

Council Meeting  
Common Council  
Electronic Meeting  
March 1, 2021

The regular meeting (electronic) of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, March 1, 2021. Mayor Klynstra called the meeting to order at 7:04 p.m.

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

ABSENT: Council members – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Finance Director/ACM Plockmeyer, Library/Community Center Director Wood-Gramza (electronically), Fire/Rescue Chief Tibbets, Community Development Director Maday (electronically), Facilities Maintenance Supervisor Venlet (electronically), and City Clerk Holmes

The invocation was offered by Pastor Dave Roberts, Restoration Church.

21.030 Add Agenda Item

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to add Item #15 to the Agenda, authorize staff to enter into preliminary discussion with the Developer for the sale of property at 3 E. Main. Motion carried. All voting aye.

21.031 Approve Consent Agenda

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

1. Approve minutes of the Regular Meeting of February 15, 2021.
2. Approve minutes of the Work Study meeting of February 15, 2021.
3. Receive for information minutes of the BPW Commission of February 16, 2021.
4. Ratify BPW Action #21.008 – Approve Cash Disbursements & Regular Monthly Transfers.
5. Ratify BPW Action #21.009 – Bid Recommendation Alice Avenue & 100<sup>th</sup> Street Reconstruction.
6. Ratify BPW Action #21.010 – Approve 1.25 MG South Reservoir Interior/Exterior Painting.
7. Ratify BPW Action #21.011 - Distribution Transformer Purchase Bid Recommendation.
8. Ratify BPW Action #21.012 – Perry Substation T2 Addition Engineering Proposal.
9. Ratify BPW Action #21.013 – BPW VMHOST1 Server Replacement.
10. Ratify BPW Action #21.014 – Cybersecurity Managed Services Recommendation.
11. Ratify BPW Action #21.015 - BPW Office Interim Renovations Budget Amendment.

Roll call.

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

No Votes: None

Absent: None

***Public Comment***

There was no public comment.

### ***Visitors***

The Michigan Association of Chiefs of Police were present to award the Zeeland Police Department with the Michigan Law Enforcement Accreditation Program Certificate. It was explained to Council that the City has an excellent Police Department. Out of 600 Police Departments in the State, Zeeland is number 30 to achieve accreditation and in other words, they have accomplished what 95% of those Police Departments have not.

### ***City Manager's Report***

#### Library "In the News"

At the last City Council meeting, Council approved the use of the Howard Miller Library Endowment Fund to purchase a Tovertafel device. WZZM 13 interviewed and broadcasted Heather on this much anticipated device.

#### Mental Health Millage Program Outcomes

Commissioner Al Dannenberg requested that a report on the program outcomes for the Ottawa County Health Millage be shared with City Council. This report of the program outcomes was included in the Council Package.

#### Snowmelt Committee

Staff is working with the Snowmelt Committee on updated cost estimates to snowmelt various portions (sidewalks, parking spaces and/or travel lanes) of Main from State to Centennial. A meeting of the Committee will be scheduled for late March so that we can continue to pursue a recommended plan of action for an expanded snowmelt system in Zeeland.

#### Maple Street Traffic Study

This is a reminder that the Planning Commission will hear the results of the Maple Street Traffic Study at their meeting on Thursday, March 4 at 5:45 p.m. The meeting will be held at the Library/Community Center. City Council is invited to attend this meeting to hear the results from our Traffic Consultant, Pete LaMourie of Progressive AE.

#### 21.032 Downtown Maintenance Contract

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to accept the Downtown Maintenance Contract bid from DJ's Landscaping for 2021-2022 in the amount of \$45,729.00 and to accept their additional bid of \$2,852.00 for the maintenance of areas around the City Entrance signs.

Roll call.

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

No Votes: None

Absent: None

#### 21.033 Flower Bid Award

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to accept the bid from Don's Flowers in the amount of \$24,750.00 for the annual flowers in 2021-2022.

Roll call.

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

No Votes: None

Absent: None

21.034            Salt Truck Bid Award

Motion was made by Councilmember Timmer and seconded by Councilmember VanDorp to approve the purchase of a new 2021 Freightliners for \$73,675.00 from Freightliner of Grand Rapids and the installation of hydraulics salt box and underbody scraper for \$70,940 from Truck and Trailer Specialties of Dutton using budgeted CIP Motor Pool Funds.

Roll call.

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

No Votes:    None

Absent:      None

21.035            Backhoe Bid Award

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to award the purchase of a 2021 John Deere backhoe from Greenmark Equipment of Holland for a cost of \$17,920.00 including the trade-in value of a 2015 backhoe under the State of Michigan Contract.

Roll call.

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

No Votes:    None

Absent:      None

21.036            Mower Bid Award

Motion was made by Councilmember Timmer and seconded by Councilmember VanDorp to award the purchase of a 2021 John Deere X-754 from Greenmark of Holland for the price of \$17,420.85 under the State of Michigan Contract.

Roll call.

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

No Votes:    None

Absent:      None

21.037            Rezoning 541 E. Washington

Motion was made by Councilmember Lam and seconded by Councilmember VanDorp to rezone the parcel at 541 E. Washington Avenue (parcel #70-17-18-400-042) from the C-2 Central Business District to C-3, Highway Commercial District.

Roll call.

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

No Votes:    None

Absent:      None

21.038            Cherry/Library Alley Bid Award

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to award the Library Alley and Cherry Avenue project bid to Nagel Construction, Inc. in the amount of \$837,785.30 and set

a project budget of \$1,112,490.30 subject to approval of the water portion of the project by the Zeeland Board of Public Works.

Roll call.

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

No Votes: None

Absent: None

21.039 Temporary Amendments to Right-of-Way Agreement & Alcohol on Public Property Policy

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the revisions to the Right-of-Way License Agreement and Alcohol on Public Property Policy, which would allow businesses within the SARB District to utilize on-street parking spaces for the use of cafes and extended sales areas through November 30, 2021 and to waive the \$100 sidewalk café license fee.

Roll call.

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

No Votes: None

Absent: None

21.040 Issue Media Group Renewal

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to approve a partnership renewal with Issue Media Group in the amount of \$6,000.00 which was budgeted for in the Economic Developmental Contractual services account 101-728-820.000.

Roll call.

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

No Votes: None

Absent: None

21.041 Ordinance 999 - Fire Code Adoption – FINAL READING

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to adopt the 2015 International Fire Code as the Fire Code for the City of Zeeland.

Roll call.

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

No Votes: None

Absent: None

21.042 IT Office Renovation Bid Recommendation

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to accept the proposal from BCI Construction as presented for the amount of \$21,500.00.

Roll call.

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

No Votes: None

Absent: None

21.043 Appointment to Board of Review

Motion was made by Councilmember Lam and seconded by Councilmember Broersma to appoint Chad Keegstra to the Board of Review with a term expiring May 7, 2023.

Roll call.

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

No Votes: None

Absent: None

21.044 Appointment to Cemetery/Parks Commission

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to appoint Ashley Kiekintveld to the Cemetery/Parks Commission with a term expiring May 7, 2023.

Roll call.

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

No Votes: None

Absent: None

21.045 Reappointment to Shopping Area Redevelopment Board

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to reappoint Amy Cheyne to the Shopping Area Redevelopment Board (SARB) with a term expiring February 2, 2025.

Roll call.

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

No Votes: None

Absent: None

21.046 Preliminary Discussion with Developer of 3 E. Main

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to authorize a preliminary discussion with the Developer of 3 E. Main.

Roll call.

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

No Votes: None

Absent: None

***Public Comment***

There was no public comment.

There being no further items to discuss, motion was made by Broersma and seconded by Kass to adjourn the meeting at 8:00 p.m. Motion carried. All voting aye.

  
Kevin Klynstra, Mayor

  
Pamela Holmes, City Clerk

## MEMORANDUM OF WORK-STUDY SESSION

Electronic Meeting

Zeeland City Hall Council Chambers

Monday, March 1, 2021

5:30 P.M.

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

ABSENT: Councilmembers – None

Staff Present: City Attorney Donkersloot, City Manager Klunder, Finance Director/ACM Plockmeyer, Library/Community Center Director Wood-Gramza (electronically), Fire/Rescue Chief Tibbets, Community Development Director Maday (electronically), Facilities Maintenance Supervisor Venlet (electronically), Public Works Operations Supervisor Nienhuis and City Clerk Holmes

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

### ***Downtown Maintenance Contract***

Nienhuis reported on Wednesday, February 17, 2021 bids were opened for the Downtown Maintenance Contract which expires March 20, 2022. We also received bids for annual plants and tulips. City Staff sent bid packets out and also had these specifications on the Builder Exchange website. We received one bid for each bid packet.

The maintenance contract bid includes landscape and maintenance work at the Street Maintenance Facility, Clean Water Plant, North and South Parking lots, Employee Parking Lot and maintaining the downtown area. This work also includes changing of banners 13 times a year and vacuuming the downtown area. It does not include the weeding or irrigation downtown. That will be City Staff's responsibility as in the past year.

The low bid for the downtown and city facilities landscape maintenance is from D.J.'s Landscaping for the amount of \$45,729.00. This is an annual bid amount. Additionally, we also had them include a separate amount for landscape maintenance around City signs such as North end by Zeeland High School, South end by Burger King, West End by the Round-about and East end by BL-196. This bid came in from D.J.'s at \$2,852.00. For the annuals and tulips, we received one bid from Don's Flowers. The bid for this work was in the amount of \$24,750.00.

### ***Salt Truck Bid Award***

Nienhuis explained the City budgeted \$135,000 in the 2020-2021 CIP budget to replace the 2004 Freightliner Salt Truck. The new salt truck will be used for salting city streets and also grading and installing crushed concrete on road shoulders. Replacement of this truck is necessary because after 17 years this truck can no longer handle the operations required of it. It is in need of substantial and costly repairs. For example, body has quite a lot of frame rust, underbody scraper and actuating cylinders have to be rebuilt, the motor is flat out tired because of 17 years of snow plowing, concrete hauling, grading, salting etc. There used to be a dump box on this Chassis but City Staff removed the dump box and installed a salt box instead. It has come to the point where it is too old for use on public streets without all of the needed repairs being completed. As a result, staff is looking to include this truck on the Public Surplus Auction site.

Street and Motor Pool staff tried both Freightliner and International trucks. The opinion is Freightliner M-2 and International would do a very good job for what the street department needs it for. Staff then drafted bid specifications and went out for bids using the established *Purchase Policy*.

The bids for the Cab and Chassis are as follows:

- Freightliner (M2) \$73,675.00
- West Michigan International \$76,279.74

Hydraulics, underbody scraper and Salt box Specification bids:

- Truck and Trailer, Monroe DVS box \$70,940.00
- Shults Equipment, Swenson APBS box \$61,379.00
- Hyde Equipment \$0

The Freightliner bid is \$2,604.74 less than the International. The city currently has five Freightliners and two Internationals.

Staff is recommending that we go with the higher priced hydraulics, underbody scraper and saltbox from Truck and Trailer as we believe when all factors are considered, Truck & Trailer Specialties is the “lowest responsible bidder” as outlined and defined in section 8 of the *Purchase Policy*. Reasons for stating that Truck & Trailer would be lowest responsible bidder are specifically related to the salt box, underbody scraper and hydraulics as follows:

- Chain thickness and Tensile strength on the Shults box does not meet the needs of the city.
- Feed gate for Swenson is coal chute type with no adjustable handle.
- Monroe has sliding gate with adjustable arm.
- Swenson APBS has single drive motor, whereas Monroe DVS has two drive motors on spinner.
- Swenson has no 4” longitudinal crossmembers, whereas Monroe does.
- Monroe has C channel side supports and Swenson does not
- Swenson’s upper hinge plate is carbon steel and not stainless steel like Monroe.
- The Spinner on Swenson is chassis mounted and not mounted on the body like Monroe.
- Swenson has a 20” spinner disc while Monroe has the standard 24” spinner disc.

These are just some of the important detailed differences. Because of these detailed differences, staff does not feel Swenson met many of our specifications. As noted previously, the City has \$135,000 budgeted in FY 20/21 for this truck and equipment purchase. Total cost for the Freightliner truck and equipment from Truck & Trailer Specialties is \$144,615. We anticipate our 2004 salt truck has a sale value of approximately \$12,000 - \$20,000.

### ***Backhoe Bid Award***

Nienhuis explained they would like to replace the 2015 John Deere backhoe. This tractor backhoe is used for several different tasks such as digging graves in the cemetery, placing landscape mulch at the cemetery and all parks, cleaning up stump grindings and street millings used for resurfacing, catch basin repair, sidewalk repair, and all kinds of restoration work.

There have been some issues with the present backhoe including hydraulic leaks, broken pins on backhoe stabilizer bars, seals that were replaced and some wiring issues. This piece of equipment sees a lot of hard use and has between 1,600-1,700 hours on it. This tractor backhoe replacement is in the 2020-2021 CIP. We have received bids from two local dealers. The bids are as follows:

- Greenmark Equipment of Holland **\$37,420.00** minus **\$19,500** trade-in, for a total net cost of **\$17,920.00**.
- Greenmark Equipment of Jenison **\$38,500** minus **\$18,300** trade-in, for a total net cost **\$20,200.00**

### ***Mower Bid Award***

City Staff would like to replace the 2014 Lawn and Garden tractor. This tractor is used for the mowing, spraying, fertilizing of Cemetery and Parks and snow blowing of city sidewalks downtown. We have a total of 2,050 hours on this 2014 John Deere X-754. This tractor would be traded in on the State of Michigan contract and the city would purchase a 2021 X-754 4-wheel steer with 47” mower deck, hard cab and snow blower. Bids were received for this tractor from two different dealers on February 5, 2021. They are as follows:

- Greenmark Equipment of Holland - Purchase 2021 J.D. X-754 w/mower deck, cab, snow blower **\$21,340.85**. Trade-in value of 2014 J.D. X-754 **\$3,920.00** for a total of **\$17,420.85**.
- Greenmark Equipment of Jenison - Purchase 2021 J.D. X-754 w/mower deck, cab, snow blower **\$22,300.00**. Trade-in value of 2014 J.D. X-754 **\$3,900.00** for a total of **\$18,400.00**.

### ***Rezoning 541 E. Washington***

Maday reported the Planning Commission at their meeting on January 7, 2021, held a Public Hearing on an application to rezone the parcel at 541 E. Washington Avenue, formerly occupied by Zeeland Lanes, from the C-2 Central Business District to either the PF, Public Facilities District or the C-3, Highway Commercial District. The applicant, Kevin Viening of Upward Bound Ministries/Zero Gravity Ministries, was seeking to have the parcel rezoned for use as a youth center. The proposed use could occur in either the PF or C-3 zone districts, however it would require Planning Commission special land use approval to occur in the PF zone district. Following that Public Hearing, the Planning Commission took their initial action in this matter by unanimously voting to rezone the parcel into the C-3 zone district.

The Commission took this action since the C-3 zoning would not require the property owner to again appear before the Planning Commission to seek special land use approval. C-3 zoning is more consistent with the zoning of other parcels on Washington Avenue in this area, and should the parcel be sold in the future, the next user is less likely to need rezoning if it is zoned C-3.

On February 4, the Planning Commission took their final action in this matter by approving a Resolution recommending the parcel be rezoned into the C-3, Highway Commercial Zone District. Staff supports the recommendation of the Planning Commission regarding this application.

### ***Cherry/Library Alley Bid Award***

Plockmeyer explained the reconstruction of the Library Alley and Cherry Avenue has been part of the City’s long-term plan for several years. This project is viewed as a critical part of the overall vision of the downtown district in order to create a more welcoming, safe, and walkable environment and also provide a link to areas outside the downtown district. In fact, references to snowmelt around the Howard Miller Library and Community Center, enhancements to the Library Alley, and Cherry Street Corridor Improvements have appeared in the Strategic Action Plan since 2015, and after many discussions, design alterations, and a COVID delay, staff is ready to bring this project to City Council with a bid recommendation. The final scope of the project is quite comprehensive and the list of improvements include:

- Reconstruction of area around the library and the walkway between Tripelroot and Drip. This reconstruction will include significant grading improvements which will create a walkway through this area that has no steps or ramps.
- Removal of the concrete wall along the walkway to Main Avenue.



- Narrowing of Cherry Avenue to accommodate a sidewalk on the northside of Cherry
- Snowmelt in the reconstructed area around the library, the walkway to Main, and the new sidewalk on the north side of Cherry.
- Upgrade the sewer lateral to City Hall
- New water services to the properties along Cherry within the confines of the project
- Underground electric to the properties along Cherry and Central within the confines of the project
- Lighting improvements along the walkway to Main and in the alley to the north of the library
- Installation of historical street lights along Cherry
- Landscaping and aesthetic improvements within the scope of the project

On Tuesday, February 2, three bids were received for this project, and we did receive very competitive bids. The low bid was from Nagel Construction Inc. in the amount of \$837,785.30 but the engineer's estimate for the project was \$700,064. As referenced in Moore and Bruggink's award letter, the difference between the bid amount the engineer's estimate appears to mostly be attributed to cost differences in the snowmelt, specialty landscape features, and lighting.

Moore and Bruggink recommend acceptance of Nagel Construction's bid and has proposed to set a total project budget of \$1,037,785.30. While this project budget includes the design and construction engineering for Moore and Bruggink, it does not include the design and inspection services for the snowmelt (\$51,000), design and inspection for the lighting improvements (\$6,200), historical street lighting (\$2,400), and door modifications to the Howard Miller Library to accommodate the grades required for the project (\$15,105). These items total to an additional \$74,705. When considering these items, the requested project budget becomes \$1,112,490.30 which is broken down as follows:

Library Alley \$ 727,462.03  
 Cherry Avenue \$ 356,500.44  
BPW \$ 28,527.83  
 Total \$1,112,490.30

As part of the Fiscal Year 2020/2021 budget, we included \$440,000 for the Library Alley Project and \$390,000 for the Cherry Avenue project or a total of \$830,000 for the project. Prior to this Fiscal Year, we have already budgeted for and expended \$47,830 on this project, so this means the City's portion of the project budget is \$206,132.47 more than we were expecting. In response to the project coming in over budget, we did ask Moore and Bruggink for some cost savings suggestions. The suggested cost savings included the following:

- Remove the brick pavers from the project and replace with concrete a savings of up to \$36,000
- Remove free-standing planters a savings of \$3,900
- Modify the fence separating the walkway and Tripelroot's Patio a savings of up to \$5,000
- Modify the planter wall a savings of up \$10,000
- Eliminate snowmelt or reduce the area that has snowmelt a savings of up to \$341,587
- Eliminate or reduce the lighting and electrical work a savings of up to \$34,000

As staff we met with Moore and Bruggink to discuss these possible cost reductions, and after the meeting, we concluded that if we were to implement any of these changes the overall project could suffer as a result. In regards to the removal or modification of the brick pavers, planters, or fence, these items fit into the overall vision of the downtown and if removed or modified could detract from the overall aesthetic and welcoming nature of what the project is trying to achieve. The same is true for the lighting improvements.

### ***Snowmelt Installation Assessment***

Around this time last year, City Council viewed the first draft of an *Assessments Policy for Installation of Downtown Snowmelt System*. We were dealing with the policy in anticipation of the Library Alley/Cherry Avenue snowmelt project. As you might recall, City Council had a desire to not assess for the installation of snowmelt on public property (owned or leased) for the aforementioned projects, much like we didn't for the Elm Street Woonerf. And then Covid19 hit and the project got delayed.

Staff is working with at least one property owner that is considering the extension of the public snowmelt system onto their private property. It is important to note how that cost will be allocated on private property and to again note that it is not the city's intent to assess for the installation costs of this snowmelt system on public property. These items are covered in the draft of the *Assessments Policy for Installation of Downtown Snowmelt System*.

The draft is very similar to the draft that City Council reviewed and provided positive feedback on, back in February of 2020. The one exception is removing a "buy-in" cost to extend snowmelt on private property. After further thought, we feel that cost would be difficult to calculate. Beyond the immediate Library Alley/Cherry project ahead of us, the policy attempts to outline parameters to determine how/if an installation assessment will be considered on future snowmelt projects.

### ***Snowmelt Operational Assessment***

In addition to a draft installation assessments policy, we have attached a first draft of an *Assessments Policy for Operation and Maintenance of a Downtown Snowmelt System*. Again, with the possible extension of the snowmelt system on private property with the upcoming project, we need to outline how an operational and maintenance assessment would work on that parcel(s). As you will see in the policy, the calculation for the assessment would be the same as an assessment to properties benefitting from the public system. However, whereas the assessment will cover maintenance on the public system, private property owners will be responsible for maintenance on their private property. Another reason we feel comfortable eliminating the upfront "buy-in" cost.

A few other important items to note in the draft operation and maintenance policy. Based on past discussions with City Council, we believe the intent is to not start an operation and maintenance assessment (except for private parcels) until a larger snowmelt system is in place. For example, a snowmelt system along Main Avenue. This is reflected in the policy. Furthermore, it is noted that if an operation and maintenance policy is implemented along Main, it is the intent to pick up parcels (Elm, library alley, etc.) that did not previously have an operation and maintenance assessment. Additionally, we did note that City Council could set a maximum area to be assessed to a benefitting parcel. As we continue to evaluate a larger snowmelt system, that is one question we receive from properties that could potentially have snowmelt on three sides of their property.

We also noted that the assessment would include things such as energy costs, routine system maintenance, and boiler replacements. Those items have been contemplated in estimates we have shared regarding potential operating and maintenance assessment costs. Finally, the overall policy is somewhat "general" at this time as we see this as a guiding policy document until such time that we would actually propose an operational and maintenance assessment be levied.

Again, this is a first draft of the operation and maintenance policy so we welcome Council's feedback. We are not asking City Council to approve the policy at Monday's meeting. But, with the proposed award of the Library Alley/Cherry Avenue project on Monday, we do feel these policies should be considered for approval in the upcoming meeting snowmelt projects.

### ***Temporary Amendments to Right-of-Way License Agreement and Alcohol on Public Property***

DeRoo explained that last June staff brought a request before City Council to allow businesses within the SARB district to utilize the parking spaces in front of their buildings as extended business sales areas due to the economic impacts of Covid19 reduced capacity orders. In effort to reduce the burden of our local businesses and think creatively about how to use public space, City Council immediately amended the Right of Way License agreement and the Alcohol on Public Property Policy to accommodate this request and meet the need of the downtown businesses. These changes were created to be temporary and the amendments were assigned a November 30, 2020 sunset. Little did we know that businesses, specifically the restaurant industry would continue to encounter closures and reduced capacity orders from the impacts of Covid19.

As it turns out, last summer many of Zeeland's businesses determined they could work within the executive orders and satisfy the majority of their demand without expanding their sales area into the public ROW. However, several of our food service businesses did spend time considering this possibility. La Crème Creamery and Crapes was the first to make the formal request to the City to extend their sales area into the parking spaces on Main Street, creating an informal outdoor café for their customers. From staff's perspective, the execution of this temporary patio was simple, did not create any safety concerns and was an effective way to provide benefit to La Crème and its customers.

Due to the nature of Michigan's winters, November 30, 2020 was a natural cutoff. However, now that we are approaching spring; staff has started to receive interest from businesses again. La Crème is interested in renewing their ROW license to recreate their on-street patio. Tripelroot would also like to create an on-street patio for the spring and summer months, especially while their Biergarten is under construction during the library alley/snowmelt project. In order for staff to authorize these licenses, we need to request that City Council approve date extensions for an additional year.

Staff recognizes that there is a possibility we may return to Council and request a third extension in 2022, or, even if the economy is bustling, there may be interest from certain businesses that do not have adequate sidewalk depth, to create an on-street patio in the adjacent parking spaces. However, for the sake of the current conversation, staff has chosen to request a one-year extension. Given that the nature of the request is still related to the economic impacts from Covid19, staff would also ask that Council, once again, consider waiving the \$100 fee associated with the Alcohol on Public Property sidewalk café permit.

### ***Issue Media Group Renewal***

Last year the City of Zeeland entered into a partnership with Issue Media Group to help form a regional digital publication called The Lakeshore West Michigan. The Lakeshore WM is a digital tool that tells the story of growth: economic development, jobs, entrepreneurship, housing, education, health, transportation, placemaking, environment and arts & culture. Supporting and encouraging the impact that each partner is having on the region, as a whole. The Lakeshore WM has a website, Facebook page and is updated weekly and shared via email distribution.

Staff feels that Zeeland has been represented well in this publication. Over the past year we have gained exposure from some of our most heart-warming Zeeland-based stories and we were also successful in aligning ourselves with other strong partners along the lakeshore to create a tool that builds momentum for the entire region. There is no doubt that collaboration is key and that we are stronger together. In 2020 Issue Media Group reported that The Lakeshore WM published 262 stories, attained a reach of 2,806,606 people and recorded 24,689 in engagement.

The Issue Media Group model aligns funding partners to generate enough capital to hire local journalists to be eyes and ears in the community. IMG regularly hosts editorial advisory meetings for stakeholders,

which we have attended (originally in person and now virtually). The City of Zeeland stated our partnership would start with a one-year commitment at a price of \$6,000. (The original request was \$12,000.) IMG is proposing our renewal rate to stay at \$6,000

### ***IT Office Renovation Bid Recommendation***

Venlet explained that in early January, Staff was tasked with providing an office space for the new IT Manager. The project will take place in an open section of the Community Development Department. The project will include demolition of counter space, reconfiguring existing lighting, installation of new LED lighting, construction of a new door frame and constructing a bulkhead above to support the new door and frame. Also included will be removing the service counter and sliding glass windows, installation of new laminated glass and trimming the opening to match the other two windows. The walls will also be painted to match the existing colors. The carpeting is in house for any repairs and the existing ceiling tile is still available.

Staff requested sealed bids for this project through the Grand Rapids Builders Exchange on January 14 and scheduled a pre-bid meeting on January 28. Three companies attended the pre-bid meeting. Bids were scheduled for an opening on February 11 and no bids were submitted and no one came to the bid opening.

Since this project has an April 30, 2021 deadline for completion, staff invited two companies to visit the site. BCI Construction Company of Grand Rapids and Grand River Construction of Hudsonville visited the project by appointment. The following bids were received:

Grand River Construction of Hudsonville - \$27,560.00

BCI Construction of Hudsonville - \$21, 500.00

### ***iPad Deployment***

Plockmeyer reported to Council that the new iPads are in. The last time we set the iPads up, there were security issues so EGL will be doing the setup this time. EGL has been given the Councilmembers names and phone numbers so they can work with each person in setting up their iPad in the next week or two.

### ***Fire Code Adoption***

Fire Chief Tibbets reported at the end of 2020 a draft Ordinance for the Code was presented to Council. Then on February 15, a Public Hearing was held. Tibbets received a few comments regarding the Code but nothing in regards to objecting the Code.

### ***Closed Session***

At 6:37 p.m., a motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to enter into a Closed Session to discuss the property at 3 E. Main.

Council reconvened into Open Session at 7:02 p.m.

### ***Public Comment***

There was no public comment.

*Being no further information to discuss, Mayor Klynstra adjourned the meeting at 7:03 p.m.*

Pamela Holmes  
City Clerk