

Council Meeting
Common Council
October 2, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, October 2, 2023. Mayor Klynstra called the meeting to order at 7:05 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, and City Clerk Holmes.

The invocation was offered by Councilmember Mary Beth Timmer.

The Pledge of Allegiance was recited.

23.152 Approve Consent Agenda

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

1. Approve minutes of the regular meeting of September 18, 2023.
2. Approve minutes of the Work Study meeting of September 18, 2023.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

There were no visitors/communications this evening.

City Manager's Report

9/11 E. Main

A fence has been placed around the 9/11 E. Main building site as it readies for demolition. This should begin within the next few weeks.

135/137 E. Main

The demolition contractor continues to work through preparations for the demolition of 135/137 E. Main. Like the 9/11 E. Main building, this work could begin within the next couple of weeks.

Downtown Projects

Staff continues to work on numerous other projects related to downtown. Our next step on several items will be to review them with SARB at their next meeting. Those include:

- Propose to limit Main Avenue parking from State to Maple to 2 hours from 7 am – 5 pm, Monday – Saturday. Limited 15-minute parking spots would also be provided. We will also seek feedback

from SARB to limit the north and south municipal parking lots to 4 hours from 7 am – 5 pm, Monday – Saturday.

- Update the social district boundaries.
- Update the right-of-way license agreements for patio spaces, fencing requirements, residential patios, etc.

Dependent on SARB direction, our goal is to bring these items to City Council later this fall.

Planning Commission

Will have its regular meeting on Thursday, October 5. One of the primary items on their agenda will be to seek direction on whether to proceed forward with the Accessory Dwelling Unit (ADU) Ordinance. If they do, we would foresee the 1st reading of the ordinance at their November 2 Planning Commission meeting. As a reminder, we are asking to tentatively note that meeting on your schedule as we would like to hold a joint meeting between the Planning Commission and City Council (Redevelopment Ready Community program step). At that meeting, we plan to have the annual bus tour, a presentation on short-term rentals, and depending on the direction of the Planning Commission, a presentation on the proposed ADU Ordinance before it comes to City Council for action.

Pumpkinfest

The weekend of October 6 – 7, the Annual Pumpkinfest Festival will take place. The Zeeland Festivals Committee has been hard at work putting together another great event schedule. As of this writing, the plan is that Main Avenue will be available for Saturday's Pumpkinfest Parade.

Library Training Day

The Howard Miller Library will be closed on Monday, October 9 for staff training. The Community Center will be open.

At the last Council meeting, City Council held a public hearing on the permanent conversion of Centennial from East Main to East Church to two-way traffic. As City Council is aware, we have piloted two-way traffic on Centennial from East Main to East Central since late February of this year. As part of our pilot, we conducted a traffic study with the result being a recommendation from Progressive AE that the street could permanently convert from one-way to two-way traffic.

At the public hearing we did receive one citizen comment that making Centennial two-way would be unsafe given its narrow cross section and on street parking. We did consult with our traffic engineer on this and they offered *“Five or ten years ago I may have agreed with the citizen, but with the focus now on complete streets, and supportive studies in that regard, low volume street sections like Centennial are often safer having such characteristics. Such cross sections result in lower vehicle speeds, often in a significant manner. Yes, weaving around parked cars and such may seem unsafe, but it slows traffic down. There are many urban planners that would laud the city’s consideration of converting Centennial back to a two-way operation, in part to result in a consistent operation along its length.”*

Given our traffic engineer’s feedback, the pilot study confirmed that the street can adequately handle the traffic counts, we have not noted excessive speeds on the street, we can maintain parking on the west side of the street, and it helps return some flexibility in our street grid system, staff does support the permanent conversion of this section of Centennial to two-way traffic operation.

23.153 Traffic Control Order 2023-15, Centennial Two-Way Traffic

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve Traffic Control Order 2023-15 regarding two-way traffic operation on Centennial from East Main to East Central.

Klunder reported at the last Council meeting, City Council held a public hearing on the permanent conversion of Centennial from East Main to East Church to two-way traffic. As City Council is aware, we have piloted two-way traffic on Centennial from East Main to East Central since late February of this year. As part of our pilot, we conducted a traffic study with the result being a recommendation from Progressive AE that the street could permanently convert from one-way to two-way traffic.

At the public hearing we did receive one citizen comment that making Centennial two-way would be unsafe given its narrow cross section and on street parking. We did consult with our traffic engineer on this and they offered *“Five or ten years ago I may have agreed with the citizen, but with the focus now on complete streets, and supportive studies in that regard, low volume street sections like Centennial are often safer having such characteristics. Such cross sections result in lower vehicle speeds, often in a significant manner. Yes, weaving around parked cars and such may seem unsafe, but it slows traffic down. There are many urban planners that would laud the city’s consideration of converting Centennial back to a two-way operation, in part to result in a consistent operation along its length.”*

Given our traffic engineer’s feedback, the pilot study confirmed that the street can adequately handle the traffic counts, we have not noted excessive speeds on the street, we can maintain parking on the west side of the street, and it helps return some flexibility in our street grid system, staff does support the permanent conversion of this section of Centennial to two-way traffic operation.

Roll call.

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

No Votes: None

Absent: None

23.154 Traffic Control Order 2023-16, Centennial Stop Sign

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve Traffic Control Order 2023-16 regarding a stop Sign for Southbound Centennial Street at the intersection of East Central Avenue (Northwest corner) to facilitate the conversion to “two-way traffic”.

Roll call.

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

No Votes: None

Absent: None

23.155 Police Department Chaplaincy Contract

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to approve the Police Department to enter into a one-year contract with the Fearless Corporate Chaplaincy Program as presented.

Klunder explained the Police Department is requesting to enter a one-year contract with the Fearless Corporate Chaplaincy Program. The PD is currently without a chaplain. While conducting research into a replacement we became aware of this program.

Josh Zoerhof is a teaching pastor with the Fearless Family of Churches and a licensed therapist. Josh would be available for the department members to reach out to him for a variety of reasons including:

- Family and Parenting concerns
- Work or Life stress
- Depression
- Marriage and relationship issues

Josh visited the department and introduced himself to the staff. He was well received and gave a brief talk on signs of stress and techniques to manage that stress. Part of the program would be monthly presentations on various topics such as Emotional Regulation, Active Listening, Empathy and Understanding, Personality types and their impact in the workplace, etc. Police Chief Jungel believes this could be a beneficial service to the employees of the Police Department.

Councilmember Kass is concerned we are contracting with a religious organization and not all Officers are of one faith, if any. He said we talk about diversity and inclusion, but we are not showing inclusion. Klunder stated he talked with Chief Jungel and he had mentioned the Counselor was not going to do faith-based counseling.

Roll call.

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

No Votes: Kass

Absent: None

23.156 Amendment for Early Voting Administrative Services Agreement

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the Amendment to the Early Voting Administrative Services Agreement with Ottawa County as presented.

City Clerk Holmes explained on August 7, 2023, County Clerk Justin Roebuck was at the Work Study meeting to explain the Early Voting Plan Agreement with Ottawa County and explained the proposed locations, responsibilities and cost breakdown for the County and participating jurisdictions. City Council approved the Agreement at the regular meeting on August 7, 2023. It should be noted that all 23 jurisdictions in Ottawa County approved the Early Voting Agreement as well.

After reviewing the Agreement, the Ottawa County Board of Commissioners met with Roebuck and added additional conditions to the Agreement with an Amendment which reads:

1. Remove the following language in Section **1-F**:
 - I. *The County Clerk will not approve any additional days or hours of early voting; however, each Participating Jurisdictional clerk has the right to offer early voting on additional days and at their own set hours outside what is described above.*

2. Add the following two sentences in Section **1-F**:
 - I. *The County Clerk will not approve any additional days or hours of early voting during a state or federal election beyond what is described above. In accordance with MCL 168.720g, a municipality that is party to a county agreement may adopt a resolution to conduct early voting in an election to be held in the municipality that is not a statewide or federal election.*
3. Add the following three (3) paragraphs to Section **1-I**:
 - I. To reinforce public confidence in the Early Voting Process and to increase our customer service to voters:
 - a) *The County will purchase and provide a minimum of one (1) mounted security camera for each early voting site to ensure video surveillance on secured rooms where election equipment and materials are stored.*
 - b) *The County will provide a live line-management tool accessible to the public via the County's website, so that voters will know projected wait times at each Early Voting Center. The County will provide for both installation and additional equipment costs related to these items.*
 - c) *Early voting centers will use watermarked ballots, which the County Clerk will provide as soon as such ballots can be acquired and sufficiently tested with the goal of implementing such ballots for the August 2024 primary election.*
4. Add the following one (1) sentence to Section **5**:

"Nothing herein shall be deemed to waive a party's entitlement to rely on a defense of governmental immunity to the extent otherwise permitted by law."
5. Replace sentence one (1) in Section **6** with the following sentence:
 - I. *"The City/Township will include Ottawa County, and its officers, employees, agents and assigns as additional named insureds on a policy of liability insurance, with such additional insured status applying only to liabilities arising out of this Agreement".*
6. Add the following section to Section **8**:
 - I. **G. Repeal.** *Any sections, addendums, orders, or parts thereof which are in conflict in whole or in part with any of the provisions of the Michigan Compiled Laws, or the State of Michigan Constitution language are, to the extent of such conflict, hereby repealed.*

The original Agreement and the Amendment for Early Voting was unanimously approved by the Ottawa County Board of Commissioners at their meeting on September 26, 2023. The Amendment was also reviewed by City Attorney Donkersloot and was also approved by the Election Commission.

Roll call.

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

No Votes: None

Absent: None

23.157 Recommendation of the Local Officers Compensation Commission

Motion was made by Councilmember Timmer and seconded by Councilmember VanDorp to approve the recommendation of the Local Officers Compensation Commission to keep the Mayor's daily per diem at \$110/day, \$55/half day but remove the set maximum amount per year.

The Local Officers Compensation Commission met on September 28, 2023 to review and discuss the current salaries and per diems for elected officials. The Zeeland City Code, Section 2-126, provides that changes in compensation are to be effective 30 days following the Local Officers Compensation Commission's filing with the City Clerk unless rejected by City Council.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra announced that Spring Lake Village Manager, Christine Burns, passed away unexpectedly last week. Our thoughts and prayers go out to her family, friends and co-workers.

There being no further business, motion was made by Councilmember Timmer and seconded by Councilmember Broersma to adjourn the meeting at 7:45 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, October 2, 2023
6:30 P.M.

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

ABSENT: Councilmembers – None

Staff Present: City Attorney Donkersloot, City Manager Klunder, City Clerk Holmes

Mayor Klynstra called the meeting to order at 6:30 p.m.

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to enter into Closed Session to discuss Attorney/Client Privilege at 6:31 p.m. Motion carried. All voting aye.

The City Council Work Study Session reconvened from Closed Session at 7:01 p.m.

There being no further items to discuss, the Work Study adjourned at 7:02 p.m.



Pamela Holmes, City Clerk