

Council Meeting  
Common Council  
July 10, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, July 10, 2023. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

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

The invocation was offered by Mayor ProTem, Sally Gruppen.

The Pledge of Allegiance was recited.

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

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to add an additional Agenda item #6, Appointment to the Board of Construction Appeals. Motion carried. All voting aye.

#### 23.111 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 June 19, 2023.
2. Approve minutes of the Work Study meeting of June 19, 2023.

Roll call.

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

No Votes: None

Absent: Timmer, Lam

#### ***Communications/Visitors***

There were no communications/visitors this evening.

#### ***City Manager's Report***

##### Main Avenue

A reminder to sign-up for the Main Avenue updates, or you can always visit the city's website and click on the "city projects" link on the front page of our website for the updates. This format is working very well and will likely become our format for future significant construction projects. Short of reading the detailed update, the project is moving along nicely in the Centennial to Maple block. The existing roadway has been removed and utilities continue to be installed. If you have not had the opportunity to visit the test pattern for the sidewalk construction on our E. Cherry lot, please feel free to do so. This will give you an idea of what the project's sidewalk pattern will look like (less the pavers installed). We would note that the area around the light and banner poles, where we plant flowers, will be more impeded by "hand holes" than we have had in the past. As you may recall, we are installing additional conduit for the project in case we want to install such things as a sound system or other utilities in the future. To gain access to this conduit, and the current electric lines, there

will be hand holes (i.e., small below-ground utility spaces) installed around the pole bases. We are working with Dons Flowers on what type of flowers we may need to utilize in the future for this area.

### Planning Commission

The Planning Commission held a special meeting for Zeeland Lumber last Thursday, July 6, to consider demolition of a structure and lean-to structure at 210 and 216 E. Washington. The Planning Commission did unanimously approve these demolitions. The purpose is to provide Zeeland Lumber with some more operational space which should lessen the need to cross the roads with hi-los.

### Management Team Performance Evaluations

Although performance evaluations are necessary, and our team deserves feedback on their performance, this is not one of my most desired tasks of being a city manager. However, when we have such an amazing and talented management team as we have assembled (we have amazing talent throughout the organization but I only evaluate my direct reports), it sure makes the process easier. And I might add, “enjoyable”. While our evaluation process has not changed, this year’s process of linking it to compensation adjustments seems to be working well and we are receiving positive feedback from our entire team on the new compensation adjustment system. Kevin Plockmeyer is in the process of compiling a report on the overall budget impact that we will forward to City Council shortly.

### Parks/Cemetery Commission

The Commission will not meet in July, but Kevin did provide them with a number of updates. They are listed below:

- Felch Street Cemetery Storage Building – the comments of the Commission were shared with MC Smith and Associates and they will work to incorporate these comments in the plans and profiles in order to have them ready for your next meeting.
- Felch Street Cemetery and Alice Avenue Tree Planting Project – The contractor is finished the planting of the trees and we had a walkthrough with the contractor on June 20. At this meeting, we rejected approximately 75% of the trees because they have not yet been determined to be lively. Because we are outside the traditional planting window, the contractor will be returning in the fall to address the trees that are dead or dying. While we are disappointed that the project has not yet turned out the way we were hoping, we will make sure that we do receive a finished product we are pleased with.
- Huizenga Park Pickleball Courts – The court was poured last week and a majority of the paths are ready for concrete or asphalt. The project is on schedule and we are happy with the progress thus far.
- Lincoln Street Cemetery – We did receive two complaints within the last month regarding the condition of the Lincoln Street Cemetery. The complaints center around the timing between the mowing of the cemetery and the weed whipping around the headstones resulting in lengthier grass around the headstones. Unfortunately, we have had some staffing issues with our seasonal workers which has resulted in an inability to weed whip the cemetery in as timely as a fashion as we would normally like. Mike Bronkhorst and his crew has been working through ways to remedy the situation including less irrigating and using a third-party contractor (which costs roughly \$3,000 per occurrence to weed whip the entire cemetery). Ultimately Mike and his crew are doing a fantastic job given the circumstances, we just wanted to keep you informed that we have received some complaints and we are working through ways to remedy the situation.
- Hoogland Park Public Spaces Initiative Grant Application – We have not yet heard the results of our application request. Once we hear back regarding this request, we will begin the work of designing the next phase of Hoogland Park. I am hoping to have a better update at our next meeting and provide you with some options for a next step.

## Crosswalks

At the last meeting, our team was made aware of a request to enhance the crosswalk at Elm and Central. Our team did review the crosswalk, and we will refresh the crosswalk lines and we will install the appropriate crosswalk notice signs on Central. These improvements will be done shortly. During our meeting, it was determined that given we do receive crosswalk enhancement requests from time to time (flashing lights, new crosswalk designations, etc.) it would be good to develop a policy that would outline the criteria to be considered for each level of enhancement so that we are consistent and within traffic warrants. We will be working on this policy and our goal is to have it ready to go by the start of the school year. Subsequent to its development, we will utilize that policy to determine if further enhancements at the Central and Elm intersection are warranted.

## 23.112 Sligh Block Workshop Report Re-Endorsement

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to move that City Council reiterate its acceptance and endorsement of the 2021 Sligh Block Workshop Report as a supplemental working document to complement the Downtown Vision Plan.

Klunder explained Within the 2023 Strategic Action Plan under the Economic and Community Development commitment is “Support the Sligh Block Development”. One of the specific outcome indicators for this action step is “formally endorse the Sligh Block Redevelopment Report”.

On January 3, 2022, City Council did accept and endorse the 2021 Sligh Block Workshop Report as a supplemental working document to complement the Downtown Vision Plan pending a Public Hearing. The City’s Planning Commission held a public hearing on the special land use/site plan approval for the Sligh Apartment project on January 20, 2022 and subsequent to that the city held numerous meetings on the upcoming streetscape/snowmelt project. All of these projects are identified in the 2021 Plan and the projects are being done consistent with the concepts identified in the 2021 Plan.

Although the Sligh Apartment and streetscape/snowmelt projects are significant attributes to the 2021 Sligh Block Workshop Report, there is still more to be done. Some of the additional conceptual projects identified in the plan are:

- Mixed-use buildings to the west of the Sligh Apartment building.
- Shared parking lot.
- ZBPW facility expansions.

As was noted during the endorsement process in the early part of 2022, staff does not feel that the report warrants its own update to the City’s Master Plan at this time, as Master Plan updates are complex and time consuming. However, because there is more to be done in the overall redevelopment of this block, and the exact time of conceptual projects is unknown, we feel it is important for City Council to reiterate your endorsement of the 2021 Sligh Block Workshop Report as a supplemental working document to complement the Downtown Vision Plan as we move forward. This “re-endorsement” will solidify the attributes of this working document for this block so the city can identify how the block can continue to develop in a manner that complements the Downtown Vision Plan, and property owners (GDK, BPW, etc.) have guidance on what the city envisions in the block beyond the Sligh Building and streetscape. In the future, when an update to the Master Plan is identified as necessary, it would be staff’s intention to include all published updates/reports related to the Downtown Vision at that time.

Roll call.

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

No Votes: None

Absent: Timmer, Lam

### 23.113 Asphalt Bid Award

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to award a contract to Tulip City Asphalt in the amount of \$76,550.00 for various bike path and road asphalt repairs.

Plockmeyer explained included in the Fiscal Year 2023-2024 budget was an amount of \$75,000 for various bike path and roadway patches throughout the City. The bike path repairs are a result of an initiative to maintain our current bike path infrastructure as we also continue to expand our non-motorized pathway network. Mike Schreur and I took inventory of our existing pathways and prioritized a list of areas to repair based on both condition and use. The pricing includes full depth asphalt removal and repaving the areas as shown on the bid form. We then solicited bids for this prioritized list being fully aware that the areas we requested pricing on most likely eclipsed our budget. We are happy to report that we received four bids for this work with the lowest bid coming from Tulip City Asphalt in the amount of \$151,260. Because this bid amount was more than our budget for the project, we then selected individual areas that we felt were most important and fell well within our budget for the Fiscal Year. The areas proposed to be awarded as part of this project are as follows:

- Huizenga Park bike path in the vicinity of the softball diamonds
- Bike path on the west side of Fairview from Central to Main
- East side of Parkside Drive between the entrance to 221-236 Parkside Dr to Park Lane
- Northside Pathway between the pedestrian bridges north of 51 Case Karsten Drive
- Central Avenue in the vicinity of 329 E. Central
- Southbound lane in the intersection of 100th and Scotts Drive

The total price for these six areas is \$76,550. Because we have worked with Tulip City Asphalt on numerous other occasions, we would recommend acceptance of their bid.

Roll call.

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

No Votes: None

Absent: Timmer, Lam

### 23.114 MML Fund Trustee Election

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to authorize a vote be cast for the persons listed on the ballot to serve as Trustees of the Michigan Municipal League Worker's Compensation Fund as presented.

Mayor Klynstra reported the MML Worker's Compensation Fund Trustee Election is being held this year. Three appointees have agreed to seek election to their first term, as well as three incumbent Trustees seeking re-election. The three that are seeking re-election are: Devin Olsen, Manager, City of Munising; Adam Smith, Manager/Municipal Executive, City of Grand Ledge; and David Tossava, Mayor, City of Hastings. The three appointees are: Christine Burns, Manager, Village of Spring Lake; Juan Ganum, Manager, City of Bridgeman; and Kevin Klynstra, Mayor, City of Zeeland. The MML Worker's Compensation Fund seeks authorization of a vote by the Governing Body of it's members.

Roll call.

AYES: Kass, VanDorp, Broersma, Gruppen and Mayor Klynstra  
No Votes: None  
Absent: Timmer, Lam

23.115 Huntington Bank Authorizing Resolution

Motion was made by Councilmember Kass and seconded by Councilmember VanDorp to approve the Banking Authorization with Huntington Bank which authorizes Kevin Plockmeyer and Nancy Wolters as approved signers on the Certificate of Deposit.

Plockmeyer explained we recently had a Certificate of Deposit mature at Huntington Bank and during the renewal process it was discovered that we do not have a current authorized signer list with Huntington Bank as this CD came from another bank because of several mergers over the past several years. Attached to this memo is an authorizing resolution to renew a CD with Huntington Bank with the authorizing signers being myself and Nancy Wolters. This signatory list is consistent with our other CD's.

Roll call.

AYES: VanDorp, Broersma, Gruppen, Kass and Mayor Klynstra  
No Votes: None  
Absent: Timmer, Lam

23.116 Zoning Board of Appeals Appointment

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to appoint Paul DeBoer to a three-year term on the Zoning Board of Appeals with said term to expire on May 4, 2026.

Roll call.

AYES: Broersma, Gruppen, Kass, VanDorp and Mayor Klynstra  
No Votes: None  
Absent: Timmer, Lam

23.117 Board of Construction Appeals Appointment

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to appoint Paul DeBoer to a full term on the Board of Construction Appeals with said term to expire on May 6, 2026.

Roll call.

AYES: Gruppen, Kass, VanDorp, Broersma and Mayor Klynstra  
No Votes: None  
Absent: Timmer, Lam

Mayor Klynstra attended the MML Educational Conference at Crystal Mountain June 23 and 24, 2023.

There being no further business, motion was made by Councilmember VanDorp and seconded by Councilmember Kass to adjourn the meeting at 7:37 p.m. Motion carried. All voting aye.

  
Kevin Klynstra, Mayor

  
Pamela Holmes, City Clerk