

Council Meeting  
Common Council  
January 3, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Tuesday, January 3, 2023. Mayor Klynstra called the meeting to order at 7:02 p.m.

PRESENT: Council members – Mayor Klynstra, Gruppen, VanDorp, Broersma, Kass, Timmer and Lam  
ABSENT: Council members – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer and City Clerk Holmes

The invocation was offered by Pastor Marcia Pratt, Faith Reformed Church.

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to add an additional item #3 to the Agenda, Planning Commission Reappointments. Motion carried. All voting aye.

23.001 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 December 19, 2022.
2. Approve minutes of the Work Study meeting of December 19, 2022.
3. Receive for information minutes of the November 15, 2022 Zoning Board of Appeals.

Roll call.

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

No Votes: None

Absent: None

***Communications/Visitors***

Mayor Klynstra introduced his daughter Bridgett and grandson Sawyer who were attending tonight's meeting. Sawyer is working on his Eagle Scout Communication Merit Badge.

There were no communications.

***City Manager's Report***

Blizzard 2022

The predictions for a blizzard going into the Christmas weekend came to fruition and our streets/parks, public safety, and utility crews were busy performing their tasks throughout the storm. We again thank them for their outstanding service during those difficult conditions. It is nice to live in a community that can count on its public service providers on a daily basis, regardless of weather conditions being "normal" or extreme.

Planning Commission

Will hold their first regular meeting of the year on January 5, 2023. At the meeting, they will have a public hearing on a potential ordinance for the keeping of chickens and/or bees.

Library Tour

Our next opportunity to get to know our facilities better is a tour of the Howard Miller Library on January 19, 2023 10:30 a.m. or 3 p.m. You may recall this was a suggestion to allow employees, both new and seasoned, an

opportunity to see what goes on in facilities they may not work in on a daily basis. If a City Councilmember is interested in joining one of these tours, please let Cindy Humphrey in the City Clerk's Office know.

### 23.002 Maple and Centennial Traffic Study Proposals

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to accept the proposal from Progressive AE in the amount of \$6,570.00 in order to study the possible conversion of Maple and Centennial from one-way operation to two-way operation.

Plockmeyer reported that at the last two meetings, City Council was engaged in discussions about the possibility of converting Centennial and Maple from their current one-way operation to two-way operation. At these meetings, Council encouraged staff to solicit a proposal from our traffic engineer, Progressive AE, to perform an updated study of both of these corridors in order to confirm their previous recommendations as to whether or not this conversion continues to make sense with current traffic counts. A proposal from Progressive AE to perform this study was included in the Council Package.

In regards to Maple from Central to Lincoln, Progressive is proposing to complete one 16-hour traffic count and provide a brief review of the data to confirm the viability of converting this section of roadway to two-way. The cost for the traffic count and review is \$1,420.00.

In regards to Centennial Street, Progressive is proposing to perform a pilot program to test the possible conversion of this section of Centennial from Main to Central. This pilot program would include temporarily converting Centennial to two-way operation in order to complete traffic counts and on-site observations during afternoon peak hours. Progressive AE will then present their observations and recommendations of the pilot program to City Council. The cost for this study is \$5,150.00.

In total, the cost to evaluate these conversions is \$6,570.00. While this falls under the normal threshold for City Council approval, we did want to bring this to council for your formal approval. As staff, we would recommend the conversion of both of these streets from one-way to two-way, but prior to expending funds for this study, we wanted some confirmation that Council does in fact want to implement what the final recommendations could be which could cause the city to expend future funds (i.e., curb island removal, new signage, pavement striping, etc.).

As previously stated, staff would recommend performing the study as outlined by Progressive AE. From a timing perspective, we are looking to perform the pilot program sometime during the month of March in order to avoid the winter season and yet perform the project before the start of the Main Avenue project while school is in session. Approval of this study at tonight's meeting will allow us to meet this timeframe.

Klunder stated they would first do the Pilot program and once the information has been received, a Public Hearing would likely be held where residents could voice their concerns before any action is taken on returning Maple and Centennial to two-way traffic. A communication would also be sent to the neighborhoods informing them of the studies and the time-frames.

VanDorp reminded Council of the meeting on December 5, 2022 where residents were present to give their opinions. With most of them against going to two-way, he questions why we are still going to go through with the study and he plans to vote no on this.

Gruppen asked if doing the study before a Public Hearing would eliminate the resident's voice on this. Plockmeyer explained just the Pilot would be done first without a Public Hearing so when we have the results and if the recommendation would be to permanently change it to two-way, then we would hold a Public Hearing for the residents to comment. Gruppen wants to make sure they have a voice in this.

Mayor Klynstra feels having parking on the street and being two-way would be a win-win situation.

Roll call.

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

No Votes: VanDorp

Absent: None

23.003 Felch Street Cemetery Building – Architectural Proposal

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to accept the proposal from MC Smith and Associates for the Architectural Design, Construction Drawings and Construction Administration for the storage building at the Felch Street Cemetery in the amount of \$82,136.00.

Plockmeyer explained about a year ago staff proposed to building a “temporary” storage building at the Felch Street Cemetery. While this building was ultimately approved by City Council, we ran into some complications with constructing this building in conjunction with our approved PUD with Holland Charter Township. After several discussions with the Cemetery and Parks Commission, it was decided that time and resources were better spent pursuing the construction of a permanent structure rather than that of a “temporary” structure. Over the course of several meetings with the Parks and Cemetery Commission, it was decided that we would like to construct a structure on the site that holds to Zeeland’s standards for aesthetics and will be able to serve as the operational hub for the cemetery for years to come which would include a restroom, breakroom, and indoor equipment and material storage.

With these parameters in mind, we solicited the services of MC Smith and Associates to provide a proposal for the design of a permanent structure. Attached to this memo, is a copy of the proposal in the amount of \$82,136 for the design and construction administration for the Felch Street Cemetery. This proposal is the acknowledgment that MC Smith will need to attend a number of meetings with staff, members of the Parks and Cemetery Commission, members of City Council, and also with the Planning Commission of Holland Charter Township. Generally speaking, we have been happy with the work of MC Smith and are looking forward to working with them throughout the design and construction of a building at the Felch Street Cemetery.

From a budget perspective, we have not necessarily planned for this project during the Fiscal Year, but do have the funds available in the Cemetery Perpetual Care Fund and would propose to use these funds for this proposal.

Kass stated we are going to get what we pay for. If we want to get by cheaper, we will probably be revisiting this in another 20 years. There is a certain standard we need to live up to. Timmer agreed we want it to be the same standards as the Lincoln Street Cemetery.

Mayor Klynstra doesn’t feel it needs to be as fancy of a building that is at Lincoln Street. Gruppen brought up the fact when it was first talked about, it was just going to be a temporary building for storage and we would haul things back and forth between the cemeteries. It has now escalated into a much larger building complete with restrooms. Plockmeyer explained the temporary building was just to fill a gap while we made the decision of what we really want and a temporary building was not going to work with the Township.

VanDorp wonders if we would do better putting a bid package together for other architects to bid as the proposal seems a little high. Plockmeyer replied he used them because we have dealt with them in the past and MC Smith knows the City of Zeeland well and what the expectations are. If Council would like to have staff put together a bid package, we can easily solicit for more quotes. Lam feels if we are looking at a project of this magnitude, \$82,136.00 is not unreasonable for the architectural proposal.

*Previous motion was amended by Councilmember Broersma and seconded by Councilmember Gruppen to TABLE this pending more discussion.*

Gruppen asked if the ultimate goal was to run those as two separate entities. She thought it was just going to be an expansion managing it with the same staff, same equipment, etc. Plockmeyer answered they are looking at it as more of an operational perspective which is not being driven by the Commission but by staff. If the Felch Street Cemetery is to become a mirror of the Lincoln Street Cemetery, we will need the same operational resources to maintain that. With what is foreseen in the next 15 -20 years, we may need to have a facility and two crews to keep up with the maintenance. We are trying to build now for the future. Lam feels we need to table this to get a consensus of what we want as a group. Timmer said we have the responsibility to make Felch Street look as good as Lincoln Street and be aesthetically pleasing. Gruppen feels we have the responsibility for where this money comes from and what the best use of it is. Mayor Klynstra doesn't feel we are going to lower the cost of the proposal by much. Lam feels if the cost of the proposal should not be what is stopping us from moving forward on this. Timmer agreed and said the Cemetery/Parks Commission has really done their homework on this. We have the information that we need as far as what is required for the size cemetery Felch Street is and what is needed for the future. After further discussion, Council feels the proposal from MC Smith is appropriate.

*Councilmember Broersma would like to withdraw his amended motion and go back to the original motion to accept the proposal from MC Smith and Associates for the Architectural Design, Construction Drawings and Constructions Administration for the storage building at the Felch Street Cemetery in the amount of \$82,136.00 which was seconded by Timmer.*

Roll call.

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

No Votes: None

Absent: None

#### 23.004 Planning Commission Reappointment

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to reappoint Amanda Cooper to a 3-year term on the Planning Commission with said term expiring January 1, 2026.

Roll call.

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

No Votes: None

Absent: None

#### 23.005 Planning Commission Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to reappoint Rebecca Perkins to a 3-year term on the Planning Commission with said term expiring January 1, 2026.

Roll call.

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

No Votes: None

Absent: None

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 8:20 p.m. Motion carried. All voting aye.

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Kevin Klynstra, Mayor

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Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall Council Chambers

Tuesday, January 3, 2023

6:30 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Kass, Timmer and Lam  
ABSENT: Councilmembers – None

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Library/Community Center Director Hanson, Community Center Coordinator Ensing and City Clerk Holmes

Mayor Klynstra called the meeting to order at 6:30 p.m.

***Review of Community Center Fee Schedule***

Library/Community Center Director, Amanda Hanson, explained the Community Center's objective is to create a fair and consistent fee structure for Community Center room rentals that can be applied equitably across all types of organizations which rent the Community Center rooms.

The Community Center in Zeeland has five rental rooms available at different rates based on size and the date needed (weekend rate vs weekday rate). Currently, a 50% discount is given to local community and non-profit organizations for room rentals. However, 11 community non-profit organizations are exempt from paying any rental fees for their use of the rooms and must provide their own set up and break down services. All other local non-profit organizations are offered use of the rooms at a 50% discount. The room rental fee includes set up and break down services provided by Community Center Facilities staff.

As of September 6, 2022, groups receiving free use of the rooms became responsible for their own set up and break down of the rooms in order to maintain their fee-exempt status. Previously this service was performed by Facilities staff for all room usage, regardless of payment status. However, this created a time management issue for Facilities staff as room usage has increased since 2021.

Hanson reviewed the current fee structure for the Community Center rooms and explained three options that have been considered as recommendations for City Council:

1. Maintain the status quo – no changes in the application of the current fee structure.
2. Provide one free use per non-profit, per month, similar to the Lawrence Park Pavillion.
3. Remove the fee-exempt status and adjust to a consistently administered policy for all uses.

Each of these considerations come with some challenges.

1. Maintain the current fee structure (fee-exempt status of the 11 organizations).

This approach will continue to create confusion and frustration with patrons who are members of other community non-profit groups which are not part of the fee-exempt group; this policy creates a perception of "unfairness" when similar non-profits are required to pay

- a. Both CC and library staff resources are regularly redirected from primary tasks to intervene and answer questions about why this policy exists
  - b. Eventually the community may raise this before City Council to resolve anyway
2. Modify the fee structure to reflect the Lawrence Park Pavilion/Bowl: each community non-profit organization permitted one use of a CC room per month for free, with additional rentals charged at the 50% rate.

This approach will be significantly more complex to administer and would likely introduce new problems. For example,

- a. This will dramatically increase the demand for meeting space (with no offsetting revenue to cover costs), as more organizations will request this free monthly rental
  - b. Volunteer-led room set up and cleanup activities will have to be monitored closely by CC staff
  - c. Designating one room to always be set aside as the non-profit room reduces the number of available rooms to paying groups; a specific set aside room will not accommodate the demand that will be generated by this fee schedule shift; and a specific set aside room will not accommodate all groups' capacity needs.
  - d. The data collection (i.e., tracking room usage) will be more labor intensive for CC staff to ensure proper application of the free room policy (and will likely also impact Library staff)
  - e. CC staff will be responsible for determining which organizations qualify for the free room rental, based on a to-be-determined defined set of criteria, and which will need to be clearly stated in the CC literature and online – brochures will need to be updated and printed (this would involve the Director and CC staff with City Council approval).
3. Eliminate the fee-exempt status for all organizations (except for City or Library use). All user groups would be charged based upon their for-profit, or non-profit status. This approach is the most expedient and fairest solution, and would be the easiest to administer and communicate.
- a. Creates consistent, easy-to-follow standards that apply to all organizations
  - b. Reduces confusion
  - c. Limits CC 'spillover' interactions to Library staff
  - d. Allows for easier future adjustments to hours, access, fees, etc.

After discussion, it was agreed Hanson will reach out to the current 11 groups to see if they have any documentation or information regarding renting the rooms for free. If not, they will be subject to the normal fee schedule. Rather than an abrupt change in their fee-exempt status, it is recommended that we provide several months' notice (staff recommends 3 months) and maintain their priority of use of specific recurring dates and rooms. Hanson will also create a policy that will include an in-depth fee structure. Until this policy is approved by City Council, she will craft a statement which explains the current existence of a select number of organizations which are exempt from fees, and that this fee-exempt status policy is under review.

The Work Study adjourned at 6:57 p.m.

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Pamela Holmes, City Clerk