

Council Meeting
Common Council
September 5, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Tuesday, September 5, 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, Community Development Director Maday, Marketing Director deRoo, BPW General Manager Boatright, Water Operations Manager Levandoski, Fire/Rescue Chief Tibbets, Deputy Fire Chief Harsevoort, IT Director Maloney and City Clerk Holmes.

The invocation was offered by Councilmember, Jim Broersma.

The Pledge of Allegiance was recited.

23.132 Approve Consent Agenda

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

1. Approve minutes of the regular meeting of August 21, 2023.
2. Approve minutes of the Work Study meeting of August 21, 2023.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

City Manager's Report

Main Avenue Project/Start of School

We were able to successfully open Main Avenue to traffic this past Monday before the start of the school year. While the south side of the street is not complete (brick pavers, lighting, final landscaping), it has been able to service the school for their first three days. With every project that involves changes to the flow of traffic, there is some fear of the results of the changes. We are happy to report that the first week of school went very well, and we did not experience any adverse effects from the changes that were made.

Diversity, Equity and Inclusion

Our DEI Workgroup met for their monthly meeting on Wednesday, August 16. At the meeting, we had a representative from a neighboring community visit to discuss their ongoing efforts. The group heard confirmation that efforts around DEI are difficult and time consuming. But they are worth it to the organization. The DEI Workgroup will focus their immediate efforts on developing an annual update on their accomplishments the past year and developing proposed action plan steps for 2023/2024.

7:20 P.M. – Fire Fighter Oath of Office: Luke Bruinsma & Chris Freeman

Promotion to Fire/EMS Captain & Oath of Office: Duane Baker

Recognition of Lieutenant Safety Officer Ryan Ysseldyke who is transferring to Fire/EMS Lieutenant

23.125 3 E. Main Project Design Approval

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to approve the redevelopment of the parcels at 3 & 9 E. Main Avenue by Midwest Construction and Geerlings Development as shown in the August 1, 2023 exterior renderings and May 2, 2023 site plan subject to Planning Commission approval.

Roll call.

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

No Votes: None

Absent: None

23.126 135/137 E. Main Project Design Approval

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the redevelopment of the parcels at 135 & 137 E. Main Avenue by Wooden Nickel Properties, LLC as shown in the August 17, 2023 exterior renderings and the plans dated August 14, 2023, subject to Planning Commission approval.

Roll call.

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

No Votes: None

Absent: None

23.127 135/137 E. Main Purchase and Development Agreement Amendment

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to approve the updated agreement dated August 10, 2023, with Wooden Nickel Properties, LLC for the redevelopment of the properties at 135 & 137 E. Main Avenue as presented.

Roll call.

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

No Votes: None

Absent: None

23.128 Partial Assignment of Ottawa County Land Bank Grant Agreement to the City

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to approve the Partial Assignment of State Land Bank Authority Grant Agreement with the Ottawa County Land Bank Authority document subject to City Attorney Approval of the final language to receive a Blight Elimination Grant for the demolition of the structures at 135 & 137 E. Main Avenue.

Roll call.

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

No Votes: None

Absent: None

23.129 Ordinance 1023 – Water Rates and Fees

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to adopt Ordinance 1023 recommending the connection fee as presented with the anticipation that the new connection fees would become effective for bills rendered immediately after approval.

Roll call.

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

No Votes: None

Absent: None

23.130 Mural Project – Artist License Agreement

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to approve a Public Art contract between the City of Zeeland and Krista Arendsen/Art by Krista as presented subject to City Manager and City Attorney approval.

Roll call.

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

No Votes: None

Absent: None

23.131 Mural Project – Building License Agreement

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the property owner license agreement with Sunday Lunch Properties, LLC as presented.

Roll call.

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

No Votes: None

Absent: None

Councilmember Kass asked if other Councilmembers received a phone call regarding some issues going on at Huizenga Park. Cemetery/Parks Supervisor Mike Bronkhorst and Police Chief Jungel are aware of this.

Mayor Klynstra was in Northfield, MI last week at the Mayor's Conference. He stated Northfield is a very nice town that is similar to Zeeland. The Mayor of Midland spoke about a Citizens Academy they had that approximately 400 of their citizens participated in. Different departments give a presentation and then they tour the facility. There was also a presentation on how City Council presents themselves.

Councilmember Gruppen reminded everyone of the MML Convention in October which will be held in Traverse City.

There being no further business, motion was made and supported to adjourn the meeting at 7:42 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, August 21, 2023
5:30 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 Maday, Marketing Director deRoo, BPW General Manager Boatright, Water Operations Manager Levandoski, Fire/Rescue Chief Tibbets, Deputy Fire Chief Harsevoort, IT Director Maloney and City Clerk Holmes.

Mayor Klynstra called the meeting to order at 5:30 p.m.

3 E. Main Project Design

Community Development Director Maday explained in July of 2022, the City of Zeeland entered into a development agreement with Midwest Construction and Geerlings Development for the redevelopment of the properties at 3 & 9 E Main Ave. This followed the 2020 release of an RFQ by the City, seeking the redevelopment of the sites in accordance with the Downtown Vision Plan.

Since the time the City entered into the agreement, staff has been working with the developer on a number of items related to this project, including the building's exterior design, and overall site layout.

Utilizing both parcels, the proposed project now includes the construction of a three-story building, with approximately 9,200-9,500 square feet per floor. The main floor is proposed for office use, with the two upper floors consisting of residential apartments on each floor. Parking is proposed to be provided on-site, on the rear/north of the building. It should be noted that as part of the agreement, the City will receive a 50-year lease on 48 parking spaces, to be used for public parking, and an area that is at least 600 square feet in the building for the placement of equipment for the City's snowmelt system, if necessary.

While the final proposed exterior of the building differs somewhat from the concept plan shown in the developer's initial RFQ response, staff feels that the building meets the vision for the site laid out in the RFQ. Specifically, the exterior includes a substantial amount of windows with transparent glass, to give a sense of activity and life on Main Avenue, brick as the prominent exterior material on the street frontages of this gateway site, limestone elements around the windows, and a number of decorative features such as overhangs to give the building a sense of texture.

With the exterior of the building finalized, from a staff perspective, the Development Agreement and the City Zoning Ordinance require a number of approvals before the closing on the sale of the land can occur, and a building permit can be issued for the project:

- Building and landscape design and materials approval
- SARB meeting review
- Zoning Board of Appeals approval
- Planning Commission site plan review and special land use approval
- Commercial Rehabilitation District and Certificate approval
- City Council approval

As the City is a partner in the redevelopment of the parcels at 3 & 9 E Main Ave, City Staff have been actively involved in planning for this project, including the site layout, proposed uses and exterior design. When reviewing the development as a whole, and the exterior designs, staff find that the project aligns with the vision for the site laid out in the Downtown Vision Plan and the City's RFQ for the project, and will be a transformational project at the West Gateway to the City's Downtown.

Scott Geerlings from Geerlings Development was present to explain the project design, materials, timeline and answer any questions Council may have.

135/137 E. Main Project Design

In March of 2023, City Council approved a development agreement with a group led by Steve Sterken of Coldwell Banker Realty, now Wooden Nickel Properties, LLC, to redevelop the properties at 135 & 137 E Main Avenue. This followed the 2022 release of an RFP by the City of Zeeland seeking a developer to construct a new building on the City owned properties in accordance with the City's Downtown Vision Plan.

The Wooden Nickel Properties' proposal calls for a new three-story mixed-use building, that will incorporate the adjacent buildings at 131 and 133 E Main Ave. The project includes:

- A building footprint of approximately 5,200 square feet. The main floor will be 4,500 square feet in area, with a 1,500 square foot lit and snowmelted pedestrian walkway on the east side of the building.
- Moxy Dental and Airway at 131/133 E Main Ave is proposed to expand into the rear of the new building.
- Public restaurant at 131/133 E Main Ave is proposed to expand into the front portion of the new building.
- The second and third floors will be occupied with a total of eight residential apartments, four per floor.
- An addition to the rear of 131 & 133 E Main Ave to incorporate it into the new proposed building.
- An exterior finish consisting of primarily brick on the lower two levels, with cedar siding on the third level.
- Substantial amounts of windows, balconies and decorative features such as cornices and overhangs on both the north and south faces of the building.

With the building layout and exterior of the building finalized, from a staff perspective, the Development Agreement and the City Zoning Ordinance require a number of approvals before the closing on the sale of the land can occur, and a building permit can be issued for the project which include:

- Building and landscape design and materials approval
- SARB meeting review
- Planning Commission site plan review and special land use approval
- Commercial Rehabilitation District and Certificate approval
- City Council approval

With this project using traditional design elements, and high quality materials that are found on many of the City's existing buildings downtown, the project including a snow melted passageway between Main Avenue and the City's north parking lot, and the project including the expansion of two established and high quality businesses, staff finds that the project aligns with the City's Downtown Vision Plan, and the general goals of the City – business retention, infill development and creation of housing. Staff is excited to recommend City Council approval, as a step in making this proposed project a reality.

135/137 E. Main Purchase and Development Agreement Amendment

Maday reported in March of 2023, City Council approved a development agreement with a group led by Steve Sterken of Coldwell Banker Realty for the construction of a new three-story, mixed-use building that includes a public passageway at 135 & 137 E Main Avenue. The City purchased these parcels in 2021 and subsequently released an RFP seeking a developer to redevelop the sites in accordance with the Downtown Vision Plan.

As staff have continued to work with the developer, and the project has moved forward from the conceptual phase, staff have identified the following two revisions to the agreement that are needed:

- Buyer's name – The March 2023 version of the agreement did not list the name of the organization that was buying and developing the parcels. The updated agreement reflects that the group led by Steve Sterken is named Wooden Nickel Properties, LLC.
- Demolition – The original development agreement was structured for the developer to demolish the buildings, and the City to reimburse the costs of the demolition, up to \$70,000. Shortly after the approval of the development agreement, staff was notified that the City was selected to receive a Blight Elimination Grant from the State Land Bank Authority for the removal of the deteriorated buildings on the site. As part of that grant, the City of Zeeland is to demolish the structures, prior to the transfer of the properties to the developer. Section 2 (b) of the agreement has been updated to reflect that the City will be demolishing the structures.

A copy of the updated agreement was included in the Council Packet and staff is asking Council for approval on the updated agreement. Approval of the revised agreement will bring the City one step closer to the start of this substantial project in the City's downtown.

Ed Zwyghuizen of Gen1 Architectural Group, 9818 Perry Street, was present to give an overview of the project at 135/137 E. Main and answer any questions Council may have.

Partial Assignment of Ottawa County Land Bank Grant Agreement to the City

In March of 2023, City Council approved a development agreement for the redevelopment of the parcels at 135 & 137 E Main Ave. The redevelopment includes the demolition of the existing, blighted buildings on the sites and the construction of a new three-story, mixed-use building that includes a public passageway from the City's north downtown parking lot to Main Avenue.

Shortly after the approval of the development agreement, the City was informed that it was selected to receive a Blight Elimination grant of up to \$70,000 to demolish the buildings from the State Land Bank Authority through the Ottawa County Land Bank.

The grant comes with a number of requirements regarding the bidding of the demolition, monitoring and documentation of the work, and reporting related to the completion of the demolition project. As the City is a governmental entity, the County Land Bank wishes to make the City responsible for the administration of the demolition project, and compliance with the related requirements. Staff is comfortable with the assignment of the administration and reporting for the project to the City.

The City Attorney has drafted a "Partial Assignment of State Land Bank Authority Grant Agreement with the Ottawa County Land Bank Authority" which assigns the administration of the demolition and related requirements to the City. The document is currently being reviewed by State and County staff.

While staff typically prefers to wait to bring documents to City Council for approval until the language is approved by all parties, due to the timing of the upcoming City Council meetings, the fact that the project cannot go out for bid until the sub-agreement is approved and the potential impact to project timelines, staff will be seeking approval of the sub-agreement this evening, subject to City Attorney approval of the final language.

Staff is appreciative of the support for this project from The State and Ottawa County Land Banks in the form of the Blight Elimination Grant. We feel comfortable with the requirements that are being placed on the City and are excited to remove the buildings to allow for the construction of the new building on these properties.

Ordinance 1023 – Water Rates and Fees

Water Operations Manager, Mike Levandoski, was present to explain in the Spring of 2021, Utility Financial Solutions, Inc. (UFS) was retained by Zeeland BPW to perform a review of water connection fees. The objective of this study was to establish fee structures that can be justified through the "equity method" cost-of-service analyses thereby ensuring rates and fees sufficiently cover operating expenses as well as future renewals and replacement capital expenses. UFS provided further guidance as follows:

The equity method is one standard methodology according to AWWA. The reasons for a connection fee study are to help ensure:

- 1. There is a formal methodology documented on how the connection fee is calculated - connection fees are increasingly being challenged in Michigan.*
- 2. There is a consistent fee by meter size connection – the meter is what restricts the max flow; and basing charges on meter size helps ensure consistency between customers.*

3. *There is simplicity on the amount of fees customers are charged at connection – many utilities can have multiple charges and it is not easily identifiable what the charges are for and avoid cross subsidization (in other words, giving credence to the likelihood of cross-subsidization).*

On July 16, 2021 Board Members approved to eliminate the Front Foot, Trunkage, and Tap charges and instead assess a per-meter connection fee. Under this fee structure, charges correlate more closely to the ultimate volume of water to be consumed at the site using meter size as the basis, as opposed to parcel size.

In conjunction, on June 21, 2022, Board Members approved Ordinance No. 1013, Contingent on City Council approval. City Council approved Ordinance No. 1013 at their July 5, 2022, meeting approving water connection fee structure as recommended in the connection fee cost of service study performed by Utility Financial Solutions. The new connection fees became effective for bills rendered immediately after this approval.

Consistent with 2022 practice, staff was able to utilize the equity method calculations provided by UFS in 2021 to update connection fees relevant to fiscal system changes. Staff recommends an update of the two (2) fee schedules – one for service to a single dwelling to be served from existing water main, the other for service to a subdivision or development where the water main is to be supplied and installed by the developer based on System Equity Costs.

Resident				Developer			
Current Fee		Proposed Fee		Current Fee		Proposed Fee	
Meter Size (Inches)	Fee per meter	Meter Size (Inches)	Fee per meter	Meter Size (Inches)	Fee per meter	Meter Size (Inches)	Fee per meter
5/8"	\$ 5,337	5/8"	\$ 5,398	5/8"	\$ 2,557	5/8"	\$ 2,481
¾"	\$ 8,005	¾"	\$ 8,096	¾"	\$ 3,836	¾"	\$ 3,722
1"	\$ 13,342	1"	\$ 13,494	1"	\$ 6,393	1"	\$ 6,203
1 ½"	\$ 26,684	1 ½"	\$ 26,988	1 ½"	\$ 12,786	1 ½"	\$ 12,405
2"	\$ 42,694	2"	\$ 43,180	2"	\$ 20,457	2"	\$ 19,848
3"	\$ 80,052	3"	\$ 80,963	3"	\$ 38,357	3"	\$ 37,216
4"	\$ 133,419	4"	\$ 134,938	4"	\$ 63,928	4"	\$ 62,026
6"	\$ 266,839	6"	\$ 269,877	6"	\$ 127,857	6"	\$ 124,053
8"	\$ 426,942	8"	\$ 431,803	8"	\$ 204,571	8"	\$ 198,484
10"	\$ 613,729	10"	\$ 620,716	10"	\$294,070	10"	\$ 285,321

The proposed fee structure is defensible, easy to administer, and reflective of the actual costs to provide water service. Our fees compare favorably in Ottawa County. Since the water connection fees are codified in the Zeeland Code, approval of an ordinance (Ordinance No. 1023) is necessary to enact the changes. A redlined version of the ordinance is also attached for reference. At their August 8, 2023 regular meeting, the Zeeland Board of Public Works Board of Commissioners approved recommending Ordinance No. 1023 for City Council consideration.

City Council Packet Distribution Change

IT Director Maloney explained the IT Department in coordination with leadership, is proposing a change in the packet distribution process that would provide several benefits:

1. Minimize storage requirements in the email system.
2. Reduce barriers of access to packet information.
3. Update the process for receiving and viewing information provided.
4. Eliminate DropBox.
5. Increases security

This proposal utilizes existing applications in Microsoft Office 365 to deliver City Council packets.

1. The City Council packet will be uploaded to the City of Zeeland website.
2. A link to the City Council packet will be sent to all City Councilmembers.
3. A copy of the City Council packet will be placed in Microsoft Teams.

Microsoft Teams will provide historical access to City Council packets, weekly manager updates and other relevant documents which are not posted on the website. Implementation of the proposed changes will be coordinated with City Council and leadership to ensure a successful implementation.

Mural Project

deRoo reported back in March, the Marketing Department began pursuing a mural project as a means to bring permanent, public art to downtown Zeeland. This process began with a call to artists with a project prospectus which attracted the interest of four professional muralists. With the help of the Holland Area Arts Council, the applicants were narrowed down to two artists who were then invited into a round of interviews and revisions. After careful review, the Marketing Department has determined the proposal by local artist, Krista Arendsen to best fit the objectives of this project. This recommendation was made to SARB at their August 10, 2023 meeting and was unanimously approved by the board.

Included in the Council Packet was a black and white sketch of the proposed mural, as well as the selected color palette to bring the art to life. The rendering was intentionally submitted in black and white to preserve the suspense of realizing the completed art. The west exterior wall on Main Street Bicycle Company, 201 E. Main, will serve as the canvas for this inaugural downtown mural. The proposed art was selected for its authentic, yet whimsical representation of Zeeland. At first glance, viewers will notice layers of energetic patterns, which will add colorful texture and movement to the art. As onlookers study the mural they will be delighted to find an abundance of unique imagery that represents Zeeland, for example, the clocktower, a cityscape, musicians on the street and market tents representing downtown events, corn representing agriculture, Zeeland's established date and Z! logo, and of course, the historic Zeeland Chick, just to name a few. With a project this size (90' x 24') we must allow room for on-site revisions (additions/deletions) and not expect an exact replica of a specific proposal. The Marketing Department will work closely with the artist throughout the installation process, allowing freedom for artistic changes as well as preserving the intent of the approved concept.

If approved by City Council, the next step will be to schedule the preparation of the wall, including cleaning the brick, priming and painting the basecoat. After the wall has been prepared, Krista Arendsen can begin transferring her design to the wall to outline the mural. This will likely be done after dusk, with a projector. Once the outline of the art is on the wall, painting will begin. This project could take up to six weeks. We are optimistic that schedules will align and that we can proceed this fall. However, if scheduling is delayed and favorable weather conditions begin to decrease, the mural will be installed next spring.

This project was identified as an operational goal in the 2022 Strategic Action Plan, and funding was set aside in the 2023 budget. Project expenses are estimated at \$25,000.00.

Fire/Rescue Pumper Bid Award

Fire/Rescue Chief Tibbets explained Zeeland Fire Rescue uses various types of fire service vehicles, apparatus, and equipment to perform fire suppression, rescue, and emergency Medical Services (EMS) throughout the City of Zeeland. In 2020, a fire apparatus replacement schedule was established, the schedule includes all fire department vehicles. The replacement schedule was established to comply with NFPA standards for fire service apparatus replacement. The pumper that is due for replacement is 1922 located at Roosevelt Station. 1922 is a Pierce pumper that was manufactured/purchased in 1998, it has served as a frontline pumper since it was put into service. 1922 is due for replacement in 2023, however, with the current build times, we are projecting to take delivery of the new pumper in 2025.

The Zeeland Fire Rescue (ZFR) apparatus committee has worked on the specifications for a new pumper to replace the current 1922 for over a year. This process includes evaluating specific equipment we carry on a

pumper, compartment configuration to house equipment, current safety features, pump size, water tank size, foam capabilities and much more. Over the past year our apparatus committee has done fire apparatus research at the Fire Department Instructors Conference (FDIC), talked to manufacturers, equipment vendors, and visited neighboring departments to evaluate new features and options selected on their apparatus. Our apparatus committee evaluated our current needs for today and into the future.

While the purchase price is over budget, the budgeted amount was established in late 2021, prior to several industry standard/global price increases. For example, since June 1 there was a price increase and a change with the motor/transmission that is available. These two price increases alone equate to approximately \$80,000 (plus) in added cost. Our apparatus committee evaluated our current needs and needs in the future. Some cost increases come from features our committee feel are important to meet our needs. These items include:

- | | |
|--|------------------------------------|
| -Roll-Tech Safety Restraint System (SRS) | -Powder coated frame |
| -Enclosed pump compartments | -Rear airbag suspension |
| -Driver and officer side Vista displays | -Foam fill system |
| -Electric outlets in all compartments | -Integrated foam system |
| -750-gallon water tank vs. 500 gallons | -30-gallon foam tank vs. 20-gallon |

There are purchase options that offer some cost savings. The bid price for the new fire engine is \$1,008,986, which does include \$58,102 in dealer equipment/upfitting. The dealer equipment/upfit items include:

- | | |
|--|---------------------------------|
| -David Clark communication headset system | -In-cab EMS compartments |
| -Reflective lettering, numbering, and graphics | -10 ft. Hard suction hose (2) |
| -Hose bed cover | -Radio and Opticom installation |
| -\$25,000 contingency fund (recommended) | |

Plockmeyer explained to Council where we are at in the budget for this purchase and the funding options we have available as there is approximately a \$250,000 gap from what was budgeted.

There being no further items to discuss, the Work Study adjourned at 7:10 p.m.



Pamela Holmes, City Clerk