

# AGENDA

## Cemetery-Parks Commission Meeting

**Wednesday, March 19, 2025 @ 5:00 PM**

**Zeeland City Hall, 21 S. Elm Street, Zeeland, MI 49464 / 2<sup>nd</sup> Floor Council Chambers**

---

**Commissioners:**

- Mayor Pro Tem Sally Gruppen, City Council Representative
- John Query, Cemetery & Parks Commission Chair
- Susan Lucas, Commissioner
- Amy Langeland, Commissioner
- Thom Parker, Commissioner
- Ashley Kiekintveld, Commissioner
- Lynette Lam, Commissioner

**Additional Attendees:**

- Kevin Plockmeyer, Assistant City Manager & Finance Director
- Susan Moore, Administrative Assistant

**1) Approval of February 19, 2025, Meeting Minutes**

**2) Hoogland Park Design Discussion**

*We will be accepting bids on March 18 for the Hoogland Park project. Wednesday's meeting will focus on the selection of the playground equipment for the project.*

**3) Other**

a) Burial Report

- a. *Burials*
  - i. 2 at Lincoln – 0 Residents and 2 Non-Residents
  - ii. 0 at Felch – 0 Residents and 0 Non-Residents
- b. *Sales*
  - i. 1 at Lincoln – 1 Resident and 0 Non-Residents
  - ii. 0 at Felch – 0 Residents and 0 Non-Residents
- c. *Transfers* - 0

b) Public Concerns

**Agenda Distribution:**

City Clerk-Posting Copy  
Cemetery-Parks Commissioners  
City Council  
City Manager

---

## MEETING MINUTES

**DATE:** Wednesday, February 19, 2025

**COMMISSION MEMBERS:** John Query, Commission Chair  
Lynette Lam, Commissioner  
Thom Parker, Commissioner  
Sue Lucas, Commissioner  
Amy Langeland, Commissioner

**ABSENT:** Sally Gruppen, Mayor Pro Tem  
Ashley Kiekintveld, Commissioner

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

**GUEST:** Melinda Whitten, MC Smith

### I. Approval of January 15, 2025, Meeting Minutes

**Motion:** Thom Parker

**Support:** Lynette Lam

All those in favor, motion approved.

### II. Hoogland Park Design Discussion

Melinda Whitten from MC Smith joined the meeting to present the most recently updated design plans for the park. She also provided various samples, i.e., the restroom building brick, roofing tiles (metal), paint colors as well as colors for the playground equipment and safety surfaces. Commissioners did not recommend any changes. The project is now on track to be bid out on Monday, February 24, 2025 (contractors will be asked to bid on both play structure manufacturers to ensure a competitive price comparison.) Bid opening will be March 18, 2025, at 1:00 PM (Kevin Plockmeyer indicated he would intend for the Commission to meet on March 19, 2025, if possible. After the Commissions review, the project/bid would then go to City Council for final review and approval at their first meeting in April 2025). Kevin Plockmeyer reported that the cost quote at this time is around \$1.45 million (this includes a 10% contingency. The city has \$1.7 million budgeted for the project).

### Other Items

#### Burial Report: From the packet – Since January 10, 2025:

- Burials – 3 at Lincoln (2 resident /1 non-resident) / 1 at Felch (1resident /0 non-resident)
- Sales – 0 at Lincoln (0 resident /0 non-resident) / 2 at Felch (0 resident /2 non-resident)
- Transfers – 2
- Sale Back to City – 0

**Budget Items:** Kevin Plockmeyer provided a brief synopsis of budget items pertaining to Cemetery/Parks for consideration in the upcoming fiscal year – picnic table refresh (switching out the green for black tables); Vande Luyster Gazebo improvements (Commissioner Thom Parker asked what kind of designs are available. Melinda Whitten said that there are prefab structures that allow for decorative options, lighting, etc.); and Huizenga Park pickleball court lighting.

**Cemetery-Parks Commission Meeting**  
City Hall, 2<sup>nd</sup> Floor Council Chambers  
21 South Elm Street  
Zeeland, Michigan 49464

---

Page 2 of 2

**Public Commentary:** Glenn Kass, City Councilman, 210 W. McKinley, was at the meeting to thank the Commissioners for all they do and to let them know that what they do is appreciated. The city doesn't operate without people like them (who are willing to give their time, energy, effort, expertise, knowledge, etc.).

The meeting was adjourned at 5:35 PM.

**NEXT MEETING:** Next regularly scheduled meeting is Wednesday, March 12, 2025, at 5:00 PM.

RECORDED BY:

---

Susan Moore, Administrative Assistant

DRAFT