

Council Meeting
Common Council
July 15, 2019

The regular meeting of the Common Council was held at Zeeland City Hall, 21 S. Elm, Zeeland MI on Monday, July 15, 2019. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council members – Broersma

Staff present: City Manager Klunder, City Attorney Donkersloot, Asst. City Mgr/Finance Director Plockmeyer, Maintenance Facilities Manager Venlet, Marketing Manager deRoo, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by City Attorney Jim Donkersloot.

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. Motion carried. All voting aye.

19.106 Add Additional Agenda Item #5

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to add an additional agenda item #5, to maintain Centennial as a one-way street.

Roll call.

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

No Votes: None

Absent: Broersma

19.107 Approve Consent Agenda

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

1. Approve minutes of the regular meeting of July 1, 2019.
2. Approve minutes of the work-study session July 1, 2019.
3. Receive for information the minutes of the June 6, 2019 Planning Commission.

Roll call.

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

No Votes: None

Absent: Broersma

City Manager's Report

- ***Washington Avenue Project***

Construction on Washington Avenue will begin on Monday, July 15th. Washington, from Franklin to the west city limits, will be closed to thru traffic so please start to determine your alternate route. The project is expected to last through November 15. We will work hard to have regular updates on the city's webpage. For more time sensitive information and general information, we will use our social mediums such as Facebook. We are also working on our informational page (handout) of how to use a roundabout. This handout will be available at local businesses, city offices, library, etc.

- ***Downtown Parking***

City staff is working with SARB and the Planning Commission to evaluate downtown parking. Questions they are asking is if we are at capacity, should we change requirements for businesses to provide some of their own parking, employee parking requirements, etc. As the group comes up with recommendations those will get passed along to City Council.

- ***Lawrence Park Bowl***

At last week's Soundz of Summer concert we had a person fall on the concrete stairs. You may be aware that staff has been evaluating new chairs for the bowl. We will take this opportunity to consult with an architect to see if any other improvements may be necessary as well.

19.108 Snowmelt Phasing Plan

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to authorize City Staff to develop a snowmelt business plan that includes using the resources that can be provided by the BPW; and authorize City Staff to rebid the Howard Miller Library/Community Center as an upsized boiler project with two – 3 million BTU boilers.

Asst. City Manager/Finance Director Plockmeyer explained over the past couple of months, we have had several discussions regarding the issue of snowmelt, and at the last Council meeting, we presented some decisions that need to be made in regards to the pursuit of a snowmelt system. As part of several of these conversations, there has been indication from City Council that there is a desire to have the BPW produce the heat necessary to power a snow melt system. As part of the snowmelt feasibility study, we did look at the BPW providing this heat source, but only from a very high level. In order to make further determinations if this is a feasible option, the BPW does need to pursue the development of a business plan surrounding snowmelt and also evaluate their existing site in further depth including the study of increased generating capacity. This is no small task and in order to properly tackle this issue, the BPW would need up to five years to make a final decision. We agree with City Council in that we do not want to be short-sighted and want to fully engage the BPW in this conversation. The potential negative implication of this process is the impact it might have on upcoming decisions around Main Avenue repaving, Church Street reconstruction and a downtown sound system. While timing decisions may be impacted, at tonight's meeting, we would like to ask for City Council's authorization to continue to pursue this conversation with the BPW. As part of this conversation, we will develop an approximate timeline for deliverables on the project and submit this timeline to City Council at a later date.

In the meantime, we do have a couple of items surrounding snowmelt that need to be addressed. While City Council did authorize the rejection of the Howard Miller Library/Community Center Boiler Replacement Bid, the project needs to rebid in the not too distant future. As City Staff, it is our recommendation that the project be rebid with only the up-sized two – 3 million BTU boilers. This recommendation will allow us to snowmelt our two upcoming projects that involve snowmelt, the Library Alley Project and the Cherry Street Sidewalk, and will provide some additional capacity if we decide to add to the system at a later date. While this size is a bit bigger than necessary for just these two projects, it does provide some failover capacity to heat the library if a boiler were to become inoperable. We also see this as an opportunity to take advantage of a situation to create the most capacity available for a snowmelt system while the opportunity is available. We do recognize that this system may create some operating inefficiencies down the road if we were to pursue a different type of system, but we feel that the potential inefficiencies are outweighed by the intrinsic value of not taking advantage of the situation that is presented to us at this time. In general, we feel that by pursuing both of these recommendations we are keeping all of our options open in regards to snowmelt and allow us to pursue the best option for the City of Zeeland. These recommendations also allow us to stay consistent with SARB's recommendation, which they approved at their July 11 meeting, to continue to pursue a snowmelt system with a scope that includes at a minimum the streets and sidewalks along Main Avenue from State Street to Centennial Street in front of the buildings and sidewalks in the back.

Attorney Donkersloot asked if there would be assessments for the boiler. He stated that under the City Charter Section 14.8 that the "Council shall not determine to proceed with the making of any local or public improvement until after a public hearing of necessity has been held by the Council". If a bid is accepted before having a public hearing of necessity, then it cannot be assessed. Mayor Klynstra stated if we were going to just do the Library Alley and the Cherry Street sidewalk that are not going to be assessed, then we do not have to have a public hearing. If we go to a larger project later such as the streets and sidewalks and plan to assess that cost to downtown property owners, than a public hearing is needed. In regards to purchasing the larger boiler system now for the Alley and Cherry Street project and for more capacity later, no public hearing is needed as we would not assess the cost of the boiler system.

After discussion, it was decided to bid out for the upsized boiler system even if we don't need that capacity as of now. It will provide us with increased heating measures an opportunity for snowmelt expansion later if needed.

Roll call.

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

No Votes: None

Absent: Broersma

19.109 Banking Authorization

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to accept the proposal of Macatawa Bank to provide banking services for the City of Zeeland.

Plockmeyer explained that in the 2019 Strategic Action Plan was the Finance Department's Operational Goal of bidding out our banking services and providing a recommendation to City Council by September 30, 2019. It has been over 3 years since the City solicited bids for banking services and we solicited bids from six banks, all of whom operate within the governmental spectrum, and we received a bid back from each bank. All the offers were competitive and the City is set to generate more than \$130,000 of additional interest earnings over the next three years than what we are generating under our current banking relationship. While a banking bid does have dollar and cents associated with it, not all offers are the same and consideration needs to be given to such items as the period of a guaranteed interest rate, local presence and service delivery. As part of the bid, we asked for a 3-year guarantee on fees charged and the interest rate that is being earned on deposited funds. In a review of the bids, several banks only provided a 1-year guarantee. We also want to give preference to a local bank with roots in the community. Local banks not only pay taxes to the City, but can also be much easier to use because of their proximity. A bank is more than dollars and cents, it is a relationship and during this RFP process, we did give some consideration to the level of service that can be provided by each bank. Our current bank has not provided the service level we would expect from a banking relationship and this did become a factor in our decision.

Roll call.

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

No Votes: None

Absent: Broersma

19.110 Secondary Internet Connection

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the quote from EGL Tech in the amount of \$11,925.01 for the purchase, installation and security license for a Meraki MX100 Network Security/Firewall Appliance and set a project budget of \$15,000.

Plockmeyer explained the day-to-day operations of the City rely on the internet to function. When the internet goes down, business as usual can come to a complete halt. Reliable internet has become crucial. At the present time, the City is serviced by three internet connections. One is for the Public Safety Building which serves as their dedicated connection to Ottawa County dispatch, one is for the public access computers at the library, which leaves one connection for all City and BPW operations. Only having one connection for the City and BPW leaves us to outages and other performance issues. In order to address this concern, it seems important to install a secondary internet connection which will create redundancy in our network connectivity. While this will create a more stable network, this will also allow the City/BPW the ability to pursue other projects such as migrating the telephone system over to an internet-based carrier which will provide cost savings which hasn't been pursued due to the lack of a backup internet service.

Roll call.

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

No votes: None

Absent: Broersma

19.111 West Michigan Express Resolution

Motion was made by Councilmember Timmer seconded by Councilmember Gruppen to adopt the Resolution to Support Endorsing the West Michigan Express Pilot Project.

Roll call.

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

No votes: None

Absent: Broersma

19.112 Centennial Two-Way Traffic Conversion

Motion was made by Councilmember Lam and seconded by Councilmember VanDorp to keep Centennial as a one-way street.

Roll call.

AYES: Kass, Timmer, VanDorp, Lam, Gruppen

No votes: Mayor Klynstra

Absent: Broersma

There being no further business to come before the Council, motion was made by Councilmember Broersma and seconded by Councilmember Kass that the meeting adjourn at 7:25 p.m. Motion carried.



Kevin Klynstra, Mayor



Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall

21 S. Elm Street

July 15, 2019

6:00 P.M.

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

ABSENT: Council members – Broersma

GUEST: Mary Rottschafer, The Critter Barn

Staff present: City Manager Klunder, City Attorney Donkersloot, Maintenance Facilities Manager Venlet, Asst. City Mgr./Finance Dir. Plockmeyer, Marketing Director deRoo, BPW General Manager Boatright and City Clerk Holmes

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

Critter Barn Presentation

Marketing Director deRoo introduced Mary Rottschafer, Executive Director and Founder of the Critter Barn, who was present to share the history of the Critter Barn and information about their pending expansion and the status of its capital campaign.

The Critter Barn began in 1984 with a few animals, and in 1990 began hosting field trips for area schools. Today, 29 years later, the Critter Barn reaches over 100,000 children and adults annually with field trips, public visits, farm classes, traveling farm events and its Special Friends program. The Critter Barn is now at capacity and is ready to grow. The new farm will be a rich learning ground for guests and a training ground for youth. Being informed about nutrition, herd management, animal care and more will grow a better understanding and a respect for the work done on today's farms. Rottschafer distributed information to Council on their "Barn to Farm" campaign. It is her hope that Zeeland City Council and the City endorse support of the Critter Barn and how it serves our community and share this information with a handful of Zeeland companies so it may help them advance their campaign.

Water Tower Property Discussion

City Manager Klunder explained that last fall City Council started discussions on the possibility of disposing the property at 474 W. Main (old water tank property) and 476 W. Main. At the

April 11, 2019 Planning Commission meeting, the commissioners declared the properties as excess city property freeing up the city to consider selling the property. At the May 6, 2019 City Council meeting, City Council authorized staff to hire Van Noord & Associates to conduct an appraisal of these parcels. The appraisals came back with \$32,000 for the 474 W. Main lot (with or without the water tank) and \$28,000 for the 476 W. Main lot.

Now that we have appraisals for both 474 and 476 W. Main, it needs to be decided what the next step may be with the property.

474 W. Main is currently zoned as Public Facilities and the future land use is R-1 single family residential. 476 W. Main is currently zoned as R-1 single family residential and the future land use is the same. Mayor Klynstra had always hoped to use it for multiple dwellings as there is not enough frontage unless the owner of Sycamore Lane would allow us to use their driveway for public access. Timmer likes the idea of keeping it a single-family lot. A lot will depend if we would be able to use Sycamore Lane and once we find that out, we could move forward with more of a decision.

Mark Zimmer, 30 Lee Street, was present and pointed out on the map that there is a drain in the parcel that drains to the creek and feels that is something to consider if someone is going to build on there. Staff felt a single home could work around it but not multiples. Council thanked Zimmer for pointing this out.

Centennial Two-Way Traffic Conversation Follow-up

At the June 17 Council Meeting, a public hearing was held to consider converting Centennial from Main to Central back to two-way traffic from its current one-way operation. At this meeting, several residents expressed concern and in consultation with our traffic engineer, Pete LaMourie, we have attempted to address the concerns raised by the residents. We certainly understand the concern with change and some of the “unknowns” that come with it but we do feel the concerns can be reasonably addressed. The items that were addressed were eliminating parking on Centennial, the safety of kids having to cross a two-way street, converting Elm to one-way for safety so why not keep Centennial one-way, the street works fine as a one-way so why change, increased traffic on Central and concern that ZPS will want a curb cut onto Central from south parking with street conversion.

With that, a suggestion we would like to offer is implementing a pilot (trial) conversion of Centennial to two-way traffic from Central to Main for a couple of months. We would suggest that this pilot occur from approximately mid-August to mid-October in order for us to evaluate the success of converting the street to two-way operation, or to validate the concerns expressed by citizens. To help evaluate the pilot, I sought a proposal from Progressive AE to monitor the conversion through some data collection (before and after traffic counts) and on-site observations. The cost to conduct this research is estimated to be \$3,540 - \$3,820. Should City Council decide to go forward with this pilot, we do feel this is a justifiable cost to help with some objective data regarding the street conversion to two-way traffic. The concern with piloting the conversion to two-way is that if it does not work and it converts back to one-way operation, we create confusion for the users of Centennial Street. This is a legitimate concern. However, we feel the conversion of Centennial to two-way operation is a viable option that will create a better overall road network and the pilot will help provide data to support this conversion such that it

will become permanent after the pilot. We are not seeking Council approval at tonight's meeting. Rather, if Council considers it, staff would propose that you consider approval of the pilot at your August 5th meeting so that it can be appropriately noted on that agenda for interested citizens.

City Clerk Holmes read an email received by Mr. Ken Horjus, 44 S. Centennial, and that he opposes making Centennial a two-way street.

Councilmembers Timmer and Gruppen stated they are not in favor of converting Centennial into a two-way street. Councilmember VanDorp mentioned there has been a large neighborhood presence at our meetings regarding this. They have made it clear for several reasons why they don't want it two-way and they are the ones who know best. Councilmember Lam stated he sees the concern of the citizens of the City who have turned out for this discussion. Seeing how strongly they feel about this, he doesn't feel we should change it.

Klunder advised Council they could add this to tonight's agenda whether to maintain it as a one-way or move on to the pilot.

Being no further items to discuss, the Work Study adjourned at 6:56 p.m.

Pamela Holmes, City Clerk