

Council Meeting
Common Council
February 7, 2022

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, February 7, 2022. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council member: – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, City Marketing Manager deRoo, BPW General Manager Boatright, Library/Community Center Director Wood-Gramza, Fire Chief Tibbets and City Clerk Holmes.

The invocation was offered by Councilmember, Glenn Kass.

The Pledge of Allegiance was recited.

22.014 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 17, 2022.
2. Approve minutes of the Work Study meeting of January 17, 2022.
3. Approve minutes of the Goal Setting Sessions of January 24 and January 25, 2022.
4. Receive for information minutes of the BPW Strategic Planning Sessions of January 14 and January 15, 2022.
5. Receive for information minutes of the Planning Commission of January 6, 2022.
6. Receive for information minutes of the Special Planning Commission Meeting of January 20, 2022.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

Commissioner Al Dannenberg, 529 William Street, was present to give an update and reported the County is running well. He also handed out Smart911 pamphlets and explained the process to sign up.

City Manager's Report

Heather Wood-Gramza Resignation

It is with sadness that we learned of Heather's decision to resign from her position as Howard Miller Library/Community Center Director (letter attached) so she can pursue a nice opportunity with the Library of Michigan. There is no doubt that our library and community center are in a

better place than she found them three + years ago. We will greatly miss Heather's talents. Of course, this means we need to start the difficult process of finding her replacement. Thankfully, Heather is willing to assist with this process as much as possible, and I value her opinions, knowledge and suggestions. So, I am working closely with Heather on this process.

The advertisement has gone out and resumes will be due on March 4. Selections of candidates and interviews will take place in March, with my hope of having a recommendation to City Council on a new director in April. In the interim, we will need an interim director(s) and I plan to have that recommendation to City Council at your February 21st meeting. Like our last hiring process, we do plan to utilize a hiring team. That team will consist of Library Advisory Board Chair Mary Wilkos, City Council liaison to the Library Board – Mary Beth Timmer, library staff, and myself.

As we do with any staff transition, we are analyzing our operations. While we are not recommending any significant changes to the Library/Community Center Director position, there may be some other adjustments forthcoming. One operational item that we have been made aware of is that Technical Services and User Experience Manager, Lindsey Kult, will be moving from the area later this spring. As such, we will start the process of finding her replacement immediately so that there will be some overlap prior to her departure. In consultation with Heather, we do not feel it is a good idea to have a new director and technical service manager both learning at the same time.

Planning Commission

This month's meeting (February 3) had a very full agenda. A summary of the key actions are as follows:

- Special land use request at 131 & 133 E. Main (Moxy Dental) – The Planning Commission did not take official action, but did request the city attorney to draft a resolution of facts and findings to deny the special land use request. This will be considered at the March 3 Planning Commission meeting.
- Rezoning application for Brad Lanser at 405 Centerstone Court was approved. This was the ice cream store concept presented to City Council at a previous work/study session.
- Special land use request at 14 S. Elm Street to allow StrEATS Taco to serve alcohol both on-premise and off-premise was approved.
- Directed the city attorney to work with the applicant at 800 E. Riley to develop conditional rezoning on the site which will prohibit self-storage units from being built.
- Abby deRoo reviewed the proposed RFP for 135/137 E. Main. The Planning Commission supported the RFP and looks forward to its distribution.

Fiber Broadband Strategic Workshop Update

The City/BPW has engaged CTC Technology & Energy (CTC) to provide a series of four (4) 90-minute virtual workshops for the purpose of considering a range of issues related to broadband goals, benefits, beneficiaries, business model concepts, potential partnerships, and funding. These workshops will cover a range of policy and business case considerations including prioritization of the City's goals for fiber broadband, the preferred role of the City/BPW, balancing tradeoffs such as risks and benefits, structuring of business elements such as potential City/BPW control or influence over private operations, and funding strategies. Staff has polled City Council, BPW Board members, and key staff members in attempt at coordinating dates and times for these workshops. Dates that appear to work for most participants are March 22 & 23

from 12:30 p.m. - 2:00 p.m. and March 30 & 31 from 12:00 p.m. to 1:30 p.m. These dates have been confirmed with the CTC. Calendar invitations and meeting notices will be provided in advance of each workshop. Each workshop will be recorded for the benefit of participants who are unable to attend due to scheduling conflicts. Additional details will be forthcoming.

Mayor Klynstra called the Public Hearing to order at 7:17 p.m. for StrEATs, LLC.

Mitch Bakker who is the owner of StrEATs, was present and stated he was pleased with the revision of the Alcohol Ordinance. He is excited to be a part of the downtown revitalization. Mr. Bakker met with North Street Christian Reformed Church regarding StrEATs applying for a liquor license and he said the meeting went very well. Zeeland has allowed alcohol since 2006 and it hasn't changed the culture or increased incidents. He would like StrEATs to be an asset for the City of Zeeland and looks forward to being part of the Social District. He thanked staff for all their help and support.

Jim Storey, 344 W. 35th Street, Holland, was present to explain the timeline for a liquor license. He stated tonight's approval is the last step and then the application could be sent out tomorrow.

Motion was made by Councilmember Gruppen and seconded by Councilmember Gruppen to close the Public Hearing at 7:25 p.m.

22.015 StrEATs, LLC Liquor License Resolution

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to recommend approval of StrEATs, LLC Liquor License to the LCC as presented.

Roll call.

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

No Votes: None

Absent: None

22.016 StrEATs Liquor License Contract

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve a Class C License and Restaurant Contract with Mitch Bakker dba StrEATs, LLC as presented subject to City Attorney approval.

Roll call.

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

No Votes: None

Absent: None

22.017 Approve BPW New Hire Positions Water Service Tech & Water Service Worker

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the hiring of an additional Water Service Technician in FY2022 and an additional Water Service Worker in FY2023.

Roll call.

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

No Votes: None

Absent: None

22.018 Approve Huizenga Park Lease Agreement with Zeeland Recreation

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the updated Lease Agreement with Zeeland Recreation for the use of Huizenga Park.

Roll call.

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

No Votes: None

Absent: None

22.019 Approve Lawrence Street Park Lease Agreement with Zeeland Recreation

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to approve the updated Lease Agreement with Zeeland Recreation for the use of Lawrence Park.

Roll call.

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

No Votes: None

Absent: None

22.020 Approve Lawn Mower Bid Award

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to accept the low bid in the amount of \$25,591.54 and accept the trade-in value of \$4,852.50 from Greenmark Equipment for the purchase of two 60" zero turn lawn mowers, mulching kit and bagging attachment.

Roll call.

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

No Votes: None

Absent: None

22.021 Approve Utility Terrain Vehicle Bid Award

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to accept the low bid in the amount of \$44,700.00 from Off-Road Mini Trucks, LLC for the purchase of two Utility Terrain Vehicles.

Roll call.

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

No Votes: None

Absent: None

22.022 Approve Organizational Performance Incentive Plan Distribution

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the Fiscal Year 2021/2022 Organizational Performance Incentive payment of 1% based on the measured achievement of the 2021 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 and Mayor Klynstra

No Votes: None

Absent: None

22.023 Airport Authority Appointment

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to approve the appointment of Doug Barensen to a four-year term on the West Michigan Airport Authority with said term to expire on January 1, 2025.

Roll call.

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

No Votes: None

Absent: None

22.024 SARB Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to reappoint Doug Vos to a four-year term on the Shopping Area Redevelopment Board (SARB) with said terms to expire on February 16, 2026.

Roll call.

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

No Votes: None

Absent: None

22.025 SARB Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to reappoint Eric Barnes to a four-year term on the Shopping Area Redevelopment Board (SARB) with said terms to expire on February 16, 2026.

Roll call.

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

No Votes: None

Absent: None

22.026 SARB Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to reappoint Brian VanHoven to a four-year term on the Shopping Area Redevelopment Board (SARB) with said terms to expire on February 16, 2026.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra announced a new Director was hired at the MACC and will be starting the week of February 14, 2022.

Mayor Klynstra participated in the Walk for Warmth in Ottawa County this past Saturday.

Reminder of Tom Ball's Retirement Open House on Friday, February 11, from 3:00 – 5:00 p.m. at the Howard Miller Library and Community Center and Kim Zuverink's Open House on Wednesday, February 16, from 1:00 – 3:00 p.m. also at the Howard Miller Library and Community Center.

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:40 p.m. Motion carried. All voting aye.



Kevin Klynstra, Mayor



Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION
Zeeland City Hall Council Chambers
Monday, February 7, 2022
6:00 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, City Marketing Director deRoo, BPW General Manager Boatright, Water Operations Manager Levandoski, Fire Chief Tibbets, Library/Community Center Director Wood-Gramza and City Clerk Holmes

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

BPW New Hire Positions

BPW General Manager Boatright explained Over the past 3.5 years the Water Industry has been tasked with numerous new Drinking Water Environmental Compliance Regulations mandated by the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE). The new EGLE regulations/requirements include, but are not limited to:

2018 Lead and Copper Rule revisions - Preliminary Distribution System Inventory-January 2020 (PDSMI), Increased sampling locations, new tiering criteria for L&C Sampling, 4 additional samples per location, Final DSMI of all drinking water services 4” and smaller by 2025, create and implement Galvanized Water Service replacement Program within the Water Departments Asset Management Program (AMP), create and implement notification process to customers within 30 days of confirmed galvanized water service material, and create/implement enhanced transparency educating customers how to help prevent lead exposure and the adverse effects lead in drinking water can have on drinking water customers.

Residential Cross-Connection Program- This program is not a new regulation. However, reinforcement of assuring Water Municipalities has created and implemented a Residential Cross Connection Program. In 2015 ZBPW received notification from Department of Environmental Quality (DEQ) a deficiency for not having such a program. In 2018, a program was created/implemented and reviewed onsite by DEQ during ZBPW’s Sanitary Survey. The DEQ District Engineer stated it was the best streamlined, user friendly, and most innovative Residential Cross Connection Program he has seen in the State of Michigan.

The Residential Cross Connection Program (RCCP) consists of conducting a non-invasive walk-around cross connection surveys at residential homes. EGLE regulations require municipalities to survey/inspect each customer premise once every 5 years. ZBPW has approximately 2,000 residential customers. The water department splits the water distribution system into 5 sections to give us a systematic approach of surveying 400 customers per year. Interior RCCPs are also completed during any water service calls that require entry into the resident’s home. Survey’s/Inspections are conducted to find possible cross-connection deficiencies and have them corrected by the resident. Roughly 25% of each section requires follow-up for Pressure Vacuum Breaker (PVB) testing and/or correcting a deficiency that was found.

The Water department has numerous other new projects that require additional help such as; Water AMI Pilot Program, Meter Replacement Program, Street Reconstruction Projects, create/implement streamline forms on ZBPW's website along with educational drinking water information, very aggressive 6 year CIP, updating new EGLE and EPA requirements for AWIA Emergency Response Plan (ERP), Asset Management plan (AMP) utilizing assessment numerical ratings in 5 different categories, and the Risk and Resilience Plan.

Staff is therefore recommending the addition of two (2) Water Department positions. **Water Service Technician and Water Service Worker.**

The Water Service Technician new hire would need at least 5 years of water distribution experience and extensive experience/knowledge of The State of Michigan Cross Connection Rules and Regulations. This new hire should be able to be on-call within a 6-month period and take on a significant role in the Galvanized Water Service Replacement Program. This position would also provide succession planning for the Lead Water Technician and/or Water Operations Manager position. This position ideally should be filled by February/March 2022 so proper training and understanding of ZBPW's Water Distribution System can be completed prior to the start of numerous programs when limited time for training is available. Staff recommends this position fall in the 2021 ZBPW and Utility Workers Union of America compensation schedule of \$25.11-\$33.02, beginning pay to reflect experience.

The Water Service Worker new hire could have limited amount of experience and would help with Water AMIPilot deployment, meter replacements, valve Turning, unidirectional flushing program, hydrant painting and other daily water department tasks. This position would build in succession planning for Water Service Tech, Lead Water Service Tech, and Water Operations Manager. This position ideally would be hired in July 2022 and included in the Water Departments FY2023 O&M Budget. Staff recommends this position fall in the 2021 ZBPW and Utility Workers Union of America compensation schedule of \$19.87-\$26.37, beginning pay to reflect experience.

This proposal supports the BPW's strategic objective to deliver exceptional leadership staffing, and fiscal responsibility by securing in-house expertise to facilitate technology, planning, and advancement by maintaining outstanding fiscal management through effective risk management and Board policies, and by maintaining a succession plan that preserves the culture of the BPW management. With the additional Water Service Tech and Water Service Worker overtime will decrease, the ZBPW will save approximately \$8,000 in FY21-22 OT labor expenses and \$19,000 in FY 22-23 OT labor expenses. If approved, the Water Service Tech position will add \$18,000 in FY 21-22 labor expenses assuming a conservatively budgeted, skill and experience-based beginning pay. The addition of both positions per current compensation schedule will be \$100,261.30 in labor expenses.

StrEATs, LLC Liquor License Resolution and Operational Agreement

On December 22, 2022 the City of Zeeland received a Class "C" liquor license application from Storey Line Connections on behalf of Mitch Bakker, dba StrEATs LLC, to serve on-site alcohol at 14 South Elm Street. Per the City's Alcoholic Liquors Ordinance, city staff conducted an investigation of the applicant and the proposed use of the license. The application itself covers a great deal of our requirements found in the ordinance and you will find the applicant's answers to our questions within the application. In addition to the application itself, there are some sections of our ordinance that Klunder highlighted:

Section 4-8 Location Where Prohibited and Section 4.10 Compliance with Zoning

The property is properly zoned for alcohol sales. Under our Zoning Ordinance restaurants are allowed in the C-2 Zoning District. This property also has the necessary secondary zoning designation of being in the Alcohol Sales Overlay District. The applicant has obtained the necessary special land use and site plan approval from the Planning Commission (2.3.22) as required by the Alcoholic Sales Overlay District.

The proposed location is not more than 500' from a church or school. In this instance the proposed location is within 500' of North Street CRC (see Attachment 3). Under the city's ordinance the sale of alcoholic liquors for consumption on the premises shall be prohibited within 500 feet of a church. However, the ordinance does provide that this provision may be waived by City Council where it is deemed to be in the best interests of the city.

While we have received a letter from North Street CRC which expresses opposition to authorizing a liquor license for StrEATs, LLC (see Attachment 4), city staff does believe it is in the best interest of the city for City Council to consider waiving the 500' requirement. This recommendation is based on several factors. (1) The properties zoned within the Alcohol Sales Overlay District were established by the Planning Commission and City Council after careful consideration was given to only zone properties that did not appear to have an immediate negative impact on a church or school. (2) Under the city's Alcoholic Liquors Ordinance, Section 4-16 lists the priorities to be considered by City Council in license approval. Priority #1 is for a restaurant in the C-2 District (downtown) with a seating capacity of 25 or more persons. (3) 3 out of our 4 existing Class C alcohol licenses are within 500' of an existing church. (4) Specifically, in regards to the objection raised by North Street CRC, this application request from StrEATs, LLC only provides for the ability to consume alcohol inside the establishment at this time.

In addition to the City's consideration of a license being granted to an establishment within 500' of a Church, this is also considered by the Liquor Control Commission. According to the Development District License regulations, *"A new application to sell alcoholic beverages at retail may be denied if the proposed location is within 500 feet of a church or school. The Commission may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school does file objection, the Commission shall hold a hearing before making a decision on the issuance of the license."* Since North Street CRC has objected to the issuance of this license, it is our understanding that the MLCC will hold a public hearing prior to the issuance of a license.

Section 4-9 Seating Capacity

Our ordinance requires a dining seat minimum of 25. Mr. Maday has calculated these measurements to be met based on their 10.9.13 Building Permit. Mr. Maday notes that the dining area has a total combined capacity of 37 seats.

Section 4-11 Application fee and payment of obligations to the City

The applicant did pay the \$400 application fee and they do not have any outstanding taxes, utility bills, etc. owed to the city.

Section 4-12 License application

The applicant has filed a completed application.

Section 4-13 Inspection of premises prior to license issuance

The layout plan has been inspected by the Building Department, the Police Chief, and Fire Chief. There are no concerns regarding the building layout.

Section 4-14 Mandatory grounds for license denial

Mandatory grounds for license denial include such things as the applicant had a previous license revoked, the applicant does not own the premises or does not have a lease; the applicant has been convicted of a violation of any federal or state law concerning the manufacture or sale of liquor, or violations of appropriate building codes. Staff found no grounds for mandatory license denial as outlined in our ordinance.

Section 4-15 Discretionary grounds for license denial

Discretionary grounds for license denial includes such things as alcohol sales would not be incidental or subordinate to other permitted uses on the premises; the location is inappropriate due to such things as inadequate parking, traffic concerns, etc.; the applicant does not appear to have the appropriate financial capability to run an establishment; they have made false representations on their application; or they have been convicted of misdemeanor alcohol possession and/or alcohol driving offenses. The applicant is aware that they are required to meet the requirement that at least fifty percent of the gross revenue will be derived from food sales.

Section 4-16 Priorities to be considered by City Council in license approval

It has been previously noted in this report that the proposed establishment meets priority #1 of license considerations by City Council.

Section 4-17 Term of licenses; license approval granted subject to certain conditions

License term will coincide with the State. Our ordinance does provide that City Council may provide for certain conditions with the approval of a license. Please note however that these conditions are with the applicant as the LCC will not allow the city to approve a license with conditions other than such things as compliance with final building, health, and local law enforcement inspections. As such, the city is proposing a Class C License and Restaurant Contract with StrEATs, LLC. That contract covers such things as timely payment of obligations to the city, compliance with ordinances of the city, etc.

Section 4-19 Dancing and Entertainment on Licenses Premises

The applicant indicated that they would like to have live music on the premise. The applicant is aware that in order to have live music they are required to obtain a dance-entertainment permits.

135 and 137 E. Main Request for Proposal

Staff has been working with our downtown Vision Planning consultants - Greg Holcombe of Urban Innovations and the team from the Johnson Hill Land Ethics Studio - to prepare a formal Request for Proposals and project description for the 135 / 137 E. Main redevelopment site. It is critical that this document successfully outlines the goals of the Downtown Vision Plan and the significance that the outcome of this project will have on downtown. Staff has used the pages within the RFP to describe the character of downtown Zeeland, other relevant development projects, including those that have been completed recently and those that are anticipated, and how each of these supports the Vision.

Pages 10, 11 & 17 of the RFP identify several combinations and qualities that should be explored as prospective developers consider this opportunity. The RFP is intended to set parameters for developers as they consider this project without limiting creativity. A requirement of the overall project will be to incorporate a downtown public passageway into the site. City staff will work closely with proposal finalists to ensure that the future building, and importantly, the passageway component, meet the functionality, aesthetic, and quality standards for downtown Zeeland. Staff expects that further visioning/planning for the passageway itself, will continue once a building development project has been identified. Specifics, such as, width of the passageway, whether it is covered or open air, and which side of the new building it lies, prevent us from prescribing exact passageway plans at this time. We look forward to bringing more detail to City Council as this project progresses.

The Shopping Area Redevelopment Board reviewed the RFP at their January 13, 2022 meeting and supported the use of the document to recruit a developer who reinforces the vision of downtown Zeeland. The Planning Commission has received the RFP document for review at their 2/3/22 meeting. The next steps for this process include a workstudy presentation to City Council on 2/7/22 and request for feedback or informal approval by City Council at the 2/7 or 2/21 Council meeting. When City Council is comfortable with the document, the RFP will be printed and mailed to area developers and those who have expressed interest, as well as posted on the City's website.

Staff will provide City Council with feedback as we interact with potential developers and will seek Council's guidance as how to structure the next phase(s).

City Council was in agreement to move forward with this.

Huizenga and Lawrence Street Parks Lease Agreements with Zeeland Recreation

The City of Zeeland and Zeeland Recreation have had a lease agreement for many years to define the terms and conditions by which the City of Zeeland allows Zeeland recreation to use its facilities for recreational programming. Traditionally these lease agreements have been only for the use of the softball/baseball fields at both Huizenga and Lawrence Parks. Our current lease agreements with Zeeland Recreation were effective on March 1, 2017 and expired on December 31 of 2020. Since we have no new agreements in place, the terms of our current agreements remain in effect on a month-to-month basis. While a majority of the lease terms remain good and relevant, there are several items that have changed since the agreements went into effect over four years ago and need to be addressed as part of these new lease agreements.

1. Use of the greenspace at Lawrence and Huizenga Parks – COVID has brought about

a new normal, and the use of our city parks were no exception. In 2020 and 2021 we have had some requests for the use of City Parks in ways that we have never experienced in the past. Due to the inability for fitness related establishments to have in-person classes indoors, we received several requests for individual businesses (including Zeeland Recreation) to rent/use the greenspace of both Lawrence and Huizenga Parks for fitness-related classes. Since our park rental policy does not allow for the rental of greenspace and because of our current lease agreements with Zeeland Recreation, we only allowed Zeeland Recreation to use the greenspace in this capacity. Since this use is not explicitly allowed in our current leases with Zeeland Recreation, we would like to change the language in our new leases to allow for this use and grant exclusive right for Zeeland Recreation to use the greenspace in this fashion.

2. Huizenga Park Softball Fields – Since the March of 2017, Huizenga Park has experienced many improvements including significant updates to the softball fields. This project, spearheaded by Zeeland Recreation, has brought the condition of the girls Little League Softball Field to mirror that of the boys Little League Baseball fields found at Helder Park in Holland Township. Since Zeeland Recreation is responsible for the maintenance of the softball fields (per the lease agreement), they have been locking the fields and preventing their use by the general public when they are not being used by Zeeland Recreation. While this is a deviation from our current lease agreement, this is not without precedent. Several other fields in the area including the Jim Kaat Fields at Helder Park, the fields at Quincy Park in Holland Township, and most high school baseball and softball fields do not allow for general public use. We see the merits of this practice from a maintenance and public safety perspective, and have incorporated this change into the proposed lease agreement.
3. Huizenga Park Pickleball Courts – Another change since March of 2017 is the addition of the Pickleball Courts at Huizenga Park. These courts have become very popular not only with the general public but also with Zeeland Recreation for programming purposes. This popularity between both parties has created a slight tension between the general public and Zeeland Recreation and it creates the need for a delicate balance between offering popular programming with providing the general public unfettered access to the pickleball courts. Since these courts are not addressed in the current lease, as staff, we felt it was necessary to include the parameters for the use of these courts in the new lease. After meeting with representatives from Zeeland Recreation, we included language our lease agreement that we believe is amicable to both the general public and Zeeland Recreation. The included language allows Zeeland Recreation to use up to 4 courts for a total of 15 hours in any given week. In addition to this limitation on use, Zeeland Recreation is required to provide 30 days-notice prior to using any portion of either park for programming purposes. While not in the lease agreement, Zeeland Recreation did also indicate that they would work at doing a better job of communicating to the general public when the courts would be used by Zeeland Recreation for programming purposes. We hope that these changes will relieve a bit of the tension between the general public and Zeeland Recreation in regards to the use of the Pickleball Courts.

Besides minor language and date changes, this encompasses the major changes that are found

in this proposed lease agreement. These updated lease agreements were approved by the Cemetery and Parks Commission at its October meeting

Lawn Mower and Utility Terrain Vehicle Bid Awards

Plockmeyer explained since Scott's retirement this past summer, we have been evaluating the overall operations of the Cemetery and Parks Department. In these past months, we have determined that there are a few areas where we could become not only more efficient but can also provide a higher level of service to our cemeteries and parks, and the capital investments requested in this memo will assist us in achieving these goals.

The Cemetery and Parks Department is currently staffed by a supervisor, three full-time personnel, and 6 part-time, seasonal employees. The department is responsible for the care and maintenance of the city parks (including restrooms and trash), the city cemeteries, downtown district (with assistance from an outside contractor), the roundabout area, the lawns of the Public Safety Building and Roosevelt Fire Station, and various other areas throughout the city. This care and maintenance include mowing, trimming, sprinkling, building maintenance, playground maintenance, weeding, and other items as necessary. In addition to this care and maintenance, the staff is responsible for burials at both the Lincoln and Felch Cemeteries.

While the staffing levels in the department have changed over the past several years, the transportation for the department has not. We have continued to invest in lawn mowers, but we have not done a great job in providing the most efficient transportation for staff. Over the past years, the department has become the final stop for vehicles that have been retired by other departments.

Our observations have been that full-size vehicles may not be the best option for Parks and Cemetery operations as these vehicles cannot enter the parks grounds easily to perform work that needs to be accomplished. For example, if Cemetery and Parks personnel were to be picking sticks and debris in Lawrence Park prior to mowing, this debris needs to be hand carried to a vehicle either parked on the road or in a parking lot. In order increase efficiencies, we are proposing to purchase two Utility Terrain Vehicles (UTVs). These vehicles are capable of transporting two individuals to their work location, have the ability to transport small pieces of equipment in their dump box, and can traverse through the city parks with ease. In addition to being a great compliment to the Parks operations, these vehicles are capable of transporting fill in for the cemetery operations and will allow us to phase out our lawn tractors.

In addition to adding two UTVs, we are proposing to keep our 2006 Fire Command Vehicle. We see merit in doing this for a couple of reasons. First, we would like to hold onto this vehicle in order to separate our three full-time personnel. In doing this, it allows our full-time personnel to operate more independently and be able to focus on several different tasks at once. Another reason we would like to hang onto this vehicle in order to allow one of our full-time personnel to focus on sprinkling and park building maintenance. This vehicle is conducive to these operations. While we realize this means this piece of equipment will need to be replaced in the near future, we feel the investment will pay off in efficiency in the long run.

If we were to consider our Supervisor Truck purchase which was approved in November, if we were to purchase two UTVs, and if we were to keep the Fire Command Vehicle, our vehicle structure would be as follows this coming summer:

2022 Ford F-150 (Supervisor)

2017 Ford F-150 (1 Full-Time)
2011 GMC Sierra (1 Full-Time)
2006 Chevrolet Tahoe (1 Full-Time)
2009 Ford Escape (2 Seasonal)
2022 UTV (2 Seasonal)
2022 UTV (2 Seasonal)

While we realize we are making more than a 1-for-1 replacement of equipment, we feel that this will allow us to operate much more efficiently. From a budgetary standpoint, the replacement of any vehicles in the Parks and Cemetery were not considered in this Fiscal Year Budget as a majority of their vehicles have been repurposed vehicles from other departments.

As part of the FY2022 budget, we included the replacement of an existing lawn tractor and the addition of another zero-turn lawn mower. With these purchases, our lawn mowing fleet would have consisted of three lawn tractors and two zero-turn mowers. As staff we see merit in phasing out all but one of the lawn tractors. In order to accomplish this, we are proposing to purchase a zero-turn lawn mower as part of this Fiscal Year instead of a lawn tractor. Considering this recommendation, our lawn mowing fleet would consist of two lawn tractors and three zero-turn lawn mowers. This would be the case until snowmelt is installed in the downtown district. After which we feel we will only need one lawn tractor.

With these thoughts in mind, staff solicited bids for two UTVs and two zero-turn lawn mowers. The bid results were as follows:

Utility Terrain Vehicles

Off-Road Mini Trucks \$44,700.00
Greenmark Equipment \$46,378.82
Leaders RPM \$53,547.82

Zero Turn Lawn Mowers

Greenmark Equipment \$25,591.54 *Greenmark did offer a trade-in allowance in the amount of \$4,852.50*
Westnebroek Mower \$27,702.30
Mason Lawn & Snow \$33,632.00

From a budgetary perspective, we had \$54,000 budgeted for the replacement of one lawn tractor and for the addition of one zero-turn lawn mower. If we were to consider the trade-in allowance from Greenmark Equipment, the total expenditure for the two UTVs and two lawn mowers is \$65,439.04. As staff we feel the budgetary difference of \$11,439.04 can be absorbed by the Motor Pool Fund and will eventually be offset by operational efficiencies. As is such, staff recommends proceeding with the low bids as outlined.

Organizational Performance Incentive Plan Distribution

In the 2021/2022 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.

Not unlike 2020, the 2021 year continued to be one disrupted by the Covid19 pandemic. However, staff persevered in their 2021 Strategic Action Plan efforts. Additionally, on a personal

note, the management team had to adapt to some additional responsibilities toward the end of the year due to my health situation. In spite of these challenges, numerous action steps within the 2021 Strategic Action Plan were still accomplished, or we made good progress, on them in 2021.

Based on our assessment of progress made on the 2021 strategic action goals, city staff accumulated 83 points on the 2021 scorecard (attached). Under the program's pay calculation methodology, a measured point total of 80 or more, equates to a 100% distribution of the budgeted amount per the program's guidelines. Thus, if approved by City Council, qualifying employees are eligible for a 1% payment given the 83 points on our scorecard assessment.

As a reminder, the performance incentive payment is a one-time, lump sum payment that does not go into an employee's base wage. Based on the eligible employees under the program guidelines we estimate the total payment will be \$36,655 in the current fiscal year (we budgeted \$37,345). This amount includes the 1% of base wage calculation, FICA taxes and the Defined Contribution of 8% for full-time employees in that plan.

Klunder wanted to once again recognize City Council for offering such a program and congratulate city staff on another outstanding year of accomplishments on the annual strategic action plan. As the City's Organizational Performance Incentive Program recognizes, it is our collective efforts and relentless focus on the goals that enable us to achieve such a great number of actions steps on an annual basis. In order to award this payment City Council should authorize the distribution.

Goal Setting Follow-Up

On January 24 and 25, Council and City Staff had the opportunity to meet in order to set the City's 2022 Strategic Action Plan. While the general direction for the plan was set last week, staff will finalize the plan over the next several Council Work Study Sessions with the goal of adopting the plan by the end of March.

During previous goal setting sessions, we have spent time evaluating our Commitments to Spread Zeel to determine if they were still relevant. This year we operated under the premise that our Seven Commitments to Spread Zeel would remain the same in 2022. These commitments are as follows:

- Vibrant Downtown
- Strong, Safe, Connected Neighborhoods
- Economic & Community Development
- Infrastructure/City Services
- Culture, Parks and Recreation
- Financial Sustainability
- Organizational Development

Since we started with this premise in mind, staff felt that it was fitting to examine our 2021 Strategic Action Plan first in order to determine if items that were not completed in 2021 should be on our 2022 Strategic Action Plan. We went through this exercise in order to make sure that these items were handled consistently as we looked to add new items to our 2022 Strategic Action Plan.

After the baseline was set of action items and with our commitments to spread Zeel in mind, City Council and members of staff were encouraged to dream big and design an ideal City. Using this

exercise as a starting point, we formulated new ideas for the City to consider in order to spread Zeel in 2022 and beyond. After spending time brainstorming new ideas, staff and council voted on which items each person felt should be addressed in 2022. As a reminder, there were 18 voting members and each member had 12 votes.

While all of the ideas presented at our planning sessions deserve time and consideration, we need to be mindful of the number of resources that we currently have, and how to best use these resources. After looking at the voting results, items that received nine or more votes should be included in the 2022 Strategic Action Plan. Nine votes represent that half of the voting members voted for a particular item, and the number and complexity of the items added with nine votes to the Strategic Action Plans seems to be a reasonable lift for both staff and council in 2022. Based on this initial recommendation, the plan would be as follows:

- Vibrant Downtown
 - Downtown Passageway (Carryover)
 - Parking Needs & Assessment Plan (Carryover)
 - Downtown Hotel (Carryover)
 - Gateway Improvements (Carryover)
 - Support New/Existing Restaurants (Carryover)
 - Support 1st Floor Ordinance (Carryover)
- Strong, Safe, Connected Neighborhoods
 - BL-196 Crossing (Carryover)
 - Improvements to BL-196 Corridor (Carryover)
 - Non-Motorized System Plan (Policy Decision) (Carryover)
- Economic & Community Development
 - Sligh Block Development (Carryover)
 - 3 E. Main (Carryover)
 - Redevelopment Ready Community (Carryover)
- Infrastructure/City Services
 - Snowmelt Plan (Carryover)
 - Fiber Throughout the City (Carryover)
 - Police Exit onto Main Avenue (New)
 - Fire Service Delivery Decision (New)
 - Informational Webpage/Resident Dashboard (New)
- Culture, Parks and Recreation
 - Implement Parks Master Plan (New)
 - Multi-Use Path System Expansion (New)
- Financial Sustainability
 - Continue to be Fiscally Responsible (Carryover)
 - Restore the Millage (New)
- Organizational Development
 - Government Alliance for Race & Equity (Carryover)
 - Wage and Benefit Study (Carryover)
 - Legal Services Succession Plan (New)
 - Leadership Development and Succession Planning (New)

This is not a formal plan, but a springboard to the creation of the formal plan. We wanted to get City Council's feedback if you feel this list is appropriate or if specific items should be added or deleted from

this list prior to its adoption by City Council. City Council will review and bring back comments, ideas and suggestions at the next Council Meeting.

The Work Study adjourned at 6:59 p.m.

Pamela Holmes, City Clerk