

Council Meeting
Common Council
May 2, 2022

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, May 2, 2022. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council member: – Broersma, VanDorp

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Police Chief Jungel, Fire-Rescue Chief Tibbets, Deputy Fire Chief Harsevoort and City Clerk Holmes.

The invocation was offered by City Manager, Tim Klunder.

The Pledge of Allegiance was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to excuse Councilmember Broersma due to personal reasons and Councilmember VanDorp due to business reasons. Motion carried. All voting aye.

22.068 Approve Consent Agenda

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the Consent Agenda as presented:

1. Approve minutes of the regular meeting of April 18, 2022.
2. Approve minutes of the Work Study meeting of April 18, 2022.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

Communications/Visitors

Myna VandenBerg, 630 Hastings, Holland and John Duquette, 9581 Cedar Ct., Zeeland of Wreaths of Honor were present to give an update to City Council. A Board has been formed and they are waiting for their 501(c3). They have been working with Mike Bronkhorst, Cemetery Supervisor, and it looks like there is approximately 700 Veteran grave sites. They are also working on getting quotes for the wreaths.

City Manager's Report

Employee Recognition – Our award-winning Clean Water Plant continues to receive well deserved recognition. This time however, it is for an individual, rather than the plant. Congratulations to **Doug Engelsman for being awarded the 2022 Public Utility Management Professional Award** from the Michigan Water Environment Association (MWEA). From their website, the Public Utilities Management Professional of the Year was established in 2002 and it

“is awarded to a worthy individual who, has demonstrated outstanding dedication to an employer and to the community, has excelled in public utilities management, and

has publicly promoted the water environment profession. Nominees for this award shall meet or exceed the following high standards: Five years of experience in the area of public utility management and made contributions to the advancement and understanding of water environment issues. Other Considerations: Nominations are accepted from the general membership. Recommendations will be processed by the Awards Committee and presented to the Board of Directors for their endorsement. Nominator is required to submit a nomination form, one-page biography of the nominee, and any additional supporting material including specific reasons for nomination. Eligibility is open to any person having made significant contributions to the management of a public utility.”

Congratulations to Doug on this excellent achievement and for his dedication to the City of Zeeland’s Clean Water Plant!!!

Library/Community Center Director – Our hiring team conducted our second interview this past week. We have our third interview scheduled for next Tuesday, May 3. We will determine if second interviews will be necessary after that time.

Public Hearing 7:15 p.m. – FY 22/23 Budget Hearing Resolution

Mayor Klynstra called the Public Hearing to order at 7:15 p.m.

Treasurer/Finance Director and Asst. City Manager of Finance & City Services/Infrastructure Plockmeyer gave a power point presentation explaining the proposed budget revenues by source, a comparison to last year’s revenue, increases in tax revenue, expenditures by function, and comparison to last year’s expenditures and contingencies. Councilmembers expressed their gratitude on all the work put into the budget by Plockmeyer and his staff.

Motion was made by Councilmember Kass and supported by Councilmember Timmer to close the Public Hearing for the FY 22/23 Budget at 7:40 p.m. Motion carried. All voting aye.

22.069 3 E. Main Purchase Agreement

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Purchase and Development Agreement with Geerlings Construction Co. for the sale of 3 E. Main Avenue and that any changes be approved by the Mayor, City Manager and City Attorney.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.070 POLC Labor Contract

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the settlement agreement with the Police Officers Labor Council as outlined in the tentative agreement provisions and authorize the City Manager to sign the amended collective bargaining agreement with said terms included.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.071 City Hall Building Control Unit Replacement

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to authorize waiving our purchasing policy bid requirements and award a contract to Trane U.S., Inc. in the amount of \$29,550.00 to furnish and install a Trane SC Building Control Unit at City Hall and set a project budget in the amount of \$35,000.00.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.072 FY 2022/2023 Budget Resolution

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to approve the Resolution to adopt the Fiscal Year 2023 Budget as presented.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.073 FY 2022/2023 Rates and Fees Resolution

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Resolution to adopt the Fiscal Year 2023 Rates and Fees Schedule as presented.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.074 Appoint City Manager/City Superintendent

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen 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 that 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: Kass, Timmer, Lam, Gruppen and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.075 Appoint Community Development Director

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to appoint Timothy Maday to the position of Community Development 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: Timmer, Lam, Gruppen, Kass and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.076 Treasurer/Finance Dir & Asst City Mgr of Finance & City Services/Infrastructure

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to appoint Kevin Plockmeyer to the position of Treasurer/Finance Director and Assistant City Manager of Finance and City Services/Infrastructure. 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, Gruppen, Kass, Timmer and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.077 Appoint City Clerk/Personnel Assistant

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to appoint Pamela 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: Gruppen, Kass, Timmer, Lam and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.078 Appoint City Attorney

Motion was made by Councilmember Kass and seconded by Councilmember Timmer 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: Kass, Timmer, Lam, Gruppen and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.079 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 least one time per year.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.080 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: Lam, Gruppen, Kass, Timmer and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.081 Appoint Interim Co-Directors of the Library/Community Center

Motion was made by Councilmember Timmer and seconded by Councilmember Gruppen to appoint Leann Parker and Lindsey Kult to the position of Interim Co-Directors of the Library/Community Center.

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, Timmer, Lam and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.082 Appoint BPW Utilities Manager/General Manager

Motion was made by Councilmember Lam 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: Kass, Timmer, Lam, Gruppen and Mayor Klynstra

No Votes: None

Absent: Broersma and VanDorp

22.083 Reappointment to the Board of Zoning Appeals

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to reappoint Linda Mergener to a 3-year term on the Board of Zoning Appeals with said term to expire May 2, 2025.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.084 Reappointment to the Board of Zoning Appeals

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to reappoint Scott Bartolomei to a 3-year term on the Board of Zoning Appeals with said term to expire May 2, 2025.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.085 Reappointment to the Board of Construction Appeals

Motion was made by Councilmember Timmer and seconded by Councilmember Gruppen to reappoint Lara Gilson to a 3-year term on the Board of Construction Appeals with said term to expire May 6, 2025.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.086 Reappointment to the Cemetery/Parks Commission

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to reappoint Susan Lucas to a 5-year term on the Cemetery/Parks Commission with said term to expire May 1, 2027.

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

22.087 Arbor Day Proclamation

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to approve the Arbor Day Proclamation by Mayor Klynstra as presented

Roll call.

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

No Votes: None

Absent: Broersma and VanDorp

Councilmember Kass thanked Council and staff for the expressions of sympathy in the loss of his mother.

The National Day of Prayer is this Thursday, May 5, 2022 at 12:00 noon.

Mayor Klynstra attended an Open House for the Surge Center in downtown Holland.

There being no further business, motion was made by Councilmember Timmer and seconded by Councilmember Kass to adjourn the meeting at 8:05 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, May 2, 2022
6:00 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, Kass, Timmer and Lam
ABSENT: Councilmembers – Broersma and VanDorp

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Police Chief Jungel, Fire Chief Tibbets, Deputy Fire Chief Harsevoort, City Marketing Director deRoo and City Clerk Holmes

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

3 E. Main Street Purchase Agreement

Staff has been working with Midwest Construction/Geerlings Development Co. to reach an agreement of terms for the purchase and development of the City's property at 3 E. Main. In 2021, Midwest submitted an attractive response to the City's issued RFQ. The original proposal outlined a 3 story, mixed-use building to be constructed at 3 E. Main. Since the time that the original response was submitted, a lot of discussions have evolved, including pairing the developer with the owners of the neighboring property located at 9/11 E. Main. Through that pairing a successful partnership has been started, with the intent to combine the 3 E. Main and 9/11 E. Main Ave sites and redevelop a much larger footprint at the NE corner of State and Main. Uniting the properties elevates the original proposal for a single building on the corner and fulfills the City's priority to create a strong downtown gateway.

To date, the City has invested the following into the 3 E. Main site:

Purchase/Closing/Survey of Building - \$289,097.19
Phase II Environmental - \$4,300
Property Taxes - \$6,601.11
Johnson Hill - \$3,240
Urban Innovations - \$4,960
Demolition - \$29,850
Utilities - \$550.70

TOTAL \$338,599

Through negotiations with the developer, staff and City Council have reached an agreed upon purchase price of \$300,000 for the property. The attached Purchase and Development Agreement between the City of Zeeland and Geerlings Development Co. details the \$300,000 purchase price and the requirements of the sale. Following is a high-level summary of the agreement:

- Geerlings Development Co. agrees to purchase 3 E. Main for \$300,000. Such purchase price shall be paid as follows:
- Geerlings Development Co. will provide the city with a lease to use the 48 uncovered parking spaces for public use, including overnight parking, for 50 years, with a 50-year renewal.

The rent for such spaces has a value of \$150,000, and/or an annual rental value of \$3,000. Payment of such rent shall be made in the form of a credit to Geerlings Development Co. in the amount of \$150,000 towards the purchase price at the time of the closing.

- Geerlings Development Co. will provide the city with a 50-year lease (with a 50 year renewal) for a 600 sq. ft. space in the basement of the new building to house the City's possible future snowmelt boilers. The basement lease includes access and appropriately engineered chimney, vent, etc. to service City boilers.

The rent for such space has a value of \$150,000, and/or an annual rental value of \$3,000. Payment of such rent shall be made in the form of a credit to Geerlings Development Co. in the amount of \$150,000 towards the purchase price at the time of the closing.

- The sale of 3 E. Main is contingent on Geerlings Development Co. purchasing 9/11 E. Main prior to closing on the City's property.
- The purchase of 3 E. Main is contingent upon Geerlings Development Co. securing appropriate local and state incentives.
- The development agreement acknowledges that the City is retaining ownership of a 20' x 20' vertical corner of the property at 3 E. Main Avenue to maintain a clear visibility corner and incorporate gateway landscaping treatments or other public improvements.
- The agreement provides the City of Zeeland with several layers of building and landscape design approval, including, staff, SARB, Planning Commission and City Council.

The structure of the Purchase and Development Agreement was created to work as economic development tool to close the financial gap in the project. By replacing the cash needed in the transaction between the City and the Geerlings Development Co. with in-kind assets, we can reach an agreement that is mutually beneficial to the overall development and the growing downtown district.

City staff continues to be very excited about this dynamic project as it checks multiple boxes in the Downtown Vision Plan, strengthening the western downtown gateway, building strong corners, infill development, increased downtown housing.

POLC Labor Contract

Included in the Council Package was a marked version of the proposed new Collective Bargaining Agreement with the Zeeland Unit of the Police Officers Labor Council which would become effective July 1, 2022 if approved by the Zeeland City Council. The tentative agreement provisions have already been ratified by the Police Union. A summary of the proposed changes are:

- Contract term is for three years: July 1, 2022 – June 30, 2025.
- Wage increases of 4% (FY 22/23), 3% (FY 23/24) and 3% (FY 24/25), or the across-the-board wage adjustments provided to non-union employees, whichever is higher. Additionally, the police officers are eligible for the city's performance incentive program. In reviewing comparables provided by both the city and the union, with the adjustments we should be near the average hourly wage. Given the contract does not reference a dollar amount, for your information, here are the wages for the current agreement, and the proposal for year one of the new agreement.

	Min	6 mos.	Year 1	Year 2	Year 3	Year 5	Sergeant
FY 21/22	\$25.68	\$26.31	\$27.06	\$28.60	\$30.00	\$31.50	\$33.70
FY 22/23	\$26.71	\$27.36	\$28.14	\$29.74	\$31.20	\$32.76	\$35.05

- Comp time may now be accumulated to 80 hours, rather than 50 hours. Additionally, officers may carry over up to 40 hours rather than 24 hours at the end of the fiscal year.
- The city will allow an officer to purchase, at their cost, from the city's life insurance provider, increased amounts to the policy we provide to them individually, and if desired, they may purchase a policy for their spouse and/or dependents. Again, these additional amounts are at the employee's cost.al year.
- Defined Contribution. The city will make no change in year 1 (FY 22/23), a city match of up to an additional 1% (from the base of 8%) in year 2 (FY 23/24) if the employee contributes 1% into their 457 Plan (individual retirement savings) and a city match of up to an additional 2% (from the base of 8%) in year 3 (FY 24/25) if the employee contributes 2% into their 457 Plan. A summary is as follows:
 - FY 22/23 city 8% base with employee 0%
 - FY 23/24 city 8% base and up to 9% with employee contribution of 1%
 - FY 24/25 city 8% base and up to 10% with employee contribution of 2%

A few items of note on this proposed defined contribution adjustment.

- We do feel that a defined contribution can be justified when reviewing some of the comparable defined contribution amounts (and the amount of police agencies that still offer a defined benefit pension).
- There currently is no requirement for an employee to participate in the 457 Plan. So, for an employee to receive the additional 1% or 2%, they would have to start participating in the 457 Plan. For clarification, if they are already participating in the plan at those amounts, they would qualify automatically for the additional 1% or 2%.
- The provision in the contract that limits the city's contribution to 10% of the base wage will be eliminated as that was a provision requirement of the State's Economic Vitality Program's Employee Compensation Plan which is no longer in place and City Council rescinded in 2016.
- Vacation leave will be amended to provide that management may start an employee with 2 weeks of vacation, rather than 1, depending on the employee's experience and labor market.
- Bereavement leave will be clarified to reflect 3 days equates to the employee's normal shift of 8, 10 or 12 hours.

From a city administrative standpoint, we certainly feel this is a good agreement for the police officers and the city and we are recommending approval of the settlement agreement. Klunder would like to acknowledge the spirit of cooperation displayed by our police union as we brought negotiations to a close after only three brief sessions.

City Hall Building Control Unit Replacement

Plockmeyer explained included in the Fiscal Year 2022 budget was the replacement of City Hall's Building Control Unit (BCU) controller. The BCU is responsible for the operation of the heating, cooling, and snowmelt system for City Hall. The replacement of this unit has been on our radar for several years as we were informed that our version of the Tracer Summit system was nearing end of life and would discontinue to be serviced. The need to replace became even more evident when we installed the boiler system at the Howard Miller Library and the BCU installed at the Library could not communicate with the unit at City Hall. Finally, this past winter we were forced to update the firmware on the City Hall system and were told that we would not be able to perform any more firmware updates on the system. This being the case, we would like to update the system prior to the heating system this fall in order to prevent possible system failures this coming winter.

Included in the Council Package is a quote from Trane U.S. Inc. outlining the cost to upgrade to the Trane SC BCU at City Hall. This is the same system that we have installed at the Howard Miller Library. We are proposing to use this BCU so both buildings can communicate with each other easily, and because we have been very happy with how the Trane systems have operated for us in the past. As shown on the quote, the cost for this upgrade is \$29,550. While the cost is significantly more than the \$15,000 budgeted for this upgrade, staff feels that it is important to make this upgrade prior to the next heating system in order to assure ourselves of glitch-free operations this winter. From a budgetary perspective, I think we significantly underestimated how much this upgrade would cost. In addition to the cost of the unit, staff would also like to make operational changes to snowmelt system on Elm Street which would increase energy efficiency by increasing the number of heating zones the system has. In order to upgrade the system and make these operational changes, staff is seeking a total of \$35,000 for the project. Funding for the additional \$20,000 would come from the Facilities Maintenance Fund reserves, and there is plenty of funding available for this purchase.

Because this BCU is proprietary to Trane U.S. Inc., we are asking City Council to waive the bidding requirements for this purchase as there is no competition for this product.

Fiscal Year 2022-2023 Budget/Rates & Fees

Each year, City Council holds a budget hearing in early May to set its course for the next Fiscal Year. This year is no different. At tonight's meeting, we will hold a public hearing for the Fiscal Year 2023 Budget and City Council will have the opportunity to approve it and the Fiscal Year 2023 Rates and Fees Schedule. Included in the packet were the proposed resolutions for City Council approval to adopt the Fiscal Year 2023 Budget and Rates and Fees Schedule.

Annual Department Head Reappointments

City Manager, Police Chief and Fire/Rescue Chief

Per the City Charter, City Council needs to consider the reappointment of several positions within the City of Zeeland on an annual basis. With the advice and approval of the City Council, the Mayor appoints the Police Chief/Health Officer and Fire Chief. City Council appoints the City Manager on an annual basis. A separate memo from Mayor Klynstra has been provided for those three positions.

Treasurer/Finance Director/Asst. City Manager, Community Development Director/Assessor, City Clerk/Personnel Asst., and Library and Community Center Director

In addition to the City Charter, the City Manager Ordinance calls for the City Manager to "Recommend the reappointment, termination, and hiring of all employees, including department heads, in accordance with and subject to the personnel policies and the charter of the city (Sec. 2-85(7))." Please consider this memorandum as my recommendation for the annual appointments for department heads as follows:

Kevin Plockmeyer	Treasurer/Finance Director and Assistant City Manager of Finance and City Services/Infrastructure
Tim Maday	Community Development Director/Assessor
Pam Holmes	City Clerk/Personnel Assistant
Timothy Maday	Community Development Director
Leann Parker & Lindsey Kult	Interim Co-Directors of the Library/Community Center

City Attorney

Per City Charter provision 7.3, City Council appoints the City Attorney. There is a proposed resolution to reappoint Jim Donkersloot as the City Attorney.

BPW General Manager and Utilities Manager

Finally, the Board of Public Works makes a recommendation on the appointment of its General Manager. The Board is recommending the reappointment Andrew Boatright to the position of BPW General Manager and Utilities Manager.

Reappointments to the Zoning Board of Appeals

The terms of Linda Mergener and Scott Bartolomei on the Board of Zoning Appeals expire on May 2, 2022. They are both seeking reappointment for 3-year terms and have submitted their applications.

Reappointment to the Board of Construction Appeals

The term of Lara Gilson on the Board of Construction Appeals expires on May 6, 2022. She is seeking reappointment for a 3-year term and has submitted her application.

Reappointment to the Cemetery/Parks Commission

The term of Susan Lucas on the Cemetery/Parks Commission expired May 1, 2022. She is seeking reappointment for a 5-year term and has submitted her application.

Arbor Day Proclamation

Mayor Klynstra has proclaimed Friday, April 29, 2022 as Arbor Day in the City of Zeeland. He urges all citizens in the City of Zeeland to support efforts to protect our trees and woodlands and to support our City's urban forestry programs. He encourages all citizens to plant trees, generating an ongoing process of growth and renewal that will continue indefinitely.

The Work Study adjourned to the regular Council Meeting at 6:35 p.m.



Pamela Holmes, City Clerk