

Council Meeting
Common Council
May 15, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, May 15, 2023. Mayor Klynstra called the meeting to order at 7:00 p.m.

PRESENT: Council members – Mayor Klynstra, Mayor ProTem 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, Fire-Rescue Chief Tibbets, Marketing Director deRoo, Community Development Director/Assessor Maday, BPW General Manager Boatright and City Clerk Holmes.

The invocation was offered by City Attorney, James Donkersloot.

The Pledge of Allegiance was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to remove Agenda Item #4, Salary Increase Plan Amendment. Motion carried. All voting aye.

23.082 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 May 1, 2023.
2. Approve minutes of the Work Study meeting of May 1, 2023.
3. Receive for information minutes of the May 9, 2023 BPW Board Meeting.
4. Receive for information minutes of the February 8 Cemetery/Parks Commission meeting.
5. Ratify BPW Action #23.032, Bid Recommendation for City of Zeeland Auditing Services
6. Ratify BPW Action #23.033, Approve Cash Disbursement and Regular Monthly Transfers.
7. Ratify BPW Action #23.034, N. Maple Street Watermain Abandonment Bid Recommendation.
8. Ratify BPW Action #23.035, Power Plant Units #9-11 Jacket Water & Lube Oil Transmitters Bid Recommendation.
9. Ratify BPW Action #23.036, Marketing Services Bid Recommendation.
10. Ratify BPW Action #23.037, Amended and Restated Interconnection Facilities Agreement.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

There were no communications at this time.

City Manager's Report

Central Dispatch Reports

Included in the Council Package were monthly statistical reports from Central Dispatch. They updated the report this year to include all traffic stops which is above and beyond the calls that result in an incident number. This gives a better representation of the work that is going on within each jurisdiction.

Cemetery and Parks Commission Meeting

The Cemetery and Parks Commission met on May 10. Among the items on their agenda was a review of the preliminary drawings for the Felch Street Cemetery Building and a restroom evaluation report. Per the Strategic Action Plan, City Council will receive the restroom evaluation report at a future meeting. The Commission will also work to refine the Felch Street Cemetery Building Scope and will bring a recommended design to a future Council Meeting.

Redevelopment Alcohol License Application

We received a redevelopment alcohol license application this past week for a full-service restaurant at 120 East Main. We look forward to working with the licensee to bring another restaurant downtown to the space formerly occupied by the Elbo Room. A review of the site plan will be brought before the Planning Commission at their June meeting.

Main Avenue and Fairview Project

Despite the delayed start, the project is moving forward quite well, and the contractor shared with us an updated schedule which anticipates the project being completed a week ahead of schedule.

Other Construction Projects

Plainfield Avenue/Court – Contractors are pouring concrete on Plainfield Court and installing storm sewer on Plainfield Avenue. The contractor is hoping to install a base course of asphalt on Plainfield Court by the end of next week or the first part of the following week.

Felch Street Cemetery/Alice Avenue Tree Planting project – The contractors are planning to wrap up the planting of the trees at the Felch Street Cemetery early next week and intend to move to Alice Avenue next week.

Huizenga Park Pickleball Courts – The project is still planned to commence in the middle of June.

Main Avenue Streetscape and Snowmelt – The project is still planned to commence in the middle of June.

7:10 p.m – Public Hearing, Necessity of a Snowmelt Special Assessment

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

ACM of Infrastructure/City Services and Finance Plockmeyer presented an overview of Snowmelt Operation and Maintenance Special Assessment Report for operating years 2023-2024, 2024-2025 and 2025-2026. He explained the Plans, Profiles and Specifications, Project Phasing, Detailed Estimates of Cost, Commodity or Heating Charges, Readiness-to-Serve or Capital Charge, the Estimated Life of the Improvement, the Special Assessment District, the Cost of the Project to be borne by the Special Assessment District and the Special Assessment Term.

Based on the contents of this report, staff feels that our recommendations are consistent with our Assessment Policy for Operation and Maintenance of a Snowmelt System and would recommend that City Council continue with the special assessment process for the operation and maintenance of the snowmelt system which would

require council to authorize Snowmelt Special Assessment Resolution No. 2 Resolution No. 2 sets a public hearing date to discuss the necessity of this proposed special assessment.

Mary VandePoel, 62 E. Main, stated she has always been a big advocate of a snowmelt system on Main Street. Her issue is having to pay for the snowmelt system that was put in on Elm Street. She feels the City always did a good job keeping the roads clear with snow removal so there was no need for it on Elm. Now she finds that she is paying for snowmelt in front of her garage and along Elm Street where there are no businesses. She doesn't like the amount she has to pay because it is on Elm Street.

Joel Bouwens, one of the owners of the property at 156 E. Main at the corner of Church Street and Main. His concern is not with the necessity but with the assessment. The assessment should be fair and in proportion to the benefit. When he saw the map and the list of assessments each property would have to pay, it looked like his property is the most similar to the property at 150 E. Main. That property has twice the frontage on Main than what he does. It has half the benefit so basically proportionally; he is being assessed 4 times as much. The reason for that is the assessment, as it is now proposed, is on Church Street and it runs all the way from the south end of his property to the north and that part really provides him no benefit. They do have some entrances at the southeast side of his property but basically anyone that walks from the south end to the north end is going to walk inside. They are not going to walk outside to the sidewalk and walk around the corner. The primary use of that sidewalk would be for people who live in the southeast quadrant of the City residentially to walk to Main Street or folks who are using the library to get to Main Street but it really doesn't benefit him to have a sidewalk along the wall with no means of ingress and egress to that wall. He was struck by the City choosing not to assess public passageways. He asked what is more of a public passageway than a sidewalk which runs north and south and goes from the library and the residential portions of the community to Main Street? He doesn't benefit from that sidewalk more than any other property that is located on Main Street. What he feels would be appropriate is for the City to pick up that cost as well. It would be consistent with two of the City's goals - one of which is affordable housing. By not assessing this property for this, he would not have to pass the cost onto his two residential apartments upstairs and it is also consistent with the City having a walkable community. He is asking City Council to have staff give this a hard look at the City picking up the cost of the Church Street portion of that sidewalk.

Mitch Bakker, 14 S. Elm, asked if the first round was heading east versus west from Church and what influenced that decision. Plockmeyer explained a big driver of that was Cityside Middle School will be closed to the general public during the summer. Also, across the Street, the large amount of development going on with the GDK project and finally, that portion is far less complicated than to the West. Contractors generally like to start with the least complicated area. While he loves the heated sidewalks, his concern is that the sprinkling system is on pause at 140 E. Main because of the amount of cost it would take to put the correct piping in and its not big enough to support it so it would cost him \$60,000.00 for him to do it himself but it wouldn't cost him anything if the City does it.

Steve Albert, 36 W. Central, is here representing the Museum and he wanted some clarification on the numbers such as the \$0.92 and the \$1.19 per square foot and if these charges have a limitation. Plockmeyer stated they were fixed for a 3-year period and the readiness charge and the commodity charge would not go away.

Brian Busscher, 20 E. Main representing North St. CRC, thanked Council for all they do. He feels the snowmelt is a good project other than the adverse cost and he asked Council to consider the effect that would have on their ministry.

Debbie Albert, 36 W. Central, is here as a resident that was originally excited about the snowmelt system but is now expressing concern for the downtown businesses, the churches and the Museum and the impact it will have on them. She asked if City Council had considered spreading this cost to all households in the City. Mayor

Klynstra told her it had been discussed and a millage was considered. He explained the City is covering 59% of the cost which comes from the General Revenue. After discussing, the City felt this was the best way to go. Albert does not agree with that decision as some of the building owners own the buildings and in many cases are rented out. This will cause the building owners to raise the rent and that will have an effect on bringing in new businesses to downtown Zeeland. Albert also asked what the marketing strategy is once the snowmelt goes in. She also asked about regulating downtown hours. She stated she has people coming into the Museum asking why nothing is open on a Saturday. Mayor Klynstra told her they have discussed hours downtown for a long time but can't regulate hours. She also asked why we are lacking so much retail space. Community Development Director Maday told Albert that studying the First Floor Ordinance is something that is on the Strategic Action Plan and will be reviewed later this year. Her last question is why are non-profits being charged? She called the IRS and the State of Michigan because they don't pay any taxes as a 501(c)3. She asked if anyone could answer that question for her. Plockmeyer stated he could not cite an Ordinance from the State and he has seen other communities charge their non-profits. Albert does not like Zeeland being compared with other communities. We have a much shorter downtown than most communities in the area. Councilmember VanDorp stated some municipalities charge non-profits more since they don't pay taxes. Plockmeyer said he would check further into this. Albert finished with she loves the idea of snowmelt but not the cost.

City Clerk Holmes read letters/emails from David Wilson of Generational Wealth; Katelyn VerMerris of the Zeeland Historical Society; Brian Busscher from North Street CRC; Jim Edewaard of Feel the Zeel, LLC; Amy Langeland, former Board Member and President of the Zeeland Historical Society; Shelley Miller, Drip Coffee; and Brett Zeerip, Lakeshore Investor Group, LLC. Copies of the letters are attached to the minutes.

Councilmember Kass wanted to make it clear that none of the numbers that are in the packet are set in stone and there will be an opportunity to discuss those particulars. Plockmeyer answered we are asking City Council tonight to approve Special Assessment #3 which directs the Assessor to come up with the tax roll. Klunder further explained that tonight they are asking is there a necessity to have any type of charge on the parcels that are benefiting. They have come up with a funding model to give building owners an idea what kind of costs they would be looking at. Council is not adopting that model tonight. There will be another public hearing on the amounts that are on the roll.

Gruppen reminded everyone we are only talking about the operation and maintenance. The City is paying for the installation. This is probably the largest project we have done. All of our planning has been about making downtown better. She has received many comments from residents who want the snowmelt. She appreciates all the comments this evening and Council will do their best to support the downtown area.

VanDorp stated this action tonight is not committing us to anything and we can still take a look at things but he wants to keep the process moving forward. Councilmembers agreed.

Motion was made by Councilmember Timmer and supported by Councilmember Broersma to close the Public Hearing for the Necessity of a Snowmelt Special Assessment at 8:10 p.m.. Motion carried. All voting aye.

23.083 Approve Snowmelt Special Assessment Resolution #3

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to adopt Snowmelt Special Assessment District Resolution No. 3 which authorizes the City Assessor to prepare a Special Assessment Roll and give Council time to look at some of the concerns expressed tonight.

Roll call.

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

No Votes: None

Absent: None

23.084 Amend Purchase Development Agreement for 3 E. Main

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve Addendum #1 to the Purchase and Development Agreement with Geerlings Development Company for the sale of 3 E. Main Avenue and assign the buyer's interest from Geerlings Development Company, Inc. to SCOTTG, LLC.

Roll call.

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

No Votes: None

Absent: None

23.085 Sourcewell Cooperative Purchasing

Motion was made by Councilmember VanDorp and seconded by Councilmember Kass to waive the City's bid procedure and utilize Sourcewell as the means of fire apparatus and fire equipment procurement and to accept the recommendation of the ZFR Apparatus Committee to select Spartan Manufacturing as the sole source manufacturer and to work directly with them on specs for the replacement pumper.

Roll call.

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

No Votes: None

Absent: None

23.086 Employee Appreciation Policy

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to approve the Employee Appreciation Policy Directive and to rescind City Council Policy Directives 03.337 (Employee Banquets and Boards/Commissions Dinner Policy), 03-338 (Turkey and Ham Distribution Policy) and 15.108 (Milestone Anniversary and Retirement Gifts) and to revise relevant sections of the Employee Handbook as needed in accordance with the New Employee Appreciation Policy Directive.

Roll call.

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

No Votes: None

Absent: None

Motion was made by Councilmember Timmer and seconded by Councilmember Gruppen to amend the Employee Handbook Vacation Schedule as of July 1, 2023 as presented.

Klunder explained that with the negotiation of the Zeeland Board of Public Works' most recent contract with the Utility Workers Union of America (UWUA), and the City's negotiation of our first contract with our clean water plant employees (represented by UWUA), there were changes in the vacation accrual schedules. As a result of these changes, we would like to propose changes to the Employee Handbook to make it more consistent with those contracts.

Within our Employee Handbook, we currently have three vacation accrual schedules (see red-line policy attached). The schedule that has been eliminated in the union contracts is the schedule found on page 7 of the Employee Handbook, where an employee starts with one week of vacation. (The Police Union contract still has the first accrual schedule, although the Police Chief may authorize an employee to start with two weeks of vacation and receive two weeks annually until they become eligible for three weeks).

We are not only proposing to eliminate the first schedule (one week to start) to be more consistent with union contracts, but from a practical standpoint, generally we have been using the two-week starting vacation schedule for non-union hires in recent years due to the competitive employment market and changing desires of new employees.

We are proposing that the one-week starting vacation schedule would be eliminated as of July 1, 2023. From an implementation standpoint, this does create a bit of a dilemma when assessing anniversary schedules and accrued vacation time if the employee started on the one-week schedule. For example, for an employee that may have started with the one-week vacation schedule, and they reach their sixth anniversary on June 1, 2023, they would miss the extra week of vacation by one-month. Conversely, if an employee's sixth anniversary were to be on August 1, 2023, they would be eligible for 3 weeks under the new schedule if the policy change were implemented on July 1, 2023. To adjust for this timing implementation matter, we would suggest that any employees that have the following years of service as of July 1, 2023, would receive a pro-rated week of vacation from July 1, 2023 to their anniversary date. They would then go on the new accrual schedule on their anniversary date. For example, an employee that reached their sixth anniversary on January 1, 2023, would receive 2.5 days of vacation from July 1, 2023 to December 31, 2023, and then they would receive a full week of extra vacation on their seventh anniversary (January 1, 2024). Eligible non-union employees that would receive a pro-rated week of vacation on July 1, 2023 would need the following years of service as of July 1, 2023 (assuming they started on the one-week schedule):

- Less than two years of service
- 6 or 7 years of service
- 13 or 14 years of service
- 23 or 24 years of service

In looking at our non-union employees, there are approximately 10 employees that would be impacted by having years of service in the above amounts come July 1, 2023. This proposed change was approved by the Personnel Committee at their May 10 meeting.

Roll call.

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

No Votes: None

Absent: None

23.088 On-Call Policy Amendment

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to amend the Employee Handbook to allow for the provision of two-hours of on-call pay for being on-call on Fridays..

ACM of Infrastructure/City Services and Finance Plockmeyer explained as City Council is aware, we generally like to maintain consistency across employee groups, and do our best to not have discrepancies between the employee handbook and our various union contracts. While we acknowledge that at times inconsistencies may exist, after our negotiations with the Clean Water Plant employees, we have an item that we would like to bring to your attention for possible amendment. According to the Employee Handbook, on-call pay is paid as follows:

“A regular full-time hourly employee is placed “on-call” at a time other than their scheduled work shift, or is “on-call” during a holiday, the employee shall receive two hours of pay at time and one-half of their regular straight time rate for each Saturday, Sunday or holiday on standby or one (1) hour of pay at a time and one-half of their regular straight time rate for each Monday, Tuesday, Wednesday, Thursday or Friday on standby.”

And similarly for regular part-time employees:

“A regular part-time hourly employee placed “on-call” shall receive two (2) hours of pay at regular straight time for each Saturday, Sunday or holiday on standby or one (1) hour of pay at regular straight time rate for each Monday, Tuesday, Wednesday, Thursday or Friday on standby.”

Included in both our BPW and Clean Water Plant Union contracts is the following verbiage regarding the payment of on-call pay:

“When a regular full-time hourly employee is placed “on-call” at a time other than their scheduled work shift, or is “on-call” during a holiday, the employee shall receive two (2) hours of pay at time and one-half of their regular straight time rate for each Friday, Saturday, Sunday or holiday on standby, or one (1) hour of pay at a time and one-half of their regular straight time rate for each Monday, Tuesday, Wednesday, or Thursday on standby.”

While both are very similar, the difference is regarding the on-call paid for Friday. Our employee handbook specifies that Friday necessitates the payment of 1 hour of overtime versus the union agreements which indicate 2 hours of overtime for on-call pay on Friday. To maintain consistency between employee groups, we would recommend changing the employee handbook to allow for two hours of on-call pay for Friday. This change impacts very few employees as the Lead Operators in the Streets/Motor Pool and Cemetery/Parks Department and a Building Maintenance Position are the only non-union employees eligible for on-call pay and this only occurs when the supervisors in their respective departments are on vacation. This being the case, we would recommend amending the employee handbook to allow for the provision of 2 hours of on-call pay for Friday. This change was approved by the Personnel Committee at their May 10 meeting.

Roll call.

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

No Votes: None

Absent: None

23.089 Events Planner Wage Scale and Job Description

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve a job title change from Events Coordinator to Events Planner, to approve the new wage scale and recommend that the employee’s wage be adjusted consistent with the plan as presented.

**Motion was made by Broersma and seconded by Timmer to allow Councilmember VanDorp to abstain from voting due to Conflict of Interest. Motion carried. All voting aye.*

Klunder explained while Sage Solutions and City/BPW leadership attempted to appropriately update our all position wage scales with the recently completed 2022 Compensation Study, there is always the chance that a position analysis may not get it “exactly right”. During the final stages of the Compensation Study’s adoption/implementation phase, there were concerns expressed that we may not have relied on appropriate data for the Events Coordinator position. To address this, our city leadership team attempted to work with Sage Solutions to obtain more detailed analysis on their finding for the Events Coordinator position, but unfortunately, we did not feel we were obtaining the level of detail being sought.

Rather than withholding the implementation of the entire Compensation Study, which was widely accepted, we planned to further evaluate the Events Coordinator position, but adopted the proposed scale recommended in the Sage Solutions study (including the interim findings for the Events Coordinator position). We subsequently solicited the efforts of HR Solutions to perform an evaluation of the Events Coordinator position, along with asking city staff to perform some of their own analysis on the position.

In summary, what we found was that there are not many comparable Events Coordinator positions in the public sector. As such, the comparable positions that Sage Solutions relied on were not necessarily incorrect given the data that was available. The methodology that HR Solutions subsequently employed was an analysis based on an in-depth review of the job functions and incorporating an analysis of positions with similar functions in the private sector. Attached hereto, you will find that information from HR Solutions. In summary, the results of HR Solutions led to a recommendation to adjust the wage scale for the position as outlined as follows:

	Min	Mid	Max
Current (as of Jan 1)	\$18.15	\$22.69	\$27.23
Proposed (on adoption)	\$23.35	\$26.94	\$30.77

From an implementation standpoint, if the Personnel Committee and City Council are subsequently acceptable to this new wage scale, the employee in the position would have their wage adjusted to their penetration point in the new wage scale (effectively immediately upon CC approval) using the methodology other positions were adjusted by with the Sage Study. This would result in about a 9.2% increase from where the Sage Study moved the employee to on January 1, 2023. The employee would then be eligible for the July 1 adjustment like other employees. This process would keep the position/employee consistent with our implementation of the wage study in January. In addition to updating the wage scale, we are proposing a new job title for the position, Event Planner, to appropriately reflect the job functions of the position.

Roll call.

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

No Votes: None

Absent: None

Abstained: VanDorp

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to award the Fiscal Year 2023 through Fiscal Year 2027 audit services contract to Brickley DeLong in the amount of \$250,280.00.

ACM of Infrastructure/City Services and Finance, Kevin Plockmeyer, reported that after 50 years of service, Kiekover, Scholma, and Shumaker (KSS) decided to exit the governmental accounting sector of their business. Their partnership and the services they have provided for the past number of years will be missed. To fill this hole in our accounting team, staff solicited Requests for Proposals for audit services in March. Staff chose to pursue a five-year term due to the nature of the relationship and the fact that typical audit engagements are between three and five years as recommended by the Government Financial Officers Association. In the unlikely event that we find ourselves in a relationship that we are unsatisfied with, we will make sure that we have contractual language that allows us to exit the relationship for just cause. We are happy to report that we received six proposals for this service with the total cost for their services over the five-year period outlined below:

Audit Services Proposals	Andrews, Hooper, Pavlik	Maner Costerisan	Siegfried Crandall	Brickley DeLong	Gabridge & Co.	Rehmann
Maximum Audit Fees						
Year 1 (FY End 6/30/2023)	60,000	44,800	45,500	45,850	52,250	85,000
Year 2 (FY End 6/30/2024)	64,380	47,500	46,000	48,140	54,800	88,000
Year 3 (FY End 6/30/2025)	69,030	50,400	46,500	50,070	56,400	91,100
Year 4 (FY End 6/30/2026)	73,950	53,400		52,070	57,500	94,300
Year 5 (FY End 6/30/2027)	79,300	56,600		54,150	58,500	97,600
Cumulative Total	\$346,660	\$252,700	\$138,000	\$250,280	\$279,450	\$456,000

Based on these bid results, three firms which had the lowest cost over the life of the audit were chosen. We held interviews with Maner Costerisan, Siegfried Crandall, and Brickley DeLong on May 1st and May 2nd, and we were quite happy with how the interviews went. After the interviews, the team of Andy Boatright, Kate Chrisman, Detra Telgenhof, Nancy Wolters, and myself came to a unanimous decision that Brickley DeLong was the firm that seemed to fit us the best. We liked their size, their approach to the audit, and also their approach to succession planning, and feel like they would be a great asset to the City of Zeeland/BPW team. Brickley DeLong also has experience with a number of municipal clients similar to that of the City Zeeland and have experience working with utilities (electric, water, and sewer), public safety, and libraries. Reference checks also confirmed that the Brickley DeLong team is great to work with and provide a high-quality finished product.

From a budgetary perspective, Brickley DeLong’s audit fee proposal is less than what we are currently paying with KSS (base fee of \$46,500 vs. \$45,850) with the BPW being responsible for 44% or \$20,174 of the total fee. Based on the recommendation of the Auditor Selection Team, we are requesting that the BPW Board award the FY22 – FY27 audit contract to Brickley DeLong subject to City Council approval. For the Board’s reference, a copy of our RFP for Auditing Services and a copy of Brickley DeLong’s proposal was included in the packet.

Roll call.

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

No Votes: None

Absent: None

23.091 Maple Avenue Storm Sewer Project

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to award the Maple Avenue Storm Sewer and Watermain project to GDK Construction in the amount of \$57,128.00.

Plockmeyer stated in conjunction with the redevelopment of the Sligh Building, the decision was made to vacate the portion of Maple Street north of Main Avenue. While we vacated the street, we did retain an easement for the utilities that were present in the existing road. Before the vacated Right-of-Way is restored, we thought it would be wise to update the watermain and storm sewer to delay any needed improvements for the foreseeable future.

Language was included in our development agreement with GDP Zeeland, LLC (GDK Construction) which indicated that they would act as the City's construction manager to have the utility lines replaced per the City's and BPW's specifications and the City and BPW would be liable for the cost to replace these utility lines. We solicited a proposal from GDP to perform the necessary work and they responded with a quotation in the amount of \$57,128 (please see attached). Of this \$57,128, 41% or \$23,422 is the responsibility of the BPW and the remaining \$33,706 is the responsibility of the City. From a budgetary perspective, we included \$88,000 for this work, so this quoted amount falls well below our anticipated budget. The BPW Board of Commissioners awarded this project at their May 9 meeting.

Roll call.

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

No Votes: None

Absent: None

Gruppen reported she has been notified by residents that are upset the contractors are digging up gas lines on Plainfield. Plockmeyer said he had heard something also. He knows of one instance but stated that is usually between the contractor and the utility.

Mayor Klynstra reported that Todd Kamstra of ZAC is retiring and will be moving to Colorado.

The National Day of Prayer was well attended. There were approximately 200 attendees at the Breakfast at the Holland Civic Center Place and approximately 50 people at the noon flagpole prayer at City Hall.

Mayor Klynstra reminded Council of the Memorial Day Parade. Council will meet at 8:45 on Church Street and we will walk to the Cemetery together.

Gruppen thanked everyone for the Ceremony at the Public Safety Building where the training room was dedicated to her and Chief Gruppen, who have a combined total of 83 years with the City, It will now be known as the Gruppen Meeting Room.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 8:17 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 15, 2023
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, Fire Chief Tibbets, Community Development Director/Assessor Maday, City Marketing Director deRoo, BPW General Manager Boatright, and City Clerk Holmes

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

MACC Demographic Information

Eric Dykstra gave a presentation on the objectives of the MACC and provided demographic information for the area.

Amend Purchase Development Agreement for 3 E. Main

Marketing Director deRoo reported that on May 2, 2022, staff presented to City Council a Purchase and Development Agreement between the City of Zeeland and Geerlings Development Company, Inc. for the project at 3 E. Main. That agreement was signed by the developer on July 5, 2022. Given that almost a year has elapsed, and the project has not yet met the requirements or deadlines outlined in the original Purchase and Development Agreement, we are asking City Council to consider an extension to the agreement. The City Management Team remains enthusiastic about this project; the way it meets the goals of the Downtown Vision Plan and the economic vitality that it will bring to downtown Zeeland. We have met with the developer and have laid out an extension plan that will better suit the timeline of the project.

- Building and Landscape Design and Materials Approval – extended to November 30, 2023.
- Planning Commission Approval – extended to November 30, 2023. *The developer submitted their site plan paperwork to City Hall on May 3, 2023.
- Closing on 3 E. Main – no later than December 30, 2023.
- Additionally, the developer has requested to change the buying company from Geerlings Development Company Inc. to SCOTTG, LLC.

The developer has expressed their confidence in this adjusted timeline. Within the past two weeks, the developer has closed on the 9/11 E. Main property and has submitted their site plan to the Community Development office.

Sourcewell Cooperative Purchasing

Fire Chief Tibbets explained over the past year, an Apparatus Committee comprised of members from Zeeland Fire Rescue (ZFR), have been working on the specs for a new pumper to replace 1922. The intent of the apparatus committee is to evaluate the different manufacturer's makes and models and to look at the safety features and design features currently available that enable firefighters to perform their jobs more effectively and safely. The specifications for the apparatus to be purchased are based upon its intended use, National Fire Protection Association (NFPA) standards, and Insurance Services Office (I.S.O.) guidelines. Our team has spent a significant amount of time doing research on apparatus and equipment that will meet our needs for the next twenty-five years. With the ever-increasing prices and long lead times, we are at a point where we need to move forward with purchasing a pumper.

Since ZFR established an apparatus committee, we have sent members to the Fire Department Instructors Conference (FDIC) exhibits for the past two years. While attending, our members had an opportunity to look at fire apparatus and talk to representatives from various manufacturers. The apparatus committee also went to different fire departments in the West Michigan area to look at apparatus made by various manufacturers. The committee has done its due diligence in researching apparatus, including discussions with our city mechanic, as well as other fire apparatus mechanics. Our committee would like to select Spartan as the sole source manufacturer.

Zeeland Fire Rescue (ZFR) and the Streets Department would like to use Sourcewell as the means of fire apparatus, fire equipment, and other large equipment procurement. Sourcewell is a governmental cooperative purchasing entity that saves time and money by purchasing from ready-to-use, competitively solicited contracts. When using Sourcewell, we get local dealer access with national buying power through cooperative purchasing. Most of the fire apparatus manufacturers have contracts through Sourcewell. Sourcewell has a team of analysts that streamline the procurement process by developing RFPs and IFBs (Invitation for Bid) for national competitive solicitations that meet or exceed local requirements. The City of Zeeland has a Sourcewell account, and we may have used them for the purchase of a pumper in 2010. Sourcewell is used by fire departments in our area, as well as departments throughout the state. The departments that use Sourcewell are pleased with the process and plan to continue to use them. There is no charge to be a part of Sourcewell or to use them for procurement.

Salary Increase Plan Amendment

Klunder explained in 2022, the City/BPW engaged in a Compensation Study with Sage Solutions. The primary goals of that study were to (1) determine if non-union position wage scales were appropriate to the market and (2) attempt to ensure employees were appropriately placed within their wage scale based on things like performance, work experience, and time of service.

We completed that phase of the compensation plan during the 2022 calendar year and implemented that phase in January of this year. Beyond this work, there was always a goal that we would analyze how to appropriately progress employees through their wage scale after the first phase of the compensation review. We have often referred to this progression plan as Phase II of our overall compensation plan.

To help devise an updated progression plan, we were happy to team with HR Solutions of Zeeland. Specifically, Kurt Wassink has been our point of contact and he has been a tremendous asset in bringing forth a proposed updated progression plan, formerly known as a Salary Increase Plan (Appendix C in the Employee Handbook), for Personnel Committee's review and subsequent approval.

Klunder reviewed the proposed updates to the Salary increase plan, highlighting a few of the primary objectives of the proposed plan:

- (1) One of the primary reasons for undertaking a review of how employees progress through their wage scale was that while we did a very good job of progressing employees from the minimum to the midpoint of their scale, sometimes they got "stuck" at the midpoint due to the fact that there was not a prescribed methodology of moving past the midpoint. The new plan addresses this.
- (2) Performance has always been factored into progression through the wage scale. However, prescribed adjustments from six-months to three-years (typically bringing someone to the midpoint if they started at the minimum) with the existing progression plan were largely time-based. With the new Salary Increase Plan however, there is a direct correlation between performance and a salary adjustment.
- (3) Performance certainly matters in the new Salary Increase Plan, but experience and time of service

will also remain factors in salary adjustments. If an employee starts at the minimum of the scale and displays strong or higher performance, they can generally expect to move to the midpoint within three years (similar to current plan). Equally important however, is that this new Salary Increase Plan has prescribed adjustments to move beyond the midpoint based on an employee’s performance and their penetration point within their wage scale.

Klunder showed an example of an overall performance rating and position in the range scale and explained the different scenarios of what increase an employee would receive according to the chart.

Sample Data	Overall Performance Rating	Position in the Range (Compa-Ratio)					Sample Data
		<85%	85-95%	96-105%	106-115%	116%-Max	
	Exceptional Performance	10.0%	9.0%	5.0%	3.5%	3.0%	1.5%*
	Strong Performance	9.0%	8.0%	4.0%	3.0%	2.5%	1.0%*
	Needs Development	6.0%	4.0%	2.0%	1.5%	1.0%	0.5%*
	Unacceptable	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%*

The Personnel Committee did approve this plan at their May 10th meeting. We are not seeking City Council approval at tonight’s meeting to allow Council the opportunity to digest the information presented prior to seeking approval.

Employee Appreciation Policy

BPW General Manager Boatright explained at the February 16, 2023 Personnel Committee meeting, staff introduced a draft Employee Appreciation Policy for discussion purposes seeking the Committee’s feedback. A primary reason for review of Employee Appreciation-related policies is to update policies that have become outmoded or outdated and to add policy language to ensure coverage of activities that have traditionally been conducted but may not have previously been memorialized. Over the last few months, staff made slight adjustments to the original draft policy based on comments received from the Personnel Committee and staff, and at the May 10, 2023 Personnel Committee meeting, staff presented an overview of the policy and requested approval for City Council consideration.

The following examples demonstrate the need for review and update of Employee Appreciation-related policies. The City currently provides a policy directive (see attached City Council Policy Directive 03.337 Amended) that authorizes an annual Employee Banquet for full- and part-time employees and spouses. The policy also authorizes an employee and spouse event for Fire-Rescue. There is a policy that allows for the distribution of a \$50 gift card for Boards and Commission unpaid members with the option for a dinner every fifth year. The policies are silent as to expenditure limits on food and rental of an off-site venue. Policy Directive 03.338 allows for the distribution of Hams and/or Turkeys for the Christmas Holiday. The Ham/Turkey Distribution policy has not been in practice for at least the last four years and gift cards have instead been issued. Other policies such as Policy Directive 15.108 regarding Milestone Anniversaries and Gifts and the Employee Handbook policy on Retirements and Celebrations need to be updated to ensure expenditure amounts are tracking with inflation (thus, the recommendation to index to the IRS Meals and Incidentals published rate). Areas where the policy could be expanded include:

- The establishment of a cross-functional event planning committee comprised of employee representatives from several City and BPW departments for planning major all-employee events, to review policies related to employee appreciation and engagement, and to annually review the

- employee appreciation policy directive and recommend revisions or new policies for consideration.
- An expanded policy that authorizes the establishment of City and BPW funding including, but not limited to, employee incentives, food and refreshments for the recognition of employee or department awards, milestone events, training or special projects, and special occasions.
 - The establishment of employee appreciation funding guidelines based on allowable expense limits established by the IRS such as the Meals and Incidentals rate (M&IE) for the Holland, Michigan (currently \$64 per day per employee).

Taking a more holistic view of employee appreciation and engagement helps to ensure that ALL City and BPW employees have equal opportunities to participate in such activities as well as being equipped with clear guidance on the appropriate use and levels of funding. At their May 10, 2023 meeting, the Personnel Committee approved recommending the Employee Appreciation Policy Directive for consideration by City Council.

There being no further items to discuss, the Work Study adjourned at 6:57 p.m.



Pamela Holmes, City Clerk