

Council Meeting
Common Council
February 18, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, February 18, 2019. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council members – None

Staff present: City Manager Klunder, City Attorney Donkersloot, Finance Director/Assistant City Manager Plockmeyer, Clean Water Plant Superintendent Engelsman, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by City Attorney, Jim Donkersloot.

The Pledge of Allegiance was recited.

19.019 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 February 4, 2019.
2. Approve minutes of the work-study session of February 4, 2019.
3. Approve minutes of the Goal Setting Sessions of January 28 and January 30, 2019.
4. Receive for information minutes of the February 12, 2019 Personnel Committee.

Roll call.

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

No Votes: None

Absent: None

City Manager's Report

- Washington Avenue Project Update
With the purchase of the needed right-of-way at the last City Council Meeting and the Planning Commission's preliminary approval of the rezoning at 475 W. Washington, we were hopeful that we would meet the February 22 deadline by MDOT so we could be included with MDOT's bid letting in May. We found out today that the closing is scheduled for February 21 so we will be able to meet the February 22 deadline.
- FY 2019/2020 Budget
The staff budget reviews have been completed and we are well on our way to submitting a balanced budget to City Council at the end of March. The proposed budget will have a lot of operational focus as we look to address the full-time Fire/Rescue Chief, some operation upgrades in the Police Department and some other areas of City operations.
- Alcohol License Review Committee
The Alcohol License Review Committee will hold their review of the 2018 license operations on Wednesday, February 20 at 4:00 p.m.

At 7:05 p.m., Mayor Klynstra called to order the Public Hearing for Plascore, Inc. and Core Ventures, LLC.

No one was present from the public to address Council on the Act 198 District for Plascore, Inc. and Core Ventures, LLC. Olaf Huebner was present from Plascore and explained the project is going to be a 90,000 square foot building due to continued growth which will be for Aerospace parts.

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to close the Public Hearing. The motion carried. All voting aye.

19.020 Establish an Act 198 District for Plascore, Inc. and Core Ventures, LLC

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Act 198 Industrial Development District for Plascore, Inc. and Core Ventures, LLC.

Roll call.

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

No Votes: None

Absent: None

19.021 Clean Water Rate Ordinance Amendment

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the amendment of Ordinance #987 to amend the existing Ordinance to provide that various charges will be established by a City Council Resolution rather than by a City Council Ordinance.

Roll call.

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

No Votes: None

Absent: None

19.022 Clean Water Plant Electrician/Utility Operator

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to accept the recommendation from the Personnel Committee to approve the Clean Water Plant Electrical/Utility Specialist position and place the position in a grade 6 as a result of a salary survey recently performed.

Roll call.

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

No Votes: None

Absent: None

19.023 Sick Leave Policy Amendment

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to accept the Personnel Committee's recommendation to approve the amendments to the City/BPW Paid Sick Leave Policy as presented with an effective date of March 3, 2019.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra attended the MACC Executive Committee meeting this past month as a new member. This Committee meets once a month.

Mayor Klynstra attended the Ottawa Food Meeting last Thursday. This is a non-profit that distributes food to Ottawa County food pantries.

Mayor Klynstra walked in the Walk for Warmth on a Saturday a few weeks ago. He mentioned Consumers matches whatever is raised in this event.

Mayor Klynstra attended a Governmental Affairs breakfast this morning where Senator Gary Peters spoke.

Mayor Klynstra announced he will be running for Mayor again at the end of this term in November.

Mayor ProTem Gruppen attended the Community Enhancement Committee under MACC and she was re-elected Chairman. She stated Holland City has joined for the first time.

Being no further business to discuss, a motion was made and supported to adjourn the meeting at 7:21 p.m. Motion carried. All voting aye.

Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall
21 S. Elm, Zeeland MI
Monday, February 18, 2019
6:00 P.M.

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

ABSENT: Council members – None

Staff present: City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, City Attorney Donkersloot, CWP Superintendent Engelsman, Street Supervisor Nienhuis, BPW General Manager Boatright and City Clerk Holmes

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

Alice Avenue Drainage District

Ottawa County Water Resource Commissioner Joe Bush was present to explain the Alice Avenue Drainage District. He explained there is a resident at 592 Alice that has complained of backyard flooding. This homeowner ends up with the flow from his neighbors in his backyard. He uses a pump but he uses too much electricity doing this and also ends up burning out the pumps, having to replace them. Bush explained to the homeowner this isn't a county drain but rather a city infrastructure so Bush has been working with City Staff regarding this issue. Bush explained the process for a proposed drainage district for the Alice Avenue area which would require a Resolution for Application for Laying Out and Designating a Drainage District and a Resolution for Petition to Locate, Establish and Construct a Drain. The City may wish to petition the Ottawa County Water Resources Commissioner to establish a County Drain. Once the City petitions the OCWRC to look into the area, they appoint a Board of Determination that looks into the matter. That Board has a public hearing where they take testimony and ultimately make a determination if a drain should or should not be established. If they determine a drain should be established, the OCWRC then works to obtain bids on the project and develop a drainage district which does specially assess benefitting properties for the improvements. As is noted in the resolutions, the City will be liable for the at-large portion of the drainage district due to the water that is contributed by public rights-of-way.

Tonight's meeting is to educate Council on how the process works and to determine if the City wishes to submit an application and to petition the Ottawa County Water Resources Commissioner to establish a drainage district at a subsequent City Council Meeting.

Clean Water Rate Ordinance Amendment

The City of Zeeland contracts with Utility Financial Solutions (UFS) to perform Financial Feasibility Studies regarding the Clean Water Plant. After the study, UFS makes recommendations regarding rate and fee adjustments needed to insure the Clean Water Plant is properly positioned to succeed. Since 2005, the new rate and fee adjustments have been coming to Council for approval via ordinance changes which require legal and advertising fees as part of the ordinance amendment process. The ordinance currently allows the commodity charge, readiness-to serve, and system equity fee charge to be set by resolution. However, a number of other rates and fees (permits and inspections, industrial pretreatment program charges, surcharges, etc.) continue to be set by ordinance. With the proposed ordinance amendment, going forward these rate and fee adjustments will also be approved by resolution.

Adjustments are typically done during the budget adoption process and all rate and fees will be posted on the City of Zeeland Website in the Transparency section easily accessible for all to see.

Clean Water Plant Electrician/Utility Operator

The CWP has traditionally staffed a maintenance/operator position and that position has become vacant with the voluntary resignation of Ken Jipping. Equipment technology has evolved throughout the years and most of the equipment has become highly technical. What this means is newer equipment is filled with electrical components that need diagnosing and repair. Anything from diagnosing a bad motor, a variable speed drive or an electric module. In most of the CWP's repairs over the past year, electricians from DVT electric and Kennedy Industries were called in for their assistance. I believe that this open position is a great opportunity for the Zeeland CWP to position ourselves to repair and replace much of our own equipment going forward. This position will be renamed "Electrical/Utility Specialist" and will also do the previous maintenance (preventive and regular) that was performed by the old position, as well as perform Wastewater Operator duties.

Sick Leave Policy Amendment

Klunder explained that back in December, 2018, Governor Snyder signed two laws to modify the minimum wage and paid sick leave in Michigan. The City and BPW are in compliance with the minimum wage aspect however, the paid medical leave does require we make some amendments to our existing Paid Sick Leave Policy.

Miller Johnson gave us an overview of the new Michigan Medical Leave Law. The City/BPW must provide 1 hour of paid medical (sick) leave for every 35 hours worked. We currently provide 4 hours of paid sick leave per month worked (1 hour for every 43.33 hours worked for a full-time employee working 2080 hours per year). Additionally, we currently only provide paid sick leave to full-time employees. Under the new law, any employee that works over 25 weeks per year and averages 25 or more hours per week in the previous calendar year, will also be eligible to earn paid medical leave at 1 hour for every 35 hours worked. We can continue to cap the amount of paid sick leave hours earned in a fiscal year to 48 hours and we can also continue to cap the maximum amount of paid sick leave hour accumulated to 144 hours. The new policy means employees will earn their 48 hours of paid sick leave in a fiscal year at a faster rate (1 earned for every 35 hours worked versus every 43.33 hours worked) but they will not earn more paid sick time per year. It also means some part-time employees may start to earn paid sick leave if they worked more than 25 weeks per year and averaged 25 or more hours per week in the previous calendar year. We currently estimate that three part-time employees may start to earn paid sick leave. Another major adjustment in the policy that should be pointed out is the definition of when an employee may use sick time and whom the sick time may be used for. Both of these definitions have been expanded significantly. Klunder stated this new policy would not have a huge financial implication and if approved, this would go into effect March 3, 2019.

2019 Strategic Action Plan Development

Klunder reported we continue to integrate the ideas generated during the January 2019 goal setting sessions into our 2019 Strategic Action Plan document. In the Council Package, Klunder included the definitions that have been developed for the seven commitment areas to spread the Zeel in 2019. These definitions attempt to build from the key phrases for each commitment identified during the goal setting sessions. As staff worked on these definitions, we would like to offer a consideration to City Council to eliminate the "Business Forward" commitment. We have struggled a bit with what we are trying to accomplish with this commitment that is different from our "Economic and Community Development" commitment. Thus, we feel if there is a desire to retain the "business forward" language, maybe we could instead include it with the Economic and Community Development commitment. On the back of the vision graphic we have included the proposed action steps for City Council consideration. At your last meeting, City Council indicated a desire to retain the action steps that obtained seven or more votes. We have identified those actions steps on the vision graphic. We would suggest the elimination of the

“Huizenga Park Phase II” action step. This action step is well underway and we feel this particular action could be included as an operational goal for the Parks Department. We would also suggest the elimination of the “Implement Downtown Vision” action step. This is a very broad action step that seems redundant given there are a number of very specific action steps that are in fact part of implementing the downtown vision.

A couple of action steps that we are suggesting as additions to the plan are the Police Department Use of Body Cameras and Police Department Accreditation. Both of these actions will require a significant amount of resources (time and finances) to complete, as well as some policy implications for City Council to be involved with. We feel they are worthy of being included in the 2019 Strategic Action Plan. An additional item that staff has not settled on with the action steps is if they should be “ranked” by priority. Identifying them as Priority 1, 2 or 3 gives a connotation that some priorities are more important than others. Not necessarily a bad thing but there is some thought that simply listing them as priorities may be a better way to identify them in the action plan. City Council’s thoughts on this are welcomed. Finally, staff is in the process of writing outcome indicators for each of the identified action steps. We are hoping to start sharing those with City Council at your March 4 meeting.

Council was in favor of combining the “business forward” language with the Economic and Community Development commitment. Timmer stated she likes the addition of the Police items. Broersma stated he feels this is coming together nicely and feels Klunder and the staff are doing a good job.

Being no further business to discuss, the Work Study was adjourned at 6:54 p.m.

Pamela Holmes, City Clerk