

Council Meeting
Common Council
June 5, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Monday, June 5, 2023. Mayor Klynstra called the meeting to order at 7:00 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, Marketing Director deRoo and City Clerk Holmes.

The invocation was offered by Councilmember, Jim Broersma.

The Pledge of Allegiance was recited.

23.092 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 May 15, 2023.
2. Approve minutes of the Work Study meeting of May 15, 2023.
3. Receive for information minutes of the Zoning Board of Appeals meeting of December 20, 2022.
4. Receive for information minutes of the Planning Commission meeting of May 4, 2023.

Roll call.

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

No Votes: None

Absent: None

Communications/Visitors

There were no communications at this time.

City Manager's Report

Planning Commission

The Planning Commission held a busy meeting on June 1, 2023 with a number of items getting approved or moving forward. They include:

- Streats Taco Outdoor Patio Alcohol Service – When Streats Taco originally applied for their liquor license they noted that they planned to have service on their back patio, but they didn't include that request in the original application as they were counseled that it would be "faster" to get their LCC license if they didn't include outdoor service. This did require them to seek an amendment to their Special Land Use to serve alcohol on the back patio. This was approved by the Planning Commission at the June 1 meeting.
- The Gritmaker is a proposed new restaurant at 120 E. Main (the old Elbo Room space) that is looking to have a liquor license. In order to serve alcohol in the city, a parcel does need a special land use within our Alcohol Sales Overlay District. The Planning Commission did approve this proposed special land use at the June 1 meeting. The Gritmaker will now come before City Council to request approval

of their request to seek a state liquor license and be included in the City's social district. If all goes well, they would like to be open this fall.

- The Board of Public Works received approval to remove the houses at 314 and 320 E. Washington Ave. This is part of their overall plan to improve/expand their site along Washington Avenue. The BPW has been very thoughtful in their planning and have included our city team in providing input on the overall vision for that block.
- The Planning Commission has been in the process of studying Accessory Dwelling Units for numerous months. Attached is the latest draft of a proposed Accessory Dwelling Units Ordinance. After a good discussion, the Planning Commission decided to proceed forward with receiving community input on the proposed ordinance at a public hearing at their August 2023 meeting.

Community Restaurant

Held their groundbreaking this past Wednesday. A number of city officials were able to attend the groundbreaking welcoming the start of a return of this long-time city restaurant.

Main Avenue Project

Just a reminder that if you would like to stay up-to-date on the Main Avenue project, please sign-up for the notifications here: <https://www.cityofzeeland.com/list.aspx>.

Plainfield Projects

These projects are progressing nicely and should be complete around June 16.

Main/Fairview

Main Avenue, from Fairview to the east city limits, was scheduled for paving on Saturday, June 3. The street has been open to traffic since that evening.

7:10 p.m – Public Hearing, Liquor Application of The Gritmaker, LLC

Mayor Klynstra called the Public Hearing to order at 7:15 p.m.

Scott Ingersoll was present to introduce himself and request a liquor license for the Gritmaker, LLC in the old Elbow Room Restaurant at 120 E. Main. The restaurant will be a professional atmosphere style pub from lunch to dinner and a family-style restaurant from dinner on through the end of the night. He said this will be the first of its kind taven-type restaurant with a family focus in Zeeland. He has been looking at Zeeland for some time and at one point had possession of the liquor license at 120 E. Main to purchase it and then the owners backed out of the deal. He then went to Comstock Park and implemented the same type of restaurant he is proposing for Zeeland and it has been quite successful there. Brian Lanser reached out to him to let him know 120 E. Main was available and that re-sparked his interest. He wanted to start a restaurant in a place where he could raise his kids and feels Zeeland is the perfect place to be. His restaurant in Comstock Park focuses on giving back to the community by holding fundraisers and charity drives. They are involved with the Chamber of Commerce and Rotary. He believes in being employee and community focused.

Motion was made and supported to close the Public Hearing for the Liquor Application of the Gritmaker, LLC at 7:15 p.m. Motion carried. All voting aye.

23.093 Gritzmaker, LLC Liquor License Resolution

Motion was made by Councilmember Gruppen and seconded by Councilmember Kass to recommend approval of The Gritzmaker, LLC Liquor License to the LCC as presented in the Resolution.

Roll call.

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

No Votes: None

Absent: None

23.094 Gritzmaker, LLC Liquor Contract

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to approve a DDA/Redevelopment License Agreement with The Gritzmaker, LLC as presented subject to City Attorney approval.

Roll call.

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

No Votes: None

Absent: None

23.095 Gritzmaker, LLC Social District

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to approve The Gritzmaker, LLC as an approved license holder within the City of Zeeland's Social District.

Roll call.

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

No Votes: None

Absent: None

23.096 Biosolids Contract

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the Contract with EnviroGro Argonomics, LLC with funding from the Zeeland Clean Water Plant 2023-2024 CWP budget Contractor Services Fund.

Roll call.

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

No Votes: None

Absent: None

23.097 Ice Rink Study Proposal

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to approve the Real Ice Rink Study proposal from MCSA Group, Inc. in the amount of \$27,012.00.

Roll call.

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

No Votes: None

Absent: None

23.098 Downtown Picnic Table Purchase and Budget Amendment

Motion was made by Councilmember Lam and seconded by Councilmember Timmer to authorize the purchase of 20 picnic tables for downtown events from Treetop Products, Inc. in the amount of \$18,708.20 and amend the Fiscal Year 2022-2023 budget by \$20,000.00 to purchase these tables prior to July 1, 2023.

Roll call.

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

No Votes: None

Absent: None

23.099 ZPS Easement – Main Avenue Project

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve an easement with Zeeland Public Schools to accommodate the Main Avenue project design subject to Zeeland Public Schools and City Attorney approval.

Roll call.

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

No Votes: None

Absent: None

23.100 Fiscal Year 2024 Concrete Bids

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to award a contract to Slager Construction in the amount of \$27,800.00 for various concrete work throughout the City and set a project budget of \$32,800.00.

Roll call.

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

No Votes: None

Absent: None

23.101 Salary Increase Plan

Motion was made by Councilmember VanDorp and seconded by Councilmember Gruppen to approve the amended Salary Increase Plan (Appendix C) into the Employee Handbook and to implement the plan with the start date of the July 1, 2023 Fiscal Year.

Klunder explained at the last City Council meeting, we presented an updated Salary Increase Plan that we have been working on for some time with Kurt Wassink of HR Solutions. This plan is in follow-up to the Salary Study conducted in 2022. As a reminder of the plan details and reasons for the proposed plan update, Klunder included the memorandum that was presented at the May 15 work/study session in the Council Package.

As we were preparing a template for salary adjustment letters that we will provide to team members, we noted a situation that was not adequately addressed in the Employee Handbook Appendix C language for which we are seeking City Council approval. That situation is, if an employee transitions into a new job during the fiscal year, what date is used for salary adjustment purposes come the following July 1 (start of a new fiscal year)? The employee's original hire date, or the date they started the new position?

Based on past practice, when an employee transitioned to a new position in the organization, for salary adjustment purposes (not for things like vacation accrual), the date they started the new position became their

“anniversary” date for salary adjustment purposes. Thus, we are proposing to add that language into Appendix C in front of City Council for adoption consideration.

Subject to this one minor modification, the proposal is what we presented to City Council at your last work/study session. Again, we feel this proposed salary adjustment plan will enable us to appropriately recognize team members as they progress in job knowledge and skills, time of service, and performance in the organization.

Roll call.

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

No Votes: None

Absent: None

23.102 Employee Appreciation Policy Update

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the updated Employee Appreciation Policy Directive as presented.

Klunder reported at the last City Council meeting, City Council approved an Employee Appreciation Policy that updated the means we use to recognize various things such as milestone anniversaries and annual employee events; and establishes parameters around providing food and refreshments at training events, board meetings, etc. The policy also provides guidance for the remembrance of individuals in the passing of family members, the birth of a child or unexpected hospitalizations. In the instance of remembrance, while we attempted to capture existing practices, we didn't fully identify those situations.

Included in the Council Package was a marked version that attempts to identify our current practice of remembrance/recognition. As way of information, the listed individuals mirror the Handbook Policy for Bereavement Leave and that was used as a guide in the past.

Roll call.

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

No Votes: None

Absent: None

23.103 Zoning Board of Appeals Reappointment

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to reappoint Doug Barens to the Zoning Board of Appeals with a term expiring May 4, 2026.

It was brought up that this reappointment needs to be discussed and investigated as there is an issue with reappointing someone in charge of zoning appeals when they themselves have zoning issues with their property. This may cause the City to lose credibility. After discussion it was decided to Table the Motion and City Manager Klunder will request information from Tim Maday regarding the status of property violations.

An amended motion was made by Councilmember Lam and seconded by Councilmember Timmer to Table the reappointment to the Board of Zoning appeals until information is received regarding the status of property violations.

Roll call.

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

No Votes: Broersma

Absent: None

Mayor Klynstra attended the ground-breaking for Community Restaurant last week and noted there were a lot of people present.

Mayor Klynstra attended the Michigan Mayor's Board meeting last week in Fremont. He stated they closed a street alongside their high school and was similar to what we are doing on Maple Street.

Mayor Klynstra reported they had a Greeting for Les Hoogland at the airport a few weeks ago. JC Huizenga had flown Les in for this.

Mayor Klynstra had a MACC Meeting today and there was a presentation about high accident areas. Surprisingly one of them for Zeeland was Sanford Street and Main.

It was decided to keep the July 3 meeting date.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:50 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, June 5, 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, Community Development Director/Assessor Maday, City Marketing Director deRoo, CWP Superintendent Englesman and City Clerk Holmes

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

Gritzmaker, LLC Liquor License and Social District

Assistant City Manager Plockmeyer explained on May 11, 2023 the City of Zeeland received a Class “C” DDA/Redevelopment liquor license application from The Gritzmaker, LLC, to serve on-site alcohol at 120 East Main Street. Per the City’s Alcoholic Liquors Ordinance, city staff conducted an investigation of the applicant and the proposed use of the license. The layout plan has been inspected by the Building Department, the Police Chief and Fire Chief and there are no concerns regarding the building layout. The application itself covers a great deal of our requirements found in the ordinance and you will find the applicant’s answers to our questions within the application that was included in the Council Package.

There will be 3 recommendations on the Agenda for this evening:

1. Approval of the Liquor License Resolution.
2. Approve a DDA/Redevelopment License Agreement with The Gritzmaker, LLC subject to City Attorney approval.
3. Approve The Gritzmaker, LLC as an approved license holder within the City of Zeeland’s Social District.

Plockmeyer noted this was reviewed at the Planning Commission meeting on June 1 where they approved a Special Land Use.

Snowmelt Special Assessment Follow-up

Assistant City Manager Plockmeyer reported at the last City Council meeting on May 15, 2023, City Council held a Public Hearing to determine the necessity of a special assessment for the operation and maintenance of the snowmelt system. We received numerous public comments, and we would like to take the opportunity to respond to some of the specific comments that we received.

Why are we doing the project?

This is strictly not a snowmelt project. While snowmelt is a component of the Main Avenue Project, it is a portion of a much larger project. A project that is expected to refresh the entire downtown district. Our current sidewalks, planters, light poles, and driving surfaces are roughly 20 years old, and while they are well maintained, are in many cases at or reaching the end of their useful lives. The road surface needs to be replaced, trip hazards throughout the district continue to emerge, and other aspects are just getting tired.

In addition to the need to update some of the facilities, we are experiencing unprecedented growth in our downtown district, especially east of our traditional downtown. This growth has led us to evaluate what our

greater downtown district looks like and what it would look like to create four blocks of downtown with a consistent feel and theme and are looking for this project to assist in accomplishing this.

Finally, we have decided to add snowmelt to the project after numerous years of thoughtful decision making and see snowmelt as a complimentary feature to attract and retain current and future development.

We understand that this project will come with its own set of headaches and challenges to the residents and business owners of the downtown district but hope that a stronger more vibrant downtown will emerge because of this and the other projects currently happening within the district.

Why are we specially assessing the downtown district to operate and maintain the snowmelt system?

We see that there is value to the property owners that abut the snowmelt system, value that is not experienced by property owners that do not have snowmelt in their sidewalks. Because of this inherent value, we feel the benefitting property owners should share in some of its cost.

Why are we levying a Special Assessment on non-profits that have previously been exempted from other Downtown Special Assessments?

We see inherent value to having snowmelt as expressed by the desire to levy a special assessment, we feel that those that benefit from the snowmelt including non-profits should contribute their equitable share to this benefit.

Under what authority is the City authorized to levy a special assessment on a non-profit?

Under the State of Michigan's General Property Tax law, an institution is required to pay special assessments unless specifically exempted. There is no specific exemption for non-profits found in Michigan Tax law and various case law has upheld that non-profits can be subject to special assessments.

Can corner lots be re-evaluated and only be charged for the frontage along Main?

This has been evaluated and we would recommend that corner lots only be charged for their frontage along Main Avenue.

Is there any relief that can be considered for the \$2.11 per square foot charge?

As City Council is aware, the proposed \$2.11 per square foot charge consists of two components, a commodity charge, and a capital charge. The commodity charge represents the cost to heat the snowmelt system whereas the capital charge represents the replacement cost for the heating and distribution system. The intention of the capital charge was to be used to set aside funds for future maintenance and component replacement for the snowmelt system. Throughout our cost sharing conversations, the concept of an endowment has been mentioned to fund at least a portion of this operation and maintenance special assessment. While we have been receptive to the idea, the funding of an endowment was the biggest factor in deciding not to pursue this idea. Since our last meeting, we have become aware of a possible funding source for this endowment and would like to recommend this concept to City Council at tonight's meeting.

As City Council is aware, we receive our budgeted Personal Property Tax reimbursement from the State of Michigan in October, and in May we receive an unbudgeted reimbursement. Because this May reimbursement is not guaranteed, we do not include it in our budget but have used it to fund things like the Felch Street Cemetery, funding our Pension Plan, and the Main Avenue Streetscape and Snowmelt Project. We received over \$1.5 Million as part of this May distribution this year. Of this \$1.5 million, we would propose to use

\$900,000 to cover the funding gap of the Main Avenue project, and after some consideration would like to propose using the remaining \$600,000 to start an “endowment” to fund future capital costs for the snowmelt system. Housed in our Snowmelt Special Assessment Fund, this \$600,000 would cover the capital special assessment for the downtown property owners for approximately 12 years. This being the case, we are suggesting that City Council considers removing the capital charge from the Operation and Maintenance Special Assessment. Even though we are suggesting removal of the Capital Charge from the special assessment for the downtown property owners, we would still recommend that the City continue to contribute its portion of the capital charge on an annual basis, so our capital funding requirements are fully taken care of.

There was concern regarding what if down the road we need more money and where will we be in 12 years? Councilmember Lam feels this amount is more than adequate as there may be some years we don't need any money. Councilmember Kass is concerned budgets will get tired and all the Councils of the past have made wise financial decisions over the years. He doesn't want to mess it up now. Community Development Director Maday reminded Council that several Act 210 Tax Abatements are currently in the downtown area that we are not collecting revenue on right now but they will be rolling off in the next 10-12 years.

Dave Wilson, 244 E. Main, stated he appreciates all of Plockmeyer's work on this and how he feels this should be funded. He also stated the City has promoted this and how great this is going to be but he doesn't think most downtown property owners are going to get the value out of the cost they are going to be charged. He asked why can't we just pay for the whole thing out of the General Fund and not worry about the math and moving dollars around to make it work? Let everyone pay for it. Downtown property owners already pay a lot more property taxes than anyone else even with the Abatements they get which will eventually roll off. If the City has so much money to give property away, why do the existing downtown property owners have to pay more? He seen on tonight's Agenda they will be discussing an ice rink, which he feels is great, but will the property owners where the rink will be located pay more because they will probably use it more than others who live on the other side of town? He stated lots of other improvements are paid out of the General Fund, so why is this any different?

Mayor Klynstra answered this is a benefit for the downtown property owners. The City has already cut the cost in half. The City is paying all the cost to have the snowmelt installed and that money comes from the voters of the City of Zeeland. He explained the City holds events downtown to bring people in, we invest money to bring new businesses and developments downtown, we give tax abatements. That all comes from the General Fund, which is from the voters of the City.

Councilmember Kass asked if any thought had been given in regard to non-profits. Other communities charge non-profits more since they don't pay taxes so the Mayor thinks we are being fair with the amount we are charging them, especially since it has been cut in half.

Ice Rink Study Proposal

Marketing Director deRoo explained as a result of the 2023 Goal Setting sessions, City Council identified strong interest in exploring a real ice rink for the City of Zeeland. The 2023 Strategic Action Plan prescribes the following:

Action Step: Real Ice Rink

Outcome Indicator: By the end of 2023, provide City Council with a report which outlines the community desire for a real ice-skating rink, the most favored location for an ice rink, and preliminary cost estimates for an ice rink.

Value Statement: Varied recreational opportunities provide members of the Zeeland Community and the greater community the ability to recreate in ways they enjoy.

City Staff has solicited the services of MCSA Group, Inc. to guide us through the exploration of this project including:

- Determine the appropriate location for the Ice Rink which may include Elm Street Park (existing location of Synthetic Ice Rink), Vacant Lot at 136 East Cherry St, Vande Luyster Square Park, and Lawrence Park.
- Appropriate size for rink which could include small (similar size of Synthetic Ice Rink), pond size, full size hockey rink, and Ribbon Rink
- Pros and cons for permanent Ice Rink versus Temporary Ice Rink
- Construction costs for various options
- Maintenance and Operation Requirements for each option including ongoing costs.
- General Feasibility of the Ice Rink. Is there a need in the community and will people use it?
- Public Engagement Survey. This survey would be conducted on-line using survey monkey. The City would advertise it using social media, digital signs, or other methods.
- Up to four site plan, scaled renderings
- Staff & Stakeholder meetings
- Presentation to Parks & Cemetery and City Council

We are asking City Council to authorize staff to proceed with this study as a means to meet the goal in the Strategic Action Plan and determine if a real ice rink is a feasible project for the City of Zeeland.

Downtown Picnic Table Purchase and Budget Amendment

Plockmeyer explained we host numerous events in the downtown district, and this summer is much like any other year. Whether it be Music on Main or the Peddlers Market, many of these events require picnic tables to be placed somewhere in the downtown district. Typically, these picnic tables are removed from Lawrence Street Park the afternoon of the event, transported and placed downtown, and subsequently picked up the next morning and brought back to Lawrence Park. This proves to be a bit inefficient and robs a city park of its picnic tables for nearly 20 evenings throughout the events season. To increase efficiency, we are proposing to purchase 20 picnic tables (the amount typically needed for a downtown event) and stage these at the street garage. This will allow us to utilize equipment for loading and unloading purposes and does not disrupt park operations when these events happen.

We did include \$20,000 in the Fiscal Year 2023-2024 budget for the purchase of these picnic tables, but we would like to purchase them as soon as possible to have them for a majority of the events season. We received over a half a dozen quotes for the picnic tables and have decided to request to purchase the 8-Foot SuperSaver Tables from Treetop Products Inc. in the amount of \$935.41 per table for a total price of \$18,708.20 (please see attached). These tables are in stock and can be shipped in as little as a day.

Because this purchase was budgeted for Fiscal Year 2023-2024, we are also seeking a budget amendment at Monday's meeting to purchase them in Fiscal Year 2022-2023. We see merit in moving to this system for as much of the events season as possible.

Biosolids Contract

Cleanwater Plant Superintendent Engelsman explained the Clean Water Plant generates over 1.5 million gallons of biosolids sludge annually which must be disposed of properly. Land application is currently the most cost-effective, environmentally friendly, and more importantly, the only means to do so. Zeeland's most recent land application contractor Nutrigro Environmental Service has sold its business to Andy Leep, owner of EnviroGro Agronomics, LLC. Mr. Leep has been in the business for several years working for EnviroGro until recently purchasing the company. After reviewing all the area wastewater plants' contracts, staff felt it would benefit the Zeeland CWP the most to simply restructure the contract with EnviroGro Agronomics, LLC.

ZPS Easement – Main Avenue Project

Plockmeyer explained with the start of the project right around the corner, the Main Avenue Streetscape and Snowmelt Project is planned to be a transformational project for Zeeland's entire downtown district. Besides the addition of snowmelt, another significant part of the project is the addition of a fourth block of the downtown district from Centennial to Maple. The intention is that as part of this project we will transform this block to model that of our other blocks in the downtown district. This transformation includes similar aesthetic finishes, angled parking on the north side of the street, and a meandering feel to the street to slow traffic. To accomplish this meandering feel to the street and introduce angled parking without encroaching on any existing buildings we are seeking to shift the entire roadway 5' to the south on the easterly portion of Cityside Middle School parcel which does require that a portion of the sidewalk be installed outside the right-of-way.

Since this sidewalk will be installed outside the right-of-way, we have been working with Zeeland Public Schools to grant an easement for this purpose. Before you this evening, is a copy of the proposed easement that will be before the Zeeland Public School Board at their June 12th meeting. Typically, we do not bring easements for construction projects to City Council for your approval, but because there are deviations from standard easement language to accommodate requests from Zeeland Public Schools which bind the city into the future, we wanted to seek council approval on this particular easement. The deviations from standard easement language are as follows:

- The City is responsible for moving the Zeeland Recreation sign to a mutually agreeable location at no cost to Zeeland Public Schools.
- The City is responsible for any damage that may occur to Zeeland Public Schools' geowells during the course of the project.
- The City is responsible for any additional charges for servicing the geo-wells in the future because of the snowmelt system.
- Zeeland Public Schools will not be liable to pay for an Operation and Maintenance Special Assessment or Utility Fee for the snowmelt system without their consent.

From our perspective, we feel that these are all reasonable requests, or in the instance of a special assessment on a school, prohibited by tax law; and would recommend the approval of this easement at your meeting Monday evening. As previously indicated, the Zeeland Public Schools School Board will not act on this easement until their June 12th meeting. To allow for construction activities to proceed as planned, we would like City Council approval prior to this meeting subject to Zeeland Public Schools approval and City Attorney approval in case there are any non-material changes that must be made to the easement itself. For City Council's reference, attached is a copy of the easement and several maps outlining where the easement is located.

FY 2024 Concrete Bids (sidewalks, curb replacement, etc.)

Plockmeyer reported included in the Fiscal Year 2023-2024 budget, was an amount of \$50,000 to not only address the Street Departments Operational Goal of filling in sidewalk gaps but also addressing some much-needed sidewalk and curb and gutter repairs. In order to complete this work, we solicited bids for this various concrete work which included completing the sidewalk gap along McKinley in the vicinity of the Early Childhood Center, and to repair curbs in a number of locations throughout the City. We are happy to report that

we received three bids for this work with the lowest bid coming from Slager Construction in the amount of \$27,800.00. Because this bid amount fell well within our budget and because we have worked with Slager on

numerous other occasions, we would recommend acceptance of their bid. In addition to accepting their bid, we would also like to set a project budget of \$32,800.00 to address any unforeseen issues that may arise during the construction process. Due to the budget year funding of the project, the work will not begin until after July 1st.

There being no further items to discuss, the Work Study adjourned at 6:57 p.m.



Pamela Holmes, City Clerk