
MEETING MINUTES

DATE: Wednesday, February 8, 2023

COMMISSION MEMBERS: Sally Gruppen, Mayor Pro-Tem
Thom Parker, Commissioner
Lynette Lam, Commissioner
Ashley Kiekintveld, Commissioner
Sue Lucas, Commissioner
Amy Langeland, Commissioner

ABSENT: John Query, Commission Chair

CITY STAFF: Kevin Plockmeyer, Assistant City Manager/Finance Director
Susan Moore, Administrative Assistant

- I. Mayor Klynstra has resigned from the Commission due to scheduling conflicts and Sally Gruppen, Mayor Pro-Tem has taken his place.
- II. **Approval of November 9, 2022 Meeting Minutes**
Motion: Amy Langeland
Support: Ashley Kiekintveld
All in favor, motion approved.
- III. **Felch Street Cemetery Building Update:** The contract with MC Smith to design and provide contract administration of this project was approved by City Council however, there were concerns about the size and cost of the future building. The Commission and staff are mindful of not over-designing the building. City staff will be holding a preliminary meeting in the coming weeks and once conceptual designs are completed they will be brought to the Commission for review and input.
- IV. **Huizenga Park Phase III Bid Award:** Denny's Excavating was awarded the bid for this next phase of improvements at Huizenga Park. There were two alternates in that bid process regarding the base of the pickle ball courts, 1) for post-tension concrete (at a higher cost of \$41,000) or 2) stay with asphalt courts. The current courts are asphalt and staff recommends going with the post-tension concrete for the new courts as that material is longer lasting and requires less maintenance (this would also offer players a choice of courts if they have a preference of court surfaces). The current courts are around 5 years old and already need to be resurfaced at a cost of approximately \$13,000. Commission agreed with this recommendation and staff will advise MC Smith to proceed with awarding the concrete court bid. Anticipating construction as soon as they can after spring weather breaks. Completion date undetermined as concrete needs approximately 30 days of cure time. Contractor may try to resurface the current courts first.
- V. **Huizenga Park Kiosk Design/Placement:** A picture of a proposed informational kiosk for placement by the pickle ball courts at Huizenga Park was presented to the Commission. Commissioners questioned if the recommended kiosk was perhaps too big as the intended purpose of it is to provide calendar information regarding usage of the courts (the kiosk is to be utilized for pickle ball programming information from Zeeland Recreation, not as a public event information board). However, it was suggested that it could also house other

city park information (i.e., location of restrooms, a map of all city parks, etc.) City staff will look at other options as far as size, commission was OK with the proposed location.

VI. Fiscal Year 2023-2024 Rate and Fees Changes: Staff requested feedback from the Commission on two Cemetery fee changes. 1) Changing the burial after 3:30 pm fee from \$100 to \$200; 2) keep the weekend Saturday burial fee at \$200 but add a Sunday rate that is \$400 per resident. Commissioners noted that Sunday burials are not allowed (per the Cemetery Rules & Regulations) but a suggestion was made to perhaps raise the Saturday fee and to re-word “weekend” to “Saturday” burials in the Rules & Regulations document and leave Sunday off of the (fee) list.

VII. Fiscal Year 2023-2024 Budget Development: Kevin Plockmeyer gave an overview of upcoming CP budget considerations for the next fiscal year:

Operational Items

- Reseal the bridge at Paw Paw Footbridge Park;
- Improvements to the irrigation building at Huizenga Park;
- Look at the drainage swale at Paw Paw Footbridge Park with intention to make improvements;
- Horseshoe pit at Huizenga Park – Due to their popularity, staff would like to install another set of pits, make some irrigation improvements and add a few benches to this area;
- This year Hoogland Park has had some minor maintenance done to the restrooms-looking to do similar in other restrooms;
- Looking at potentially re-painting the Lawrence Park Bowl in 2024;
- Also looking to repair and/or swap out some playground equipment at Lawrence Park.

Capital Budget Items

- Finish up Huizenga Park in FY 2023
- Next big project for the Commission would be Hoogland Park (summer of 2025 for construction). Anticipating approximately \$700,000 at end of current fiscal year set aside in the City Park Improvement Fund (Hoogland Park budget is estimated at \$1.1 million). \$50,000 for design work is currently included in the FY 2024 budget. Kevin Plockmeyer noted that the Macatawa Area Coordinating Council is evaluating the BL-196 corridor (from I20th in Holland to 88th Ave. in Zeeland), looking at every existing crossing to see what sort of pedestrian improvements could be made and then identify where two possible crossing locations could be for over or underpass construction and cost estimates. It’s a possibility that Hoogland Park could be identified as a crossing location and there is merit in developing a neighborhood park here.
- Felch Street Cemetery Building will also be a project to be developed in tandem with Hoogland Park.

Side Note: there was a request to donate a bench under a shade tree in one of the play areas inside Timber Town however, the proposed location is within a “fall zone” and thus we would not be allowed to place a bench there. A commissioner asked about possibly planting a tree where a new bench would go (looking into the future) & staff will take this into consideration.

VIII. Other

- **Burial Report (since September 14, 2022):**
 - From the packet:
 - Burials: 12 at Lincoln (6 resident, 6 non-resident) / 3 at Felch (0 resident, 3 non-resident)
 - Sales: 1 at Lincoln (1 resident, 0 non-resident) / 3 at Felch (0 resident, 3 non-resident)

- Transfer: (0 resident, 2 non-resident)
- Tree Planting Project: 6 bids were received for tree planting at the Felch Street Cemetery and on Alice Avenue. The low bid was from a non-profit named Building Bridges.
- Wreaths of Honor: Positive responses received on this ceremony. Volunteers did a great job, very little staff time was needed. The only negative comment was that the wreaths were picked up too soon - perhaps put them out a week or two earlier. Staff will pass that feedback on to the event coordinator.
- Main Avenue Snowmelt: Kevin Plockmeyer provided a brief update on this upcoming project. Bids were received and the project was awarded to locally based Site Work Solutions Inc.
- Commissioner Amy Langeland commented that the Christmas lights on the trees in the City's north gateway entrance looked beautiful. Kevin Plockmeyer will share that feedback with staff.

Meeting adjourned at @ 6:10 PM.

NEXT MEETING: Wednesday, March 8, 2023 @ 5:00 PM

RECORDED BY:



Susan Moore, Administrative Assistant