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## MEETING MINUTES

**DATE:** Wednesday, September 10, 2025

**COMMISSION MEMBERS:** Sally Gruppen, Mayor Pro Tem  
John Query, Commission Chair  
Thom Parker, Commissioner  
Amy Langeland, Commissioner

**ABSENT:** Lynette Lam, Commissioner  
Ashley Kiekintveld, Commissioner  
Sue Lucas, Commissioner

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

**I. Approval of June 11, 2025, Meeting Minutes**

**Motion:** Amy Langeland

**Support:** Thom Parker

All in favor, motion approved.

**II. General Updates**

Kevin Plockmeyer provided updates to the commission on the following projects:

- **Hoogland Park Reconstruction:** A ribbon cutting ceremony is scheduled for Tuesday, October 28<sup>th</sup> @ 10:30 AM. Commissioners will receive formal invitations along with City Council, contractors, some city staff, etc. A good portion of the contingency budget (@ \$50,000) has been spent to address unstable soil issues (i.e., digging out & hauling away of material, modified restroom building foundation, among others) stemming from the old dump that lies underneath the park. Overall, the project is going well & should be wrapped up by the end of October.
- **Huizenga Park Pickleball Court Lighting:** Kevin Plockmeyer is looking to re-up this project & engage the services of MC Smith (the previous vendor proposed lighting that was not what the city is looking for or would typically do.) Amy Langeland asked if landscaping (i.e., arbor vitae to help as a sound barrier) is still being looked at putting into place – Kevin Plockmeyer responded that yes, that should probably be done this fall. He is hoping to do the lighting itself next fall as funds are not currently worked into the budget; the design needs to be done first.
- **Paw Paw Park Vegetation Management:** While it may not look like anything is happening with the overgrowth, work is currently ongoing. Outdoor Discovery Center is taking a very structured approach to tackling the issue (sumac, vines, etc.) and that this is a long-term project.
- **Vande Luyster Square Tree Management:** Staff are becoming concerned with limb drops from a few trees at this park and there have also been issues with vegetation establishment in some areas due to dense canopy shade. After meeting with consultant Save a Tree, who did an evaluation of all the trees in the park, they recommended that dead-wooding/clean-up & raising the canopy be done on trees to address the issues. They also recommended the removal of 3 trees (Kevin Plockmeyer showed the commissioners what trees these would be). Commission was not opposed to staff moving ahead with these recommendations.
- **Vande Luyster Square Gazebo Replacement:** Kevin Plockmeyer reported that he has a proposal from MC Smith to start design work on replacement of this structure. The plan is to pursue a metal structure that maintains the ornateness of a wood structure; the parks master plan also called for a slightly raised gazebo (i.e., a couple of steps) and they will look to see how that could fit in. Amy Langeland recommended asking the city's Marketing Department/Zeeland Festivals staff if they have a preference on this (raised structure) as they use it a lot for events. Kevin will check in with them. She also asked if we would consider updating the

landscaping. Kevin Plockmeyer said that it could be considered as well. He estimates \$150-200K for this project. He will also take size into consideration (check with library staff-they use it for story hour events.) Thom Parker noted that most of the neighborhood houses have a Victorian-like setting, so something (gazebo) that fits in with the neighborhood.

- **Lincoln Cemetery Irrigation System Repair:** Two irrigation pumps had to be replaced due to damage from lightning strikes right before Labor Day. John Query asked if there was anything that could be done to protect pumps from that, staff will check with Shoreline.
- **Church Street Reconstruction Project:** This 2026 project will be bid out in 2 phases-the first phase (Clean Water Plant to Central). Hoping to bid/award in October. The goal would be for the contractor to work through the winter with work completed by Memorial Day. The block from Lincoln to Central would likely still be under construction, depending on winter. The second phase of the project is Central to Washington (MDOT funds). MDOT environmental review noted the cemetery that was located in this area in the 1850's and as such, a requirement of the funding will be to have a certified archeologist on site when digging in the vicinity of the cemetery. This will probably be one of the biggest infrastructure projects from a streets perspective the city will do for the foreseeable future (main trunkline for a large majority of sanitary & storm water for the city) and it does impact the cemetery & parks facilities.
- **Other Updates from the Commission:** Kevin Plockmeyer answered questions from commissioners on several items/projects including 1) Felch Street Cemetery trees: Amy Langeland said there are 2 that are dead, Kevin Plockmeyer will mention to Cemetery Supervisor Mike Bronkorst. 2) Amy also asked if there is a rule that new fencing would be black (i.e., around parks, etc.)-there is a section of fence behind the CWP along the Business Loop that is old, galvanized-would it be upgraded? Kevin will have to look at it. 3) Kevin Plockmeyer informed the commission that as part of the transitions that have taken place in the Clerk's Office, Susan Moore is now taking care of cemetery record keeping (plot sales, burials, etc.) 4) Sally Gruppen asked if there would be a Wreaths of Honor ceremony again at the cemetery? Staff will follow up on this.

### III. Burial Report since June 2025:

Burials: Lincoln: Residents – 4, Non-Residents – 9  
Felch: Residents – 1, Non-Residents – 2  
Columbarium – Resident - 1  
Sales: Lincoln: Residents – 0, Non-Residents – 0  
Felch: Residents – 9, Non-Residents – 4  
Columbarium: Residents - 4

The meeting was adjourned @ 5:35 PM.

**NEXT MEETING:** Next regularly scheduled meeting is Wednesday, October 8, 2025, at 5:00 PM, however, Kevin Plockmeyer did not anticipate meeting again until December unless there are significant agenda items.

RECORDED BY:

Susan Moore  
Susan Moore, Administrative Assistant