

Council Meeting
Common Council
March 6, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, March 6, 2023. Mayor ProTem Gruppen called the meeting to order at 7:17 p.m.

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

ABSENT: Council members – Mayor Klynstra

Staff present: City Attorney Donkersloot, Assistant City Manager/Finance Director Plockmeyer, Fire-Rescue Chief Tibbets, BPW General Manager Boatright and City Clerk Holmes

The invocation was offered by City Attorney, Jim Donkersloot.

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to excuse Mayor Klynstra due to personal reasons. Motion carried. All voting aye.

23.027 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 February 20, 2023.
2. Approve minutes of the Work Study meeting of February 20, 2023.
3. Receive for information minutes of the February 2, 2023 Planning Commission meeting.

Roll call.

AYES: Kass, Timmer, VanDorp, Lam, Broersma, Mayor ProTem Gruppen

No Votes: None

Absent: Mayor Klynstra

Communications/Visitors

There were no visitors/communications at tonight's meeting.

City Manager's Report

Chickens and Bees

At the March 2, 2023 Planning Commission meeting, they approved (5 – 3) sending resolutions that would allow the keeping of chickens and/or bees for City Council's consideration. The Resolutions for both were included in the Council Package for review. The language was adjusted to essentially note that bees/chickens will be allowed (with restrictions) on parcels utilized for single-family purposes rather than listing allowed sites by zoning districts. The updated language will likely come to City Council for consideration at the first meeting in April.

Accessory Dwelling Units (ADUs)

The City's planning consultant was also in attendance at the Planning Commission meeting on March 2, 2023, to continue the discussion on allowing accessory dwelling units. The Planning Commission had a healthy discussion on reasons for and against allowing ADUs. The Planning Commission will continue to research this idea along with potential ordinance language.

Snowmelt Operational Fees

Team members involved with the snowmelt system met this week to continue the development of a fee structure for the operation and maintenance of the snowmelt system. This work includes determining the square

feet to be levied on a parcel and the estimated costs to be levied. We are making good progress and hope to bring something to City Council for review in the next couple months.

Parking Study

Team members involved with the parking study reviewed the consultant's report and recommendations on implementation of the study. Our next step will be to bring it to SARB for their review and input. After that process, we will then be ready to share the results with City Council and to share with downtown property owners. Again, we are hoping this will occur within the next couple of months.

BL196 Meeting

MDOT and the MACC held a joint meeting on matters related to BL196. MDOT covered their rehab project of the BL196 surface from Zeeland to Holland scheduled to occur in 2024. The MACC received input on potential pedestrian crossings of BL196. They had a very good turnout during this open house.

MAX Ridership

Mayor Klynstra shared ridership numbers from the MAX through January 2023. Our ridership numbers are holding steady.

23.028 135/137 E. Main Purchase and Development Agreement

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to approve the Purchase and Development Agreement for 135/137 E. Main as presented.

City Manager Klunder gave a recap of what was discussed in the Work Study Session regarding the Purchase and Development Agreement for 135/137 E. Main.

David Wilson, 244 E. Main, was curious about the tax abatement and why it is a 210 instead of a 255. Klunder stated it is a commercial rehab and that is what they will be pursuing. Regarding the demolition price of \$70,000.00, Wilson wondered if that was the best price of selling the property at \$46,200 and seems to think that was undervalued. VanDorp stated the City was not trying to make money on the property but rather it is for the greater good of the community. This space has been on the City's Vision Plan for years so we were willing to take a hit. Wilson also wondered how many years it would take the City to get their portion back. There was no definitive answer to that question other than several years. Wilson stated he is all for new development and was just wondering about these things.

Roll call.

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

No Votes: None

Absent: Mayor Klynstra

23.029 Hazard Mitigation Plan Resolution

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to adopt the Kent and Ottawa County Hazard Mitigation Resolution.

Roll call.

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

No Votes: None

Absent: Mayor Klynstra

23.030 COVID-19 Leave Bank Recission

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to authorize the recission of City Council Policy Directive 20.001, Emergency COVID19 Paid Leave Policy, effective May 11, 2023 subject to the Board of Public Works Commission approval.

Roll call.

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

No Votes: None

Absent: Mayor Klynstra

23.031 SARB Reappointment

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to reappoint Greg Visser to a 4-year term on the SARB Board with said term expiring February 16, 2027.

Roll call.

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

No Votes: None

Absent: Mayor Klynstra

Mayor ProTem Gruppen and Councilmember VanDorp attended the Lake Shore Advantage meeting last week. Mayor ProTem's take-away from that meeting after talking with others in attendance was that the City of Zeeland should be complimented with how we have our act together and how staff works together on a number of items and gets it done. There are many communities that struggle with this and she just wanted to recognize the City and staff.

The next regular meeting will be Monday, March 20 and the budget reviews will be on Monday and Tuesday, March 27 and 28.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:40 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, March 6, 2023

5:30 P.M.

PRESENT: Councilmembers – Mayor ProTem Gruppen, VanDorp, Broersma, Kass, Timmer and Lam
ABSENT: Councilmembers – Mayor Klynstra
GUESTS: Steve Sterken, Derek Sterken

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, BPW General Manager Boatright, Fire-Rescue Chief Tibbets, Clean Water Plant Superintendent Englesman, City Marketing Director deRoo, Community Development Director Maday and City Clerk Holmes

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

135/137 E. Main Agreement

Since at least the 2009 Downtown Vision Plan, the City has identified the desire for infill buildings within the downtown area, and the idea of a mid-block passageway to connect the north/south parking lots with Main Avenue. One of the primary focus areas has been the passageway from the north parking lot along with the opportunity to improve the condition of the properties located at 135/137 E. Main. In 2019, the City commissioned a study to focus specifically on the development of a passageway, in addition to visioning for the redevelopment of the 135/137 E. Main properties.

In 2021 the City purchased those properties and, in the spring of 2022, the City released a Request for Proposal (RFP) to redevelop the sites with the inclusion of a passageway. Then, in response to the RFP, in June 2022, City Council authorized staff to negotiate with Steve Sterken to reach a Purchase and Development Agreement for the property. The agreement for Council's consideration includes the following:

- Purchase price of the property is \$46,200.
- Demolition will be completed by the developer. The City will reimburse the developer up to \$70,000 For the demolition. The City is currently working through the requirements of obtaining a \$70,000 grant from the state Land Bank Authority.
- The developer will construct a 10' passageway valued at \$50,000 per the City's design standards.
- The City will subsequently have a 10-year lease-to-purchase the passageway. The annual lease payment will be \$7,120. During the term of the lease, and thereafter, the City will maintain the passageway. The City does have the right to allow for such things as outdoor café space. The passageway will likely be developed on the east side of the property.
- Contingencies for the sale of the property include:
 - o Development consistent with the concept plans submitted 3/31/2022.
 - o The site plan (including building materials) must be approved within 6 months from the purchase agreement. The site plan will be reviewed by the management team, SARB, City Council and final approval will come through the Planning Commission's site plan approval process.
- Development requirements include:
 - o Approved site plan.
 - o Pursue a full-service restaurant for 135/137 E. Main if not already located in 131 or 133 E. Main.
 - o Use of Main Avenue ground floor space will be consistent with the City's first floor ordinance.
 - o Only permitted C2 uses in the three-story structure, with residential or commercial offices on the second and/or third floors.
- The buyer may apply for financial incentives such as Brownfield, Commercial Rehab Act (Act 210),

grants, etc. The City will support an Act 210 application.

- Upon contingencies being met, the final closing (property sale) will occur no later than 1/31/2024.
- Post-closing, the developer will have two years to construct the building.

City Marketing Director deRoo explained this was a project that kept getting better and better the more they worked on it with the Developer, Steve Sterken and his group. She explained the vision of the project that will be a 3-story building with a total of 8 new apartments on the 2nd and 3rd floors. We will be maintaining our downtown zoning where we are prioritizing restaurants and retail. The Developers not only purchased these buildings but also purchased the buildings to the west, 131 and 133 E. Main. This created the opportunity for Moxi Dental to expand along the rear of the properties. It also gave the opportunity for Sterken to bring Public Restaurant and Lucas Grille back to town in his original location.

Community Development Director Maday stated this project encompasses our Vision and our Ordinance. Not only is staff excited about the project, but Sterken shares in the excitement and willingness to help the City with our Vision. Working together on the same page has been something staff has enjoyed.

Sterken and his son attended tonight's meeting in case anyone had questions. He stated they are excited to bring life back into downtown Zeeland.

Hazard Mitigation Plan Update

As part of their overall emergency management and response initiatives, Kent County, Ottawa County and the City of Grand Rapids maintain a current Hazard Mitigation Plan (HMP). The objective of the plan is to reduce risks from natural, human, and technological hazards by identifying and evaluating those hazards. The plan will provide guidance when committing resources that will reduce the effects of hazards and will provide a basis for technical assistance and funding from the State of Michigan and the Federal Emergency Management Agency (FEMA).

The process of developing the HMP involves the following steps:

- First, develop a risk assessment which includes identifying the characteristics and potential consequences of hazards.
- Second, develop mitigation strategies that contain prioritized mitigation goals, objectives, and actions to help avoid or minimize undesired hazard effects.
- Finally, develop a method of implementing the plan and monitoring its progress. The City of Zeeland evaluates hazards within the City and provides feedback to Ottawa County Emergency Management that can be included in the HMP. The plan is typically updated every five years and the last HMP Resolution approved by City Council was in 2017. The 2022 HMP was approved by the Ottawa County Board of Commissioners on January 24, 2023. Each jurisdiction is required to adopt the HMP to be covered by the plan.

Staff recommends adoption of the Kent and Ottawa County HMP Resolution.

CWP Transmission Study

Clean Water Plant Superintendent Englesman reported that due to substantial growth in Zeeland's North side, especially Zeeland Township's 425 area, a review of the transmission system was performed and a long-term plan has been established to ensure that we will be able to reliably service the community located on the North side. Primarily, this study focused on State Street and Roosevelt Avenue lift stations along with their respective sewer mains. Highlights of the study include:

- CWP staff and Moore & Bruggink researched the possibility of re-routing flows from Plascore, Inc. and ITW Drawform to the Washington Street lift station to elevate the flows going to the Roosevelt lift station.
- Flow meters that are being installed to help trend flows in real time.

- Roosevelt lift station, which currently pumps to State Street, at some point will need to be re-routed down Church Street. This will be a significant Capitol project as larger diameter sewer main will need to be installed.

Strategic Action Plan Action Items

Klunder explained our management team has begun the process of developing outcome indicators and value statements for each of the action steps proposed for the 2023 Strategic Action Plan. Additionally, the management team has started to insert organizational goals their respective department will have for 2023. Our tentative plan is to bring another draft to Council at the March 20 meeting, and then seek City Council approval on April 3.

COVID-19 Leave Bank Recission

On April 6, 2020, the City of Zeeland approved an Emergency COVID-19 Paid Leave Policy that provided 120 hours of paid leave to be used to offset missed work time due to COVID-19. These hours were in addition to the Federal Emergency Paid Sick Leave Act (ESLA) which provided 80 hours (pro-rated for part-time employees). On June 30, 2021, the City ended the leave banks associated with those policies. Subsequently, there was an uptick in COVID-19 cases within the City/BPW organizations toward the end of 2021, and on December 17, 2021, the City reinstated the City's Emergency COVID19 Paid Leave Bank and provided a provision that new employees (upon hire) would be provided with 120 hours in this special leave bank.

Recently, President Biden announced the pending end of the National Emergency (NE) and Public Health Emergency (PHE) for COVID-19 on May 11, 2023. As such, management feels we should announce the rescission of our Emergency COVID19 Paid Leave Policy effective May 11, 2023.

While we certainly understand that this does not mean there will be no more cases of COVID-19 beyond May 11, 2023, the number of them is not to the extent they once were. Additionally, should we see a dramatic uptick in cases like we did at the end of 2021, we could consider reinstating the program.

Management would again like to thank City Council and the Board of Public Works for providing this Emergency Paid Leave bank for the past three years. This was a generous benefit for employees that unfortunately had to deal with Covid19 during that period of time. The Personnel Committee did review this matter at their February 16, 2023 meeting, and they unanimously agreed with the management team's recommendation to rescind our COVID19 Paid Leave Policy.

SARB Reappointment

The term of Greg Visser on the Shopping Area Redevelopment Board (SARB) expired on February 16, 2023. He is requesting reappointment to SARB with a term expiring February 16, 2027.

Motion was made by Broersma and seconded by VanDorp to enter into Closed Session at 6:27 p.m. Motion carried. All voting aye.

The Work Study reconvened from Closed Session at 7:16 and adjourned to the City Council Meeting.7:17 p.m.