

Council Meeting  
Common Council  
January 17, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Tuesday, January 17, 2023. Mayor Klynstra called the meeting to order at 7:00 p.m.

PRESENT: Council members – Mayor Klynstra, Gruppen, VanDorp, Broersma, Kass, Timmer and Lam  
ABSENT: Council members – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Library/Community Center Director Hanson, BPW General Manager Boatright, Electric Power Supply & Market Operations Manager Mulder and City Clerk Holmes

The invocation was offered by Pastor Trent Walker, Community Reformed Church.

23.006 Approve Consent Agenda

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to approve the Consent Agenda as presented.

1. Approve minutes of the regular meeting of January 3, 2023.
2. Approve minutes of the Work Study meeting of January 3, 2023.
3. Receive for information minutes of the December 1, 2022 Planning Commission.
4. Receive for information minutes of the January 10, 2023 BPW Commissioners Meeting.
5. Ratify BPW Action #23.001, Approve Cash Disbursements and Regular Monthly Transfers.
6. Ratify BPW Action #23.003, Power Plant Unit #10 Engine Malfunction and Repair Recommendation

Roll call.

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

No Votes: None

Absent: None

***Communications/Visitors***

There were no visitors/communications this evening.

***City Manager's Report***

Main Avenue

The city held the pre-bid meeting for our Main Avenue snowmelt and street enhancement project. It was mandatory for interested bidders to be at the meeting if they want to submit a bid. We had good interest in the project as a handful of bidders were in attendance.

Plainfield and Plainfield Court

We've been informed that the contractor would like to start on this project as soon as mid-March (weather dependent). To accommodate this possibility, they will have to move some equipment into the project area prior to the enactment of frost laws on county roads. Kevin will provide more information on this potential schedule during Tuesday's work/study session.

Economic Forecast

This past Tuesday I was able to attend the Chamber's economic forecast for 2023. In spite of inflation and a continued shortage of labor, Dr. Paul Isely of GVSU believes the Holland/Zeeland area will fair better than the rest of the country.

### Lunar New Year at Howard Miller Library

At last week's staff meeting, Amanda was sharing the library's participation with Zeeland Christian School around the Lunar New Year. Amanda shared a summary of the happenings, which are: 1/19 @ 10am: Preschool Storytime special presentation: This special edition of the Library's regularly scheduled Preschool Storytime will feature middle school students in the Mandarin immersion program at Zeeland Christian School presenting stories, songs and crafts in Mandarin. Participants will be exposed to the unique beauty and style of the Chinese culture and language through this engaging and fun filled family program. On 1/21 @ 10am to 12pm: Lunar New Year Celebration presented by Zeeland Christian School and the Howard Miller Library. The Lunar New Year is a celebration of the arrival of Spring in many far eastern cultures including China, Vietnam, and South Korea.

Traditional celebrations are marked with festive decorations, activities and food to bring good luck and fortune for the new year. If you are interested, you can join the festivities at the Lester Hoogland Banquet Room to learn more and experience the rich traditions of this celebration. Drop in any time and visit the different activity stations and join them for a Lunar New Year storytime presented by library staff (in English) at various times throughout the morning.

### ODC, Project Clarity and Mac Greenway

This week we received a 4th quarter update from the Outdoor Discovery Center, and 2022 reports from Project Clarity and Macatawa Greenway. Those informational pieces were included in the Council Packet.

### 23.007 Resolution to Amend the MPPA Hart Solar Purchase Power Agreement

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Amendment to the MPPA Hart Solar Purchase Power Agreement as presented and approve the BPW General Manager as the "Authorized Representative" to commit to these revised terms, subject to sufficient MPPA member participation.

Roll call.

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

No Votes: None

Absent: None

### 23.008 Reestablishment of Library Page Position

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the reallocation of work hours to create a part-time Library Page position for 6 hours/week for the remainder of FY 2022-23.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra announced he was voted in on Monday as the Chairman for the Airport Authority.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:24 p.m. Motion carried. All voting aye.

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Kevin Klynstra, Mayor

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Pamela Holmes, City Clerk

MEMORANDUM OF WORK-STUDY SESSION

Zeeland City Hall Council Chambers

Tuesday, January 17, 2023

6:00 P.M.

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

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Library/Community Center Director Hanson, BPW General Manager Boatright, Electric Power Supply & Market Operations Manager Mulder and City Clerk Holmes

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

***Resolution to Amend the MPPA Hart Solar Purchase Power Agreement***

BPW Electric Power Supply & Market Operations Manager Mulder explained in June of 2021, a recommendation to participate in a twenty (20) year power purchase agreement (PPA) for renewable solar energy through the Michigan Public Power Agency (MPPA) was presented and subsequently approved by the BPW Board and City Council. The BPW's allocation is 11.2% of MPPA's portion of the project, resulting in an installed capacity of approximately 5.6 MW. The facility will be constructed in Oceana County, and its Commercial Operating Date (COD) was scheduled for the fourth quarter of 2023.

Like other utility scale solar projects, supply chain disruptions and increased costs due to materials and international trade tariffs have impacted the project. Because the project developer, Hart Solar Partners LLC, and the members of MPPA are mutually desirous of completing the project, an amendment to the PPA was recently negotiated to resolve potential disputes; these include a delayed COD and a new Contract Rate. The general terms of the amendment and revisions to the PPA are outlined below:

Hart Solar Partners, LLC – PPA Amendment Summary

- Product: Energy, capacity, environmental attributes, and reactive power services - No Change
- Contract Term: 20-Years from COD - No Change
- Commercial Operating Date (COD): No later than December 1, 2025 (Extended from Q4, 2023)
- Contract Rate: 15.2% increase
- Projected Total Increase in BPW's Contract Cost over the 20-Year Term
  - o Increased Gross Contract Cost: \$1,407,403.00 (increase of \$6.40/MWh)
  - o Increased Net Present Value Cost: \$985,622.00 (increase of \$4.48/MWh, 4% discount rate)

Based on current market opportunities for similar projects, the economics and schedule of this project remain attractive, and replacement would neither reduce forecasted power portfolio cost nor risk.

At the December 14, 2022 meeting of the MPPA Board of Commissioner's (BOC), the BOC passed a resolution approving the Amendment to the Hart Solar Partners PPA as outlined above, contingent upon member approval. Because the terms of the agreement have substantively changed under this amendment, staff again requests approval to participate in this project per the revised terms. The total forecasted financial commitment over the twenty (20) year contract term is \$10,665,477.00.

In accordance with the BPW Energy Risk Management Policy, transaction terms greater than five years require approval from the BPW Board and City Council. Staff recommends that this Amendment be accepted as presented, and requests approval for the BPW General Manager as the "Authorized Representative" under the MPPA Energy Services Project Agreement to commit to these revised terms, subject to approval by City Council and sufficient MPPA member participation. Commitment from MPPA members is required by January 31, 2023, for the project to proceed.

### ***Reestablishment of Library Page Position***

Library/Community Center Director Hanson explained her observations and recommendations regarding the current staffing at the Howard Miller Library. The current structure was instituted in early 2021 consolidating library positions and duties into the Librarian I and Librarian II titled positions. The arguments for making this staff structure change were based on establishing appropriate and competitive wage scales which accurately compensate staff for the expanded duties being performed and responsibilities being given to employees.

Her observations of how this structure has affected the efficiency and productivity of library staff are as follows:

- All staff are expected to know all aspects of the library's operations – this is unrealistic in practice and does not set up individuals for success to accomplish their area-specific duties;
- Staff doesn't have time to devote to professional training to improve their skills and maintain currency in changing best practices in public library operations;
- Quality and accuracy have been sacrificed in to order to accomplish routine tasks quickly to enable staff to complete all duties expected of them.

Hanson proposes to reinstate the position of Library Page for the remainder of FY 2022-23 and this position will be included in the budget submission for FY 2023-24. Please note, for the remainder of this fiscal year there will not be a budget implication to enact this change. Existing personnel hours will be reallocated from staff who are reducing their weekly work hours as of January 1, 2023. This change is proposed so that the library can continue to provide excellent service in all areas and avoid staff fatigue and frustration.

1. Immediate staffing solution during FY 2022-23: Hire a Library Page (shelver) position whose duties are focused on the physical maintenance of the building and collection.

Reallocate existing unused staffing hours to the reinstated Library Page position and hire a dedicated Library Page or shelver. 2 staff members have reduced their weekly hours by a total of 7 man-hours as of January 1, 2023 (weekend hours were not affected). I value the contributions of the staff needing to reduce their time worked and prefer to work with this reduction of their hours by supplementing our staff with the reinstated part-time Library Page position. The Library Page position will work 6 hours/week solely on the physical maintenance responsibilities for the library's daily operations to run efficiently. This will allow other staff to focus on customer interactions, programming responsibilities and collection development issues. No weekend hours will be worked by the Library Page for the remainder of FY 2022-23.

2. Long-term staffing solution for FY 2023-24: Increase the part-time hours for the Library Page position to an average of 11 hours/week which will include working one weekend shift per month. I am including this reinstated part-time position in my FY 2023-24 staffing hours budget proposal.

The position of Library Page is a part-time position which is responsible for checking in materials, sorting returned items, reshelving items, and keeping the physical collection neat and orderly for easier access by patrons and staff. Having a dedicated staff member assigned to these tasks allows staff in the more demanding roles of Librarian I and II to devote their time and energy into improving customer service through increased programming and focused collection development efforts. Library Page staff become experts in shelving and shelf reading to ensure accuracy when placing items where they belong on library shelves. This benefits all staff and patrons in finding library items quickly and easily and helps create a clean and inviting space for everyone to enjoy. The proposed Library Page job description was included in the Council Packet.

The proposed salary structure for the reinstated part-time Library Page position:

- 6 hours/week, to increase on July 1, 2023 to 11 hours/week including one weekend shift per month.
- Salary range using the 30% wage spread allotted for Assistance and Support Roles in the 2022 Wage Study:

\$10.10 – minimum wage for MI as of 1/1/2023\*

\$11.90 – midpoint

\$13.69 – maximum

Annual salary = \$5,494.40 – \$7,447.36 (at 11 hours/week)

*\* Please note: The current minimum wage rate is under court review and may increase to \$13.10 in February 2023. If this occurs, the above wage scale will be adjusted accordingly. This suggested salary range is derived from reviewing the salaries reported for this position by other Michigan libraries. Ideally, staff already in the 6 hours/week part-time Library Page position will simply increase their hours to fill the 11 hours/week at the beginning of the new fiscal year.*

### ***Planning Commission CIP & Goal Setting Process***

In the Council Packet, the adopted 2023 CIP list from the Planning Commission was included to be reviewed at tonight's meeting. This is an item that we will include in the upcoming goal setting session with City Council, but given we have a "light" agenda, we thought it would be beneficial to spend some time reviewing the list prior to goal setting.

Additionally, I would like to verbally describe the process we plan to use for this year's goal setting sessions. Like years' past, the first evening will be largely informational as we cover our progress on the 2022 Strategic Action Plan and then review department updates for 2023. The second evening we will develop the framework for the 2023 Strategic Action Plan.

The process for developing the framework for 2023 will seem similar to years past where you will individually (prior to the session) develop a list of ideas to help achieve each commitment to Feel the Zeel. We will then progressively combine into larger groups to share our respective ideas and generate a collaborative list. The primary difference this year, will be that rather than reducing our top five (for example) initiatives to achieve each commitment through "negotiations", we will progressively combine our lists so that all ideas are shared with the entire group. We will then vote on the top initiatives for each commitment toward the end of the session so we have a manageable list for 2023.

### ***Sunday Alcohol Sales Discussion***

During last year's Alcohol Review Committee meetings, it was brought to our attention that in 2023, Christmas Eve and New Year's Eve will be on a Sunday. According to one of our SDD (off-premise) license holders, these are some of their biggest sales days. They thus questioned if the city would allow sales on these days, despite the Sunday sales prohibition in the ordinance.

City Council directed staff to check with the Michigan Licensing and Regulatory Affairs (LARA) Division on the possibility of a special exception to allow Sunday sales for Christmas Eve and New Year's Eve in 2023. Their response was "no, you cannot grant an exception; it must be legalized for all Sundays or none."

Klunder would like some direction from City Council on if removing the ban on Sunday sales is something City Council would like to pursue or not, as we have been asked by the business owner the status of their request.

Mayor Klynstra feels we need to look at Sunday sales again. If we want to attract new restaurants, this may be needed. Councilmember Lam stated we need to leave it as is for this request and agreed we need to look at this

for the future of new restaurants. Mayor ProTem Gruppen still feels strongly that when we first brought up alcohol sales in Zeeland, we promised we wouldn't allow sales on Sunday.

It was agreed that Zeeland has had very few issues with serving alcohol and that things have changed in the business-world since it was first approved. Councilmember VanDorp thinks we should have a Public Hearing to see what the community thinks.

### ***Centennial Pilot Traffic Study Update***

At the last Council meeting, City Council approved a proposal to conduct a pilot program for the possible conversion of Centennial from one-way operation between Main and Central to two-way operation. This past Tuesday, staff met with Pete LaMourie from Progressive AE to discuss how we would approach this pilot program and its coordination with the construction that will be taking place on Main Avenue during the summer. The following is a summary of this meeting:

- On February 27, Centennial will be converted from one-way traffic to two-way traffic.

Prior to this conversion, our street department will be working to gather and install the appropriate signage to accommodate this conversion. In addition to making preparations for the conversion, will we be sending communication to the residents in the vicinity of the impacted street to alert them of this pilot program. Progressive AE is currently working on composing this letter.

- The Pilot Program will last for approximately two months to three months.

The goal of the pilot program is to determine if the adverse effects of this conversion outweigh the positive effects of this possible conversion. During this pilot, Progressive will monitor traffic counts and overall traffic movements particularly during school drop off and pickup times. Our goal was to monitor these movements while school was in session prior to the start of the Main Avenue construction project.

- Two-way operation will remain in effect during the Main Avenue construction project.

Due to the anticipated impact on traffic, two-way operation on Centennial will be necessary while construction activities are occurring on the block from Centennial to Maple. To prevent confusion to motorists, two-way operation on Centennial will remain in effect after the pilot program until Main Avenue is fully open to traffic which we would expect to be near the beginning of the school at the end of August.

- Prior to making a final decision on the flow of traffic, a Public Hearing will be held.

After conclusion of the pilot program, Progressive AE will report their recommendations to City Council. In coordination with this presentation from Progressive, we will hold a Public Hearing to gauge public input prior to making a final decision.

The Work Study adjourned at 6:55 p.m.

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Pamela Holmes, City Clerk