

Council Meeting
Common Council
February 4, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, February 4, 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, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by Councilmember Mary Beth Timmer.

The Pledge of Allegiance was recited.

19.012 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 January 21, 2019.
2. Approve minutes of the work-study session of January 21, 2019.

Roll call.

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

No Votes: None

Absent: None

City Manager's Report

Fire/Rescue Chief Interviews – Last week the Fire/Rescue Search Committee held interviews with six candidates for our Fire/Rescue Chief position. The interviews went very well with a number of viable options for our next Chief. The committee decided to individually process the interviews for a few days before proceeding forward. I suspect that we will have a process where we bring some of the candidates back to the city for a second round of interviews. We are hoping to confirm the next step in the process next week.

Fire/Rescue Retirement – Interim Fire/Rescue Chief Harsevoort informed me that Safety Officer Jas Wolters announced his retirement from Zeeland Fire/Rescue effective June 30, 2019. On that date Mr. Wolters will have 50 years of service with the city. Another amazing level of service displayed by a member of our community. The Fire/Rescue Department will be planning an appropriate recognition of Mr. Wolters over the next few months.

Winter Weather Service – Klunder wants to again recognize the amazing service of our City Council and staff this past week during several days of extremely difficult winter weather. The efforts were really above and beyond the “typical” call of duty and he is extremely proud to work alongside the dedicated public servants in the City of Zeeland and Zeeland Board of Public Works.

Planning Commission – On Thursday, February 7, the Planning Commission will hold their regular monthly meeting. A couple of items related to the Washington Avenue reconstruction project will be on the agenda. (1) The site plan for Captain Sundae and (2) Rezoning request for Landco Holdings.

City Manager Schedule – Klunder will be out of the office a good portion of Wednesday – Friday (Feb. 6-8) attending the Winter Michigan Municipal Executives (MME) Institute in Battle Creek, Michigan. This is the MME's largest training session of the year and it is nice opportunity to learn what is going on in other

communities and to learn best practices from fellow municipal executives. He will be traveling back and forth to Battle Creek as he also has City meetings on those days.

Non-Motorized Pathway Plan – At this point, this has not been completed. Klunder would like to receive feedback from Council and the Planning Commission regarding this. He would like to set up a joint meeting with City Council and the Planning Commission to receive an update on the status of the plan sometime in March.

19.013 Half-ton Pickup Purchase

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the bid in the amount of \$31,109.00 from Barber Ford for the purchase of a 2019 Ford F-150 pickup truck.

Roll call.

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

No Votes: None

Absent: None

19.014 Right-of-Way Purchase Agreement

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the Property Sale and Easement Sale Agreement with Landco Holdings, Inc. as presented.

*John Bouwens, 10231 Chicago Drive, expressed his concerns to Council that the GIS is messed up and the deeds are not reflecting the proper information for the property. He states the City's prints of the parcel are not matching the GIS. He doesn't understand how the sale can go through when the information is incorrect. Mr. Donkersloot stated once a Title Search is done it will reflect the proper information. Klunder stated everything the City is purchasing is outside of our existing right-of-way.

Roll call.

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

No Votes: None

Absent: None

19.015 Driveway Easement

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the Easement Agreement at 476 W. Main to allow for the construction of a driveway for Mr. Kevin Mokma as outlined in the presented Agreement.

Roll call.

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

No Votes: None

Absent: None

19.016 BL-196 Budget Amendment

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the Budget Amendment as presented for the funding of the BL-196 reconstruction project.

Roll call.

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

No Votes: None

Absent: None

19.017 Performance Incentive Payment

Motion was made by Councilmember Timmer and seconded by Councilmember Gruppen to approve the Fiscal Year 2018/2019 Organizational Performance Incentive payment of 1% based on the measured achievement of the 2018 Strategic Action Plan and the pay calculation methodology outlined in the City's Organizational Performance Incentive Plan.

Roll call.

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

No Votes: None

Absent: None

19.018 BPW Commission Appointment

Motion was made by Councilmember Lam and seconded by Councilmember VanDorp to appoint Jonathan Walters for the Board of Public Works Commission with said term to expire on June 30, 2021.

Roll call.

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

No Votes: None

Absent: None

It was noted that our City Street Department did an outstanding job keeping roads plowed during last week's storm and their efforts were appreciated.

Gruppen stated she has had several people comment about all the positive changes happening at the library.

Mayor Klynstra reported the MAX Bus Board Meeting has been canceled the last two Mondays due to weather last week and not having a quorum this week. He will get Council the information regarding ridership at the next meeting.

Being no further business to discuss, a motion was made and supported to adjourn the meeting at 7:30 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, January 21, 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 5:30 p.m.

Clean Water Plant Update

CWP Superintendent Engelsman wanted to give Council an update how far the plant has come from 2016 to 2018. He reported to Council the flows and how they progressed from having nothing in 2016 to 2017 when the plant started taking flows to 2018 when there was a full transfer of flows and strength of loading for the entire year. He explained the percentage differences that were mainly due to industry in the Township and also the fact there were many new houses that are using low flow faucets, toilets and showers.

Engelsman believes going forward the CWP needs to focus more resources in the Industrial Pollution Program. This means monitoring more industry discharge flows to prevent potential harm to the CWP and our receiving waters. They need to be more visible so industries know it is being watched what they are discharging. They will also be distributing Environmental Protection Tips of proper medicine disposal, proper grease disposal, rainwater is not waste water and disposable wipes are not flushable.

Half-ton Pickup Purchase

Street Supervisor Nienhuis explained the need to replace the 2004 Ford Ranger that they Maintenance Department uses with a 2019 Ford F-150 pickup. The longer/larger bed will allow them to haul supplies and equipment and a topper will protect the supplies from the elements. There was \$35,000 budgeted in 2018-2019 for this purchase. Nienhuis said they submitted four bid packets but they only received two back, one from Elhart and one from Barber Ford. The bid from Elhart spec'd out a 5.3-liter engine and Nienhuis said they have had quite a bit of trouble with those engines along with the fact they burn a lot of oil between service cycles. He is recommending the truck from Barber Ford in the amount of \$31,109.00.

Right-of-Way Purchase Agreement

Klunder explained the purchase of the Right-of-Way at 475 W. Washington is needed to construct the Roundabout. In the Council Package is the Property Sale and Easement Sale Agreement that will enable us to obtain the necessary right-of-way for the project. The primary components of the Property Sales and Easement Sale Agreement are as follows:

1. Purchase price is \$40,000.00 for the permanent right-of-way addition.
2. There will be a permanent easement on the existing Landco Holding's driveway on the west side of the property that will provide access to the BPW property adjacent to Landco's property. The purchase price of this permanent easement is \$1,448.37.
3. There is a 10' temporary grading easement that the City will need to provide the appropriate grading contours from the sidewalk onto Landco's property. For reference only, there is a draft

site plan for 475 W. Washington that shows this temporary grading easement behind the proposed sidewalk. There is no cost for this temporary grading easement.

4. We will subsequently convert the 10' temporary grading easement to a permanent landscaping easement. This 10' area will enable the City to plant trees behind the sidewalk to help create a landscaping buffer to the fence on Landco's property. There is no cost for this easement and the trees planted in this easement will be installed and maintained by the City.
5. The City will allow Landco to install a fence along the existing 40' front yard setback.
6. City staff will support a rezoning of the portion on Landco's property from commercial to industrial.
7. City staff will support the use of the east driveway for both industrial and commercial uses.

City staff recommends to Council to approve the agreement so staff can immediately start working on the closing of the property so we can get in a upcoming bid schedule with MDOT.

Mokma Driveway Easement

In order for the City to construct the roundabout at the intersection of W. Main and W. Washington, we will need to relocate the driveway to 480 W. Main (Kevin Mokma's house). To accommodate this relocation, the City needs to provide an easement across our property at 476 W. Main. According to the agreement, the City will be responsible for the initial construction of the driveway. This cost will be part of the overall Washington Avenue reconstruction project. Klunder also noted the agreement does maintain the City's ability to utilize this access to our property at 476 W. Main in case we do develop the property at some point in the future.

BL-196 Budget Amendment

Plockmeyer reported back in the fall of 2017, Holland and Zeeland Charter Townships, and local businesses showed their support for the reconstruction of BL-196 by committing resources to fund the local match portion of the project. These commitments were as follows:

- City of Zeeland \$300,000
- Holland Charter Township \$234,000
- Zeeland Charter Township \$ 74,000
- Private Sector \$200,000

At its June 18, 2018 Meeting, City Council approved a Special Trunkline Contract with MDOT for the reconstruction BL-196. At this meeting, it was indicated that the local match for the project would be \$615,000, and the breakdown of that contribution would be as follows:

- City of Zeeland \$134,211
- Holland Charter Township \$104,684
- Zeeland Charter Township \$ 33,105
- MACC \$ 85,000
- OCRC (CMAQ) \$ 58,000
- Private Sector \$200,000

Since this June 18 Council Meeting, the project has been constructed and the reimbursement process began. During this reimbursement process, it came to our attention that the local match portion for the MACC and the OCRC were in the form of Grant Funds that were to be written into the project agreement with MDOT. This contribution has resulted in funding issues that we were not aware of until recently. The first issue is the issue that the Ottawa County Road Commission grant contribution was never written into the project agreement. Because of the nature of this funding, this contribution was forfeited as a result, so the other contributors will be responsible for this lost funding. The second issue involves the Macatawa Area

Coordinating Council's contribution. This grant was written in the project agreement, but unfortunately should not have been factored into the local contributions as presented, and because of this consideration this contribution was in effect calculated twice. Because of these two issues the local contribution as presented on June 18, was incorrect. If we take the accounting of these grants into consideration, the local match for the project will now be as follows:

- City of Zeeland \$204,770
- Holland Charter Township \$159,720
- Zeeland Charter Township \$ 50,510
- Private Sector \$200,000

While this amount is more than was presented at the June meeting, these amounts are still less than the local partners committed to originally. Because these amounts are more than we budgeted, we are seeking Council's approval for a budget amendment to account for this change. This amendment is as follows:

Decrease the anticipated revenue for account 466-000-588 by \$113,619
Decrease the anticipated expenditure for account 466-451-818.033 by \$85,000

Net decrease on Fund Balance \$28,619

While we are still awaiting the final bills on the project from MDOT, due to the nature of the project agreement with MDOT, the local contribution was capped at \$615,000, so the new amounts presented should be the maximum amounts that will need to be contributed to the project.

Cityside Middle School Traffic Study

In November of 2018 city staff met with administrators from Zeeland Public Schools (ZPS) to discuss concerns we mutually had regarding the mid-block pedestrian crossing on Main Avenue by Cityside Middle School. To help evaluate our concerns we solicited the input of our traffic engineer, Pete LaMourie of Progressive AE. In addition to evaluating the mid-block crossing we thought we would also evaluate the possibility of returning the block of Centennial from Main to Central back to two-way operation. City staff are extremely grateful for the collaborative spirit and dialogue we had with ZPS during this review process. The results of the review from Progressive is there are three primary recommendations:

1. Remove the mid-block crossing on Main Avenue for the reasons noted in the report. Both city staff and ZPS Administration agree with this recommendation and we will be removing this mid-block crossing at the conclusion of the 2018/2019 school year.
2. Return Centennial from Main to Central to two-way operation for the reasons noted in the report. City staff and ZPS Administration agree with this recommendation. Before Implementing this change, city staff would like input from City Council and the Planning Commission. We would also suggest holding a public hearing on this change before a final recommendation is made.
3. An ancillary part of the report is the consideration of ZPS adding an ingress/egress point from the south parking lot to Central Avenue. As you will see from the report, Progressive AE would support this addition if designed with good access management principles in mind. City staff supports this recommendation. ZPS will likely proceed with this alteration but no final determination has been made. We have asked ZPS to share their plans for this alteration with the Planning Commission before proceeding.

Klunder is looking for feedback from City Council regarding the recommendation to return Centennial to two-way operation. We will also be seeking feedback from the Planning Commission at their

February 7th meeting. Klunder suggests a public hearing be held on the matter, if Council is in agreement, and that the change take place after the 2018/2019 school year.

Performance Incentive Payment

In the 2018/2019 Budget City Council authorized up to 1% of base wages for an organizational performance incentive payment. Under the program guidelines (attached), the calculated payment is based on the city's measured performance in relation to our strategic action plan. At the last City Council work/study session we reviewed our performance in relation to the 2018 Strategic Action Plan. That scorecard assessment is also attached. Based on our scorecard assessment, and under the program's pay calculation methodology, qualifying employees are eligible for a 1% payment given the 84.81 point total on our scorecard assessment. A measured point total over 80 points equates to 100% distribution of the budgeted amount per the program's guidelines. While this point total was lower than previous point totals, a great deal was still accomplished by staff in spite of several departments dealing with personnel vacancies throughout 2018.

Strategic Action Plan Goals Follow Up

Klunder included in the Council Package the raw data that was gathered over the two evenings of the Goal Setting Process. This includes our efforts to start to define the seven key ways the City will spread the Zeel in 2019 and the specific action steps (with vote totals) under each of those goals. After evaluating the results of our goal setting sessions, Klunder suggested narrowing the definitions of our seven key ways to spread Zeel and narrow the list of action steps for 2019. Klunder noted downtown consistently is weighted heavily. After discussion, Council was in favor of starting out with Action Steps that had 7 votes or more.

Being no further business to discuss, the Work Study was adjourned at 6:57 p.m.

Pamela Holmes, City Clerk