

Council Meeting  
Common Council  
April 1, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, April 1, 2019. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council members – Broersma, Lam

Staff present: City Manager Klunder, Library/Community Center Directory Wood-Gramza, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by Mayor Klynstra.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to excuse Councilmembers Broersma and Lam due to personal reasons. Motion carried. All voting aye.

19.040 Approve Consent Agenda

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

1. Approve minutes of the Regular Meeting of March 18, 2019.
2. Approve minutes of the Work Study of March 18, 2019.
3. Approve for information the minutes of the Board of Public Works from March 19, 2019.
4. Ratify BPW Action #19.019 – Approve Cash Disbursements and Regular Monthly Transfers.
5. Ratify BPW Action #19.020 – Award the Riley Substation Testing and Maintenance Project.
6. Ratify BPW Action #19.021 – Award the Fairview Transformer #1 LTC Repair Contract.
7. Ratify BPW Action #19.022 – Approve the Purchase and Annual Maintenance Fees for Reports Anywhere.
8. Ratify BPW Action #19.023 – Approve Professional Services Contract.
9. Ratify BPW Action #19.024 – Approve Bid Recommendation to Replace Windows for Power Plant.
10. Ratify BPW Action #19.025 – Approve Bid Recommendation to Remove Helder Park Wind Turbines.
11. Ratify BPW Action #19.026 – Approve MPPA Short-Term Bilateral Power Supply Transaction.

Motion Carried.

Roll call.

AYES: Timmer, VanDorp, Gruppen, Mayor Klynstra

No Votes: None

Absent: Broersma, Lam

Barbara Lee VanHorsen, 19 Lafayette, Grand Haven, MI. Barbara is from Extended Grace and was present to address Council regarding a Town Hall Meeting on mental illness on April 15 at 6:30 p.m. which will be held at the Butternut Event Center in Holland.

Mayor Klynstra reported the Zeeland Action Coalition will be showing a movie, Ripple Effect, at the DeWitt Auditorium on Thursday, April 25 at 7:00 p.m. This movie deals with suicides, mental illness, etc.

## ***City Manager's Report***

### *FY 19/20 Budget Follow-up*

Klunder thanked City Council for their attendance at last week's budget sessions as we look to put the FY 19/20 budget in place. It is anticipated the Public Hearing will be on Monday, May 6 as City Charter states the budget must be adopted no later than the first meeting of May.

At the April 15 Council Meeting, Macatawa Greenway/Project Clarity will provide an update. We are also working to have Neighborhood Connections attend that meeting as well.

### *Expectations of City Councilmembers Serving on Boards*

At an upcoming work-study session, City Council desired to have a discussion around what the expectation is for a City Councilmember representative to a non-profit organization, board or commission. Klunder has not been able to find any written expectations other than expectations for a formal City organization such as the Planning Commission. This discussion will take place at the next City Council Work Study session on April 15.

### *Library Advisory Board Update*

Klunder included in the Council Package the Library Advisory Board packet from their March 19<sup>th</sup> meeting which included an update on the status of their strategic planning process and a proposal to launch a curbside pick-up service.

### *MAX Bus Ridership Reports*

Also included in the Council Package were reports from the Macatawa Area Express on MAX ridership.

Councilmember Kass asked when Rich Street will be completed. Klunder asked for a couple of weeks and he should have the answer.

### 19.041 Proclamation – National Day of Prayer and Allow Signs at City Hall

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Proclamation for the National Day of Prayer on May 2, 2019 and allow signs to be placed at City Hall. Motion Carried.

Mary Okkema, 8907 N. Clearwater, was present and gave a personal invitation for everyone to attend.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

### 19.042 Loader Bid Award

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to approve the purchase of the Michigan Caterpillar 914M at the price of \$139,950 and sell the CAT 908 to the Clean Water Plant at a cost of \$28,000 so the net cost would be \$111,950. Motion Carried.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

### 19.043 Howard Miller Library/CC Boiler Design Proposal Award

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to award the boiler replacement design and related work to GMB as written in their proposal for the amount of \$36,000 charging \$18,000 to the 2018-19 library capital improvement budget and \$18,000 to the 2018-19 community center capital improvement budget. Motion Carried.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

19.044 Property Purchase – 3 East Main

Motion was made by Councilmember Timmer and seconded by Councilmember VanDorp to approve the Buyer's Offer as presented and authorizes the use of up to \$330,000 from the City's Building Fund to assist with such things as the purchase of the property, inspections, closing costs and to provide some initial funds to plan for the use of the site. Motion Carried.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

19.045 Resolution – Dissolve Local Development Finance Authority

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to adopt the Resolution Dissolving the City of Zeeland's Local Development Finance Authority (LDFA). Motion Carried.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

19.046 2019 Strategic Action Plan Adoption

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to approve the 2019 Strategic Action Plan and approve the action step/operational goal point values for purposes of measuring staff's performance per the City's Organizational Performance Incentive Plan at the conclusion of 2019. Motion carried.

Gruppen thanked Klunder and his staff for doing a job well done and she is proud of the document.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

19.047 FY 19/20 Budget Hearing Resolution

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to approve the Fiscal Year 2019/2020 Budget Hearing for Monday, May 6, 2019 at 7:15 p.m. Motion Carried.

Klunder reported copies of the budget can be found on the City's website, in the City Clerk's office and at the Howard Miller Library.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

Mayor Klynstra reported he went to the MML on Tuesday for a Mayor's Board Meeting. Governor Witmer spoke and she gave a very good speech regarding the proposed gas tax and why we need it. It is something we need and she is looking towards the future. Mayor Klynstra and Klunder on Wednesday attended Stability in Government. It starts with us and we need to be listeners and make amends.

Being no further business to discuss, motion was made to adjourn at 7:29 p.m. Motion carried.

---

Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall  
21 S. Elm, Zeeland MI  
Monday, April 1, 2019  
6:00 P.M.

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

ABSENT: Council members – Broersma, Lam

Staff present: City Manager Klunder, City Attorney Donkersloot, BPW General Manager Boatright, Street, Cemetery and Parks Supervisor Nienhuis, Library/Community Center Director Wood -Gramza, Facilities Maintenance Supervisor Venlet and City Clerk Holmes

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

Extended Library Hours Proposal

Library/Community Center Director Wood-Gramza explained the Howard Miller Library was assigned the task of investigating whether or not additional operational hours were needed and desired by the community. In October that year, a survey was randomly distributed to adults receiving services through the BPW. There was a total of 183 responses with a 161 indicating the were current library patrons utilizing services at least twice a month. Since that original survey was conducted over a year ago, another survey was conducted in January, 2019. There were 340 respondents from the most recent survey made available on-line and in paper format within the library. Based on the survey responses received, it is recommended City Council consider adopting the following operational hours for the Howard Miller Library:

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 3:00 p.m.

This schedule would provide an additional 4.5 hours of access to the library building and its staff. From a financial standpoint, operational costs will not increase for the earlier, weekday opening. The additional weekend hours will necessitate an increase in staffing hours on Saturdays and throughout the week to ensure adequate staffing levels. This increase has been included in the proposed FY 2019-2020 budget.

Gruppen was concerned about the extra hours for staff. Wood-Gramza explained that staff would be on a rotation basis for the extra hours.

VanDorp wondered about seasonal hours and Wood-Gramza feels that could be an option if Council feels that would be in the best interest for the community.

Loader Bid Award

Street, Cemetery and Parks Supervisor Nienhuis explained that the motor pool has been looking at replacing the Michigan Caterpillar 908 small loader which is used to pick up leaves, brush, load salt and use in concrete removals. Three loaders were tried out; one was from AIS (John Deere), ALTA Equipment (Volvo) and Michigan Caterpillar (Cat). Each were used in various applications and the general consensus was the Michigan Cat 914M fit the various applications the best. The bid amounts were ALTA Equipment - \$122,895, AIS Equipment - \$146,500 and Michigan Caterpillar - \$139,950. The difference in pricing is because ALTA Equipment could not follow 7 of the specifications of which 5 are very important. AIS could follow all the specifications but also had a standard steering application

that boosted the cost of this machine higher than what we wanted to spend. The Michigan Cat also met all specifications and is the one that is being recommended to purchase. The Clean Water Plant is interested in purchasing the old Cat 908 for \$28,000 so the net cost would be \$111,950.

#### Howard Miller Library/CC Boiler Design Proposal Award

Facilities Maintenance Manager Venlet explained in the FY2018-19 budget, funding has been approved to begin the design work for replacing the two 25-year old Lochinvar hot water heating boilers at the Howard Miller Library and Community Center.

GMB was contacted to design an updated heating system that would include two new high efficiency hot water boilers, two new hot water heat pumps with variable frequency drives and one new hot glycol pump with a variable frequency drive. All equipment will be sized for heating the building and the existing snow melt areas at the East and West entrances. In addition, the chilled water system for the building air conditioning would be re-designed and a second chilled water circulating pump would be installed giving a backup in case of pump failure. In referencing Scenario 4 in the recent snow melt study and master plan, staff requested an add alternate which would include upsizing the two new high efficiency boilers as large as can be done using our existing venting and discharge duct work, two new hot water heat pumps with variable frequency drives, one new hot glycol pump with a variable frequency drive, two glycol circulating pumps for a potential snow melt loop with variable frequency drives, a large capacity heat exchanger to heat glycol for a potential snow melt system, two hot water circulating pumps for heating glycol and installing snow melt loop piping in the lower level and be terminated at the foundation making connections available in the future. The new glycol pump would be relocated in the boiler room to free up space for any additional heating system that is proposed in future years. It is recommended to award the boiler replacement design and related work to GMB in the amount of \$36,000.

#### Property Purchase – 3 E. Main

City Manager Klunder reported the City was recently made aware that the property at 3 E. Main was going to be listed on the Multiple Listing Service (MLS). This parcel has been identified as an important corner in our Downtown Vision Plan so we started to have discussions with the realtor about the City purchasing the property. The City would like to purchase the property for \$286,300 with City Council approval. In the recent Downtown Vision Plan in 2018, redevelopment of this corner has been elevated to one of the top six priorities of the entire plan. The Vision is for downtown to have strong corners at every intersection along Main from State to Maple. The goal is to improve every corner property so that it is functioning at its highest potential use – with new or refurbished buildings, fresh vibrant tenants, or, if the corner is not developed, improved landscaping should be encouraged until a more significant improvement can be achieved.

The proposed purchase of the building would come from the City's Building Fund. Staff recommends that City Council approve the use of \$330,000 from the fund to allow for the purchase of the property, conduct some inspections, assist with closing costs and provide some initial funds to plan for the use of the site.

#### Resolution to Dissolve Local Development Finance Authority

Klunder explained he recently responded to a survey from the State of Michigan as they were trying to find out how many finance authorities were out there besides Brownsfield. Apparently, a new law went into effect January 1, 2019 governing tax increment financing districts such as our Local Development Finance Authority (LDFA). Under the new law, our LDFA must submit our current development plan and tax increment plan for the Authority by April 1, 2019.

Back in the 1990's we set up our LDFA to assist with the development of a wastewater treatment at Mead Johnson for their expansion project. The incremental taxes captured on the project expansion

helped repay the bonds. Once the bonds were fully paid in 1998, Mead Johnson took ownership of the plant. There has been no tax capture since the bonds were paid off in full. The City has not had a need for the LDFA since the original development plan and tax increment plan were completed in 1998. However, since that time the City has kept the LDFA in place in case we had another project come forward. With the recent adopted law, it appears we should dissolve our LDFA since an Authority that completes purposes for which it was organized shall be dissolved by resolution of the governing body. The LDFA has no assets as all assets at the completion of the project in 1998 were appropriately distributed to the taxing jurisdictions of the original tax capture. This has been reviewed with City Attorney Donkersloot and it is agreed that the LDFA should be dissolved at this time. If a future project would benefit from a LDFA, we could reestablish at that time.

#### 2019 Strategic Action Plan Adoption

Since January 2019, City Council has been working on finalizing the 2019 Strategic Action Plan. Klunder believes we are now to the point of adopting the Plan. In addition to adopting the Plan, we need to establish the point values that are assigned to each action step and operational goal of the Plan. This is an important step as the performance on the Strategic Action Plan ties directly to the performance incentive program proposed in the FY 2019-20 budget.

In the past, points were distributed between wrap-up, invest now, someday and operational goal categories. Without the timing categories 2019, a new point distribution system is necessary. For 2019, we are proposing that the action steps subtotal be valued at 75 points and the operational goals subtotal be valued at 25 points. Klunder explained how to arrive at the point value for each action step and operational goal. Staff is recommending City Council approve the 2019 Strategic Action Plan as presented and approve the action step/operational goal point values for purposes of measuring staff's performance per the City's Organizational Performance Incentive Plan at the conclusion of 2019.

#### 19/20 Budget Hearing Resolution

This will be established at the May 6, 2019 City Council Meeting with a Public Hearing at 7:15 p.m.

#### National Day of Prayer Proclamation and Allow Signs at City Hall

Mayor Klynstra proclaimed the National Day of Prayer will be Thursday, May 2, 2019. In addition to approving this Proclamation, Council is being asked to authorize placing signs on City Hall property acknowledging this day.

Being no further business to discuss, the Work Study was adjourned at 6:56 p.m.

---

Pamela Holmes, City Clerk