

Council Meeting
Common Council
July 17, 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,
Timmer and Lam

ABSENT: Council member: – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Marketing Director deRoo, Community Development Director Maday, BPW General Manager Boatright and City Clerk Holmes.

The invocation was offered by Pastor Jonathan Elgersma, Faith Reformed Church.

The Pledge of Allegiance was recited.

23.118 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 July 10, 2023.
2. Approve minutes of the Work Study meeting of July 10, 2023.
3. Receive for information minutes of the Planning Commission for June 1, 2023 and July 6, 2023.
4. Receive for information minutes of the Board of Public Works Commission of July 11, 2023.
5. Ratify BPW Action #23.048, Approve Cash Disbursements and Regular Monthly Transfers.
6. Ratify BPW Action #23.049, Award Purchase of Aluminum Underground Cable.
7. Ratify BPW Action #23.050, Approve the Right-of-Way Management Services 2023-2024 Contract with Plant Growth Management Services effective July 18, 2023.
8. Ratify BPW Action #23.051, Award Power Plant East Driveway Reconfiguration Project to Site Works Solutions not to exceed \$56,238.00.
9. Ratify BPW Action #23.052, Award Community Grant Program Funding to Zeeland Recreation in the amount of \$18,000.00 for equipment upgrades for persons with mobility issues and \$7,000.00 to Drenthe Grove for tables and seating.
10. Ratify BPW Action #23.053, Approve the amendment to the Utilities Manager's contract to change the vacation schedule from four weeks of vacation to five weeks of vacation.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

There were no communications/visitors this evening.

City Manager's Report

Planning Commission

The Planning Commission held a brief regular meeting on July 13. During the meeting, the PC held a public hearing on a new ground sign for Royal Park. Klunder included some of the information regarding the sign that the PC reviewed in the Council Packet. The PC did unanimously approve the placement of the sign.

Accessory Dwelling Units Public Hearing

The Planning Commission will hold a public hearing on draft ordinance text for ADUs on Thursday, August 3. We will use social media to publicize this public hearing in an effort to get more public input at the public hearing.

Centennial Two-Way Pilot

The report on our pilot study to converting Centennial (Main to Central) back to a two-way street is nearly complete. We are working around some timing that would have staff present the report to City Council at a work/study session on August 7 and then if City Council is acceptable, a public hearing on August 21.

Fire/Rescue Pig-Out

We have many events during the summer that take place and those events make Zeeland a special place. One of the more popular and long-standing events, the Pig-Out, will be held on Thursday, July 20.

7:10 P.M. - PUBLIC HEARING SNOWMELT SPECIAL ASSESSMENT DISTRICT

Mayor Klynstra called the Public Hearing for the Snowmelt Special Assessment District to order at 7:10 p.m.

Assistant City Manager/Finance Director Plockmeyer gave an overview of the Snowmelt Operation and Maintenance Special Assessment.

Who Will Be Charged?

- Property owners that benefit from the snowmelt system except:
 - Owner-occupied single-family homes
 - Parcels that are exempt
 - Zeeland Public Schools
 - United States Postal Service
- City-owned parcels that benefit will be charged

What Area Will Be Charged?

- Crosswalks will be the responsibility of the City
- Bump outs are the responsibility of the City
- Corner lots are calculated to the lot line and only charged for their frontage along Main
- Square footage is calculated from the back of curb (or inferred back of curb) to edge of snowmelt nearest the face of the building
- Sidewalk square footage along Elm Street is calculated based on a sidewalk width of 9'
- Public passageways are the responsibility of the City.
- North Street & First CRC – Total square footage reduced by the square footage of sidewalk that abuts a leased parking lot

What is included in the Charge?

1. A commodity or heating charge

| | |
|---|--------------------|
| City Hall Average Snowmelt Usage | 20,373 THM (therm) |
| Community Center Average Snowmelt Usage | <u>16,263 THM</u> |
| Total Average Snowmelt Usage | 36,636 THM |
| Winter 2022-2023 Gas Cost | \$.92/THM |
| Total Square Footage Currently Snow Melted | 36,527 sft |
| Usage (36,636 THM) x (Cost \$.92) / Square Footage (36,527) = | \$.92 per sft* |

*Presented City Council with an estimated commodity charge between \$.31 to \$1.01

2. A readiness-to-serve or capital charge

This fee has been waived for this special assessment period

City Council Set aside \$600,000 in the Snowmelt Special Assessment Fund at their June 19th meeting

Investment in each component of the snowmelt system:

| | |
|----------------------------|-------------|
| Boilers, Pumps, Etc. | \$861,507 |
| Piping and Tubing | \$1,205,980 |
| Valves, Manifolds, Sensors | \$1,400,130 |

Annualized

| | |
|---------------------------------------|-------------|
| Boilers, Pumps, Etc. (20 years) | \$43,075.36 |
| Piping and Tubing (50 years) | \$24,119.60 |
| Valves, Manifolds, Sensors (25 years) | \$56,005.23 |

Total Annual Capital Cost \$123,200.19

Snowmelt system will have 103,479 square feet

RTS Charge: \$123,200.19 / 103,479 Square Feet = \$1.19 Per Square Foot *

*Estimate previously shared was \$.68 to \$1.22

How Long is the Special Assessment?

- 3 Years beginning after the 2023-2024 Heating Season
- Parcels will only be charged if they receive the benefit of snowmelt during the heating season
- Anticipate 1st billing will be included on the Summer 2024 tax bill

In Summary

- Total operation and maintenance charge would be:
 - \$.92 sq. ft. operation
 - \$1.19 sq. ft. RTS – Waived for this special assessment period
 - Total: \$.92 sq. ft.*
- *Original estimates were \$.99 to \$2.23

When fully built-out

- \$133,468.05 city charges (61.12%)
- \$ 37,007 property owners (\$47,867.75 RTS charged waived for this special assessment period)
- \$218,342.80 Annual Total

Plockmeyer reminded Council that they will not be seeking action on the Roll at tonight's meeting and anticipates that would happen at the August 7 meeting.

David Wilson, 244 E. Main, asked Council if they realized how much downtown property owners pay for property taxes? They pay more than residential property owners, and downtown property owners pay enough already. If you do an apples-to-apples comparison, commercial property pays 55 mills and residential properties pay 37 mills. On a millage basis, that is 47% more that commercial properties pay on the same value property. Wilson gave an example if he purchased a \$400,000.00 piece of property, the effective tax rate on a residential property is 1.9% which is about \$7500.00 a year. That same \$400,000.00 on a commercial property is 2.8% which is \$11,140.00 a year. So they are already paying a whole lot more in total taxes than residential folks are. He feels everyone thinks they can afford this, but they are already paying 47% more in taxes than residential property owners and this is the point he wants to get across.

Motion was made and supported to close the Public Hearing at 7:25 p.m. Motion carried. All voting aye.

There Were No Other Action Items on Tonight's Agenda.

Mayor Klynstra announced the West Michigan Regional Airport Authority (WMRAA) approved the transfer of its existing fixed based operator (FBO) contract with FlightLevel Aviation to Michigan-based Avflight. An FBO is a private business contracted with an airport to maintain operations, fuel service, maintenance and other related services.

Mayor Klynstra wanted to acknowledge and give thanks to Kerri VanDorp, Abby deRoo and Lynette Lam for all the downtown events and concerts this summer. He has received many positive comments on all the happenings in Zeeland.

There being no further business, motion was made by Councilmember Timmer and seconded by Councilmember Gruppen to adjourn the meeting at 7:27 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, July 17, 2023
6:30 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Kass, Timmer, Lam
ABSENT: Councilmembers – None

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director/Assessor Maday, BPW General Manager Boatright and City Clerk Holmes

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

2023 Strategic Action Plan Update

City Manager Klunder gave an update and progress report on items in the Strategic Action Plan.

Councilmember Kass noted how much has been completed so far and was impressed with the progress made by Staff.

Assistant City Manager/Finance Director Plockmeyer gave an update on the pickleball courts.

There being no further items to discuss, the Work Study adjourned at 6:47 p.m.



Pamela Holmes, City Clerk