

Council Meeting  
Common Council  
October 16, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, October 16, 2023. Mayor Klynstra called the meeting to order at 7:01 p.m.

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

ABSENT: Council member: – None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Marketing Director deRoo, Water Operations Manager Levandoski and City Clerk Holmes.

The invocation was offered by Pastor Mariam Barnes, Second Reformed Church.

The Pledge of Allegiance was recited.

Motion was made by Councilmember Gruppen and seconded by Councilmember Broersma to add an additional Agenda Item # 9, 201 E. Main Façade Tuckpointing Bid Award. Motion carried. All voting aye.

23.158 Approve Consent Agenda

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve The Consent Agenda as presented:

1. Approve minutes of the regular meeting of October 2, 2023.
2. Approve minutes of the Work Study meeting of October 2, 2023.
3. Receive for information minutes of the Planning Commission of September 7, 2023.
4. Receive for information minute of the BPW Board of Commissioners meeting of October 10, 2023.
5. Ratify BPW Action #23.066, Approve Cash Disbursements and Regular Monthly Transfers.
6. Ratify BPW Action #23.067, Water Department Pickup Truck Replacements.
7. Ratify BPW Action #23.068, Fairview Substation Preventative Maintenance and Equipment Testing.
8. Ratify BPW Action #23.069, Switchgear for FY2024 Projects and Replacement.
9. Ratify BPW Action #23.070, Remote Generation Facilities Flame, Natural Gas & Smoke Detection System Installation Bid Recommendation.

Roll call.

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

No Votes: None

Absent: None

***Communications/Visitors***

There were no visitors/communications this evening.

## *City Manager's Report*

### Michigan Municipal League Convention

Klunder will be out of the office from Wednesday, October 18 – Friday, October 20 attending the MML Convention with Mayor Klynstra and Mayor Pro-Tem Gruppen.

### West Coast Leadership

Every fall, the West Coast Chamber of Commerce kicks off a leadership class where they help participants learn more about the community, opportunities to get involved in the community, etc. On Wednesday of last week, Klunder and Holland City Manager, Keith Van Beek, had their annual opportunity to share about city management forms of government. This is a nice opportunity to connect with individuals that are interested in learning more about our communities.

### Forum on Inclusivity

The West Coast Chamber will host a Forum on Inclusivity from 1 – 5 p.m. on Tuesday, October 24 at the Holland Civic Center. This event is free to attend.

## **7:10 P.M. – Promotion to Safety Lieutenant Officer & Oath of Office: Hugo Gomez**

### 23.159 Water Meter Purchase Recommendation

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to approve the purchase of Kampstrup water meters in the total amount of \$85,095.00 from the sole source supplier Hydro Corp. The purchase of water meters totaling \$85,095.00 is included in the FY2024 Capital Improvement Budget and overall CIP Budget for water meter replacements.

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to amend the Motion to add “subject to BPW Board Approval”.

Roll call.

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

No Votes: None

Absent: None

### 23.160 Hoogland Park Design Contract Award

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to accept the proposal from MC Smith and Associates in the amount of \$20,810,00 for the schematic design of Hoogland Park.

Roll call.

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

No Votes: None

Absent: None

23.161 Cap Trust Amended Contract

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to authorize staff to give consent to the CAPTRUST Agreement which authorizes a deemed assignment of the City of Zeeland's Investment Advisory Agreement.

Roll call.

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

No Votes: None

Absent: None

23.162 Parking Lots Snowplow Bid Award

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to accept the bid and enter into a contract with Tulip City Asphalt for the plowing of the downtown parking lots for the 2023-2024 season for the truck rate of \$70 per hour and loader rate of \$130 per hour.

Roll call.

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

No Votes: None

Absent: None

23.163 Loader Snowplow Bid Award

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to award the bid for a new Loader Snowplow in the amount of \$18,750.00 for the purchase of an Artic HD-11.5 snow pusher.

Roll call.

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

No Votes: None

Absent: None

23.164 One-ton Dump Box Bid Award

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to approve the purchase of a dump box for a GMC Sierra 3500 from Truck and Trailer Specialties in the amount of \$18,309.00.

Roll call.

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

No Votes: None

Absent: None

23.165 Set Special Meeting for City Council on November 2, 2023 at 5:30 p.m.

Motion was made by Councilmember Gruppen and seconded by Councilmember VanDorp to set a

A special combined meeting between City Council and the Planning Commission for Thursday, November 2, 2023 at 5:30 p.m.

Roll call.

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

No Votes: None

Absent: None

23.166 Set Hours for Trick-or-Treating

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the recommendation of the Police Chief to set the hours of 5:00 p.m. to 7:00 p.m. for Trick-or Treating in the City of Zeeland on Tuesday, October 31, 2023 and to approve the “Downtown Business Trick-or-Treating” scheduled for Tuesday, October 31, 2023, from 3:00 p.m. to 5:00 p.m.

Roll call.

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

No Votes: None

Absent: None

23.167 201 East Main Façade Tuckpointing Bid Award

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer to award a contract to RAM Construction Services of Michigan, Inc. in the amount of \$46,800 for the tuckpointing of the west façade at 201 East Main, set a project budget of \$55,000 subject to satisfactory reference checks of RAM Construction Services, amend the SARB Budget by \$55,000 to provide funding for the project and authorize the City Attorney to draft a contract with the building owner that permits us to do the work and holds the City harmless.

Plockmeyer explained after consulting with both Paul Elzinga Consulting and Jolanta Steka from the MCSA Group, it was determined that the wall needed to be tuckpointed because of the condition of the existing mortar that was exposed during the preparation for the painting. We accepted bids for this tuckpointing service this afternoon (please see attached), and we are happy to report that we received two bids for the project as follows:

- RAM Construction Services of Michigan, Inc. - \$46,800
- Bornor Restoration - \$62,442

Since the bids were accepted this afternoon, we are still performing reference checks, but at first glance we see no issues awarding the bid to RAM Construction Services. They have many years of experience with this type of work, and they have also indicated that they have the capacity to complete the project yet this fall. As such we would recommend awarding the project to RAM subject to a complete reference check. To plan for contingencies and to provide funding for the various consultants on the project we would like to set a project budget of \$55,000.00.

From a budget perspective, we have not included this work as part of the Fiscal Year 2024 budget and would recommend amending the SARB Budget to account for this project. The SARB Fund has been building fund balance over the past several years and we have been purposefully depleting its fund

balance over the past several budget cycles. The original mural project was included as part of the SARB budget in Fiscal Year 2024.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra reminded Council there will be an Open House on October 23, 2023 regarding the BL-196 pedestrian crossing at the Howard Miller Library.

Mayor Klynstra is giving 2<sup>nd</sup> grade tours this week.

Mayor Klynstra will be having surgery on his heel then end of next week and will be laid up for a couple of weeks.

Councilmember Lam thanked staff for their teamwork and pride in making Pumpkinfest the success that it was. Staff in turn, thanked Lam and his wife Lynette for all their hours of work as well.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to adjourn the meeting at 7:43 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  
 Monday, October 16, 2023  
 6:00 P.M.

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

ABSENT: Councilmembers – None

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

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

***Water Meter Purchase Recommendation***

Water Operations Manager Levandoski explained the Zeeland BPW Water Department has successfully implemented an Advanced Meter Infrastructure (AMI) pilot program, leveraging cutting-edge Sensus technology, a decision duly ratified by City Council at your regular meeting of September 7, 2021. As of the present, ZBPW has installed (680) AMI water meters, encompassing a diverse range of manufacturers and sizes, which include Sensus, Master Meter, Kamstrup, and Neptune meters.

Previously, the ZBPW Water Distribution System has predominantly utilized Kampstrup water meters for larger diameter measurements, typically in the range of 1.5" to 4". The seamless compatibility of Kampstrup water meters with the Sensus AMI platform is a testament to its "plug & play" capability.

In this regard, we have recently been apprised of an exceptional opportunity presented by Hydro-Corp, a distinguished Water Products Distributor. They are currently offering (450) 5/8" x 3/4" and (44) 2" Kamstrup Advanced Water Meters at an exceedingly attractive discounted rate. This opportunity has arisen as the Kamstrup water meter manufacturer is undergoing a transition in its Michigan distribution from Hydro Corp to another qualified Michigan distributor. Hydro Corp has made the decision to divest its existing inventory of Kampstrup water meters at a significantly reduced cost. As staff was only recently made aware of this opportunity, we just missed being able to place an action item on the October Board of Commissioners meeting agenda and the window of opportunity to secure this deal closes well before November Board meeting.

Bidder Name	Bidder Location	Quote	Description	Comments
ETNA Supply	Grand Rapids	\$72,000	(450) - 5/8" Meters \$160 each	
Hydro Corp	Grand Rapids	\$63,016.80	(44) - 2" Meters \$1432.20 each	Price from last invoice 9/25/2023
Hydro Corp	Grand Rapids	\$47,475	(450) – 5/8" Meters \$105.50 each	<b>Recommendation</b> Savings (\$24,525)
Hydro Corp	Grand Rapids	\$37,620	(44) – 2" Meters \$855 each	<b>Recommendation</b> Savings (\$25,396.80)
	<b>Total</b>	\$85,095		<b>Total Savings:</b> (\$49,921.80)

### ***Downtown Parking Limits Implementation***

deRoo explained, upon completion of the Downtown Parking Study last summer, City Council accepted and approved the recommendations of parking consultants, Rich and Associates. Since then, staff and SARB have been working to bring before City Council the first round of implementations.

Upon completion of the Main Avenue project, we will be recommending that we sign and enforce the City's current two-hour on-street parking limit. This limit exists in our current parking ordinance; however, it has not been enforced for decades. Though the professional recommendation was to prioritize this enforcement immediately, locally we had originally questioned whether we would instead wait for the new developments downtown to open, intensifying the demand for on-street parking. However, as project timelines evolved, it became evident that the Main Avenue construction project and the opening of the new private developments (Sligh, 135/137 E. Main, 3 E. Main) will likely all have over-lapping timelines – and therefore we found no need to delay these parking changes any further than our own construction timeline. Additionally, SARB feels it is important to roll out new parking expectations as soon as possible as each block of Main reopens. With that in mind, staff worked to incorporate sign sleeves throughout the Main Ave project and has prescribed precisely where each sign would be located, if City Council is agreeable to enforcing the recommended parking limits. Attached you will find an engineered map of the project area, which indicates sign locations. Generally speaking, a description of the on-street parking recommendation areas are listed below:

#### **2 HOUR PARKING – 7AM-5PM MON-SAT**

- Main Avenue from State to Maple\*
  - o State to Elm – all
  - o Main to Church – all
  - o Church to Centennial – all
  - o Centennial to Maple – all
- Elm Street from Cherry to Washington\*
  - o Cherry to Main – all
  - o Main to Washington – sign the south half of the block only
- Church Street from Cherry to Washington\*
  - o Cherry to Main – all
  - o Main to Washington – sign the south half of the block only

\*15 minute parking spaces sprinkled in throughout district, on the edges of the blocks

We are only recommending partial signage/enforcement in some of the blocks. This is due to current demand. We suggest the ordinance cover the entire area, but enforcement would only take place in conjunction with adjacent signage. As parking demands increase, staff could install additional signage.

Exact timing of on-street parking limits has not been determined, as there are several logistics to work through, including ordinance updates, ordering and installing new signs, and organizing parking enforcement. Staff remains open to implementation of parking limits in the completed sections as soon as possible, or we may find that it will be most efficient to coordinate all completed sections upon the opening of the Elm to Church block next summer. We will ask for Council's support of staff to determine implementation dates once all ordinance changes have been approved.

The second parking limit we wish to have City Council consider is a four-hour parking limit in the North and South Municipal Parking Lots. This was not actually recommended by our Parking Consultants, but upon internal analysis, we have not identified an alternative sustainable approach to relocating employee vehicles from the North and South lots. Employee vehicles continue to be the largest population that use our parking lots for an exhaustive amount of time during business hours. Introducing a four-hour rotation feels to be more than adequate for the average downtown customer or library patron – therefore the proposed time limit would not inconvenience the majority of downtown visitors. It would, however, prevent regular vehicles (employees, owners, apartment tenants who are home during the day) from occupying preferred customer parking all day long. Long-term parking will be directed to our shared parking lots (First CRC, Second Reformed, North Street). Approved overnight parking would remain in the North and South lots.

#### **4 HOUR PARKING -7AM-5PM MON-SAT**

- North Municipal Parking Lot\*
- South Municipal Parking Lot\*

\*15 minute and/or 30 minute parking spaces sprinkled in throughout the lots.

Some additional considerations that remain are listed below.

1. How to treat apartment tenant vehicles in the North and South Municipal Parking Lots? (Specifically, those that work second or third shift).
2. Is the City's \$10 parking fine sufficient? (This fine was increased from \$5 to \$10 as of 7/1/23 but has not yet been enforced as ZPD was using their existing supply of \$5 tickets first).

deRoo said Chief Jungel stated they are not in a position where they can enforce this. A possibility could be using some part-time law enforcement students as in the State of Michigan, you do not have to be a licensed officer to do parking enforcement. Gruppen feels without enforcing this it will not be taken seriously. We make a lot of rules but don't follow up on them or enforce them.

#### ***Social District Boundary Expansion***

deRoo reported since the Social District was established in 2021, we have added three new license holders, with one on the way (Frank's, StrEATs, La Crème – and soon to be The Gritmaker). We temporarily lost Public but anticipate its return next summer. We are still happy to have Tripelroot, our longest-standing downtown license holder, holding down the fort. Put those together and we expect a total of six license holders within the Social District next summer.

We have also seen growth in our downtown events. When we opened the Social District, we began with six Music on Main events. By 2023 we are up to 13 Music on Main events. Not to mention the rest of our event calendar that has been complemented by the Social District. As license holders, events, and crowds increase, we have encountered the need for additional communication and education of the expectations of the Social District. Additional signage was created, an annual meeting of license holders was established, and we continue to look at ways to improve downtown events to prioritize the safety and integrity of the downtown license holders and the Social District certification from the MLCC.



Through the growth we have experienced as well as the upcoming construction that will both temporarily inconvenience event locations and walkability/connectivity downtown – as well as strengthen these upon completion – City staff and SARB are proposing expanded boundaries to our Social District. Our current Social District boundaries included permanently authorized areas as well as areas that were authorized during special events only. We have found that this scenario is difficult to communicate to customers. Communication and expectations would be much clearer if the physical boundaries were consistent.

Given that we have not experienced notable abuse to our Social District – including abuse of alcohol, excessive littering, or damage to personal or public property – we are recommending that (almost) the entire district become permanently approved. We are also recommending that the current district be expanded to accommodate the rear side of our downtown businesses. With the construction along Main Avenue next summer downtown events will need to be relocated and current license holders will not have the opportunity to use their existing sidewalk cafes or on-street patios until construction is completed. By expanding the Social District to include the back side of businesses and the North and South Municipal Parking Lots we are creating the opportunity for relocated event space and the use of rear patios. Additionally, we recommend that the Social District include some of the connecting streets as well – including North Elm, North Church, Washington Avenue and Cherry Street. Expanding the footprint of the district allows customers and event attendees the flexibility to experience downtown from a wider perspective.

deRoo noted that the Splash Pad and the block in front of NorthStreet Church would be approved for special events only. To date, we have not programmed any special events that include alcohol in the Splash Pad area. Keeping the Splash Pad in the district allows the opportunity for this in the future but does not permit a regular use of alcohol in this park – not even during current special events. Splash Pad signage indicates that alcohol is not permitted within the fenced area. Additionally, NorthStreet Church has expressed their desire to keep the Social District away from their property. Given that there are no license holders on the block between State and Elm staff and SARB recommend that we continue to honor the church’s request and that the Social District is only used on that block during the special events that expand to State Street (Car Show, parades, races, etc.).

To date, the daily activity of Zeeland’s Social District is still pretty subtle. Zeeland’s Social District is primarily used during special events. We feel that the changes proposed above will provide the needed flexibility next summer – for both City events and license holders – and, in general, will represent a more accommodating experience for customers in the future.

### ***Hoogland Park Design Contract Award***

Plockmeyer explained implementation of the Parks Master Plan has been an initiative on City Council’s Strategic Action Plan for the past couple of years including the following outcome indicator as part of this year’s plan:

“During 2023, complete the construction of Phase III, of Huizenga Park and engage a consultant to assist in plans for a Hoogland Park Renovation Project.”

We have been diligently working on Phase III of Huizenga Park and only have minor punchlist items left to complete. Overall, we are very happy with these improvements and have received positive feedback from the community. Regarding Hoogland Park, we have been waiting for the results of a competitive

grant before entering a contract to assist in the design of Hoogland Park. We recently found out that we were not successful in securing a Public Spaces Initiative Grant, so the next step is to start pursuing the project with our own resources.

If council will recall as part of the Parks Master Plan, we did develop some high-level renderings of potential park improvements including Hoogland Park. Our intention is to use these renderings as a starting point for the development of a final design for improvements at Hoogland Park. Attached to this memorandum, is a proposal from MC Smith and Associates in the amount of \$20,810 to develop this final schematic design for Hoogland Park. In addition to performing a topographical survey and soil borings, this proposal includes gathering feedback from the general public as what amenities they would like to see at Hoogland Park. We will take this feedback and that of the Cemetery and Parks Commission to develop a final schematic design. Once completed, we will present this proposed design to City Council for final approval. Once this process is complete, we would then award a separate contract for final engineering and contract administration. Depending on the availability of funding for the project, we would hope for construction to occur in the summer of 2025.

From a budget perspective, we had \$50,000 to assist us in developing the schematic design of Hoogland Park. As such, we would recommend awarding this schematic design proposal to MC Smith.

#### ***Cap Trust Amended Contract***

Plockmeyer reported near the end of September, we received notice from CAPTRUST, the Investment Advisors of our pension plan, that over the past couple of years they have added additional capital by adding global investment firm Carlyle and private equity firm GTCR to their ownership group. These actions created a situation in which GTCR has more than a 25% voting and board appointments. Under the SEC's guidance, a change in 25% or more of voting interests is considered to be a change in control and results in a deemed assignment of a clients' advisory agreements which requires CAPTRUST to obtain their client's consent in such circumstances.

As staff, we have no issues with this deemed assignment, and would recommend giving CAPTRUST our consent. Attached to this cover memo is a copy of a letter from CAPTRUST outlining the changes and a copy of the agreement to give consent for this agreement assignment.

#### ***Parking Lots Snowplow Bid Award***

Plockmeyer reported on October 5, we accepted bids for the snowplowing of the downtown parking lots for the 2023-2024 season. We received three bids for the project with the following results:

- Tulip City Asphalt – Truck Rate \$70 per hour, Loader Rate \$130 per hour
- Countryside Snowplowing – Truck Rate \$72.50 per hour, Loader Rate \$126 per hour
- Brookview Landscaping - Truck Rate \$107.50 per hour, Loader Rate \$216.75 per hour

As shown above the rates for Tulip City and Countryside were very close. We performed a comparison between Tulip City and Countryside based on the actual hours plowed by both a loader and truck last plowing season and found that the final amount that would have been charged by each firm would have been about \$100 different based on the rates provided in the bid. Because Tulip City Asphalt has held our snowplow contract for the past two seasons and we are very happy with the service they provided, we

would recommend accepting the bid of Tulip City Asphalt and enter into a snowplowing contract with them for the 2023-2024 plowing season.

### ***Snowplow Bid Award***

Plockmeyer explained as part of the Fiscal Year 2024 Motor Pool budget, we included the purchase of a replacement plow for our loader that we use to remove snow throughout the downtown district. Our existing plow is a hydraulically operated blade which can tilt and swivel, but offers little in terms of pushing capacity, and is very unforgiving when it comes to curbs or other obstructions while plowing. As the Streets Department looks at plowing a larger downtown district, they wanted a replacement plow that offers greater plowing capacity (which will enhance efficiency) and provides protection against obstructions while plowing. On October 5, we accepted bids (please see attached) for a new plow, and we are happy to report that we received four bids:

- Newcomer Plow and Hitch – Protech Live Edge Sno Pusher - \$15,219
- Greenmark Equipment – Artic HD-11.5 - \$18,750
- Alta Equipment – HLA SP450012 - \$9,597
- Alta Equipment – Protech Live Edge Sno Pusher - \$16,559

After evaluating all the options, staff is recommending the purchase of the Artic HD-11.5 plow from Greenmark Equipment. Even though this is the costliest option, we feel it is the best option for our plowing needs. The Artic plow has a segmented moldboard that travels both up and down which will allow portions on the plow to move up to not damage an obstruction while the rest of the plow will remain on the street surface. This will be incredibly helpful in preventing damage to curb and other items throughout the district. We have received several good reviews from contractors that use this plow and all highly recommended it. While the other plows offer similar plowing capacity and site protection features, the Artic Plow is the only plow which offers a segmented moldboard which is why staff is recommending its purchase.

From a budget perspective, we have \$45,000 budgeted to implement the purchase during Fiscal Year 2024. We have already purchased a stand-on leaf blower in the amount of just under \$15,000, which leaves \$30,000 left for implement purchases. At this point in time, this loader plow is the only intended purchase with these budgeted funds. Greenmark Equipment does have one of these plows in-stock which can be purchased for \$17,750, but we do not know if this one will be available at time of purchase, so we are recommending a purchase price of \$18,750 in the event we must order the plow.

### ***One-Ton Dump Box Bid Award***

Included in the Fiscal Year 2023-2024 budget was the replacement of the 2015 Ford F-350 Dump Truck used by the Streets Department. In September, we awarded the purchase of the cab and chassis of a 2024 GMC Sierra 3500 to the LaFontaine Group in the amount of \$48,690. In addition to the cab and chassis, we still need to purchase a dump box for the unit in order to replace the vehicle. On October 5, 2023 we solicited bids for this dump box and unfortunately we only received one bid. This bid was from Truck and Trailer Specialties of Dutton, Michigan (please see attached) in the amount of \$18,309. Even though we only received one bid, we are comfortable with the pricing because it is 5.8% more than a dump box we purchased last year which seems like a reasonable cost increase in this inflationary environment. We have used Truck and Trailer Specialties for several dump box purchases in the past, and have been overall very happy with their products, and would recommend using them for this purchase as well.

From a budget perspective, we had \$50,000 budgeted for this purchase. Between the purchase price of the vehicle and the dump box, the total cost for the unit will be \$66,999. Even though the total project cost is more than we expected, we would still recommend purchasing this vehicle using the Motor Pool reserves to cover the difference between the budget and actual purchase price.

***Special City Council Meeting On November 2, 2023, at 5:30 p.m.***

As part of the city's Redevelopment Ready Communities Essentials Designation, one of the annual tasks is to hold a combined meeting between the Planning Commission and City Council. The Planning Commission's next regular meeting will be 5:30 p.m. on Thursday, November 2. Their agenda will include a bus tour of the city in preparation of their annual capital improvement plan development, a presentation on short-term rentals, a presentation on the accessory dwelling units (ADUs) ordinance that they are currently contemplating, and our leadership team would like to have a discussion with the Planning Commission and City Council around such things as first floor residential units in the Central Business District, patios/balconies in the Central Business District, and possibly other items that may come up for discussion. Given this is a request for City Council to attend the meeting and provide feedback during the meeting, it should be noticed as a meeting of City Council (more appropriately, a joint meeting with the Planning Commission).

***Set Hours for Trick-or-Treating***

At this time of the year, we begin to receive telephone calls from citizens inquiring if the City of Zeeland has set hours for Trick-or-Treating. Historically, the City Council has been setting the hours as recommended by the Police Chief. Chief Jungel has recommended to set the hours for Trick-or-Treating in the City for Tuesday, October 31 from 5:00 p.m. to 7:00 p.m. Events Coordinator, Kerri VanDorp, has scheduled the downtown business Trick-or-Treating on Tuesday, October 31, from 3:00 p.m. – 5:00 p.m.

***BL-196 Crossing Report***

Over the past several months the Macatawa Area Coordinating Council has been performing a BL-196 non-motorized crossing study. This study looked at on-grade improvements and preferred above-grade crossing locations in the BL-196 corridor from 120th in Holland to 88th in Zeeland. Included in the Council Package was a copy of the final report which will be released to the public next week and be presented at an open house on October 24 at the Howard Miller Library/Community Center. We wanted Council to have a copy of the report prior to its release to the general public and will review this report in depth at a future council meeting.

***201 E. Main Façade Tuckpointing Bid Award***

The mural project at 201 East Main encountered an unexpected turn of events when it was discovered that the mortar on the building was not in nearly as good a shape as we expected. After consulting with both Paul Elzinga Consulting and Jolanta Steka from the MCSA Group, it was determined that the wall needed to be tuckpointed because of the condition of the existing mortar that was exposed during the preparation for the painting. We accepted bids for this tuckpointing service this afternoon, and we are happy to report that we received two bids for the project as follows:

- RAM Construction Services of Michigan, Inc. - \$46,800
- Bornor Restoration - \$62,442

Since the bids were accepted this afternoon, we are still performing reference checks, but at first glance we see no issues awarding the bid to RAM Construction Services. They have many years of experience with this type of work, and they have also indicated that they have the capacity to complete the project yet this fall. As such we would recommend awarding the project to RAM subject to a complete reference check. To plan for contingencies and to provide funding for the various consultants on the project we would like to set a project budget of \$55,000.

From a budget perspective, we have not included this work as part of the Fiscal Year 2024 budget and would recommend amending the SARB Budget to account for this project. The SARB Fund has been building fund balance over the past several years and we have been purposefully depleting its fund balance over the past several budget cycles. The original mural project was included as part of the SARB budget in Fiscal Year 2024.

As we have indicated in previous communications to City Council, we appreciate your understanding and patience as we continue to work through this less-than-ideal set of circumstances. Ultimately, we are still very excited for the mural project to shape and are looking forward to what the project will bring to the downtown district.

There being no further items to discuss, the Work Study adjourned at 6:58 p.m.



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Pamela Holmes, City Clerk