

Council Meeting
Common Council
April 15, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, April 15, 2019. Mayor Klynstra called the meeting to order at 7:05 p.m.

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

ABSENT: Council members – None

Staff present: City Manager Klunder, City Attorney Donkersloot, Library/Community Center Directory Wood-Gramza, Police Chief Jungel, Marketing Director deRoo, CWP Superintendent Engelsman and City Clerk Holmes

The invocation was offered by Pastor Greg TenBrink, Community Reformed Church.

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

19.048 Approve Consent Agenda

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

1. Approve minutes of the Regular Meeting of April 1, 2019.
2. Approve minutes of the Work Study of April 1, 2019.
3. Approve for information the minutes of the City Council Budget Sessions of March 25 and 26, 2019.
4. Receive for information the draft minutes of the Cemetery/Parks Commission of March 20, 2019.

Motion Carried.

Roll call.

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

No Votes: None

Absent: None

City Manager's Report

Rich Avenue

Klunder reported we continue to work with the contractor on identifying a schedule for the completion of Rich Avenue. There appears to be about 15 working days needed to complete the project, we just need a start date.

474 (Old Water Tank) and 476 W. Main Property

At their meeting on April 11, the Planning Commission voted unanimously that the properties at 474 and 476 W. Main were determined to be excess property. A resolution/second reading is not required at the Planning Commission level for this action. The decision came after a lengthy public hearing at which residents on Lee Street, whose properties abut 474 W. Main, voiced their concern over the City disposing of the lot. This action by the Planning Commission was the first step necessary in order for the City to dispose of these properties. At our May 6 Council Meeting, we will discuss the next steps in the process.

W. Washington Project

Klunder reported the Washington Avenue reconstruction project was included the May 3 MDOT bid letting. Our sincere thanks to MDOT for allowing this project to be included as part of this letting. Being a part of this bid letting is quite helpful in ensuring that this can be completed as part of the 2019 construction season.

Fire/Rescue Chief

Monday, April 15 will be the first day for full-time Fire/Rescue Chief, Ross Tibbets. Please feel free to stop by and welcome Chief Tibbets if you get the opportunity. We are tentatively planning to have the public swearing-in ceremony at the May 6, 2019 City Council Meeting.

19.049 Extend Library Hours

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to approve expanding the operational hours of the Howard Miller Library to include opening at 9:00 a.m. on the weekdays and closing at 3:00 p.m. on Saturdays effective Tuesday, September 3, 2019. Motion Carried.

Roll call.

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

No Votes: None

Absent: None

19.050 Roosevelt Fire Station Apparatus Roof Replacement

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to award the Roosevelt Fire Station roof replacement project to Mikalan Roofing for the amount of \$21,340.00 and the charge the project to the FY2018-19 Roosevelt Fire Station Capital Improvement Budget.

Roll call.

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

No Votes: None

Absent: None

19.051 Disband Downtown Design Committee

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to approve dissolving the Downtown Design Committee and assign all responsibilities of the Downtown Sign Incentive Program to the Shopping Area Redevelopment Board. Motion Carried.

Roll call.

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

No Votes: None

Absent: None

19.052 Authorize Placing Unpaid Utilities on 2019 Summer Tax Roll

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to authorize utility charges which have remained unpaid for three (3) months be placed on the 2019 Summer Tax Roll against the property to which said services were rendered if such charges are not paid by April 30, 2019. Motion Carried.

Roll call.

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

No Votes: None

Absent: None

19.053 Arbor Day Proclamation

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to approve the Arbor Day Proclamation for April 26, 2019 that will be read by Councilmember VanDorp at the Zeeland Cemetery. Motion Carried.

Roll call.

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

No Votes: None

Absent: None

19.054 SARB Appointment

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to appoint Eric Barnes to the SARB Board with said term to expire on February 16, 2022. Motion carried.

Roll call.

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

No Votes: None

Absent: Broersma, Lam

Mayor Klynstra reminded Council about the Tulip Time Luncheon and to let City Clerk Holmes know if there is any interest in attending.

Mayor Klynstra attended the Legislative Breakfast at the Chamber and he stated Al Dannenberg asked when the insurance was going to be lowered in Michigan. The answer given was they may have something on this by summer.

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 15, 2019
6:00 P.M.

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

ABSENT: Council members – None

Staff present: City Manager Klunder, City Attorney Donkersloot, Library/Community Center Director Wood - Gramza, Facilities Maintenance Supervisor Venlet, Marketing Director deRoo, CWP Superintendent Englesman and City Clerk Holmes

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

Macatawa Greenway and Project Clarity

During the 2019/2020 budget sessions, City Council asked for the Macatawa Greenway to provide an update on their projects as well as Project Clarity. As you are aware, the City has financially supported the efforts of both organizations for a number of years. They once again sought financial assistance from the City in the FY 2019/2020 budget (see attached letter). The proposed budget does include a one-year commitment for renewed funding in the upcoming budget.

Dan Callam, Greenway Manager of the Outdoor Discovery Center, 4214 56th Street, Holland, MI was present to give Council an update. The Macatawa Greenway is the first ever connected trailway connecting from Zeeland out to Lake Michigan. In the next year, road signage will be installed showing this route and the Greenway partnership will work to market this exciting recreational resource to the community.

Project Clarity has been going for about six years and have had about 137 projects since 2013. In addition to habitat projects, 2018 saw a focus on agricultural projects including grassed waterways, cover crops, residue management, gypsum and assisting the purchase of a cover crop seeder. This year alone, 2,200 acres of new crops were planted with grant and local funds. Project Clarity was also awarded a pair of grants from the Michigan Department of Agriculture and Rural Development to pilot filters designed to trap dissolved phosphorus. Laid out similarly to a septic system and using iron slag leftover from industrial processes, these systems will capture water running out of tiles lines at the edge of farm fields, removing phosphorus and sediment before the water reaches nearby streams.

The Annis Water Resources Institute and local design firm TwistThink have been piloting a real-time, remote water clarity system. The system will relate water turbidity data from water quality sondes to project partners via a cellular network. This will help their team monitor streams remotely and help notify them when further monitoring is needed.

Neighborhood Connections

Norm Buursma, 23 Taft Street, Zeeland, MI, Connector for the Neighborhood Connections sites in the City of Zeeland, was present at tonight's Council Work Study Session to give an update on Neighborhood Connection's activity in the City. Buursma reviewed the organizations 2018 Annual Report, informed Council of the work being conducted in the neighborhood and the impact the program is having.

Neighborhood Connections became a 501 (c) (3) Nonprofit Public Charitable Organization last year. They create strong neighborhoods where people are working together and using their talents to improve the quality of the Zeeland Community. Their approach to community development is Asset Based Community Development (ABCD) and has five major elements: 1). The practice of active listening about community concerns, 2). Utilizes residents' assets and skills to improve neighborhoods, 3). Focus on a resident's economic development in order to

obtain and maintain a sustainable lifestyle, 4). Practices developing leaders in the community, 5). Promotes and organizes neighborhood events to promote resident and community attachment. Neighborhood Connections works with residents in the areas of: financial counseling, family counseling, mentoring and assisting in setting attainable life goals. They work with the City of Zeeland to resolve residents code violations and residents who approach the city with a need outside the scope of City Services. They are regularly involved with the elderly in Zeeland by connecting them with residents who can provide transportation for doctor appointments, obtain prescriptions and purchase groceries. In addition, the Neighborhood Connector organizes residents to check in with the elderly to ensure their safety and well-being. Neighborhood Connections is committed to building a stronger Zeeland Community and Buursma thanked Council for their support.

Extended Library Hours

Wood-Gramza was present to discuss the Howard Miller Library Extended Hours Proposal. In 2017, Howard Miller Library was assigned the task of investigating whether or not additional operational hours were needed and desired by the community. In October of that year, a survey was randomly distributed to adults receiving services through BPW. There was a total of 183 responses with 161 indicating they were current library patrons utilizing services at least twice per month. Because the 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 a paper format within the library. The original report from the 2017 survey and the supplemental report from the 2019 survey are attached for your reference.

Based on the survey responses received, it is recommended that City Council consider adopting the following operational hours for the Howard Miller Library:

Monday-Thursday—9:00 am – 8:00 pm
Friday—9:00 am – 5:00 pm
Saturday—9:00 am – 3:00 pm

This schedule would provide an additional 4.5 hours of access to the physical library building and its staff. From a financial standpoint, operational costs will not increase for the earlier, weekday opening. This will be realized through on-going workflow efficiency efforts. 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 presented to City Council on March 26, 2019. This matter was presented as written in this memo to the City Council during the Monday, April 1, 2019 work study session. There were some questions regarding possibly offering this expansion on a trial basis or on a seasonal basis. It is Wood-Gramza's recommendation that we don't pursue a trial basis or seasonal schedules as patrons don't typically react well to services being discontinued and seasonal hours can be confusing. Library staff will continue to work hard to communicate operational hours and any future changes in those hours. We will also be monitoring usage statistics for data driven decision making.

Disband Downtown Design Committee

Marketing Director deRoo was present to discuss the Downtown Design Committee. Since 2008, when the City of Zeeland was involved with the Main Street Associate Level Program, the Shopping Area Redevelopment Board (SARB) has had a sub group called the Design Committee that has reviewed applications for our downtown sign grant program and have made funding recommendations to SARB for their approval.

The present function of the Design Committee has been to review grant applications for our Downtown Zeeland Sign Incentive Program. The committee would then make funding recommendations to SARB for approval. The Design Committee has served a great benefit to SARB and the City for many years. However, due to the unpredictability of their meetings (meetings are called as needed when grant applications are received) and as committee membership has changed, we have come to a point where scheduling Design Committee meetings has become difficult to accomplish in a timely manner. Furthermore, since voting on the grant applications is ultimately a function of SARB, at this time staff feels it will be most efficient to shift the responsibility of all grant review to the Shopping Area Redevelopment Board. Staff has looked into past records and have not found anything that would contradict this change. SARB welcomes the task of being more involved with the grant applicants and providing feedback on how proposed sign concepts will best complement downtown Zeeland.

Roosevelt Fire Station Apparatus Roof Replacement

In the 2018-19 CIP Budget, City Council approved funding to replace the aging rubber membrane roof on the apparatus bay at Roosevelt Fire Station. The project will involve a tear off of the roof and all insulation down to the plywood deck and installation of new R30 insulation and new rubber membrane roof material. This roof material is the same as what we currently have on other buildings.

A bid notice, bid documents and project specifications were sent to Grand Rapids Builder's Exchange for advertisement and the project was also posted on the City Web page. A pre-bid meeting was held at the site on Tuesday, March 19 at 11:00 a.m. and sealed bids were opened on Thursday, April 4, 2019 at 11:00 a.m. Three roofing contractors submitted sealed bids. They are as follows: Mikalan Roofing of Zeeland - \$21,240.00, Holland Ready Roofing - \$25,137.00 and Versatile Roofing Systems of Grant - \$28,975.00. It is recommended using Mikalan Roofing since they were the low bid.

Expectations of City Councilmembers Serving on Boards

Staff reviewed City Council's Rules of Procedures, City Council's Best Practices, City Council Policies, the City Charter and our Code of Ordinances, and we were unable to find any reference or policy regarding this matter. The City Council's Rules of Procedures, City Council's Best Practices, and City Charter do relate to the expectations of being a City Councilmember and conduct at City Council meetings. But again, they do not reference expectations for serving on a board. After some discussion it is believed that if you are going to serve on a board you should be able to attend the meetings regularly, need to remember you are a Council liaison representing the City of Zeeland, it should be Council's decision who would be the best one to be on the Board, reporting should go both ways and if City tax dollars go to a Foundation or Board, there should definitely be a Councilmember on that Foundation/Board.

Unpaid Utility Charges on 2019 Summer Tax Roll

Section 13.25 of the City Charter provides that the Council order publication in a newspaper published in the City, of notice to all owners of property within the City, that all unpaid utility charges which have remained unpaid for a period of three months or more prior to the 31st day of March, and which have not been paid by April 30, be assessed upon the City's tax roll against the premises to which the utility services for which the unpaid charges accrued, were supplied or furnished.

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

Pamela Holmes, City Clerk