

Council Meeting
Common Council
May 6, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, May 6, 2019. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council members – Timmer

Staff present: City Manager Klunder, City Attorney Donkersloot, Asst. City Mgr./Finance Director Plockmeyer, Facilities/Maintenance Supervisor Venlet, BPW Utilities/General Manager Boatright, City Clerk Holmes

The invocation was offered by Councilmember VanDorp.

The Pledge of Allegiance was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to excuse Councilmember Timmer due to illness. Motion carried. All voting aye.

19.055 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 April 15, 2019.
2. Approve minutes of the work-study session April 15, 2019.
3. Receive for information the April 24, 2019 minutes of the Personnel Committee and minutes of the Board of Public Works Commission meeting of April 23, 2019.
4. Ratify BPW action No. 19.027 Approve Cash Disbursements and Regular Monthly Transfers.
5. Ratify BPW action No. 19.028 Award Bid for the Retirement of 20” Water Transmission Main.
6. Ratify BPW action No. 19.029 Award Construction of New 138V Fairview Substation.
7. Ratify BPW action No. 19.030 Award the Purchase of Two New Control Panels.
8. Ratify BPW action No. 19.031 Reaffirm Board Approval of BPW FY2020 Preliminary Budget and Capital Plan.
9. Ratify BPW action No. 19.032 Consideration of Reappointment of Board of Public Works General Manager.
10. Ratify BPW action No. 19.033 Resolution – Authorization of Renewable Electric Power Purchases and Participation in the MPPA Solar Project.
11. Ratify BPW action No. 19.034 Authorization to Purchase Renewable Energy Credits.
12. Ratify BPW action No. 19.035 Authorization for Tree Trimming, Mowing and Herbicide Spraying.
13. Ratify BPW action No. 19.036 Authorization for Website Update, Management and Development of a Portal and Social Media Strategy.

Roll call.

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

No Votes: None

Absent: Timmer

City Clerk Holmes read a proposal letter received by Mary Okkema for the property at 3 E. Main Street.

City Manager's Report

- Rich Avenue Update – The contractor completed as much as possible on the remaining portions of the project such as top soil and raising manholes. The rainy conditions prevented the concrete work from being done.
- Non-Motorized System Plan – Staff met with Moore & Bruggink this past week to review the public comments received on the draft Non-Motorized System Plan and to discuss updates to the draft plan. The goal is to have the plan completed by June/July and then ready for presentation to City Council and the Planning Commission in August. The Plan will continue to offer a number of options for the BL-196 crossing.
- Spectrum Health/Zeeland Community Hospital Tour – Once a month, we try to move our city management team meeting to an off-site location. This week we met with Ron Lewis and Sara Donkersloot of Spectrum Health Zeeland Community Hospital. Sara gave the group tour of the facility and Ron updated us with what is occurring at the hospital. Ron expressed his appreciation for the City's cooperation on developing the Max Bus Route that services the hospital.

19.056 Approve Oath of Office

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to approve administering the Oath of Office to Fire-Rescue Chief, Ross Tibbets.

Roll call.

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

No Votes: None

Absent: Timmer

The Oath of Office was presented to Fire/Rescue Chief Ross Tibbets by City Clerk Holmes.

“ I, Ross Tibbets, do solemnly swear or affirm that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Michigan, and the ordinances, rules and regulations of the City of Zeeland and Zeeland Fire Rescue and that I will faithfully discharge the duties of the Office of Fire Chief according to the best of my ability.”

2019-20 Zeeland City Budget Hearing

At 7:15 p.m. Mayor Klynstra called to order the public hearing on the proposed 2019-20 Zeeland City Budget. Finance Director Plockmeyer gave a power point presentation titled “Investing in Operations” explaining the proposed budget

No one from the public was present to address Council on the budget.

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to close the public hearing. The motion carried. All voting aye.

19.057 Resolution – Authorization of Renewable Electric Power Purchases

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to adopt the Resolution to authorize Renewable Electric Power Purchases for the BPW.

Roll call.

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

No Votes: None

Absent: Timmer

19.058 Adopt FY 2019-2020 Budget

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to adopt the FY2019-2020 budget resolution instructing the City Clerk to certify to the City Assessor the amount of \$5,609,730, not including interest and penalties, 11.1354 mills, as the City's General Operating Fund ad valorem and IFT tax levy, for the period beginning July 1, 2019 and ending June 30, 2020.

Roll call.

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

No votes: None

Absent: Timmer

19.059 Resolution - Approve MDOT Washington Avenue Contract

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to adopt the Resolution to Approve Improvements to Washington Avenue and Grant Funding, MDOT Contract Number 19-5207 subject to updates to the Part C funding description within the contract to match the calculation found in Exhibit I, and clarification that prohibited parking will be restricted to the actual roadway (curb-to-curb) portion of Washington Avenue and not the entire right-of-way.

After clarification of the motion, Klunder explained he is comfortable with the motion and moving forward because it is a good project with safety enhancements. This is an unusual situation and he has never seen such a major increase in a bid amount. He foresees coming back to Council at the next meeting with how we are going to fund this surplus amount as we will have to make some budget amendments. He is hoping to have answers if we have options and if the scope of the project can be changed. This motion is only to move forward with the project to get answers, set a project budget and figure out funding. The Mayor stated we have to trust staff that if there is a way to cut costs, they will let us know.

Roll call.

AYES: Kass, Lam, Broersma and Mayor Klynstra

No votes: VanDorp, Gruppen

Absent: Timmer

19.060 Approve Appraisal Agreement – 474 and 476 W. Main

Motion was made by Councilmember Lam and seconded by Councilmember Broersma to approve the Engagement to Appraise Commercial Real Estate/Private Request for 474 and 476 W. Main.

Mark Zimmer, 30 E. Lee Street, was present and asked what was discussed at the Work Study regarding the property at 474 and 476 W. Main. Mayor Klynstra explained the appraisal contract was discussed. Mr. Zimmer asked what was next and City Manager explained we will get the appraisal back and then Council will discuss what they want to do with the properties. Mr. Zimmer would like to be kept in the loop and Mayor Klynstra explained the Agenda is posted on the website that shows what will be discussed at each Work Study/Council Meeting and the meetings are held every first and third Mondays of the month.

Roll call.

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

No votes: None

Absent: Timmer

19.061 Approve CWP Superintendent Salary Grade Change

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to approve the transition of the Clean Water Plant Superintendent Position from a Grade 9 to Grade 10 and the wage adjustment as outlined.

Roll call.

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

No votes: None

Absent: Timmer

19.062 Approve Employee Performance Review Program

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the proposal from HR Solutions to assist with the development of a performance review system in the amount of \$6,830 and to set a project budget of \$7,500.

Roll call.

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

No votes: None

Absent: Timmer

19.063 Appoint City Manager

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to appoint Timothy Klunder to the position of City Manager/City Superintendent subject to the terms of the city's original Employment Agreement with him, except as his compensation shall be amended at the time the compensation for all City employees is adjusted. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No votes: None

Absent: Timmer

19.064 Appoint Community Development Director/Assessor

Motion was made by Councilmember Kass and seconded by Councilmember VanDorp to appoint Timothy Maday to the position of Community Development Director/Assessor. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No Votes: None

Absent: Timmer

19.065 Appoint Assistant City Manager/Treasurer/Finance Director

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to appoint Kevin Plockmeyer to the position of Assistant City Manager/Treasurer/Finance Director. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No Votes: None

Absent: Timmer

19.066 Appoint Clerk/Personnel Assistant

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to appoint Pam Holmes to the position of City Clerk/Personnel Assistant. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No Votes: None

Absent: Timmer

19.067 Appoint Library/Community Center Director

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to appoint Heather Wood-Gramza to the position of Library/Community Center Director. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No votes: None

Absent: Timmer

19.068 Appoint City Attorney

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to appoint James Donkersloot to the position of City Attorney. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No votes: None

Absent: Timmer

Per City Charter, with the advice and approval of the City Council, the Mayor appoints the Police Chief/Health Officer and Fire Chief

19.069 Appoint Fire-Rescue Chief

Motion was made by Mayor Klynstra and seconded by Councilmember Gruppen to appoint Ross Tibbets to the position of Fire-Rescue Chief. Continuation in this office may be reviewed at any time and will be done so at last one time per year.

Roll call.

AYES: Kass, VanDorp, Lam, Broersma. Gruppen and Mayor Klynstra

No votes: None

Absent: Timmer

19.070 Appoint Police Chief Health Officer

Motion was made by Mayor Klynstra and seconded by Councilmember Gruppen to appoint Timothy Jungel to the position of Police Chief/Health Officer. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll Call.

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

No votes: None

Absent: Timmer

19.071 Appoint BPW Utilities Manager/General Manager

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to appoint Andrew Boatright to the position of BPW Utilities Manager/General Manager. Continuation in this office may be reviewed at any time and will be done so at least one time per year

Roll Call.

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

No votes: None

Absent: Timmer

19.072 Reappointment to Cemetery/Parks Commission

Motion was made by Councilmember Lam and seconded by Councilmember Broersma to reappoint John Query to a 5-year term on the Cemetery/Parks Commission with said term to expire on May 6, 2024.

Roll Call.

AYES: Broersma. Gruppen, Kass, VanDorp, Lam and Mayor Klynstra

No votes: None

Absent: Timmer

19.073 Reappointment to Cemetery/Parks Commission

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to reappoint Amy Langeland to a 5-year term on the Cemetery/Parks Commission with said term to expire on May 6, 2024.

Roll Call.

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

No votes: None

Absent: Timmer

19.074 Reappointment to Board of Zoning Appeals

Motion was made by Councilmember Broersma and seconded by Councilmember Gruppen to reappoint Scott Bartolomei to a 3-year term on the Board of Zoning Appeals with said term to expire on May 2, 2022.

Roll Call.

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

No votes: None

Absent: Timmer

19.075 Reappointment to Board of Zoning Appeals

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to reappoint Linda Mergener to a 3-year term on the Board of Zoning Appeals with said term to expire on May 2, 2022.

Roll Call.

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

No votes: None

Absent: Timmer

19.076 Reappointment to Board of Construction Appeals

Motion was made by Councilmember Kass and seconded by Councilmember VanDorp to reappoint John Horsting to a 3-year term on the Board of Construction Appeals with said term to expire on May 6, 2022.

Roll call.

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

No votes: None

Absent: Timmer

19.077 Enter into Closed Session

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to enter into a Closed Session at 8:15 p.m.

Roll call.

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

No votes: None


Absent: Timmer

The regular Council session reconvened at 8:43 p.m.

Mayor Klynstra reported he performed a marriage ceremony on April 26 at City Hall with City Clerk Holmes and Administrative Assistant Humphrey serving as witnesses.

There being no further business to come before the Council, motion was made by Councilmember Broersma and seconded by Councilmember Kass that the meeting adjourn at 8:50 p.m. Motion carried.


Kevin Klynstra, Mayor


Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall
21 S. Elm, Zeeland MI
Monday, May 6, 2019
5:30 P.M.

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

ABSENT: Council members – Timmer

Staff present: City Manager Klunder, City Attorney Donkersloot, Asst. City Mgr/Finance Director/Treasurer Plockmeyer, CWP Superintendent Engelsman, Police Chief Jungel, BPW Utilities/General Manager Boatright, Facilities/Maintenance Manager Venlet, and City Clerk Holmes

Mayor Klynstra called the meeting to order at 5:30 p.m.

Resolution – Authorization of Renewable Electric Power Purchases

BPW Utilities Manager/General Manager Boatright gave a presentation regarding renewable electric power purchases. He explained for the past several years, the Zeeland BPW has been adjusting its electric production portfolio to meet the state mandate of having 12.5% of the electric produced by the utility from a renewable energy source. To comply with the mandate, some of the electric produced by the utility has been manufactured using methane gas and other sources such as wind and solar power. Boatright went on to explain further the Pegasus Wind Energy Center under development in Tuscola County, which we have contracted through the MPPA to purchase power, will potentially not achieve the installed capacity as originally planned. The project is being scaled back due to local opposition from government units in the area. Delays in the schedule have resulted in the commercial date of operation being pushed back from December 31, 2018 to late 2019. The MPPA recommends participation in a solar project to offset this potential reduction in energy and capacity, but is not advocating replacement of the project at this time.

With the scaling back of the Pegasus project, Boatright is looking for approval to purchase additional solar generated power to meet the state mandate and staff recommends that the BPW commit to participation in the MPPA Solar Project in accordance with the set parameters. In addition, staff requests authorizing the BPW General Manager as the “Authorized Representative” under the MPPA Energy Services Project Agreement to commit to purchase through the Michigan Public Power Agency.

Sewer Rate Study

Assistant City Manager/Finance Director Plockmeyer explained that back in December, 2018, City Council authorized staff to enter into a contract with Utility Financial Solutions (UFS) to perform a rate study for our Clean Water Plant. This rate study was required by the State of Michigan as a condition of our SAW Grant. This rate study looks at the cost of operating our plant and compares those costs with our rates to ensure that the CWP can remain financially stable well into the future. Plockmeyer is happy to report the CWP is in great financial shape. As indicated in the report, every financial metric meets or exceeds industry standard and we are poised for success well into the future.

The study also looked at the cost of service for each meter size and commodity charge. The study indicates that our larger meters are charging close to their cost of service whereas our smaller meters and commodity charge are less than what we should be charging based on cost of service. In order to balance, charging a rate that is close to our cost of service and our financial position, UFS is recommending we implement rates by which we raise overall revenue by 1% a year for the next five years. Even though total revenue will be raised by 1%, meter size is impacted differently in order to transition each rate class closer to that of a total cost of service. UFS is proposing an average monthly bill impact that ranges from \$0.77 - \$9.65. Council approval is not being sought at this time. This will most likely be presented to Council for approval at the June 3, 2019 meeting along with adopting other City rates including water and electric.

Howard Miller Library/Community Center Boiler Update

Facilities/Maintenance Manager Venlet was present to give the update on the boiler system. On April 1, 2019, City Council approved \$36,000 to contract with GMB to design a new boiler and pump system for heating the Howard Miller building. He explained there are two parts to the design: a base design and an add alternate design.

Venlet explained the difference between the base design, which is intended to heat all areas that are presently being heated, and the add alternate design, which is intended to heat all presently heated areas and also a potential expanded snow melt system. Since the design proposal was written, the engineers have informed us that our existing ductwork cannot be used if we upsize with either non-condensing or condensing boilers. The best option is to use two Aerco Benchmark 3000 condensing boilers due to their high efficiency and cost effectiveness. These would be the largest boilers we can install. If we do this, we will have to have our existing ductwork replaced from the boiler room to the roof. Condensing boilers produce condensation and therefore the duct work must be corrosion proof. We will also need to determine what size duct work we need and that it meets the boiler manufacturer's specifications and meets all mechanical codes. Since the majority of our existing ducts are inside walls, we would likely have to cut open walls on the 1st and 2nd floors to remove and replace ductwork followed by repairing the walls which will result in considerable construction and cost. When the new designs and costs are obtained, Venlet will present to Council at a later date.

MDOT Washington Avenue Contract

Klunder explained the City has been working for a number of years designing the reconstruction of Washington Avenue from the West City limits to Franklin Street. This project will also incorporate a roundabout at the intersection of Main and Washington. The roundabout is being incorporated after studies revealed it would improve the safety of the intersection while enhancing the overall traffic movement of the intersection. Other safety features that will be incorporated into the overall design of the roadway are sidewalks on both sides of the streets, reduced parking/traffic movement friction along the Washington Avenue corridor and improvements to the overall design roadway surface. Because of these safety and traffic circulation improvements, the City was successful in obtaining significant grant dollars which will help reduce the overall City costs for this project. To apply these grant dollars toward the project costs, the City must approve a contract with MDOT by a Resolution of City Council.

There are a couple of adjustments to the contract we are awaiting from MDOT. One is the funding language under Part C found on pages 3-4 of the contract does not match funding Exhibit I on page 9 of the contract. In short, for the Transportation Economic Development Funds the words "after deduction of Federal Funds" must be removed to make the 25.27% funding calculate with Exhibit I. MDOT agrees with this change. The other change or

clarification is in Section 7 of the contract that states the City will prohibit parking in the roadway right-of-way throughout the limits of the project. We have numerous businesses along Washington Avenue that do and will have parking within the right-of-way. It is believed that Section 7 refers to the road width (curb-to-curb) of Washington Avenue but would like this clarified by MDOT.

Klunder also reported the low bid for the project came in at just over \$400,000 more than the engineer's estimate for the project. Typically, the City has 14 days to either accept or reject the bids on a State bid project. We can either accept the bid or reject the bid and try to rebid the project at a later date however, there is not a guarantee that the project would be less if we bid it a later date. Klunder reported they are meeting with Moore and Bruggink on Tuesday to discuss where the bids came in and to identify possible cuts in the project or if there would be ramifications of rebidding or not doing the project. Klunder does not know if we have options with the grants.

Klunder asked Council how they would like to proceed. We could move forward with the project and identify additional funding sources or we could look at setting a Special Meeting to review the information from Moore and Bruggink. Kass asked if finding the funding would be a problem and was told it would not be a problem. VanDorp asked if it was too late to look at the scope of the project and Klunder said he wasn't sure. VanDorp would like that explored as an option to be financially responsible. Gruppen said the costs have kept increasing and she wonders if we are too far into it at this point. Mayor Klynstra feels we should move forward. He stated if there are ways to cut costs, staff will bring that back to Council for our consideration. He feels it is a good project and will address safety and circulation concerns.

Appraisal Agreement – 474 and 476 W. Main

On April 11, 2019, the Planning Commission declared the property at 474 and 476 W. Main as excess city property. The next step is to determine if City Council wants to proceed with obtaining an appraisal on the property. While this would not commit City Council to sell the property, proceeding forward with the appraisal would be an indication that Council is interested in exploring the possibility further. We received a proposal from Van Noord & Associates, Inc. to conduct an appraisal on these parcels for \$1800 and the funds would be utilized from the City Building Fund to pay for this.

CWP Superintendent Salary Grade Change

Plockmeyer explained in the Personnel Committee meetings it has been discussed that we are in the midst of a very tight labor market and the need to evaluate grades and the associated wages for specific positions is something we may need to evaluate on a more regular basis. The first evaluation request is transitioning the Clean Water Plant Superintendent position from a Grade 9 to a Grade 10. The Wastewater Treatment labor market has experienced some significant tightening over the past several years and the shortage of qualified personnel has led us to an increase of wages that led to an evaluation of our own CWP Superintendent grade and wage. Information was gathered from other communities with similar sized wastewater treatment facilities and found that our current grade/wage was less than that of other communities. In order to align the pay of this position with that of its peers, it is recommended to move the position from a Grade 9 to a Grade 10.

Employee Performance Review Program

Through discussions with staff, it was found some departments routinely were conducting employee evaluations, some were sporadic and some had not performed formal evaluations in a number of years. It was also found that the type of evaluation varied from a simple check box

evaluation form conducted once a year to regular check-ins with employees. Based on discussions, staff felt an overhaul of our system was warranted. In establishing a system, we are not looking for a form to “check the boxes” once a year or that is a one-time a year employee/department head engagement. We also don’t want anything overly burdensome on the department head. A proposal was presented to the Personnel Committee from HR Solutions to assist us with the development of a performance review system in the amount of \$6,820.00 which includes training for the department heads and they unanimously recommended we proceed forward with this program.

The work-study session adjourned at 6:50 p.m.

Pamela Holmes, City Clerk