

Council Meeting  
Common Council  
May 1, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, May 1, 2023. Mayor Klynstra called the meeting to order at 7:02 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, Fire-Rescue Chief Tibbets, Marketing Director deRoo, Community Development Director/Assessor Maday, Library/Community Center Director Hanson, BPW General Manager Boatright and City Clerk Holmes.

The invocation was offered by Councilmember Glenn Kass.

The Pledge of Allegiance was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to add an additional item #16 to the Agenda, Garfield Avenue Project Change Order Request. Motion carried. All voting aye.

23.056 Approve Consent Agenda

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

1. Approve minutes of the regular meeting of April 17, 2023.
2. Approve minutes of the Work Study meeting of April 17, 2023.
3. Receive for information minutes of the April 18, 2023 BPW Purchase Power Committee Meeting.

Roll call.

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

No Votes: None

Absent: None

***Communications/Visitors***

There were no communications this evening.

***City Manager's Report***

Main/Fairview

It has been confirmed that the intersection of Main and Fairview will be closed for the construction start of that portion of Main Avenue on Monday, May 1.

Downtown Meeting

On Monday, May 8, we will hold a Downtown Meeting at 6 p.m. at the Howard Miller Library/Community Center. An announcement card for the meeting that we shared with downtown property owners/businesses is attached. At the meeting, the parking consultant will present the results and recommendations of the parking study. Additionally, we will provide an update on the Main Avenue refresh/snowmelt project. The meeting will not replace the special assessment hearing on the operation of the snowmelt system, but rather provide an

update on the timeline of the project, review the improvements, and give an overview of the proposed snowmelt assessment.

### Social District Meeting

If City Council approves their request to be a part of the Social District, we will have 4 businesses in the Social District, with two of them operating for the first time in 2023. On Monday morning, we will hold a meeting with our Social District license holders (and potential holder) to review the City's Maintenance and Operation Plan, requirements of the license holders, and to hear any suggestions they may have for a successful 2023 Social District season.

### Motor Pool Mechanic

After 30 years of service to the city, Joel Schipper is going to retire later this year. We thank Joel for his many years of service. In order to impart some overlap, we are in the process of finding a replacement for Joel.

### Salary Increase Plan

When the city commissioned a wage study in 2022, there was a two-phase plan when it came to an "end goal" for employee compensation. First, we wanted to compare positions with the market and review if employees were appropriately positioned within their wage scale (wage penetration). We feel we largely accomplished the first part of the plan with our compensation study that was implemented on January 1, 2023. The second phase was to develop an updated plan on how employees progress through their wage scale. We are nearing a point where we will present this plan (Salary Increase Plan) to City Council. A "final" draft of this plan has been completed with HR Solutions and we will present it to the management team for their review and comments next week. We will then present the plan to the Personnel Committee – hopefully in the first couple of weeks in May. Then, the plan will come before City Council – hopefully by the end of May. We are targeting this timeline as the plan has a significant component of tying wage progression (July 1, 2023) into an employee's evaluation (which we would like to complete in June), as well as their penetration in the scale (are they toward the minimum of the scale, midpoint, maximum?). We are pleased with all of the work and effort that has gone into the development of this salary plan adjustment concept which will resemble how wage adjustments occur in the private sector (performance based), versus simply making wage adjustments a time of service calculation.

### 23.057 La Crème Social District

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to approve the Resolution for La Crème Cafe, LLC as an approved license holder within Zeeland's Social District.

deRoo reported that La Crème Café, LLC, who has recently been approved by the MLCC for their Development District Area Liquor License, is now requesting to join the city's Social District.

In preparation for this request, La Crème has been granted a right-of-way license by the City Manager, which will allow the café to construct their on-street private patio in the two parallel parking spaces adjacent to the front door of the restaurant. Given that La Crème's patio is on public property, and they wish to serve alcohol in this space, the restaurant was also required to file a Sidewalk Café Permit with the City. This has been given conditional approval by the City Manager and will be finalized upon fulfillment of the following requirements: copy of liquor license from the MLCC, copy of liability insurance and liquor liability insurance certificates, meet approved site plan requirements, \$100 fee. Both permits are dated for a single year. La Crème may apply to renew these permits on an annual basis.

La Crème plans to use their patio identical to the way Public formerly used their patio (which was also on City property); the restaurant will treat this as a privately licensed space. La Crème will be permitted to serve alcohol into this space in unmarked glass or plastic containers, however, customers may not take alcohol out of the

space – and into the Social District. In order to do so, it must be served in a plastic Social District cup – the reason they would like to be approved into the Social District. Additionally, social district drinks from neighboring license holders will not be permitted within the boundaries of La Crème’s patio.

Upon approval, by resolution, of La Crème Café, LLC to operate within Zeeland’s Social District, staff will update Zeeland’s Social District map (which lists each license holder), the Social District guidelines (print and web listings) as well as our local Maintenance and Management Plan to include the new license holder. The license holder’s Social District permit does not expire.

Roll call.

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

No Votes: None

Absent: None

***Public Hearing 7:15 p.m. – FY 23/24 Budget Hearing Resolution***

Mayor Klynstra called the Public Hearing to order at 7:17 p.m.

Treasurer/Finance Director and Asst. City Manager of Finance & City Services/Infrastructure Plockmeyer gave a power point presentation explaining the proposed budget revenues by source, a comparison to last year’s revenue, increases in tax revenue, expenditures by function, and comparison to last year’s expenditures and contingencies. Councilmembers expressed their gratitude for all the work put into the budget by Plockmeyer and his staff.

Dave Wilson, 244 E. Main, asked Plockmeyer if the overall fund balance was like a savings account to which Plockmeyer replied it is.

*Motion was made by Councilmember VanDorp and supported by Councilmember Timmer to close the Public Hearing for the FY 23/24 Budget at 7:42 p.m. Motion carried. All voting aye.*

23.058 Parking Study Implementation

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to accept and approve the 2022 Downtown Zeeland Parking Study from Rich and Associates and authorize staff to begin phased implementation of the recommendations as presented.

Roll call.

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

No Votes: None

Absent: None

23.059 Downtown Landscaping Design Proposal

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the Municipal Parking Lot Rear Easement Planting proposal for MCSA Group, Inc. in the amount of \$23,800.00.

Roll call.

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

No Votes: None

Absent: None

23.060 Special Assessment Resolution #2 – Snowmelt Operations

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to approve Snowmelt Special Assessment Resolution #2 which sets a Public Hearing date of May 15, 2023 to consider the necessity of the operation and maintenance fee for the snowmelt system.

Roll call.

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

No Votes: None

Absent: None

23.061 FY 2023/2024 Budget Resolution

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to approve the Resolution to adopt the Fiscal Year 2024 Budget as presented.

Roll call.

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

No Votes: None

Absent: None

23.062 FY 2023/2024 Rates and Fees Resolution

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to approve the Resolution to adopt the Fiscal Year 2024 Rates and Fees Schedule as presented.

Roll call.

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

No Votes: None

Absent: None

23.063 Midsize SUV Bid

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the purchase of a 2023 GMC Terrain from LaFontaine Automotive Group in the amount of \$30,975.00.

Roll call.

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

No Votes: None

Absent: None

23.064 Appoint City Manager/City Superintendent

Motion was made by Mayor Klynstra and seconded by Councilmember Broersma to appoint Timothy Klunder to the position of City Manager/City Superintendent subject to the terms of the city's original Employment Agreement with him, except that his compensation shall be amended at the time the compensation for all City employees is adjusted. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.065 Appoint Fire-Rescue Chief

Motion was made by Mayor Klynstra and seconded by Councilmember VanDorp to appoint Ross Tibbets to the position of Fire-Rescue Chief. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.066 Appoint Police Chief/Health Officer

Motion was made by Mayor Klynstra and seconded by Councilmember Broersma to appoint Timothy Jungel to the position of Police Chief/Health Officer. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.067 Treasurer/Finance Dir & Asst City Mgr of Finance & City Services/Infrastructure

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to appoint Kevin Plockmeyer to the position of Treasurer/Finance Director and Assistant City Manager of Finance and City Services/Infrastructure. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.068 Appoint Community Development Director/Assessor

Motion was made by Councilmember Broersma and seconded by Councilmember Gruppen to appoint Timothy Maday to the position of Community Development Director/Assessor. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.069 Appoint City Clerk/Personnel Assistant

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to appoint Pamela Holmes to the position of City Clerk/Personnel Assistant. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes: None

Absent: None

23.070            Appoint Library/Community Center Director

Motion was made by Councilmember Kass and seconded by Councilmember Gruppen to appoint Amanda Hanson to the position of Library/Community Center Director. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes:  None

Absent:     None

23.071            Appoint City Attorney

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to appoint James Donkersloot to the position of City Attorney. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes:  None

Absent:     None

23.072            Appoint BPW Utilities Manager/General Manager

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to appoint Andrew Boatright to the position of BPW Utilities Manager/General Manager. Continuation in this office may be reviewed at any time and will be done so at least one time per year.

Roll call.

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

No Votes:  None

Absent:     None

23.073            Cemetery/Parks Reappointment

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to reappoint Ashley Kiekintveld to the Cemetery/Parks Commission with said term expiring May 7, 2028.

Roll call.

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

No Votes:  None

Absent:     None

23.074 Board of Construction Appeals Reappointment

Motion was made by Councilmember Broersma and seconded by Councilmember Gruppen to reappoint Dave Timmer to the Board of Construction Appeals with said term to expire May 1, 2026.

*\*Motion was made by Gruppen and seconded by VanDorp to allow Councilmember Timmer to abstain from voting due to Conflict of Interest.*

Roll call.

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

No Votes: None

Absent: None

Abstained: Timmer

23.075 Reappointment to the Board of Review

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to reappoint Chad Keegstra to the Board of Review with said term to expire May 7, 2026.

Roll call.

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

No Votes: None

Absent: None

23.076 Library Advisory Board Reappointment

Motion was made by Councilmember Kass and seconded by Councilmember VanDorp to reappoint Lynette Lam to the Cemetery/Parks Commission with said term to expire May 6, 2028.

*\*Motion was made by Broersma and seconded by VanDorp to allow Councilmember Lam to abstain from voting due to Conflict of Interest.*

Roll call.

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

No Votes: None

Absent: None

Abstained: Lam

23.077 Local Officers Compensation Commission Reappointment

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to reappoint John Query to the Local Officers Compensation Commission with said term to expire April 1, 2028.

*\*Motion was made by Broersma and seconded by Timmer to allow Councilmember VanDorp to abstain from voting due to Conflict of Interest.*

Roll call.

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

No Votes: None

Absent: None

Abstained: VanDorp

23.078 Local Officers Compensation Commission Appointment

Motion was made by Councilmember Lam and seconded by Councilmember Gruppen to appoint Thomas Parker to fill a vacancy on the Local Officers Compensation Commission with said term to expire April 6, 2025.

Roll call.

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

No Votes: None

Absent: None

23.079 Proclamation – Municipal Clerks Week

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to approve the Municipal Clerks Week Proclamation by Mayor Klynstra as presented.

Roll call.

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

No Votes: None

Absent: None

23.080 Proclamation – Mental Health Awareness Week

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the Mental Health Awareness Month Proclamation by Mayor Klynstra as presented.

Roll call.

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

No Votes: None

Absent: None

23.081 Garfield Avenue Project Change Order Request

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to increase the project budget for the Garfield Avenue watermain project by \$30,000.00 to account for the installation of sand subbase on the project.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra, Gruppen and Klunder attended the MML Convention in Lansing on April 19. One of the topics was pension funding and how the State wants to help cities get out of debt with their pensions. Their plan is no city would be less than 60% funded for their pensions.

Mayor attended the Tree Planting Ceremony for Arbor Day at the Lincoln Street Cemetery.

The National Day of Prayer is this Thursday, May 4, 2023 at 12:00 noon. Also, the Mayor's prayer breakfast will be at 7:00 a.m. at the Holland Civic Center Place.



Gruppen reminded Council of the Memorial Day Parade. Donkersloot encouraged Council to invite the Schoolboard and Superintendent to participate along with any veterans.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 8:17 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, May 1, 2023  
5:45 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, Fire Chief Tibbets, Community Development Director/Assessor Maday, City Marketing Director deRoo, BPW General Manager Boatright, Library/and City Clerk Holmes

Mayor Klynstra called the meeting to order at 5:45 p.m.

***Parking Study Implementation***

deRoo explained at the March 20th Work Study meeting, staff presented the Downtown Zeeland Parking Study that was conducted by Rich and Associates this past summer. After covering the findings in detail last month, staff hopes City Council has had time to reflect and consider the recommended changes to downtown Zeeland's parking system. At tonight's meeting, staff is seeking formal approval of the completed study and acceptance of the recommendations. It is staff's suggestion that recommendations are implemented in a phased approach, as needed, based on the City's interpretation of current demand and accessibility to shared use agreements, etc. A copy of the Study and the phased approach was included in the Council Packet.

***Downtown Landscaping Design Proposal***

After the Library Alley and Cherry Street projects were completed so beautifully in 2022, staff really began to take note on how inconsistent the landscaping is around the backdoors of the downtown businesses that are adjacent to the South Municipal Parking Lot. Upon further inspection, the rear landscaping surrounding the businesses adjacent to the North Municipal Parking Lot is just as inconsistent. With each completed project downtown, we continue to increase our standards for excellence and quality. With Cherry Street complete, and Main Avenue scheduled, staff feels that the rear landscaping no longer adequately represents the City's desired standard. To remedy this, we asked MC Smith & Associates to prepare a proposal for a professional detailed landscaping plan to outline the rear entrances of the buildings adjacent to our North & South Municipal Parking Lots. The proposal also includes spot treatment in a couple additional areas.

Included in the Council Package was the complete proposal and description of services from MC Smith, totaling \$23,800. While this proposal includes a complete landscaping plan, survey, bidding assistance and construction administration, it does not include plant materials/products/labor. Staff foresees this installation of the plan to be requested from the 2023-2024 budget. It is important to point out that \$6,680.00 of MC Smith's proposal is dedicated toward survey work, outsourced to Moore & Bruggink. This survey work is necessary for the project and obtaining this survey will be of benefit to the City because it is a tool we will be able to use for future projects in this area as well. From a budgetary perspective, \$20,000.00 has been included as part of the FY23 SARB budget for this design work and we have allocated \$50,000.00 in the FY24 Downtown Vision Fund budget to install the project.

***Zeeland Gift Card Program Concept***

As an ongoing directive that began with the 2022 Strategic Action Plan – Support New/Existing Downtown Restaurants – deRoo has been working with an informal downtown Zeeland restaurant support group to brainstorm tangible ways to increase traffic and attract more business to our downtown restaurants. Through conversations with this group, an old idea resurfaced: establish a Zeeland Gift Card Program. This concept has come up at SARB meetings or within downtown merchant committees several times over the years, however, the administration and maintenance of such a program had formerly prevented implementation. This time, however, we approached this program with knowledge of advances in technology and familiarity with Conpoto - a Holland company that specializes in electronic community currency programs and administers West Coast Cash for the Chamber of Commerce and electronic Power Dollars for Zeeland BPW. Through cloud-based software, Conpoto has taken the community currency concept and enhanced it to be completely digital. The benefit of Conpoto is that they are a familiar organization in our community that many of our Zeeland businesses have worked with to participate in West Coast Cash and Power Dollars. If a Zeeland Gift Card program were to be created, local businesses would use the exact same interface as the programs mentioned above.

deRoo pointed out that this is not a version or spinoff of Power Dollars. A Zeeland Gift Card Program would more similarly mirror the West Coast Cash model, which is a currency program where electronic gift certificates are purchased by individual customers from a parent organization (i.e. Chamber of Commerce) and given as gifts, incentives, prizes, etc. and redeemed as cash, by the recipient at a variety of participating businesses. Participating businesses must be members of the Chamber of Commerce and must agree to the terms and service fees of the program.

In proposing a Zeeland Gift Card Program (program name yet to be determined), we would propose that any commercial business within the Zeeland City Limits would be eligible to participate and accept this currency. The adoption of/or participation in this program would not exclude any business from also participating in West Coast Cash or any other gift card program.

The advantages of establishing a City of Zeeland currency program include:

- a.) Unlike other programs, paid membership is not a requirement.
- b.) Given that this is not a multi-community program, currency stays within the city limits.
- c.) If the City chooses to subsidize the transaction fees – Zeeland Gift Cards would be treated exactly like cash.
- d.) This is a Feel the Zeel Marketing opportunity.

As the restaurant support committee brainstormed this program, enthusiasm mounted that this could be promoted as a very effective gifting alternative. Rather than selecting a gift card to a single business, gift givers would now have the ability purchase a Zeeland Gift Card – in any increment they desire – and the recipient would have the flexibility to use this gift at dozens of Zeeland locations. This flexibility allows our business community to compete, even if it is just by a sliver, with large brand gift cards such as Amazon, Target, Walmart or multi-brand restaurant chains. Even giving cash cards as gifts doesn't guarantee that the money stays in our community. Along with individual gifts, the group is hopeful that Zeeland Gift Cards would be purchased in bulk as corporate/employee gifts.

The cost to the City of Zeeland – to establish this program would include:

- \$1500 implementation fee (one-time expense)
- \$149/month for duration of contract (minimum two-year contract required)
- 2.9% + \$0.30 credit card processing fee at the time that the gift cards are purchased. This fee is set by stripe. Most programs opt to pass on this fee to the redeeming business. Some pass it to the customer. We propose that it is instead absorbed by the City.

Compoto does not charge a redemption fee when the gift certificate is used in the business – however, some organizations choose to set their own redemption fee as a way to generate income for the program. Again, we would propose that with a Zeeland Gift Card Program, there is no fee to either the customer or the redeeming business. The absence of these fees is what would make Zeeland’s program attractive and different than any other program. We propose that the cost to administer the program is a service that could be provided by the City and an investment in community marketing and economic development.

If this program is of interest to City Council, the Finance Department would oversee the administration of the program and the Marketing Department would oversee the promotion of the program.

### ***Snowmelt Operation Report – Special Assessment Resolution #2***

At our last two Council meetings, staff provided City Council updates on the special assessment process for the operation and maintenance of the City’s snowmelt system. This process ultimately culminated with City Council authorizing Snowmelt Operation and Maintenance Special Assessment No. 1. This resolution states, *“The City Manager is hereby directed to cause to be prepared a report which shall include necessary plans, profiles, specifications, and detailed estimates of the cost, an estimate of the life of the improvement, a description of the assessment district, recommendations as to what portion of the project must be borne by the Special Assessment District and the portion, if any, to be borne by the City, and such other pertinent information as will permit the City Council to decide the cost, extent, and necessity of the improvement proposed.”*

Plockmeyer explained the plans, profiles and specifications of the project; project phasing, detailed estimates of costs including commodity or heating charge and readiness-to-serve or capital charge, and the estimated life of the improvement. He reviewed the Special Assessment District, the cost of the project to be borne by the Special Assessment District and the Special Assessment Term. While special assessment resolution no. 1 authorizes a special assessment period of up to 10 years, staff would recommend a period of 3 years. This would allow us to construct half of the system in year 1, the next half of the system in year two, and have one full year of normal operation. We think this will allow us to refine the operational costs of the full system prior to committing to a long-term special assessment.

### ***Midsized SUV Bid***

Plockmeyer reported that included in the Fiscal Year 2023-2024 budget was the replacement of the 2014 Ford Fusion used by the City Manager. We solicited bids from local vendors and placed the advertisement on our website for this purchase (please see attached), and we received 2 bids for our April 13, 2023 bid opening. The bid results are as follows:

1. Feldman Ford – 2024 Ford Escape - \$30,390
2. LaFontaine Automotive Group – 2023 GMC Terrain - \$30,975

As staff, we would recommend the purchase of the 2023 GMC Terrain from LaFontaine Group. While we realize that from a cost perspective it is more than that of the Ford Escape, we currently have a Terrain in the Motor Pool Fleet (Community Development Department), and have been very pleased with it. For this reason, we see the minor cost difference (\$585) worth it to keep consistency in the fleet. From a budget perspective, we had \$35,000 budgeted for this purchase and are well within budget.

### ***FY 2023/2023 Budget Resolution and FY 2023/2024 Rates and Fees Resolution***

Plockmeyer explained each year City Council holds a budget hearing in early May to set its course for the next Fiscal Year. This year is no different. At tonight’s meeting, we will hold a public hearing for the Fiscal Year 2024 Budget and City Council will have the opportunity to approve it and the Fiscal Year 2024 Rates and Fees

Schedule. The proposed resolutions for City Council approval to adopt the Fiscal Year 2024 Budget and Rates and Fees Schedule were included in the Council Packet.

***Garfield Avenue Project Change Order Request***

At its June 20, 2022 City Council meeting, City Council awarded a bid to Kamminga and Roodvoets (K&R) to replace the watermain in Garfield Avenue east of Centennial. While the project is largely being funded by the Zeeland BPW (\$471,466 of the \$500,000 project cost), City Council did authorize spending \$28,533 to extend the existing road to the end of the right-of-way and connect the street to the adjacent property owned by Plascore. As part of the scope of the project, the BPW was responsible for the installation of new gravel and new road surface for the entire street in conjunction with the replacement of the watermain.

After starting the project last week, it was brought to our attention that while the southern lane of traffic will have sand subbase installed under the gravel as part of the watermain installation, the northern lane does not have any sand subbase. Sand subbase is a design standard for road construction and is a critical factor in assuring that the road surface will last for any length of time. It was assumed that the northern lane would have sand under the gravel due to the presence of a sanitary sewer collection system, but unfortunately it does not. This being the case our engineers are recommending the addition of sand subbase prior to the installation of the gravel and asphalt surface. Since the watermain work does not necessarily disturb the northern lane, we do not see it as the BPW's responsibility to add subbase when it should already be in place and agree that it should be the responsibility of the City to pay for its installation.

The cost for this additional subbase has been estimated to be around \$30,000. Generally speaking, we do not bring change orders for construction projects to City Council for your approval because we typically have contingencies in a project budget for this type of unexpected change. Unfortunately, this change order is more than the entire project budget for the City and we do not have contingency available to cover this change order. This being the case, we are asking City Council to adjust the project budget by this \$30,000 in order to install sand subbase in the northern lane of Garfield Avenue as part of the watermain installation project.

From a budgetary perspective, we have the funds available in the Municipal Street Fund and would recommend using these funds to cover the additional cost of the project. We are not seeking a formal budget amendment at this time as we will make those final adjustments (if necessary) in conjunction with closing out our year-end.

There being no further items to discuss, the Work Study adjourned at 6:35 p.m.



---

Pamela Holmes, City Clerk