well versed in:

Works for Windows

Microsoft Word

Microsoft Excel

Microsoft Power Point

Adobe PageMaker

Desktop Publishing

Moodle

Fire Tools

NFIRS/NEMSIS

Emergency Reporting

Fire House and other Fire

Department Software.

CERTIFICATIONS & LICENSES

Fire Fighter I & II certified

Haz-Mat Operations certified

Drivers certified (MI Fire Fighting Training Council)

MI State Advanced Auto Extrication Certified

Rope Rescue Certified (MUSAR)

Terrorism EMS Certified

Terrorism Technician Certified

Emergency Response to Terrorism Certified

Clandestine Drug Lab Awareness Certified

Fire Chemistry Certified

FEMA Professional Development Certificate

Education Methodology

NIMS – Incident Command for Fire Service

MCTO-P

STICO

Fire Officer I & II

Fire Officer III

Paramedic Instructor/Coordinator

Michigan Fire Instructor

EMT-Paramedic Licensed

ACLS Licensed

BTLS Licensed

BLS Instructor Licensed

CPR Instructor Licensed

AED Instructor Licensed

PBLS Licensed

AED certified

CPR certified

Communicable Disease certificate

FEMA Leadership & Influence Cert.

Technician Level Ice Rescue

NIMS 100, 200, 700, 800 Certified

Incident Safety Officer

MCTO-D

Health and Safety Officer

Leadership I, II, & III

MFFTC Instructor Orientation

ACLS Instructor

Ross M. Tibbets

enison, MI 49428

CERTIFICATIONS & LICENSES (continued)

NFA – Fire Service Supervision
NIMS – 300 and 400
NFPA Fire Inspector I
State Licensed Fire Inspector
MSP Advanced Fire Investigation
Company Officer Seminar

PALS Instructor
NFA – Community Safety Educator
NFPA Plans Examiner
MSP Basic Fire Investigation
Leadership Exemplified
Haz-Mat IQ



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Job Description

Director of Fire/Rescue--Fire Chief

Supervised By: City Manager

Supervises: Deputy Chief of Fire/Rescue and Fire/Rescue Personnel

General Summary:

Under the general supervision of the City Manager, the Director of Fire/Rescue--Fire Chief directs all operations of the fire/rescue department in the protection of life, property and prevention/control of fire; oversees the operations of emergency medical services; conducts interviews; makes hiring recommendations; supervises all fire/rescue department personnel; and delegates or develops policies and procedures to ensure compliance with federal, state and local ordinances.

The Director of Fire/Rescue—Fire Chief is responsible for the overall management of administration and operations for Zeeland Fire Rescue including, Department Administration, Strategic/Operational Planning, Community Risk Reduction, Communications, and Recruitment/Retention of Personnel.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential functionsatisfactorily.

Job Function #1: Department Director and Commanding Officer

1. Manage and supervise firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.
2. Manage and supervise emergency medical services activities including administering first aid and providing other assistance as required.
3. Develop policies, procedures and guidelines to ensure compliance with Federal, State and Local laws and regulations to include, but not limited to: Fair Labor Standards Act, Right to Know, Hepatitis B, Hazardous Materials, Fire Fighter Training Certification, MIOSHA Requirement Part 74, NFPA Standards and Michigan Fire Prevention Act 207.
4. Ensure that the Incident Command System (ICS) is used at all emergency



operations and as Incident Commander, determine which apparatus and personnel will respond to alarms.

5. See that assigned duties are satisfactorily completed and that department rules and policies are followed by him or herself and members under his or her command, and will administer discipline when necessary.
6. Make recommendations for the appointment, promotion and dismissal of fire/rescue department personnel.
7. Prepare and administer the department budget and maintain expenditures within appropriated budget levels.
8. Maintain professional development by attending meetings, conferences and seminars, etc.
9. Responsible for delegation and/or completion of records and reports.

Job Function #2: Strategic/Operational Planning

1. Develop long term plans for improving and maintaining cost effective operations, including strategic planning.
2. Recommend the level and type of staffing needed to operate effectively.
3. Implements response objectives and guidelines for adequate operations.
4. Recommend the purchase of new equipment and direct the drafting of specifications for the equipment.
5. Recommend the improvement and replacement of firefighting equipment, emergency medical equipment, radio equipment and property of the fire/rescue department.
6. Supervises and plans facility maintenance projects.

Job Function #3: Community Risk Reduction

1. Oversees the administration of the Fire/Rescue Department's fire prevention program including fire and life safety inspections, local code enforcement, as well as enforcement of federal and state laws, and conducting community education programs.
2. Enforce all applicable Fire Prevention laws, regulations, codes and ordinances related to the protection of life and property.
3. Conducts building tours to inspect for fire hazards and familiarization purposes, leads the pre-incident planning program.
4. Works closely with the City of Zeeland Community Development Department.
5. Conducts site plan review for new and existing sites.
6. Administers the State of Michigan Fire Marshal Bulletin 9 Program for Hazardous Materials Survey and Planning.
7. Creates operational plans for the response to hazardous sites within the City.



-
8. Actively participates in the Ottawa County Local Emergency Planning Committee (LEPC).
 9. Responsible for investigation of each property damaged by fire to determine its origin and cause, valuation, damage and insurance.
 10. Administers responsibilities with the ISO Rating of Zeeland Fire/Rescue.

Job Function #4: Communications

1. Coordinates fire/rescue department activities with other municipal departments.
2. Authorizes the release of information to the press, and acts as the PIO for Zeeland Fire/Rescue.
3. Communicates with the City Manager and City Council on a routine basis.
4. Works closely with Ottawa County Central Dispatch to ensure timely and accurate information.
5. Actively participates in the Ottawa County Fire Chiefs Association, and the State of Michigan Fire Chiefs Association.
6. Performs related work as required.

Desired Knowledge, Skills, Abilities and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. An equivalent combination of education and experience listed below may be considered.

- Education requirements include a four (4) year college degree (preferably in Public Administration, Fire Science, or related field) or the equivalent job-related experience; and considerable advance training in fire administration, firefighting techniques and practices; and/or emergency medical services.
- Required experience includes ten years of experience in firefighting work and/or emergency medical services in a progressively responsible nature, including considerable experience in a supervisory capacity.
- Completed Michigan Firefighters Training Council Firefighter I and II, Fire Officer III, and appropriate level of licensure to meet the departmental license for MFR.
- Five years' experience as a Fire Officer.
- State of Michigan Fire Inspector Certification and Plan Review Certification.
- Thorough knowledge of modern firefighting methods and techniques and ability to



apply this knowledge to various fire control and fire prevention problems.

- Thorough knowledge of medical first responder methods and techniques and ability to apply this knowledge to various emergency medical situations.
- Thorough knowledge of the use and operation of a variety of firefighting/emergency medical equipment and apparatus.
- Ability to plan, assign and coordinate the work of a group of employees engaged in fire prevention, fire control activities, and emergency medical responses.
- Ability to maintain discipline, to lead and command personnel effectively, and direct personnel and equipment under emergency situations.
- Skill and ability to establish and maintain an effective working relationship with public officials, fellow officials, the media, and the general public.
- Ability to secure grants and administer grant funds/projects.
- Ability to prepare and monitor budgets.
- Ability to attend meetings and special events scheduled at night, weekends and at other than regular business hours.
- Skill in operating a personal computer and associated equipment as necessary to perform administrative job functions.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Maintain a valid Michigan driver's license.
- Residency requirement – Must live within 20 miles from the nearest City boundary line or meet residency requirement within six months from date of hire.
- Availability and flexibility to respond to daytime responses based upon need of the situation.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, maintain balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with firefighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Date: 11/21/18

**RESOLUTION FOR
APPLICATION FOR LAYING OUT AND DESIGNATING A DRAINAGE DISTRICT
CITY OF ZEELAND
ALICE AVENUE DRAIN**

At a _____ meeting of the City of Zeeland Council, held in Ottawa County, State of Michigan on the ____ day of _____, 2019, at _____ a.m./p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____
_____.

WHEREAS, the City requests the laying out and designating of a county drain drainage district, located in Ottawa County, pursuant to the Chapter 3 of Public Act 40 of 1956, as amended; and

WHEREAS, the City has determined that the laying out and designating of the proposed drainage district is necessary for the public health in the City; and

WHEREAS, the City will be liable for an assessment at large against it for a percentage of the cost of the proposed drain.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council does authorize the filing of an application with the Ottawa County Water Resources Commissioner for the laying out and designating of a drainage district.

BE IT FURTHER RESOLVED THAT the Manager is authorized to execute the application for the laying out and designating of a drainage district.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the application for laying out and designating a drainage district.

CITY OF ZEELAND

Dated: _____

By: Tim Klunder
Its: Manager

Yeas:
Nays:
Abstain:
Absent:

Resolution No.

I, the undersigned, being duly qualified and acting Clerk of City of Zeeland, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the City Council for the City of Zeeland at a regular meeting held on the _____ day of _____, 2019, and that notice of said meeting was given in accordance with the Open Meetings Act.

Cindy Humphrey, Deputy Clerk
City of Zeeland

Date

CITY OF ZEELAND

**APPLICATION FOR LAYING OUT AND DESIGNATING
A DRAINAGE DISTRICT**

ALICE AVENUE DRAIN

To the Ottawa County Water Resources Commissioner:

The undersigned is City of Zeeland, Ottawa County, Michigan. This application has been duly authorized by the governing body of City of Zeeland and requests that the Alice Avenue Drain Drainage District be laid out and designated under the provisions of Chapter 3 of Public Act 40 of 1956, as amended.

The proposed drain is necessary for the public health, convenience or welfare and is further necessary for the protection of the public health of City of Zeeland.

City of Zeeland will be liable for an assessment at large against it for a percentage of the cost of the proposed Alice Avenue Drain.

The tentative location of the proposed Alice Avenue Drain is as described in the Order Laying Out and Designating the Alice Avenue Drain Drainage District on file with the Ottawa County Water Resources Commissioner.

Dated: _____, 2019

By: Tim Klunder
Its: City Manager

By: Cindy Humphrey
Its: Deputy City Clerk

**RESOLUTION FOR
PETITION TO LOCATE, ESTABLISH AND CONSTRUCT A DRAIN**

CITY OF ZEELAND

ALICE AVENUE DRAIN

At a _____ meeting of the City of Zeeland Council, held in Ottawa County, State of Michigan on the ____ day of _____, 2019, at _____ a.m./p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____
_____.

WHEREAS, the City has determined that the location, establishment and construction of the proposed drain is necessary for the public health in the City pursuant to Chapter 4 of Public Act 40 of 1956, as amended; and

WHEREAS, the City will be liable for an assessment at large against it for a percentage of the cost of the proposed drain.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council does authorize the filing of a petition for the location, establishment and construction of the drain.

BE IT FURTHER RESOLVED THAT the Manager is authorized to execute the petition for the location, establishment and construction of the drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the petition for the location, establishment and construction of the drain.

CITY OF ZEELAND

Dated: _____

By: Tim Klunder
Its: City Manager

Yeas:
Nays:
Abstain:
Absent:

Resolution No.

I, the undersigned, being duly qualified and acting Clerk of City of Zeeland, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the City Council for the City of Zeeland at a regular meeting held on the _____ day of _____, 2019, and that notice of said meeting was given in accordance with the Open Meetings Act.

Cindy Humphrey, Deputy Clerk
City of Zeeland

Date

CITY OF ZEELAND

**PETITION FOR LOCATING, ESTABLISHING
AND CONSTRUCTING A DRAIN**

ALICE AVENUE DRAIN

To the Ottawa County Water Resources Commissioner:

The undersigned is City of Zeeland, Ottawa County, Michigan. This petition has been duly authorized by the governing body of City of Zeeland and requests that the Alice Avenue Drain be located, established and constructed under the provisions of Chapter 4 of Public Act 40 of 1956, as amended, to alleviate drainage issues in the Drainage District.

The proposed drain is located in City of Zeeland, Ottawa County, Michigan.

The proposed drain is necessary for the public health, convenience or welfare and is further necessary for the protection of the public health in City of Zeeland.

City of Zeeland understands that it will be liable for an assessment at large against it for a percentage of the cost of the proposed drain.

The tentative location of the proposed Alice Avenue Drain is as described in the Order Laying Out and Designating the Alice Avenue Drain Drainage District.

Dated: _____, 2019

By: Tim Klunder
Its: City Manager

By: Cindy Humphrey
Its: Deputy City Clerk