

**ZEELAND CITY COUNCIL**  
**Monday, February 6, 2023**  
**Zeeland City Hall**  
**6:00 p.m.**  
**AGENDA**  
**WORKSTUDY**

**DISCUSSION ITEMS:**

1. Issue Media Group Contract Renewal
2. City Council Action Step List
3. 2022 Performance Incentive Award
4. Main Avenue Bid Award
5. Huizenga Park Bid Award
6. Felch Street Cemetery/Alice Avenue Tree Bid Award
7. Cemetery/Parks Appointment
8. Gentex Act 198 Exemption Certificate

**UPCOMING BUSINESS:**

**OLD BUSINESS:**

Vacancies on Boards/Commissions:  
Board of Construction Appeals (1)  
Nominating Commission (5)

**ANNOUNCEMENTS:**



## ZEELAND CITY COUNCIL MEETING

February 6, 2023

7:00 p.m.

Council Chambers Zeeland City Hall

### **CALL TO ORDER:**

Invocation – Mayor Kevin Klynstra  
Pledge of Allegiance to the Flag  
Excuse absent members (by motion and reason)  
Approve additions/deletions to the Agenda  
Consent Agenda (page 2)  
Public Comment/Visitors  
Communications  
City Manager's Report

**PUBLIC HEARING 7:10 P.M. – Gentex Corporation Act 198 Exemption Certificate**

### **ACTION ITEMS:**

1. Gentex Act 198 Exemption Certificate
2. Issue Media Group Contract Renewal
3. 2022 Performance Incentive Award
4. Main Avenue Bid Award
5. Huizenga Park Bid Award
6. Felch Street Cemetery/Alice Avenue Tree Bid Award
7. Cemetery/ Parks Appointment

### **REPORTS FROM CITY COUNCIL MEMBERS**

### **ANNOUNCEMENTS:**

## **CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a council member, a member of the administrative staff or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately in its normal sequence on the regular agenda.

1. Approve minutes of the regular meeting of January 17, 2023.
2. Approve minutes of the Work Study meeting of January 17, 2023.
3. Approve minutes of the Goal Setting Sessions of January 23 and January 25, 2023.
4. Receive for information minutes of the January 5, 2023 Planning Commission meeting.

Council Meeting  
Common Council  
January 17, 2023

The regular meeting of the Common Council was held at the Zeeland City Hall, 21 S. Elm Street, Zeeland MI on Tuesday, January 17, 2023. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council members – None

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

The invocation was offered by Pastor Trent Walker, Community Reformed Church.

23.006 Approve Consent Agenda

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to approve the Consent Agenda as presented.

1. Approve minutes of the regular meeting of January 3, 2023.
2. Approve minutes of the Work Study meeting of January 3, 2023.
3. Receive for information minutes of the December 1, 2022 Planning Commission.
4. Receive for information minutes of the January 10, 2023 BPW Commissioners Meeting.
5. Ratify BPW Action #23.001, Approve Cash Disbursements and Regular Monthly Transfers.
6. Ratify BPW Action #23.003, Power Plant Unit #10 Engine Malfunction and Repair Recommendation

Roll call.

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

No Votes: None

Absent: None

***Communications/Visitors***

There were no visitors/communications this evening.

***City Manager's Report***

Main Avenue

The city held the pre-bid meeting for our Main Avenue snowmelt and street enhancement project. It was mandatory for interested bidders to be at the meeting if they want to submit a bid. We had good interest in the project as a handful of bidders were in attendance.

Plainfield and Plainfield Court

We've been informed that the contractor would like to start on this project as soon as mid-March (weather dependent). To accommodate this possibility, they will have to move some equipment into the project area prior to the enactment of frost laws on county roads. Kevin will provide more information on this potential schedule during Tuesday's work/study session.

Economic Forecast

This past Tuesday I was able to attend the Chamber's economic forecast for 2023. In spite of inflation and a continued shortage of labor, Dr. Paul Isely of GVSU believes the Holland/Zeeland area will fair better than the rest of the country.

### Lunar New Year at Howard Miller Library

At last week's staff meeting, Amanda was sharing the library's participation with Zeeland Christian School around the Lunar New Year. Amanda shared a summary of the happenings, which are: 1/19 @ 10am: Preschool Storytime special presentation: This special edition of the Library's regularly scheduled Preschool Storytime will feature middle school students in the Mandarin immersion program at Zeeland Christian School presenting stories, songs and crafts in Mandarin. Participants will be exposed to the unique beauty and style of the Chinese culture and language through this engaging and fun filled family program. On 1/21 @ 10am to 12pm: Lunar New Year Celebration presented by Zeeland Christian School and the Howard Miller Library. The Lunar New Year is a celebration of the arrival of Spring in many far eastern cultures including China, Vietnam, and South Korea.

Traditional celebrations are marked with festive decorations, activities and food to bring good luck and fortune for the new year. If you are interested, you can join the festivities at the Lester Hoogland Banquet Room to learn more and experience the rich traditions of this celebration. Drop in any time and visit the different activity stations and join them for a Lunar New Year storytime presented by library staff (in English) at various times throughout the morning.

### ODC, Project Clarity and Mac Greenway

This week we received a 4th quarter update from the Outdoor Discovery Center, and 2022 reports from Project Clarity and Macatawa Greenway. Those informational pieces were included in the Council Packet.

### 23.007 Resolution to Amend the MPPA Hart Solar Purchase Power Agreement

Motion was made by Councilmember Gruppen and seconded by Councilmember Timmer to approve the Amendment to the MPPA Hart Solar Purchase Power Agreement as presented and approve the BPW General Manager as the "Authorized Representative" to commit to these revised terms, subject to sufficient MPPA member participation.

Roll call.

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

No Votes: None

Absent: None

### 23.008 Reestablishment of Library Page Position

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to approve the reallocation of work hours to create a part-time Library Page position for 6 hours/week for the remainder of FY 2022-23.

Roll call.

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

No Votes: None

Absent: None

Mayor Klynstra announced he was voted in on Monday as the Chairman for the Airport Authority.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting at 7:24 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

Tuesday, January 17, 2023

6:00 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, Library/Community Center Director Hanson, BPW General Manager Boatright, Electric Power Supply & Market Operations Manager Mulder and City Clerk Holmes

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

***Resolution to Amend the MPPA Hart Solar Purchase Power Agreement***

BPW Electric Power Supply & Market Operations Manager Mulder explained in June of 2021, a recommendation to participate in a twenty (20) year power purchase agreement (PPA) for renewable solar energy through the Michigan Public Power Agency (MPPA) was presented and subsequently approved by the BPW Board and City Council. The BPW's allocation is 11.2% of MPPA's portion of the project, resulting in an installed capacity of approximately 5.6 MW. The facility will be constructed in Oceana County, and its Commercial Operating Date (COD) was scheduled for the fourth quarter of 2023.

Like other utility scale solar projects, supply chain disruptions and increased costs due to materials and international trade tariffs have impacted the project. Because the project developer, Hart Solar Partners LLC, and the members of MPPA are mutually desirous of completing the project, an amendment to the PPA was recently negotiated to resolve potential disputes; these include a delayed COD and a new Contract Rate. The general terms of the amendment and revisions to the PPA are outlined below:

Hart Solar Partners, LLC – PPA Amendment Summary

- Product: Energy, capacity, environmental attributes, and reactive power services - No Change
- Contract Term: 20-Years from COD - No Change
- Commercial Operating Date (COD): No later than December 1, 2025 (Extended from Q4, 2023)
- Contract Rate: 15.2% increase
- Projected Total Increase in BPW's Contract Cost over the 20-Year Term
  - o Increased Gross Contract Cost: \$1,407,403.00 (increase of \$6.40/MWh)
  - o Increased Net Present Value Cost: \$985,622.00 (increase of \$4.48/MWh, 4% discount rate)

Based on current market opportunities for similar projects, the economics and schedule of this project remain attractive, and replacement would neither reduce forecasted power portfolio cost nor risk.

At the December 14, 2022 meeting of the MPPA Board of Commissioner's (BOC), the BOC passed a resolution approving the Amendment to the Hart Solar Partners PPA as outlined above, contingent upon member approval. Because the terms of the agreement have substantively changed under this amendment, staff again requests approval to participate in this project per the revised terms. The total forecasted financial commitment over the twenty (20) year contract term is \$10,665,477.00.

In accordance with the BPW Energy Risk Management Policy, transaction terms greater than five years require approval from the BPW Board and City Council. Staff recommends that this Amendment be accepted as presented, and requests approval for the BPW General Manager as the "Authorized Representative" under the MPPA Energy Services Project Agreement to commit to these revised terms, subject to approval by City Council and sufficient MPPA member participation. Commitment from MPPA members is required by January 31, 2023, for the project to proceed.

### ***Reestablishment of Library Page Position***

Library/Community Center Director Hanson explained her observations and recommendations regarding the current staffing at the Howard Miller Library. The current structure was instituted in early 2021 consolidating library positions and duties into the Librarian I and Librarian II titled positions. The arguments for making this staff structure change were based on establishing appropriate and competitive wage scales which accurately compensate staff for the expanded duties being performed and responsibilities being given to employees.

Her observations of how this structure has affected the efficiency and productivity of library staff are as follows:

- All staff are expected to know all aspects of the library's operations – this is unrealistic in practice and does not set up individuals for success to accomplish their area-specific duties;
- Staff doesn't have time to devote to professional training to improve their skills and maintain currency in changing best practices in public library operations;
- Quality and accuracy have been sacrificed in to order to accomplish routine tasks quickly to enable staff to complete all duties expected of them.

Hanson proposes to reinstate the position of Library Page for the remainder of FY 2022-23 and this position will be included in the budget submission for FY 2023-24. Please note, for the remainder of this fiscal year there will not be a budget implication to enact this change. Existing personnel hours will be reallocated from staff who are reducing their weekly work hours as of January 1, 2023. This change is proposed so that the library can continue to provide excellent service in all areas and avoid staff fatigue and frustration.

1. Immediate staffing solution during FY 2022-23: Hire a Library Page (shelver) position whose duties are focused on the physical maintenance of the building and collection.

Reallocate existing unused staffing hours to the reinstated Library Page position and hire a dedicated Library Page or shelver. 2 staff members have reduced their weekly hours by a total of 7 man-hours as of January 1, 2023 (weekend hours were not affected). I value the contributions of the staff needing to reduce their time worked and prefer to work with this reduction of their hours by supplementing our staff with the reinstated part-time Library Page position. The Library Page position will work 6 hours/week solely on the physical maintenance responsibilities for the library's daily operations to run efficiently. This will allow other staff to focus on customer interactions, programming responsibilities and collection development issues. No weekend hours will be worked by the Library Page for the remainder of FY 2022-23.

2. Long-term staffing solution for FY 2023-24: Increase the part-time hours for the Library Page position to an average of 11 hours/week which will include working one weekend shift per month. I am including this reinstated part-time position in my FY 2023-24 staffing hours budget proposal.

The position of Library Page is a part-time position which is responsible for checking in materials, sorting returned items, reshelving items, and keeping the physical collection neat and orderly for easier access by patrons and staff. Having a dedicated staff member assigned to these tasks allows staff in the more demanding roles of Librarian I and II to devote their time and energy into improving customer service through increased programming and focused collection development efforts. Library Page staff become experts in shelving and shelf reading to ensure accuracy when placing items where they belong on library shelves. This benefits all staff and patrons in finding library items quickly and easily and helps create a clean and inviting space for everyone to enjoy. The proposed Library Page job description was included in the Council Packet.

The proposed salary structure for the reinstated part-time Library Page position:

- 6 hours/week, to increase on July 1, 2023 to 11 hours/week including one weekend shift per month.
- Salary range using the 30% wage spread allotted for Assistance and Support Roles in the 2022 Wage Study:

\$10.10 – minimum wage for MI as of 1/1/2023\*

\$11.90 – midpoint

\$13.69 – maximum

Annual salary = \$5,494.40 – \$7,447.36 (at 11 hours/week)

*\* Please note: The current minimum wage rate is under court review and may increase to \$13.10 in February 2023. If this occurs, the above wage scale will be adjusted accordingly. This suggested salary range is derived from reviewing the salaries reported for this position by other Michigan libraries. Ideally, staff already in the 6 hours/week part-time Library Page position will simply increase their hours to fill the 11 hours/week at the beginning of the new fiscal year.*

### ***Planning Commission CIP & Goal Setting Process***

In the Council Packet, the adopted 2023 CIP list from the Planning Commission was included to be reviewed at tonight's meeting. This is an item that we will include in the upcoming goal setting session with City Council, but given we have a "light" agenda, we thought it would be beneficial to spend some time reviewing the list prior to goal setting.

Additionally, I would like to verbally describe the process we plan to use for this year's goal setting sessions. Like years' past, the first evening will be largely informational as we cover our progress on the 2022 Strategic Action Plan and then review department updates for 2023. The second evening we will develop the framework for the 2023 Strategic Action Plan.

The process for developing the framework for 2023 will seem similar to years past where you will individually (prior to the session) develop a list of ideas to help achieve each commitment to Feel the Zeel. We will then progressively combine into larger groups to share our respective ideas and generate a collaborative list. The primary difference this year, will be that rather than reducing our top five (for example) initiatives to achieve each commitment through "negotiations", we will progressively combine our lists so that all ideas are shared with the entire group. We will then vote on the top initiatives for each commitment toward the end of the session so we have a manageable list for 2023.

### ***Sunday Alcohol Sales Discussion***

During last year's Alcohol Review Committee meetings, it was brought to our attention that in 2023, Christmas Eve and New Year's Eve will be on a Sunday. According to one of our SDD (off-premise) license holders, these are some of their biggest sales days. They thus questioned if the city would allow sales on these days, despite the Sunday sales prohibition in the ordinance.

City Council directed staff to check with the Michigan Licensing and Regulatory Affairs (LARA) Division on the possibility of a special exception to allow Sunday sales for Christmas Eve and New Year's Eve in 2023. Their response was "no, you cannot grant an exception; it must be legalized for all Sundays or none."

Klunder would like some direction from City Council on if removing the ban on Sunday sales is something City Council would like to pursue or not, as we have been asked by the business owner the status of their request.

Mayor Klynstra feels we need to look at Sunday sales again. If we want to attract new restaurants, this may be needed. Councilmember Lam stated we need to leave it as is for this request and agreed we need to look at this



for the future of new restaurants. Mayor ProTem Gruppen still feels strongly that when we first brought up alcohol sales in Zeeland, we promised we wouldn't allow sales on Sunday.

It was agreed that Zeeland has had very few issues with serving alcohol and that things have changed in the business-world since it was first approved. Councilmember VanDorp thinks we should have a Public Hearing to see what the community thinks.

### ***Centennial Pilot Traffic Study Update***

At the last Council meeting, City Council approved a proposal to conduct a pilot program for the possible conversion of Centennial from one-way operation between Main and Central to two-way operation. This past Tuesday, staff met with Pete LaMourie from Progressive AE to discuss how we would approach this pilot program and its coordination with the construction that will be taking place on Main Avenue during the summer. The following is a summary of this meeting:

- On February 27, Centennial will be converted from one-way traffic to two-way traffic.

Prior to this conversion, our street department will be working to gather and install the appropriate signage to accommodate this conversion. In addition to making preparations for the conversion, will we be sending communication to the residents in the vicinity of the impacted street to alert them of this pilot program. Progressive AE is currently working on composing this letter.

- The Pilot Program will last for approximately two months to three months.

The goal of the pilot program is to determine if the adverse effects of this conversion outweigh the positive effects of this possible conversion. During this pilot, Progressive will monitor traffic counts and overall traffic movements particularly during school drop off and pickup times. Our goal was to monitor these movements while school was in session prior to the start of the Main Avenue construction project.

- Two-way operation will remain in effect during the Main Avenue construction project.

Due to the anticipated impact on traffic, two-way operation on Centennial will be necessary while construction activities are occurring on the block from Centennial to Maple. To prevent confusion to motorists, two-way operation on Centennial will remain in effect after the pilot program until Main Avenue is fully open to traffic which we would expect to be near the beginning of the school at the end of August.

- Prior to making a final decision on the flow of traffic, a Public Hearing will be held.

After conclusion of the pilot program, Progressive AE will report their recommendations to City Council. In coordination with this presentation from Progressive, we will hold a Public Hearing to gauge public input prior to making a final decision.

The Work Study adjourned at 6:55 p.m.

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Pamela Holmes, City Clerk

MEMORANDUM OF GOAL SETTING SESSION  
Howard Miller Library/Community Center  
14 S. Church St., Zeeland MI  
Monday, January 23, 2023 and Wednesday, January 25, 2023  
5:30 P.M.

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

ABSENT: Council members – None

Staff present: City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Fire-Rescue Chief Tibbets, Police Chief Jungel, Marketing Director deRoo, Community Development Director Maday, Clean Water Plant Superintendent Engelsman, Library/Community Center Director Hanson, IT Director Maloney, ZBPW General Manager Boatright, City Clerk Holmes

**Monday, January 23, 2023**

City Manager Klunder called the meeting to order at 5:30 p.m. Opening comments were made by Klunder and Mayor Klynstra.

Klunder provided a review of the 2022 Strategic Action Plan Scorecard Assessment. Staff earned 80 points on the 2022 Strategic Action Plan Scorecard.

Each department gave a presentation on the goals accomplished in 2022 and what goals they will be focusing their efforts on in 2023.

The meeting adjourned at 8:45 p.m.

**Wednesday, January 25, 2023**

City Manager Klunder called the meeting to order at 5:30 p.m.

Klunder reviewed the Vision Statement, the seven Commitments (Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic Community Development; Infrastructure and City Services; Culture, Parks & Recreation; Financial Sustainability; and Organizational Culture) and Core Values of the City.

Our current Core Values are: Service, Accountable, Intentional and Excellence. The DEI Workgroup suggested the City consider adding Equity as a Core City Value. The group had a discussion around the core values and whether or not to add Equity or is it enough having in our current existing Organizational Culture Commitment.

The group broke into small groups and developed a list of action steps for each Commitment. Once the action steps were identified, the process of ranking the new action steps began. The group then voted on the actions steps with the results as follows:

<b>Vibrant Downtown</b>		
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>
Downtown Sound System	9	Yes
More Restaurants	8	Yes
Downtown Building Repair Grant	8	Yes
135/137 Downtown Passageway Development	8	Yes
Continue/Expand Music on Main	8	Yes
Redevelopment of 3 East Main	7	Yes
First Right of Refusal Property List	6	Yes
Downtown Hotel	6	Yes
Listening tour w/ large parcel owners	5	Maybe
Parking Structure	5	No
Huntington/Pizza Hut Parking Lots	5	Maybe
Downtown Signage on BL196	5	Maybe
Consider Sunday Alcohol Sales	5	Yes
Ground Floor Residential Decision	5	Yes
City Owned Business Incubator	4	Yes
Complete Streetscape/Snowmelt	4	Yes
Parking Study Recommendations Decision	3	Maybe
Install Downtown Greenspace	2	No
Higher Quality Outdoor Furniture	1	No
Plan for increased snowmelt capacity	1	No
Increase Public Parking Communications	0	No

<b>Strong, Safe and Connected Neighborhoods</b>		
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>
BL 196 Crossing	10	Yes
Broadband Decision	9	Yes
Encourage Block Parties	6	Yes
Complete Sidewalk Gaps	5	Yes
Continue Relationship with Neighborhood Connections	4	Maybe
Housing Option Evaluations (ADUs)	3	No
Enhance State/BL 196 Gateway	3	No
Non-Motorized Plan Policy Decisions/Implementation	3	No
BL 196 Beautification Plan Implementation	2	No

### Economic and Community Development

Description	Votes	Action Plan
Support Sligh Block Development	10	Yes
Workgroup w/ Large Employers for employee attraction/retention	7	Yes
Smart Tech Applications (City of Zeeland Application)	6	Yes
RRC Policy Decisions	5	Yes
City Council Meetings on Youtube	4	Maybe
Start Building Up (More Stories)	4	Maybe
Public Engagement Strategy	3	No
Invest Substantial Money in Affordable Housing Partnerships	2	No
Encourage Rain Gardens	2	No
Continue/Increase Lakeshore Advantage Support	1	No

### Infrastructure and City Services

Description	Votes	Action Plan
Police Department Alternate Exit	9	Yes
Underground State Street Power Lines	8	Yes
Fire Service Delivery	8	Yes
Facility Space Needs Analysis	6	Yes
Award Full-Bid for Main Avenue	5	Yes
Bike Path/Road Maintenance (Mill and Resurface)	4	Maybe
On-Line Service Improvements (Payments/Permitting)	4	Maybe
Single Trash Hauler	3	No
Roundabout at Fairview/Main with Enhanced Pedestrian Crossings	2	No
Full-Time Communication Staff including oversight of digital media	2	No
Utility Allocation Study and Policy	2	No
Improve Visibility of State/BL-196 Traffic Signal	1	No
Use drones for data collection	1	No
Ensure Conduits on Snowmelt Project	1	No

<b>Culture, Parks, and Recreation</b>		
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>
New Recreation Center	10	Yes
Implement Parks Master Plan	9	Yes
Real Ice Rick	5	Yes
Improve Parks Bathrooms	5	Yes
Felch Street Cemetery Building	5	Yes
Placement of Dog Waste Receptacles along Streets	4	Maybe
Parks Usage Study	4	Maybe
Improve Library Ambiance	4	Maybe
Civic Center Development	2	Maybe
Strengthen Ties to Historical Society	2	No
Partnership with Wreaths of Honor	2	No
Install Permanent Story Walk	2	No
Water Bottle Filling Stations on Pathways	1	No

<b>Financial Sustainability</b>		
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>
Continue to be Fiscally Responsible	9	Yes
Facilities Audit (25 replacement schedule)	8	Yes
Sustainable Snowmelt Funding Mechanism	3	Yes
Study a dedicated road millage	2	No
Study a City Income Tax	2	No
Increased Defined Contribution for Employees	2	No
Ensure Large projects have ROI	1	No
Review Millage to ensure meets expenses	0	No
Downtown Maintenance Special Assessment Decision	0	No

<b>Organizational Culture</b>		
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>
Encourage and Develop New Citizen Leadership	8	Yes
Legal Succession Plan and Capacity Evaluation	8	Yes
Department Succession Planning	7	Yes
Support DEI Workgroup Initiatives	6	Yes
Collaborate more with City and BPW	6	Yes
Employee Mentorship Program	6	Yes
Leadership Training and Development	5	Yes
Expand Safety Training	1	No
Team instead of Staff	1	No
Support Employee Elevation	1	No
Team Building within Departments	1	No
Implement Wage and Benefit Study	0	No
Negotiate CWP Employee Union Contract	0	No

City Council will spend upcoming work/study sessions narrowing the list of action steps to include in the 2023 Strategic Action Plan.

The meeting adjourned at 9:00 p.m.

A handwritten signature in blue ink that reads "Pamela Holmes". The signature is written in a cursive, flowing style.

Pamela Holmes, City Clerk



**CITY OF ZEELAND  
PLANNING COMMISSION MEETING MINUTES  
CITY HALL – 21 SOUTH ELM STREET  
JANUARY 5, 2023  
5:45PM**

-5:46PM – Vice Chairman Klompmaker called the meeting to order and requested a roll call.

Present: Commissioners Doug Barese, Bob Blanton, Glenn Kass, Dan Klompmaker, Tim Klunder, and Kevin Klynstra

Absent: Commissioners Amanda Cooper, Bill Elhart, and Rebecca Perkins

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Recording Secretary Amy LeVesque

-Moved by Barese to excuse absent members since they had given prior notice that they would be unable to attend this meeting. Supported by Kass. All voted aye.

-Moved by Barese to approve the minutes of the December 1, 2022 Planning Commission meeting. Supported by Kass. All voted aye.

Zeeland Charter Township – 3251 88<sup>th</sup> Ave – Special Land Use Notice

Maday noted a Special Land Use notice had been received from Zeeland Township regarding a new indoor recycling center at 3251 88<sup>th</sup> Ave, just north of Riley Ave. He explained Staff has no comment and the notice was included in Commissioners' meeting packet for information.

2023 Capital Improvement Projects (CIP) Final Ranked List Draft

Maday reviewed the development of the 2023 CIP list draft, noting Commissioners reviewed the 2022 CIP list in October, had a bus tour of public improvement sites in November, submitted then discussed ideas in December, then turned in individual ranked lists. He stated a final compiled draft ranked list, using median and average rankings, was in the meeting packet. He asked if Commissioners would like to make changes and approve an amended CIP list or approve the list as is.

Klunder commented regarding item #22, there is a restrictive covenant not permitting housing on the Admiral gas station property at 4 W Main Ave due to an underground storage tank.

Kass noted a downtown hotel had been on past CIP lists but was not on this year's list. Maday explained Commissioners had put together a fresh list this year and noted items could be added to the list by motion.

Klunder stated he supports adding downtown hotel to the list, since it is part of the Downtown Vision Plan.

**Motion 2023.01**

**Moved by Kass to approve the 2023 Capital Improvement Projects Recommendations list with the addition of an item regarding a downtown hotel at number 35.**

**Supported by: Barese**

**Roll Call Vote on Motion 2023.01**

**Ayes: Barese, Blanton, Kass, Klompmaker, Klunder, and Klynstra**

**Nays: None**

**Absent: Cooper, Elhart, and Perkins**

**Motion Passes**

**Draft Zoning Ordinance Amendments - Sec 4.140 Chickens & Sec 4.141 Bees -Public Hearing**

-5:58PM Vice Chairman Klompmaker opened the public hearing, and noted the purpose was to gather public comments and that no vote would be taken this evening.

Maday explained for the past year the Commission has been considering keeping of chickens and bees in residential zones and has reviewed other communities' regulations. He stated Commissioners have discussed draft text for ordinance amendments to determine if the keeping of chickens and bees on residential property is appropriate and if so, are proposed regulations adequate. He stated after gathering public comments, Commissioners could discuss whether to pursue permitting keeping of chickens and bees and if so, decide if ordinance language is adequate for regulation.

Mark Timmer of 572 W Alice Ave submitted a handout "New York City Health Code Article 161: Animals" containing information on keeping of bees in that city. He explained his son lives there, keeps bees, and is only required to register and follow normal beekeeping practices. He commented there is not enough space in New York City to keep hives 25 feet from a neighbor. He suggested beekeeping could be regulated the same way in Zeeland and asked why restrictions are needed. He commented his son lives in Chelsea, which is densely populated, says the system works flawlessly, nuisance situations are the only issue, there is a registration form for beekeeping online and also a map showing registered locations of hives. He commented he's interested in beekeeping in Zeeland but if he has to get a permit, he may choose not to.

Klynstra asked about complaints from neighbors. Timmer stated his son has not received complaints and the bees do not bother anyone.

Klompmaker commented oversight for bees may not be needed and just responding to issues may be adequate, but oversight for chickens may be needed.

Kass asked how draft text compares to other communities' ordinances. Maday explained most communities in West Michigan allow chickens and bees, including Grand Rapids, Grand Haven, and City of Holland. He explained draft text is similar with setbacks adjusted due to small City lots but unique in Planning Commission involvement of a public hearing and response to issues.

Klynstra asked about permit fees in neighboring jurisdictions. Maday stated he did not have fee information, but would get it. He commented the \$350 Planning Commission fee would be cost prohibitive, but Commissioners could give direction to Council for a reduced fee. He commented he does not wish to regulate chickens and bees out by the cost being too high.

Klynstra asked about reduced Zoning Board of Appeals(ZBA) fees for residential applications. Maday explained residential ZBA applications are \$250, reduced from \$350. Klynstra commented the cost is high for just 4 chickens, but understands fees cover public hearing costs.

Blanton commented costs for hives and chickens would be doubled by adding these fees.

Barese asked if any new chickens or bees communications had been received in the past couple of months. Maday stated there had not been any new responses, noting a public hearing notice had run in *The Zeeland Record* and offered to look into ideas on generating public comments.



Blanton commented he expects a small, manageable number of applicants. He stated he would like to hear from residents who would like to keep chickens and/or bees, but that not hearing from residents is also meaningful.

Maday commented that if an ordinance was adopted, the Commission could consider changes to it in the future.

Klunder commented he supports keeping chickens and bees, stating the Commission has gotten this far and there is no big reason not to try. He added he does not expect a lot of applications and supports a lower fee. He stated neighbors should be notified and he would like Staff to approve applications without Commission involvement. He commented he does not want to push or stand in the way.

Klynstra agreed neighbors should be notified, commenting the cheaper and simpler the process, the better. He stated he supports allowing chickens and bees, with setbacks.

Donkersloot asked what would happen if neighbors did not wish to allow chickens or bees. He commented some people are allergic to bees, and bees can be annoying to people eating outdoors on patios. He suggested a permit for a limited time, noted restrictions can be loosened if there are no issues and he does not want to see conflict between neighbors.

Blanton commented having an applicant ask their neighbors' permission might create issues. He noted homeowners are not required to ask neighbors before getting a dog.

Klompmaker commented it is the nature of Zeeland to have good relationships between neighbors and believes neighbors could have discussions. He stated costs of a Commission application plus cost of a coop or bee hive could total \$1,000 which could prevent residents from applying, and he also does not wish for requirements to be onerous. He expressed concern about the Commission becoming a judicial body, as stated in draft text. He stated he supports chickens and bees with some restrictions.

Barense commented the number of applications per month could be limited. Donkersloot commented limiting applications would be unusual, but could be considered. He commented fees cover costs for a public hearing and the City does not subsidize the process if someone or a business decides they wish to do something.

Barense suggested eliminating the public hearing or reducing the cost to applicants. Maday suggested Staff gathering applications into a group before presenting them to the Commission.

-6:17PM Moved by Barense to close the public hearing. Supported by Kass. All voted aye.

#### Accessory Dwelling Units (ADU's) Review

Maday noted City Planning Consultant Paul LeBlanc will present draft zoning ordinance text on Accessory Dwelling Units (ADU's) at the February 2, 2022 Commission meeting for discussion. He explained some ADU ordinances are narrow, some are wider and public engagement is sought.

Klompmaker asked if the public notice procedure for bees, chickens and ADU's is adequate. Maday explained notices are published in *The Zeeland Record*, and posted on the City website, and on a notice board at City Hall. Klompmaker commented people care, but are busy and maybe more effort is called for, suggesting Zeeland Informed on Facebook could be used. He commented the approach could be changed on larger issues.

Kass commented Council has done community surveys, and stated it's difficult to find a balance.

Klynstra stated he has discussed chickens and bees on his mayor's radio show on WHCT.

Donkersloot noted the Zeeland Board of Public Works is able to mail flyers along with bills, and has a policy on flyer content.

Barense suggested allowing residents to sign up online to receive email notifications similar to contractor sign up for notification of bids.

#### Election of Officers

Donkersloot conducted the election of officers for 2023 with results as follows: Chairman Bill Elhart, Vice-Chair Dan Klompmaker, Secretary Robert Blanton, and Site Plan Review Committee Alternate Amanda Cooper.

#### Planning Commission Budget

Maday noted he'll be submitting an annual budget request for Planning Commission and asked for comments. No comments were made by Commissioners.

-6:28PM moved by Barense to adjourn. Supported by Kass. All voted aye.

Submitted by,



Amy LeVesque  
Recording Secretary



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CITY COUNCIL MEMORANDUM

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TO: Mayor Klynstra and City Councilmembers

FROM: Kevin Plockmeyer, Assistant City Manager

SUBJECT: Assistant City Manager's Report

DATE: February 4, 2023

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Planning Commission Meeting – At their meeting on February 2<sup>nd</sup>, the Planning Commission continued to discuss the keeping of chickens and bees in the City, and the draft text that would permit and regulate those activities. Following their discussion, the Commission acted to amend the draft text to make the permit application review and complaint processes a function of staff, rather than the Planning Commission, and directed staff to prepare a resolution formally recommending to City Council that the Zoning Ordinance be amended to allow the keeping of chickens and bees in the City. This resolution will come before them at their March regular meeting. The Planning Commission also continued to discuss the concept of accessory dwelling units on single-family residential property. They requested additional information from staff and will continue to discuss this item at their next meeting.

Centennial Two-Way Conversion Pilot Study – Letters went out to residents in the vicinity of Centennial between Main and Central alerting them of the upcoming pilot study. Attached to this memo is a copy of the letter that was sent to residents for City Council's reference.

Parks and Cemetery Commission Meeting – On Wednesday evening, the Cemetery and Parks Commission will hold their monthly meeting after taking two months off. Items on their agenda include a status update on the Felch Street Cemetery Building, Huizenga Park pickleball court surface discussion, and Fiscal Year 2024 budget considerations.

Microsoft Office 365 Migration - The Office 365 migration process is nearing completion. This migration has provided the City of Zeeland and Zeeland BPW new features that can improve the way we communicate and share information. One possible improvement would be the use of Teams to communicate and share files. This would eliminate the need for drop box and keep all information within our City of Zeeland and Zeeland BPW infrastructure. We would like to implement Teams as a replacement to DropBox in February 2023.

FEEL THE ZEEL



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One additional change that will be introduced in February is the implementation of multi-factor authentication. Our insurance underwriter requires all services hosted outside of City of Zeeland and Zeeland BPW to be protected by multi-factor authentication. This is a similar requirement which many financial, healthcare and tax companies already enforce.

We will provide more information about the Teams and multi-factor authentication implementation in the coming weeks.

135/137 E. Main – We are continuing to work through a development agreement with the developer and are making very good progress. We hope to have this agreement to City Council for your approval in the very near future.

Fiscal Year 2023-2024 Budgets – As staff we are in the middle of budget preparations for Fiscal Year 2023-2024. Over the next two weeks a vast majority of the budget will be “finalized” before it is presented to Council. Much like in years past, please set aside the evenings of March 27, 28, and 29 (if necessary) for our annual budget review.

Have a great weekend. If something comes up over the weekend that needs attention, please do not hesitate to contact me, [kplockmeyer@cityofzeeland.com](mailto:kplockmeyer@cityofzeeland.com) or 616-368-7370.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



January 31, 2023

Dear Property Owner,

The City of Zeeland will be completing a pilot program that will convert Centennial Street to two-way traffic between Central Avenue and Main Avenue. This pilot program will begin February 27, 2023 and while the actual study is projected to run through April or early May, the two-way traffic roadway conversion will remain in place throughout the summer, until approximately the beginning of the school year (early September 2023) in order to provide accessibility benefits during the road closures associated with the Main Avenue construction project. The city will be testing the two-way conversion for the following benefits:

- Improved connectivity within the city street grid system;
- Reduce vehicle speeds on this section of Centennial;
- Create a safer environment for pedestrians and cyclists;
- Provide shorter, more direct routes for residents and emergency service vehicles;
- Eliminate a non-standard street operation within a residential area (one-way streets are common in commercial areas, not residential areas)

Please note that on-street parallel parking will be retained along the west side of Centennial Street. The only restriction will be no parking from 2:00 pm to 3:00 pm on school weekdays between Cherry Avenue and Main Avenue to help accommodate school bus operations.

As part of the program, the city will be removing and/or installing appropriate traffic control signs and pavement markings. Updates on the program's progress will be provided on the City's website.

The National Association of City Officials (NACTO) and other current community street design source documentation confirm that many communities are focusing on slower speeds and walkable streets, particularly in residential areas. As such, the 20-22 foot cross section on Centennial Street is considered wide enough to safely accommodate both two-way traffic and parking on one side. There are several city streets, including Centennial south of Central Avenue, that currently operate well with the narrow cross section.

Finally, in order to assist the City in making a decision on permanently converting Centennial to a two-way street, a public hearing will be held after the conclusion of the pilot study and you will receive notification of that hearing once the date is determined. If you have any questions or concerns about the pilot program, please contact the City Services & Infrastructure Department at 616-772-0870.

Sincerely,

Kevin Plockmeyer, Assistant City Manager of Infrastructure/City Services and Finance



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CITY COUNCIL MEMORANDUM

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TO: Kevin Klynstra and Zeeland City Council Members  
CC: Kevin Plockmeyer, Assistant City Manager  
FROM: Abby deRoo, City Marketing Director  
SUBJECT: Issue Media Group Partnership Renewal  
DATE: February 2, 2023

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In 2020, the City of Zeeland entered into a partnership with Issue Media Group to help form a regional digital publication called The Lakeshore West Michigan. The Lakeshore WM is a digital tool that tells the story of growth: economic development, jobs, entrepreneurship, housing, education, health, transportation, placemaking, environment and arts & culture. Supporting and encouraging the impact that each partner is having on the region, as a whole. The Lakeshore WM has a website, Facebook page and is updated weekly and shared via email distribution.

<https://www.secondwavemedia.com/lakeshore/>

The focus of the IMG partnership is regional collaboration. The City of Zeeland has a legacy of collaboration, and this partnership is no different. We were successful in aligning ourselves with other strong partners along the lakeshore to create a tool that builds momentum for the entire region. Through The Lakeshore WM, we are helping to strengthen the region through positive communication telling stories of growth, and in doing so, all partners benefit.

The Issue Media Group model aligns funding partners to generate enough capital to hire local journalists to be eyes and ears in the community. IMG regularly hosts editorial advisory meetings for stakeholders, which we have attended (originally in person and now virtually). Issue Media Group is asking the City of Zeeland to consider renewing this annual partnership, as well as considering a two-year commitment.

**Recommendation:**

Staff recommends that Council approve a two-year partnership renewal with Issue Media Group in the amount of \$6,000 from the 2022-2023 budget and \$6,000 from the 2023-2024 budget. This renewal would come the Economic Development Contractual Services account 101.728.820.000.

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Abigail deRoo, City Marketing Director

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Kevin Plockmeyer, Assistant City Manager

## Issue Media Group Proposal for City of Zeeland

### Addressing Local News Decline

Because of the decade-long decline of local newspapers across the country, many communities are left with significantly diminished news coverage, creating neighborhood news deserts. As local news outlets struggle with shrinking capacity, these communities are receiving less coverage of critical issues like economic development and jobs, entrepreneurship, housing, education, health, transportation, placemaking, environment and arts and culture.

IMG approaches the issue of news deserts by asking the following questions:

How do communities support and amplify news coverage that increases community attachment to include topics that are crucial to informed decision-making?

How does this coverage specifically relate to the information needs of next-generation talent?

How do communities attract, engage, and retain talent while creating a narrative about talent, opportunities and transformation in the region?

How do communities lift up resident voices to increase awareness, understanding and investment in neighborhoods and high need communities across the region?

### Strategy

Issue Media Group (IMG) proposes weekly, editorially independent, solutions-oriented features and news stories about Ottawa County/The Lakeshore. Content will be published in IMG's Grand Rapids area publication, Rapid Growth, and will aim to increase attachment to place, support attraction and retention of talent and business in the region and increase resident voice. The stories will be written, photographed and filmed by journalists, photographers and filmmakers in the region.

IMG uses the principles of solutions journalism as the core of its editorial mission. This approach helps readers understand complex challenges in the community by focusing on the organizations, projects, programs and individuals working to improve

conditions and solve problems.

The organizations and individuals that IMG covers often see significant increased awareness and validation of their work and impact. The stories are often used as third-party validation and help to develop new partnerships and business, attract talent in addition to securing grant dollars with new funders including foundations and the public sector.

The work will be made possible with underwriting support from a coalition of local stakeholders anchored in the region. The coalition members will direct their financial support to increased coverage of critical issues facing the community. This is a sustainable journalism model that IMG has activated in over 25 regions during the past 12 years.

#### Community engagement is critical for better stories and greater impact

Community engagement is critical for impactful journalism and requires significant time sitting with, listening to and participating in community conversations. IMG regularly hosts editorial advisory meetings to bring stakeholders, businesses and residents together to brainstorm story ideas with the organizations and individuals closest to the work. IMG also ensures that journalists are attending community meetings and events to listen and develop trusted relationships with leaders and residents that shape the community's unique stories.

#### Content reuse

City of Zeeland will receive the ability to reuse IMG content on their websites, newsletter, social media and other online communications.

#### Local Editorial Advisories

IMG will invite City of Zeeland to local editorial advisory meetings to brainstorm story ideas for the publication. These meetings provide coalition members an opportunity to meet other important local community stakeholders and connect with IMG's local editorial team.

#### Branding & Advertising

IMG will collaborate with City of Zeeland to identify content areas within the publication that will be branded with the City of Zeeland and/or specific campaign ads.



Pricing

The program in Ottawa County/The Lakeshore will be funded by a coalition of partners. IMG is in conversations with the following organizations:

City of Zeeland  
Village of Spring Lake  
City of Holland  
City of Grand Haven  
Grand Haven Area Community Foundation  
Community Foundation for the Holland/Zeeland Area  
Housing Next  
Ottawa County  
Lakeshore Advantage  
Gentex  
Disability Network West Michigan  
The Chamber of Commerce for Grand Haven, Spring Lake and Ferrysburg

City of Zeeland	\$6,000 annually
Total for Two years	\$12,000

*\*\*This project and budget are designed for Ottawa County/The Lakeshore specifically*

Contract duration: 24 months beginning December 1, 2022

Payment terms: Payment due upon receipt of invoice.

No amendment, change or modification to this contract will be effective unless it is in writing and signed by both parties.

This contract contains the entire agreement between IMG and City of Zeeland and there are no other conditions in any other written or oral agreement concerning the subject matter in this contract. This contract supersedes any prior written or oral agreement between IMG and City of Zeeland.

In the event that IMG does not develop a sponsorship base that hits the necessary financial launch target, City of Zeeland will not be held to this sponsorship agreement.

### Issue Media Group's Underwriting Policy

Issue Media Group offers its underwriters the opportunity to directly align their brands with content about talent, innovation, diversity, and place. In addition, IMG provides corporations, governments, institutions, nonprofits, and foundations with similarly focused missions a way to use their media budgets to support and expand coverage of job growth, economic development, real estate, non-profit innovation, city building, and place making.

Underwriting is the basis of our model as a publication. Underwriters are considered crucial to our organization and their support is the reason that IMG is able to produce content within a broad spectrum of topics. Support from underwriters allows IMG to dedicate editorial resources to cover key issue areas that are of importance to both the underwriter and IMG's mission.

We work with like-minded stakeholders who have shared values and missions.

Because of our intersecting interests, we may cover our underwriters' work journalistically. However, IMG observes strict boundaries regarding the direction, review, and approval of content that is published.

IMG encourages underwriters to pitch ideas through Editorial Advisories and to our editorial teams. We value the knowledge our partners bring to our work, and we encourage underwriters to send story ideas, trends in underwriters' areas of expertise, and press releases. However, published content is at the discretion of the editorial teams and all final decisions regarding content are made without client approval.

While underwriters are not allowed to review or approve content, IMG works with them to establish focus areas that will be included in coverage. If an underwriter desires the ability to direct or edit content, the content will be considered "Partner Content," and given a treatment that distinguishes it from editorial content. The underwriter's logo will be embedded in the story and a transparency statement will be included.

IMG works with underwriters to fully understand the issues they care about. However, IMG trusts its editorial teams to shape stories around issues in a way that will resonate with readers.

IMG honors truthfulness and strives to avoid conflicts of interest in our reporting. This includes real conflicts and acts that may appear to be a conflict. To this end, we opt to

disclose any relationships with underwriters that could be perceived as complicating our journalistic mission.

Coalition membership approval

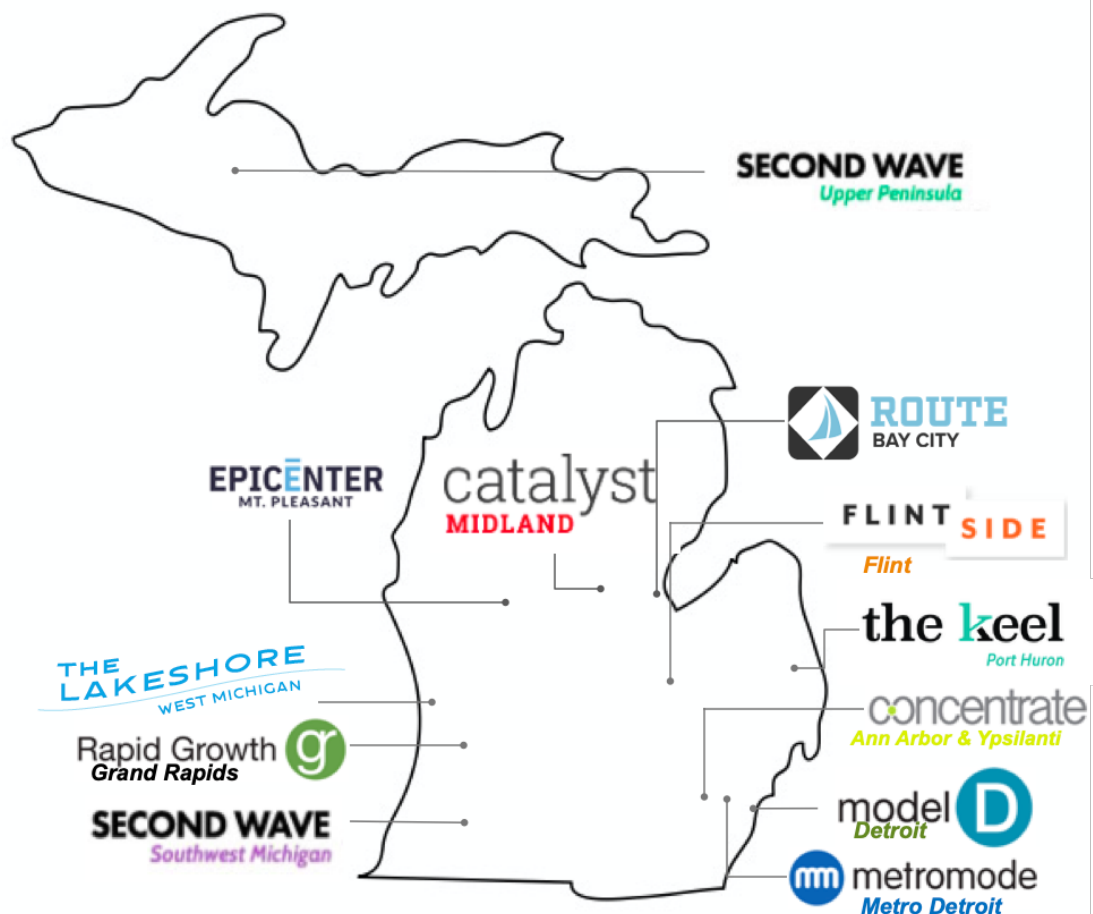
By signing this proposal, the undersigned Client representing City of Zeeland authorizes Issue Media Group to proceed with the work described in this proposal and to bill according to the terms indicated above.

<p>Accepted by City of Zeeland:</p>   <hr/> <p>Signature</p>  <hr/> <p>Name</p>  <hr/> <p>Date</p>	<p>Accepted by Issue Media Group:</p>   <hr/> <p>Signature</p>  <hr/> <p>Paul Schutt</p>  <hr/> <p>Date</p>
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## About Issue Media Group

Issue Media Group publishes weekly digital magazines focused on what's next for cities and regions across the country. IMG publications aim to connect readers to their city's most visionary and active people, businesses and organizations—the people who are making changes and solving problems.

IMG publications cover corporate growth to small neighborhood movements, highlighting the development and innovation that are propelling cities and communities forward. IMG magazines focus on solutions journalism and cover topics such as economic and neighborhood development, healthy communities, arts and culture, entrepreneurship, non-profits, sustainability, leadership, and technology. IMG's 12 Michigan publications reach roughly 7.6 million readers across the state each year.





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## INTEROFFICE MEMORANDUM

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**TO:** Mayor Klynstra and City Council Members  
**FROM:** Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance  
**SUBJECT:** 2023 Goal Setting Session Follow-Up  
**DATE:** February 3, 2023  
**CC:** City Council Work Study Agenda February 7, 2023

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On January 23<sup>rd</sup> and 25<sup>th</sup> we had the opportunity to meet to set the framework for the City's 2023 Strategic Action Plan. Overall, I thought the nights went well and was very happy with the outcomes from the meetings. While we set the general direction for the plan last week, we will finalize the plan over the next several Council Work Study Sessions with the goal of adopting the plan by the end of March to early April.

During previous goal setting sessions, we have spent time evaluating our Commitments to Spread Zeel to determine if they were still relevant. While we spent some time discussing these commitments, we concluded that our Seven Commitments to Spread Zeel would remain the same in 2023. These commitments are as follows:

- Vibrant Downtown
- Strong, Safe, Connected Neighborhoods
- Economic & Community Development
- Infrastructure/City Services
- Culture, Parks, and Recreation
- Financial Sustainability
- Organizational Development

With this premise in mind, members of staff and City Council presented and discussed a number of items for the City to consider as priorities to focus on throughout 2023. While all the items deserve some consideration, the capacity of the team to take on everything was a bit overwhelming. Because this was the case, we voted on those items which we individually thought deserved the most consideration, and many items rose to the top of the list.

Since the voting exercise, members of staff took the time to evaluate the highest priority items in order to present a list to you Monday evening of what will become the framework for this year's Strategic Action Plan. Attached to this memo is a copy of this list. At Monday Night's meeting we will work through this list and gauge your feedback on whether or not you feel we are heading in the appropriate direction.

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Again, I would like to thank Council and members of staff for the time and effort that was expended to create this potential list of items to work on in 2023. We look forward to the conversation Monday evening.

A handwritten signature in black ink, appearing to read 'K. Plockmeyer', is positioned above a horizontal line.

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Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

FEEL THE ZEEL

**Draft Action Steps - CC work/study 2.6.23**

**CC Goal Setting Session - 1.25.23**

<b>Vibrant Downtown</b>			
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>	<b>Notes</b>
Downtown Sound System	9	Yes	
More Restaurants	8	Yes	Operational Goal?
Downtown Building Repair Grant	8	Yes	
135/137 Downtown Passageway Development	8	Yes	
Continue/Expand Music on Main	8	Yes	Operational Goal?
Redevelopment of 3 East Main	7	Yes	
First Right of Refusal Property List/add listening tour w/ large parcels (11)	6	Yes	Possibly combine with Listening tour of large parcel owners
Downtown Hotel	6	Yes	
Listening tour w/ large parcel owners	5	Maybe	Possibly Combine with First Right of refusal list
Parking Structure/Parking Study implement/parking lot leases (13)	5	No	
Private downtown parking lot lease opportunities	5	Maybe	Possibly Combine with Parking Recommendations Decision
Downtown Signage on BL196	5	Maybe	
Consider Sunday Alcohol Sales	5	Yes	Operational Goal?
Ground Floor Residential Decision	5	Yes	Operational Goal?
City Owned Business Incubator	4	Yes	
Complete Streetscape/Snowmelt	4	Yes	Possibly Combine with Main Avenue Bid Award in City Services and Infrastructure
Parking Study Recommendations Decision	3	Maybe	Possibly Combine with Huntington/Pizza Hut
Install Downtown Greenspace	2	No	
Higher Quality Outdoor Furniture	1	No	
Plan for increased snowmelt capacity	1	No	Possibly Combine with Complete Streetscape/Snowmelt
Increase Public Parking Communications	0	No	

<b>Strong, Safe and Connected Neighborhoods</b>			
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>	<b>Notes</b>
BL 196 Crossing	10	Yes	
Broadband Decision	9	Yes	
Encourage Block Parties	6	Yes	Operational Goal?
Complete Sidewalk Gaps	5	Yes	Operational Goal?
Continue Relationship with Neighborhood Connections	4	Maybe	
Housing Option Evaluations (ADUs)	3	No	
Enhance State/BL 196 Gateway	3	No	
Non-Motorized Plan Policy Decisions/Implementation	3	No	
BL 196 Beautification Plan Implementation	2	No	

<b>Economic and Community Development</b>			
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>	<b>Notes</b>
Support Sligh Block Development	10	Yes	
Workgroup w/ Large Employers for employee attraction/retention	7	Yes	
Smart Tech Applications (City of Zeeland Application)	6	Yes	
RRC Policy Decisions	5	Yes	
City Council Meetings on Youtube	4	Maybe	
Start Building Up (More Stories)	4	Maybe	
Public Engagement Strategy	3	No	
Invest Substantial Money in Affordable Housing Partnerships	2	No	
Encourage Rain Gardens	2	No	
Continue/Increase Lakeshore Advantage Support	1	No	

<b>Infrastructure and City Services</b>			
<b>Description</b>	<b>Votes</b>	<b>Action Plan</b>	<b>Notes</b>
Police Department Alternate Exit	9	Yes	operational goal?
Underground State Street Power Lines	8	Yes	
Fire Service Delivery	8	Yes	
Facility Space Needs Analysis	6	Yes	
Award Full-Bid for Main Avenue/add snowmelt (9)	5	Yes	Combine with Main/Snowmelt in Vibrant Downtown
Bike Path/Road Maintenance (Mill and Resurface)	4	Maybe	
On-Line Service Improvements (Payments/Permitting)	4	Maybe	
Single Trash Hauler	3	No	
Roundabout at Fairview/Main with Enhanced Pedestrian Crossings	2	No	
Full-Time Communication Staff including oversight of digital media	2	No	
Utility Allocation Study and Policy	2	No	
Improve Visibility of State/BL-196 Traffic Signal	1	No	
Use drones for data collection	1	No	
Ensure Conduits on Snowmelt Project	1	No	



Culture, Parks, and Recreation			
Description	Votes	Action Plan	Notes
New Recreation Center/add civic center (12)	10	Yes	
Implement Parks Master Plan	9	Yes	
Real Ice Rick	5	Yes	
Improve Parks Bathrooms	5	Yes	
Felch Street Cemetery Building	5	Yes	
Placement of Dog Waste Receptacles along Streets	4	Maybe	
Parks Usage Study	4	Maybe	
Improve Library Ambiance	4	Maybe	
Civic Center Development	2	Maybe	Possibly Combine with Recreation Center
Strengthen Ties to Historical Society	2	No	
Partnership with Wreaths of Honor	2	No	
Install Permanent Story Walk	2	No	
Water Bottle Filling Stations on Pathways	1	No	

Financial Sustainability			
Description	Votes	Action Plan	Notes
Continue to be Fiscally Responsible	9	Yes	
Facilities Audit (25 replacement schedule)	8	Yes	
Sustainable Snowmelt Funding Mechanism	3	Yes	
Study a dedicated road millage	2	No	
Study a City Income Tax	2	No	
Increased Defined Contribution for Employees	2	No	
Ensure Large projects have ROI	1	No	
Review Millage to ensure meets expenses	0	No	
Downtown Maintenance Special Assessment Decision	0	No	

Organizational Culture			
Description	Votes	Action Plan	Notes
Encourage and Develop New Citizen Leadership	8	Yes	
Legal Succession Plan and Capacity Evaluation	8	Yes	Operational Goal?
Department Succession Planning/mentorship/training and development?	7	Yes	
Support DEI Workgroup Initiatives	6	Yes	
Collaborate more with City and BPW (safety training, equipment, etc.)	6	Yes	Operational Goal?
Employee Mentorship Program	6	Yes	
Leadership Training and Development	5	Yes	
Expand Safety Training	1	No	
Team instead of Staff	1	No	
Support Employee Elevation	1	No	
Team Building within Departments	1	No	
Implement Wage and Benefit Study	0	No	
Negotiate CWP Employee Union Contract	0	No	



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CITY COUNCIL MEMORANDUM

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TO: Mayor Klynstra and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Organizational Performance Incentive Plan Distribution – 2022 Strategic Action Plan

DATE: January 31, 2023

CC: February 6<sup>th</sup> Council Agenda

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**BACKGROUND:** In the 2022/2023 Budget City Council authorized up to 1% of base wages for an organizational performance incentive payment. Under the program guidelines (attached), the calculated payment is based on the city’s measured performance in relation to our strategic action plan.

While Covid was not quite the disruption it was in the previous two years, new dynamics such as “supply chain issues” came into play. But yet again, our team did a tremendous job of retaining their focus on accomplishing as many strategic action items as possible. Based on our assessment of progress made on the 2022 strategic action goals, city staff accumulated 80 points on the 2022 scorecard (attached).

Under the program’s pay calculation methodology, a measured point total of 80 or more, equates to a 100% distribution of the budgeted amount per the program’s guidelines. Thus, if approved by City Council, qualifying employees are eligible for a 1% payment given the 80 points on our scorecard assessment.

As a reminder, the performance incentive payment is a one-time, lump sum payment that does not go into an employee’s base wage. Based on the eligible employees under the program guidelines we estimate the total payment will be \$38,958 in the current fiscal year (we budgeted \$39,472). This amount includes the 1% of base wage calculation, FICA taxes and the Defined Contribution of 8% for full-time employees in that plan.

I want to once again recognize City Council for offering such a program and congratulate city team members on another outstanding year of accomplishments on the annual strategic action plan. As the City’s Organizational Performance Incentive Program recognizes, it is our collective efforts and relentless focus on the goals that enable us to achieve such a great number of actions steps on an annual basis. In order to award this payment City Council should authorize the distribution.



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RECOMMENDATION: I recommend that City Council approves the Fiscal Year 2022/2023 Organizational Performance Incentive payment of 1% based on the measured achievement of the 2022 Strategic Action Plan and the pay calculation methodology outlined in the City's Organizational Performance Incentive Plan.

A handwritten signature in black ink, appearing to read 'Timothy R. Klunder', is written over a horizontal line.

Timothy R. Klunder, City Manager



# CITY OF ZEELAND

## 2022 STRATEGIC ACTION PLAN

### SCORE CARD ASSESSMENT

<b>Vibrant Downtown</b>							
<b>Action Step</b>	<b>Outcome Indicator</b>	<b>Indicator Assessment</b>	<b>Complete/ Substantial Progress</b>	<b>Progress</b>	<b>Not Progressing As Expected</b>	<b>Points Available</b>	<b>Points Earned</b>
Downtown Passageway	Spring 2022, present building development proposal to City Council. If project scope is approved prepare development agreement and enlist professional services to design public passageway by December 2022.	Progressing as expected. Development agreement is being prepared and expected to be presented to City Council at February meeting.	X			4.00	4.00
Parking Needs & Assessment Plan	By April 30, 2022 complete and distribute an RFP for a comprehensive central business district parking study, with the study occurring in summer 2022.	Completed. Parking Study is complete, staff will work through results and implementation as a 2023 goal.	X			4.00	4.00
Downtown Hotel	During fiscal year 2022-2023 explore professional market study or recruitment services for a downtown hotel.	This project has not yet started.			X	2.00	0.00
Gateway Improvements	Incorporate newly completed gateway study plans into snowmelt design and engineering documents. Work with abutting property owners to establish participation by the end of 2022.	Complete. Designs are incorporated into the plans for the Main Avenue snowmelt project, and we are working with property owners to incorporate these designs into the project. Met with Meyaard, Tolmand & Venlet PC regarding a gateway sign on their property that we would need for this project.	X			4.00	4.00
Support New/Existing Restaurants	Establish a brainstorming group, by summer 2022, to gather feedback from existing downtown restaurants and develop strategies for growth.	Complete/Ongoing. Downtown Restaurant Support Group has been established. The group met two times before the end of 2022. Initial brainstorming ideas have centered around marketing/exposure/customer recruitment for our existing restaurants and have included: billboards, MDOT exit signs, restaurant brochure, expanding Power Dollar program/local gift card program. The group is currently working through some of these ideas to determine if they have merit. The intentions of the group is also to look into policy adjustments if/when applicable, that would benefit restaurants in the C-2 district. The group has set a reoccurring monthly meeting to continue to brainstorm ways to support our local restaurants.	X			2.00	2.00
Support 1st Floor Ordinance	By December 31, 2022 review and update documents relevant to the City's vision and policies are adequately supported in the City's visioning documents and ordinances.	Completed. In 2021/22 City Council Planning Commission and SARB heightened their commitment to the first floor ordinance. Staff has concluded that the city's ordinance is well supported by the downtown vision plan and city policies. In regards to the ongoing conversation around ground floor residential, staff has consulted with Greg Holcombe and Paul LeBlanc and has also collected information from other communities that have experience with this matter. In 2023, staff plans to outline how best to incorporate ground floor residential in Zeeland's Central Business District.	X			2.00	2.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Strong, Safe &amp; Connected Neighborhoods</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
BL-196 Crossing (Non-Motorized East Entrance)	Throughout 2022, work with the Macatawa Area Coordinating Council to perform a Business Loop 196 corridor study to identify possible crossing locations and crossing enhancements throughout the corridor.	Complete. The MACC received and accepted a bid from CDM Smith and Associates to perform a crossing study for the BL-196 corridor from 120th to 88th in the fall of 2022.	X			2.00	2.00
Improvements to BL-196 Corridor	By December 31, 2022, present a phasing plan with cost estimates to City Council for possible inclusion in the Fiscal Year 2023-2024 budget.	Complete. Presented a recommendation to City Council at its December 5th meeting in which City Council endorsed the beautification plan in concept and decided to wait on any further decisions surrounding the project until MDOT completes its work throughout the corridor with the hope that MDOT will incorporate some of the beautification plan elements into their construction project.	X			2.00	2.00
Non-Motorized System Plan (Policy Decisions)	By June 30, 2023, engage the Planning Commission/City Council in policy discussions on suggested strategies for non-motorized pathways in the Non-Motorized Pathway Plan (ie, eliminating on-street parking on one-side to incorporate bike lane) with the potential of a pilot project in 2023.	No progress to date.			X	2.00	0.00

<b>Economic &amp; Community Development</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Sligh Block Development	Formally endorse the "Sligh Block Report" by the Planning Commission/City Council as part of the overall Downtown Vision Plan by 12/31/2022 and continue to assist the redevelopment of the Sligh Building through the issuance of permits, abandonment of Maple, approval of development agreement and sidewalk snowmelt plan.	Substantial Progress. Development agreement complete, abandonment of a portion of Maple complete, development agreement, Brownfield Plan complete, sidewalk snowmelt incorporated in Main Avenue plans, and reconstruction of Sligh Building is well underway.	X			5.00	5.00
3 East Main	In 2022-2023, approve purchase & development agreement, work with developer and MEDC to secure incentives and establish construction timeline for new building.	P&D agreement was signed, have had reoccurring conversations with the developers, and conversations with the MEDC - yet no movement on the project, to date. P&D agreement timeline likely needs to be extended. Awaiting an in-person meeting with the developers & City.		X		5.00	2.50
Redevelopment Ready Community	By December 31, 2022 obtain Redevelopment Ready Community Certification from the MEDC.	Not complete. Currently aligned or partially aligned on 28/31 criteria. The remaining criteria require policy decisions and ordinance amendments, such as allowing additional types of housing in the WMU district, and allowing buildings and uses permitted by right to be constructed without a Planning Commission public hearing.		X		3.00	1.50

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Infrastructure &amp; City Services</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Snowmelt Plan	By the end of 2022, accept bids for the first phase of the Main Avenue snowmelt project.	Substantially complete. Although bids not accepted by the end of 2022, the project was out for bids by the end of the year, and bids will be accepted on January 26.	X			7.00	7.00
Fiber Throughout City	By April 2022, participate in fiber/broadband strategic workshops and learn about approaches taken by other cities; gain insights on the business model concepts that might address the City's goals. By December 31, 2022, establish next steps, if any, based on actionable recommendations developed from the fiber/broadband strategic workshops.	Fiber/broadband strategic workshops were held in March 2022. A summary report of broadband goals and next steps was provided by CTC Consulting. Staff is tasked with developing action steps based on the CTC report. To-date, no further action has been taken.		X		3.00	1.50
Police Exit onto Main Avenue	Explore the options for police vehicles to exit the public safety building parking lot in a more safe and efficient manner. Considerations will be availability of exits and the cost of establishing those exits.	No action.			X	2.00	0.00
Fire Service Delivery Decision	By the end of 2022, the Zeeland Fire Rescue Strategic Planning Workgroup will provide fire service delivery recommendations for City Council to evaluate.	In progress. Will continue to follow through and wrap up soon.		X		4.00	2.00
Informational Webpage/Resident Dashboard	In coordination with an internal workgroup, assess the need for a website where residents can learn about current events, city projects and complete online city service transactions. Develop a proposal and possible implementation timeline by June 30, 2023 based on findings.	The team evaluated The City of Zeeland website content and existing website tools. Several items became apparent during the process. 1) The website tools are already in place to support posting additional/specific content. Some tools are not actively in use. 2) The team was not able to identify what information was missing and/or how it should be presented to citizens. 3) Any additional content being placed on the website will require added resources. This may include allocating time for existing staff to add content or contract with an outside vendor. Therefore, the team recommends that these findings be presented to the Management Team for further review. If the Management Team would like to continue with the evaluation, it's recommended that an outside vendor be selected to analyze content on the existing website, determine if content is missing and if the content should be presented in a different manner. The Management Team would review the analysis and determine how to proceed.		X		2.00	1.00
<b>Culture, Parks &amp; Recreation</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Implement Parks Master Plan	Make a decision by September 30, 2022 if the property at 370 E. Rich will remain part of the Clean Water Plant or will be sold to the City for the expansion of Hoogland Park.	Complete. Council authorized the transfer of 370 East Rich from the Clean Water Plant to the City for the Expansion of Hoogland Park at its July 18 meeting.	X			2.00	2.00
Multi-Use Path System Expansion	Develop a map of possible locations for future expansion of our multi-use path system.	Complete. An updated map was presented to City Council at their December 17th meeting.	X			2.00	2.00



Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Financial Sustainability</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Continue to be Fiscally Responsible	Adopt a Fiscal Year 22-23 budget, that ensures adequate reserves per our budgetary policy and provides proper staffing for the next Fiscal Year.	Complete. Our Fiscal Year 2022-2023 was adopted to ensure adequate reserves per our budgetary policy and provides proper staffing for the next fiscal year.	X			2.00	2.00
Restore the Millage	In conjunction with the adoption of the budget, determine if restoring the millage rate is prudent at this point in time.	Complete. The budget was adopted with a restored millage rate of 11.1354 Mills.	X			2.00	2.00
<b>Organizational Culture</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Government Alliance for Race & Equity	The City and BPW will participate in the Ottawa County Government Alliance for Racial Equity (GARE) Learning Communities of Practice (LCoP) and share outcomes with the City's DEI Workgroup. By December 31, 2022, the City will establish DEI Vision and Mission statements and an action plan that endeavors to improve fairness in local government and workplace practices, provide a forum for the exchange of ideas and information, and develop findings on equity trends and results.	Staff concluded participation in the Ottawa County GARE LCoP in November 2022. The DEI Workgroup subsequently presented a written update on the Workgroup's progress with a list of potential initiatives for further consideration to the Personnel Committee, City Council, and the BPW Board of Commissioners which was positively received. In December 2022, City Council approved designating Martin Luther King, Jr. Day as a City-paid holiday. The DEI Workgroup has provided educational reading materials and resources in both the December 2022 and January 2023 monthly Scoops employee newsletters. The Workgroup is in the process of developing a 2023 action plan for continuation of DEI-related educational activities.	X			2.00	2.00
Wage & Benefit Study	By September 30, 2022, develop an implementation plan based on the results of the wage and benefit study.	Plan adopted by BPW Board on 12/13/22 and City Council on 12/19/22. Implementation of the plan took effect 1/1/23.	X			4.00	4.00
Legal Services Succession Plan	Work directly with the city attorney to identify future legal service options in order to share his city legal knowledge prior to his decision to no longer service the city.	Initial discussion held with city attorney.			X	2.00	0.00
Leadership Development and Succession Planning	Identify and develop talent within the organization in order to provide staff with leadership opportunities and create stability within the departments.	Work with the departments continues with successful plans implemented in 2022 within the Police and Library/CC. Assistant positions developed in Streets and Parks Depts.	X			2.00	2.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Operational Goals</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Organization and Storage of Completed Election Materials (City Clerk)	Completed election materials must be retained and stored for 6 years following the election. Due to large amounts of records, staff will work to identify better storage options such as more durable containers or possible off-site storage.	Project is substantially complete by converting stored election materials from cardboard boxes to sturdier plastic storage totes. We do have to wait to store the November 2022 election materials as the State has still not announced which jurisdictions will be audited. Once we are notified of that, we can finish up.	X			1.00	1.00
Scan All Employee Files When Separated from Employment (City Clerk)	Currently, when an employee terminates, their file is placed downstairs in a box for permanent retention. Through the years, these files have become disorganized. To save space, keep things organized, and help with Verification of Employment requests, we would like to scan employee files into the computer.	This project has been completed and will be ongoing as employees separate from employment.	X			1.00	1.00
Update Fire Rescue Policies and Procedures (Fire Dept.)	Update policies and procedures to reflect best practices and incorporate modern fire service principles.	Complete. Current policies are up to date.	X			1.00	1.00
Fire Prevention Material Distribution Schedule (Fire Dept.)	Create and implement a fire prevention distribution schedule which will focus on specific messages based on the time of year, common causes of fire and general fire safety.	Complete. Sending out specific messages based on time of year and types of risk.	X			1.00	1.00
New Library and Community Center Director (City Mgr)	Recruit, hire and successfully on-board a new Library and Community Center Director.	Complete	X			1.00	1.00
Centennial/Maple One-Way Re-Evaluation (City Mgr)	Discuss and if desired, evaluate whether the city should retain Centennial (Central to Main) and/or Maple (Lincoln to Central) as one-way streets or return to two-way.	Substantially complete, ongoing. Pilot of Centennial to start the end of February with separate traffic study to be conducted on Maple.	X			1.00	1.00
Downtown Parking Lot Leases (City Mgr)	Renew existing lease with 1st CRC and establish a lease with Pizza Hut for available public parking.	1st CRC lease renewed. Pizza Hut currently not interested in lease.	X			1.00	1.00
Headworks Study (CWP)	Perform a Headworks study of the flows coming to and from the CWP to determine both treatment efficiency and capacity. This headworks study will be performed without in-process flows coming from our aerobic digester in order to establish accurate discharge parameters for our commercial and industrial customers.	Completed. Study has been completed and submitted to EGLE.	X			1.00	1.00
Install mag-meters (CWP)	Install mag-meters in both Roosevelt and State St. lift stations that will track flows coming to the CWP in real time. This will replace two of the six meters at lift stations. Goal is to replace all meters in three years (two per year).	Not completed, in progress. Mag-meters have arrived, we are still waiting on one valve for Roosevelt St. lift station. To keep the costs down, we need to do both lift stations on back-to-back days while by-pass pumps and other equipment needed are on site. Project is still projected to be completed by spring of 2023.		X		1.00	0.50
New Technical Services and User Experience Manager (Library/CC)	Recruit, hire and successfully on-board a new Technical Services and User Experience Manager.	Completed with the promotion and training of Lynel Danckaert into the position as of July 5, 2022.	X			1.00	1.00
Cloud-Based Integrated System (Library/CC)	Transition from the current, outdated software being used the Community Center operations (event registration, management, and invoicing, etc.) to a cloud-based, integrated system with both staff and customer interfaces.	Completed as of June 1, 2022 when the Community Center began using the online event registration and management system, Planning Prod.	X			1.00	1.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Menu Service Options (Library/CC)	Create a new a la carte menu of service options for Community Center customers with options for those groups wishing to have the room completely set-up and torn-down by a staff member, and for those customers desiring a dedicated staff host for the entirety of the event.	Modified and completed. This goal has been modified by the Library Director and City management. A new brochure listing the Community Center rooms, capacities and rates has been created and it has been determined that no extra services would be available for purchase since room set up and AV equipment are included in the room rental fees with the exception of beverages which can be requested at \$1 per soda and \$.50 per cup of coffee. The idea of providing for a dedicated staff member to host events has been placed on hold to assess how the public reacts to the current fee structure in place without the option of this dedicated personnel.	X			1.00	1.00
Updated Library Strategic Plan (Library/CC)	Work with the Library Advisory Board on developing an updated strategic plan to either replace or revise the existing 2020-2023 plan.	This goal has been "completed" in the sense that the Library's current strategic plan will remain in place beyond its expiration dates of January 1, 2023 until the City determines its new strategic action plan for 2023 and beyond. The Library Director, with the agreement of the Library Advisory Board, has decided to extend the Library's existing strategic plan beyond the January 1, 2023 expiration date which focuses on providing welcoming and engaging spaces, enhancing community engagement and connection and providing current and relevant resources in a variety of formats to the community. Staff will continue to examine ways to improve services in these focus areas in anticipation of the City management team updating the strategic action plan for the City of Zeeland in 2023. The new strategic goals set by the City will guide and inform the future strategic plans for the Library and Community Center.	X			1.00	1.00
Flex Spending Accounts (Finance)	By September 30, implement a third-party administered flex spending account system.	Complete. Program was rolled out in August.	X			1.00	1.00
Decision on Credit Card Fees (Finance)	In coordination with the BPW, make a decision on the payment of credit card fees.	Incomplete.			X	1.00	0.00
City Street Review (Community Development)	By December 31, 2022 review all City streets to determine the correct suffix, and determine if street signs are correct.	Complete. All streets have been reviewed, and discrepancies identified.	X			1.00	1.00
Use ConnectAssessment (Community Development)	Utilize the ConnectAssessment tool to verify all projects between 2018-2021, that changed building footprints, have been permitted and assessed.	Complete. Parcels have been reviewed and assessing records have been updated.	X			1.00	1.00
Microsoft 365 Implementation Plan (IT Dept.)	Assess the financial and productive advantages of implementing Microsoft 365 to replace perpetual Microsoft Office licensing, WebEx and Microsoft Exchange Server. Determine if any disadvantages exist and compare. Develop a proposal and possible implementation timeline by December 31, 2022 based on the comparative outcome.	An RFP was posted. A vendor was selected based on price and process. Proposal and implementation timeline was developed. The Office 365 migration is under way. The timeline for completion will be Q1, 2023.	X			1.00	1.00
2021 Business Continuity and Vulnerability Assessment Plan (IT Dept.)	Develop a proposed plan and timeline to address vulnerabilities and operational deficiencies identified by the 2021 Business Continuity and Vulnerability Assessment. Begin plan implementation by January 2023 with a targeted completion date subject to the proposed timeline.	Vulnerability and continuity assessments capture a single moment in time. Since the study was completed in December 2021, the Information Technology department has taken steps to implement a patch management system, budget to change where hardware or software is end of life and implement tighter security measures across the network. Some of those measures include multi-factor authentication, eliminating local administrator passwords and adding layers of security for intrusion prevention, intrusion detection, endpoint protection, antivirus, web filtering and application filtering. The above measures along with the ongoing Microsoft 365 implementation, Server Infrastructure replacement and upcoming phone system replacement address the issues related to our server environment and provide a framework to address future issues as they arise. Another vulnerability assessment will be completed Q1 or 2023.	X			1.00	1.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Felch Street Cemetery Building (Parks/Cemetery)	Install operational upgrades on the site including a storage building, fencing, landscaping, and material storage binds by August 31, 2022.	Complete. While we did not meet the outcome indicator, the Cemetery and Parks Commission determined to wait on the installation of this temporary building and instead pursue the installation of a permanent structure.	X			1.00	1.00
Park/Cemetery Department Foreman (Parks/Cemetery)	Identify the candidate for the Parks and Cemetery Department Foreman position by June 30, 2022.	Complete.	X			1.00	1.00
Streets/Motor Pool Department Foreman (Streets/Motor Pool)	Identify the candidate for the Streets and Motor Pool Department Foreman position by June 30, 2022.	Complete.	X			1.00	1.00
Right-of-Way Tree Planting (Streets/Motor Pool)	Solicit bids by June 30, 2022 for the installation of trees in the right-of-way of various completed construction projects.	Complete.	X			1.00	1.00
Building Maintenance Work Order System (Facilities Dept.)	Evaluate and make a recommendation for a Building Maintenance Work Order System by December 31, 2022.	Incomplete.			X	1.00	0.00
City Hall Energy Management System (Facilities Dept.)	Work with Trane to install an energy management system in City Hall by the heating season of fall of 2022.	Complete.	X			1.00	1.00
Paper Evidence Conversion to Electronic Records Management (Police Dept.)	The Evidence Room is currently maintained by using paper files and tracking documents. All documents are stored within the secure room. Only the property officer has access to that room. Changes to property disposition cannot be made to any of the paperwork without the property officer. We will convert all evidence to an electronic format that can be accessed and reviewed at any time by department personnel. Any changes made to status or location of evidence will be logged electronically by the system.	Completed.	X			1.00	1.00
Downtown Mural Project (Marketing Dept.)	By December 31, 2022, develop a project plan/timeline to rollout a downtown mural project.	Incomplete. Our extra time was unexpectedly dedicated to planning the 175th Anniversary Celebration this year.			X	1.00	0.00

	Timing of Action Steps	Subtotal	Earned
	Vibrant Downtown	18.00	16.00
	Strong, Safe & Connected Neighborhoods	6.00	4.00
	Economic & Community Development	13.00	9.00
	Infrastructure & City Services	18.00	11.50
	Culture, Parks & Recreation	4.00	4.00
	Financial Sustainability	4.00	4.00
	Organizational Culture	10.00	8.00
	Operational Goals	27.00	23.50
	Total Points Available:	100.00	
	<b>Total Points Earned on Scorecard:</b>		<b>80.00</b>
	<b>City Council Adjustment (if any):</b>		
	<b>Final Points Earned:</b>		<b>80.00</b>



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## **CITY OF ZEELAND ORGANIZATIONAL PERFORMANCE INCENTIVE PLAN**

### Program Overview

Since 2002 the Zeeland City Council has annually developed and approved a Strategic Action Plan that outlines broad goals and specific action steps they would like city administration and staff to pursue on a short-term, mid-term, and long-term basis. A component of this annual goal setting process consists of an evaluation of how the city performed on the previous year's Strategic Action Plan. Prior to the 2015 Strategic Action Plan there was no direct monetary component associated with achieving or not achieving the plan. While this certainly did not prohibit the dedicated city staff from successfully accomplishing numerous goals and actions outlined in the Strategic Action Plan year after year, starting with the 2015/2016 Fiscal Year budget the Zeeland City Council felt it would be appropriate to have a monetary incentive attached to the successful pursuit of the annual Strategic Action Plan.

The philosophy of the city's program is that corporately "all of us are in this together". In other words, the intent of the program is to monetarily recognize city staff's level of achievement on the Strategic Action Plan collectively as one organization and not on an individual or department by department basis. This philosophy is in part based on the existing ability to acknowledge highly successful individual performance as outlined in the City's Employee Grade Structure and Salary Range Adjustment and Modification Plan through individual merit adjustments when funding is available. As such, it is acknowledged that any Organizational Performance Incentive payment authorized in a given year is separate from individual pay adjustments that may be authorized via cost of living adjustments, individual merit increases, etc. Further, it is acknowledged that funding for the Organizational Performance Incentive Plan will be evaluated by City Council during the annual budget process and there is no guarantee of funding availability every fiscal year.

The Organizational Performance Incentive payment provides city staff the opportunity to earn performance pay up to the City Council approved amount. The performance incentive payment will be calculated based on city administration's and staff's measured performance on the annual Strategic Action Plan. The performance incentive will be a one-time payment to eligible employees and will not be added into employees' base salaries. The intent of the program is to distribute the calculated payment following the measured performance of the annual Strategic Action Plan. This performance measurement typically takes place during City Council's Annual Retreat in January/February of each calendar year. The amount available for any given performance incentive will be set by City Council during the annual budget process prior to the performance measurement calculation. For example, City Council approved a performance incentive amount for the 2015 Annual Strategic Plan during the 2015/2016 Fiscal

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Year budget and payment of the performance incentive occurred after the performance review of the 2015 Strategic Action Plan in January/February 2016.

### Organizational Performance Incentive Pay Calculation Methodology

The City's Organizational Performance Incentive payment is based on meeting corporate goals and actions as well as department operational goals that city administration and staff are directed to pursue as outlined in the City's Annual Strategic Action Plan. The actions and the department operational goals are established each year with input from administration, approved by City Council, and based on the goals outlined in the City's Strategic Action Plan. The number of specific action steps that are established to meet the goals in the City's Strategic Action Plan in any given year will vary. To help determine the distribution level of the Organizational Performance Incentive payment set in a particular budget year the following scoring system will be utilized to make the payment calculation.

#### Step A

1. A total of 100 points will be used to measure performance on the annual strategic action plan.
2. During adoption of the annual strategic action plan City Council will assign the points available for each action step and operational goal in the strategic action plan. The points assigned to each action step and operational goal may vary from year to year but they will total 100.

#### Step B

1. To determine the point value of each action step/operational goal, City Council will consider things such as the important of the goal (as determined during the annual goal setting retreat), the amount of resources (time) staff and City Council will need to expend to pursue the action step and/or operational goal, and the timing of the action step (large long-term goals may have smaller actions steps to achieve in a given year). Again, points assigned to each action step/operational goal may vary from year to year.

#### Step C

1. A scorecard will then be developed for each section to assign points for each action step/operational goal based on the point values calculated above.



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2. Each action step/operational goal will be measured by either “complete/substantial progress”, “progress”, or “not progressing as expected”. Generally, steps that are complete/substantial progress will be assigned the point level for that particular action step/operational goal, those that show progress will receive a pro-rated portion of the point value, while those that are not progressing as expected will not be assigned any points.
  3. After measuring each action step/operational goal for progress the points will be totaled.

Step D

1. To determine the incentive payment distribution amount, the percentage pay maximum approved by City Council will be adjusted per the table below based on the totals earned on the scorecard.

Final Points Earned	Percent of Maximum Awarded
80 to 100 points	100%
70 to 79.99 points	90%
60 to 69.99 points	80%
50 to 59.99 points	70%
40 to 49.99 points	50%
30 to 39.99 points	40%
20 to 29.99 points	30%
10 to 19.99 points	20%
.1 to 9.99 points	10%



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## Step E

1. City Council will have the discretion to adjust the total points earned, and thus the distribution percentage, calculated in Step D based on unique factors such as mid-year goal adjustments, unforeseen budget implications, etc., prior to authorizing any performance incentive disbursement.

### Organizational Performance Incentive Payments

Organizational Performance Incentive pay will be a one- time payment based on each employee's base salary but it will not be added into an employee's base pay. For example, if the Strategic Action Scorecard calculated a total of 70 points the distribution percentage would be 90% of the percentage pay maximum approved by City Council. If the percentage pay maximum approved by City Council was 1% of salaries in a fiscal year the distribution amount would then be 90% of that amount, or .009% of an employees' base salary. For an employee making \$40,000 that would equate to \$360.

For purposes of this program an eligible employee's base salary will be calculated as follows: the employee's hourly rate as of December 31 of the calendar year for which the strategic action plan is being evaluated will be used. Full-time employees that worked the entire calendar year will have that hourly rate multiplied by 2080 hours. Full-time employees that started after January 1 of the calendar year being evaluated will have the hourly rate multiplied by a pro-rated share of 2080. Part-time employees will have the part-time hourly rate multiplied by actual hours worked in the calendar year being evaluated to determine their base salary.

The payment distribution will follow City Council's approval of the scorecard calculation. The calculation will typically occur at City Council's annual goal setting retreat (January/February) and the approval of the scorecard calculation/payment amount will occur at the following regular City Council meeting if possible.

### Organizational Performance Incentive Pay Eligibility

The program is limited to regular full-time and part-time employees of the City (including bargaining unit personnel).

Newly hired eligible employees that work only part of the calendar year for which the Strategic Action Plan is being evaluated would receive payment on a prorated basis as described in the





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payments section above. Employees leaving City employment before the end of the calendar year being evaluated would not be eligible for any performance payment.

While the program is based on all employees defined above being eligible for any approved Organizational Performance Incentive payment, any employee that is denied an individual pay adjustment (cola or merit) during the calendar year covering the Strategic Action Plan being evaluated will not be awarded an Organizational Performance Incentive payment.

<b>Program adopted by City Council</b>	<u>12.21.15</u>
<b>Amendments by City Council</b>	<u>4.18.16</u>
	<u>10.5.20</u>



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INTEROFFICE MEMORANDUM

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TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM/Finance Director  
SUBJECT: Main Avenue Snowmelt and Streetscape Bid Award  
DATE: February 3, 2023  
CC: City Council Work Study and Action Items February 6, 2023

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On Thursday January 26, we accepted bids for the Main Avenue Streetscape and Snowmelt project. We were pleased that we received four bids for the project ranging from \$8,404,779.57 to \$10,497,745.15 with the low bid coming from Site Works Solutions. While the City has never worked with Site Works Solutions, the BPW has worked with them in the past and had a favorable experience.

After conducting post-bid interviews, Moore and Bruggink is recommending awarding (see attached) the project to Site Works Solutions and set a total project budget of \$10,222,129.57. Based on the components of the project, the costs for the project are broken down as follows:

	Bid Amount	Contingency	Engineering & Administration	Total
Streets (96.21%)	\$8,085,996.48	\$817,785.00	\$933,334.75	\$9,837,116.23
BPW (1.50%)	\$126,388.24	\$12,750.00	\$13,462.50	\$152,600.74
Wastewater (2.29%)	\$192,394.85	\$19,465.00	\$20,552.75	\$232,412.60
<b>Totals</b>	<b>\$8,404,779.57</b>	<b>\$850,000.00</b>	<b>\$967,350.00</b>	<b>\$10,222,129.57</b>

Of the \$9,837,116.23 budgeted project costs for the City, \$7,319,717.23 has been accounted for between the Fiscal Year 2022 and 2023 budgets. This leaves a \$2,517,399 funding gap. As a team, we have considered several options to bridge this gap including items such as the use of fund balance, future budget performance, delaying street reconstruction projects, and the use of additional unbudgeted personal property tax reimbursements, and feel that this gap can be easily bridged without impacting overall operations. As is such, our recommendation is to award this project in its totality at Monday's meeting.

With this in mind, if Council is uncomfortable awarding the bid in its totality, we can look at possible ways to reduce the costs of the project and present a revised bid award at a future meeting.

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Once we have awarded the project, we will work with Site Works Solutions to establish schedules and traffic staging plans to start communicating it to the various stakeholders on the project. Overall, the team is happy with the outcome of the bid and is looking forward to kicking off this transformative project for the downtown district. This project award is subject to BPW approval of the water portion of the project at their next meeting.

**Recommendation:**

Staff recommends that City Council award the Main Avenue Snowmelt and Streetscape project to Site Works Solutions, Inc. in the amount of \$8,404,779.57 and set a project budget of \$10,222,129.57 subject to Zeeland BPW Board approval of the water related items on the project.

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Kevin Plockmeyer, ACM/Finance Director



February 1, 2023

Re: Zeeland – Main Ave Snowmelt  
Project No. 210257.01

Mr. Kevin Plockmeyer  
City of Zeeland  
21 South Elm Street  
Zeeland, Michigan 49464

Dear Mr. Plockmeyer:

Based on our recommendation to award a contract on the **Main Avenue Snowmelt & Streetscape** project in the amount of \$8,404,779.57, we hereby estimate the total project budget as follows:

**PROJECT COSTS**

Low Bid (Site Works Solutions, Inc.)	\$8,404,779.57
Design Engineering (M&B)	\$247,500.00
Design Engineering (GMB)	\$69,850.00
Construction Administration and Inspection	\$650,000.00
Project Contingencies	\$850,000.00

**TOTAL ESTIMATED BUDGET    \$10,222,129.57**

The funding for this project will be split between three sources as follows:

	<u>Bid Amount</u>	<u>Contingency</u>	<u>Engineering &amp; Administration</u>	<u>Total</u>
Streets (96.21%)	\$8,085,996.48	\$817,785.00	\$933,334.75	\$9,837,116.23
BPW (1.50%)	\$126,388.24	\$12,750.00	\$13,462.50	\$152,600.74
Wastewater (2.29%)	\$192,394.85	\$19,465.00	\$20,552.75	\$232,412.60
<b>Totals</b>	<b>\$8,404,779.57</b>	<b>\$850,000.00</b>	<b>\$967,350.00</b>	<b>\$10,222,129.57</b>

If you have any questions, please contact me.

Sincerely,

Alan Pennington, P.E.  
President

AP/pim



**Moore+Bruggink**  
Consulting Engineers

February 1, 2023

Re: Zeeland – Main Ave Snowmelt  
Project No. 210257.01

Mr. Kevin Plockmeyer  
City of Zeeland  
21 South Elm Street  
Zeeland, Michigan 49464

Dear Mr. Plockmeyer:

Four bids were received at 11 a.m., on Thursday, January 26, 2023, for the **Main Avenue Snowmelt & Streetscape** project. All bids were reviewed and checked for accuracy. A copy of the tabulation of bids is attached.

Site Works Solutions, Inc., submitted the low bid for the project in the amount of \$8,404,779.57. The engineer's estimate was \$8,868,660.50.

The low bidder has a satisfactory performance record on previous projects, and we recommend that a contract be awarded to Site Works Solutions, Inc. in the amount of \$8,404,779.57.

Sincerely,

Alan Pennington, P.E.  
Project Engineer

AP/pim

Attachment

cc: Site Works Solutions, Inc.

**MOORE & BRUGGINK, INC.**  
**TABULATION OF BIDS**

PROJECT: Main Avenue Snowmelt & Streetscape – Project No. 210257.01

OWNER: City of Zeeland, 21 South Elm Street, Zeeland, Michigan 49464

BIDS RECEIVED: 11 a.m., Thursday, January 26, 2023

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT	KAMMINGA & ROODVOETS PRICE	KAMMINGA & ROODVOETS AMOUNT	WYOMING EXCAVATORS PRICE	WYOMING EXCAVATORS AMOUNT	CONNAN INC. PRICE	CONNAN INC. AMOUNT
1	Mobilization, Max \$800,000	Lsum	1	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00	\$800,000.00
2	Cold Milling HMA Pavement	Syd	17,500	\$2.00	\$35,000.00	\$1.75	\$30,625.00	\$2.00	\$35,000.00	\$1.50	\$26,250.00	\$12.00	\$210,000.00
3	Dr Structure, Rem	Ea	15	\$900.00	\$13,500.00	\$550.00	\$8,250.00	\$500.00	\$7,500.00	\$518.00	\$7,770.00	\$350.00	\$5,250.00
4	Curb, Rem	Ft	125	\$12.00	\$1,500.00	\$5.00	\$625.00	\$12.00	\$1,500.00	\$13.00	\$1,625.00	\$18.00	\$2,250.00
5	Curb and Gutter, Rem	Ft	3,160	\$12.00	\$37,920.00	\$5.00	\$15,800.00	\$12.00	\$37,920.00	\$13.00	\$41,080.00	\$12.00	\$37,920.00
6	Brick, Rem	Syd	1,300	\$10.00	\$13,000.00	\$4.00	\$5,200.00	\$17.00	\$22,100.00	\$16.00	\$20,800.00	\$14.00	\$18,200.00
7	Sidewalk , Rem	Syd	4,800	\$8.00	\$38,400.00	\$7.00	\$33,600.00	\$9.25	\$44,400.00	\$16.00	\$76,800.00	\$12.00	\$57,600.00
8	Pavt, Rem	Syd	7,000	\$12.00	\$84,000.00	\$10.45	\$73,150.00	\$8.25	\$57,750.00	\$8.00	\$56,000.00	\$12.00	\$84,000.00
9	Erosion Control, Inlet Protection, Silt Bag	Ea	80	\$100.00	\$8,000.00	\$85.00	\$6,800.00	\$120.00	\$9,600.00	\$150.00	\$12,000.00	\$130.00	\$10,400.00
10	Roadway grading	Syd	8,000	\$10.00	\$80,000.00	\$10.00	\$80,000.00	\$11.00	\$88,000.00	\$18.00	\$144,000.00	\$18.00	\$144,000.00
11	Sidewalk Grading	Ft	5,200	\$30.00	\$156,000.00	\$12.00	\$62,400.00	\$23.50	\$122,200.00	\$16.00	\$83,200.00	\$30.00	\$156,000.00
12	Remove Existing Sanitary Sewer System	Lsum	1	\$5,000.00	\$5,000.00	\$25,000.00	\$25,000.00	\$1,500.00	\$1,500.00	\$7,670.00	\$7,670.00	\$10,000.00	\$10,000.00
13	Sanitary Sewer, PVC SDR 35, 15 inch	Ft	120	\$120.00	\$14,400.00	\$150.00	\$18,000.00	\$200.00	\$24,000.00	\$233.00	\$27,960.00	\$150.00	\$18,000.00
14	Sanitary Sewer, PVC, SDR 26, 30 inch	Ft	120	\$220.00	\$26,400.00	\$635.00	\$76,200.00	\$550.00	\$66,000.00	\$412.00	\$49,440.00	\$1,000.00	\$120,000.00
15	Sanitary Manhole, 60 inch Dia	Ea	3	\$5,000.00	\$15,000.00	\$15,000.00	\$45,000.00	\$8,500.00	\$25,500.00	\$9,919.00	\$29,757.00	\$11,000.00	\$33,000.00
16	Remove Existing Water Main, Hydrants, and Fittings	Lsum	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$2,200.00	\$2,200.00	\$3,680.00	\$3,680.00	\$7,000.00	\$7,000.00
17	Water Main, 6 inch	Ft	35	\$100.00	\$3,500.00	\$105.00	\$3,675.00	\$250.00	\$8,750.00	\$224.00	\$7,840.00	\$250.00	\$8,750.00
18	Water Main, 8 inch	Ft	50	\$120.00	\$6,000.00	\$120.00	\$6,000.00	\$255.00	\$12,750.00	\$250.00	\$12,500.00	\$350.00	\$17,500.00
19	Valve and Box, 6 inch	Ea	2	\$1,800.00	\$3,600.00	\$1,750.00	\$3,500.00	\$1,900.00	\$3,800.00	\$2,208.00	\$4,416.00	\$1,500.00	\$3,000.00
20	Bend, 11 1/4 Degree, 6 inch	Ea	2	\$1,800.00	\$3,600.00	\$375.00	\$750.00	\$650.00	\$1,300.00	\$987.00	\$1,974.00	\$500.00	\$1,000.00
21	Bend, 90 Degree, 6 inch	Ea	2	\$2,000.00	\$4,000.00	\$425.00	\$850.00	\$675.00	\$1,350.00	\$1,030.00	\$2,060.00	\$500.00	\$1,000.00
22	Reducer, 8 inch x 6 inch	Ea	2	\$1,800.00	\$3,600.00	\$435.00	\$870.00	\$600.00	\$1,200.00	\$1,050.00	\$2,100.00	\$550.00	\$1,100.00
23	Tapping Sleeve, Valve and Box, 16 inch x 6 inch	Ea	1	\$2,500.00	\$2,500.00	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$8,395.00	\$8,395.00	\$10,000.00	\$10,000.00
24	Sleeve, 6 inch	Ea	3	\$1,600.00	\$4,800.00	\$875.00	\$2,625.00	\$1,400.00	\$4,200.00	\$1,771.00	\$5,313.00	\$4,000.00	\$12,000.00
25	Sleeve, 8 inch	Ea	1	\$1,800.00	\$1,800.00	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$1,855.00	\$1,855.00	\$4,000.00	\$4,000.00
26	Hydrant, 5 inch	Ea	3	\$4,500.00	\$13,500.00	\$2,150.00	\$6,450.00	\$5,000.00	\$15,000.00	\$5,779.00	\$17,337.00	\$5,000.00	\$15,000.00
27	Tap for Water Service, including Corporation Stop and Collar, 1 1/2 inch	Ea	5	\$1,100.00	\$5,500.00	\$1,750.00	\$8,750.00	\$1,450.00	\$7,250.00	\$1,593.00	\$7,965.00	\$1,200.00	\$6,000.00
28	Curb Stop and Box on Water Service, 1 1/2 inch	Ea	5	\$1,400.00	\$7,000.00	\$750.00	\$3,750.00	\$1,600.00	\$8,000.00	\$1,428.00	\$7,140.00	\$1,100.00	\$5,500.00
29	Tap for Water Service, including Corporation Stop and Collar, 2 inch	Ea	3	\$1,200.00	\$3,600.00	\$2,000.00	\$6,000.00	\$1,650.00	\$4,950.00	\$1,750.00	\$5,250.00	\$1,700.00	\$5,100.00
30	Curb Stop and Box on Water Service, 2 inch	Ea	3	\$1,500.00	\$4,500.00	\$850.00	\$2,550.00	\$1,750.00	\$5,250.00	\$1,593.00	\$4,779.00	\$1,700.00	\$5,100.00
31	Water Service, 1-1/2 inch	Ft	250	\$60.00	\$15,000.00	\$27.00	\$6,750.00	\$40.00	\$10,000.00	\$126.00	\$31,500.00	\$75.00	\$18,750.00
32	Water Service, 2 inch	Ft	120	\$70.00	\$8,400.00	\$35.00	\$4,200.00	\$45.00	\$5,400.00	\$136.00	\$16,320.00	\$90.00	\$10,800.00
33	Water Service, 1 1/2 inch (Curb Box to Meter)	Ea	7	\$5,000.00	\$35,000.00	\$2,600.00	\$18,200.00	\$5,600.00	\$39,200.00	\$3,968.00	\$27,776.00	\$10,000.00	\$70,000.00
34	Water Service, Abandon	Ea	10	\$500.00	\$5,000.00	\$750.00	\$7,500.00	\$750.00	\$7,500.00	\$863.00	\$8,630.00	\$1,000.00	\$10,000.00
35	Internal Plumbing, Water Service	Dlr	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
36	Exploratory Investigation, Water Service	Ea	5	\$500.00	\$2,500.00	\$600.00	\$3,000.00	\$500.00	\$2,500.00	\$575.00	\$2,875.00	\$1,000.00	\$5,000.00
37	Underdrain, Subbase, Modified	Ft	2,000	\$10.00	\$20,000.00	\$4.90	\$9,800.00	\$11.00	\$22,000.00	\$16.00	\$32,000.00	\$12.00	\$24,000.00

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		SITE WORK SOLUTIONS		KAMMINGA & ROODVOETS		WYOMING EXCAVATORS		CONNAN INC.	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
38	Remove Existing Storm Sewer System	Lsum	1	\$10,000.00	\$10,000.00	\$40,000.00	\$40,000.00	\$25,000.00	\$25,000.00	\$31,565.00	\$31,565.00	\$30,000.00	\$30,000.00
39	12-inch Storm Sewer in Stone Trench	Ft	160	\$70.00	\$11,200.00	\$53.25	\$8,520.00	\$95.00	\$15,200.00	\$146.00	\$23,360.00	\$155.00	\$24,800.00
40	18-inch Storm Sewer in Stone Trench	Ft	1,721	\$80.00	\$137,680.00	\$67.25	\$115,737.25	\$100.00	\$172,100.00	\$161.00	\$277,081.00	\$177.00	\$304,617.00
41	Dr Structure Cover, ADA	Ea	4	\$250.00	\$1,000.00	\$725.00	\$2,900.00	\$1,500.00	\$6,000.00	\$715.00	\$2,860.00	\$900.00	\$3,600.00
42	Storm Sewer Lateral, 6 inch, SDR 26	Ea	6	\$400.00	\$2,400.00	\$1,500.00	\$9,000.00	\$3,500.00	\$21,000.00	\$2,930.00	\$17,580.00	\$2,500.00	\$15,000.00
43	Inserta Tee, 6 inch	Ea	6	\$250.00	\$1,500.00	\$350.00	\$2,100.00	\$2,000.00	\$12,000.00	\$472.00	\$2,832.00	\$550.00	\$3,300.00
44	Storm Sewer C76 CL III, 12 inch	Ft	310	\$60.00	\$18,600.00	\$45.50	\$14,105.00	\$70.00	\$21,700.00	\$161.00	\$49,910.00	\$70.00	\$21,700.00
45	Storm Sewer C76 CL III, 18 inch	Ft	50	\$120.00	\$6,000.00	\$65.00	\$3,250.00	\$95.00	\$4,750.00	\$194.00	\$9,700.00	\$85.00	\$4,250.00
46	Catch Basin, 48 inch Dia	Ea	13	\$4,000.00	\$52,000.00	\$1,600.00	\$20,800.00	\$4,500.00	\$58,500.00	\$5,510.00	\$71,630.00	\$3,700.00	\$48,100.00
47	Storm Manhole, 48 inch Dia	Ea	8	\$4,500.00	\$36,000.00	\$1,600.00	\$12,800.00	\$4,500.00	\$36,000.00	\$5,710.00	\$45,680.00	\$4,000.00	\$32,000.00
48	Storm Manhole, 48 inch Dia w/3-Foot Weir	Ea	6	\$5,500.00	\$33,000.00	\$3,000.00	\$18,000.00	\$6,000.00	\$36,000.00	\$7,970.00	\$47,820.00	\$6,500.00	\$39,000.00
49	Core and Seal Existing Manhole for Storm Sewer, 12 inch	Ea	4	\$500.00	\$2,000.00	\$355.00	\$1,420.00	\$500.00	\$2,000.00	\$1,081.00	\$4,324.00	\$450.00	\$1,800.00
50	Core and Seal Existing Manhole for Storm Sewer, 18 inch	Ea	15	\$600.00	\$9,000.00	\$400.00	\$6,000.00	\$1,200.00	\$18,000.00	\$1,740.00	\$26,100.00	\$770.00	\$11,550.00
51	Manhole Casting, Adj	Ea	60	\$800.00	\$48,000.00	\$500.00	\$30,000.00	\$700.00	\$42,000.00	\$860.00	\$51,600.00	\$670.00	\$40,200.00
52	Manhole Casting, Furn	Ea	60	\$800.00	\$48,000.00	\$525.00	\$31,500.00	\$570.00	\$34,200.00	\$610.00	\$36,600.00	\$670.00	\$40,200.00
53	Catch Basin Casting, Adj	Ea	33	\$500.00	\$16,500.00	\$500.00	\$16,500.00	\$300.00	\$9,900.00	\$87.00	\$2,871.00	\$950.00	\$31,350.00
54	Catch Basin Casting, Furn	Ea	33	\$800.00	\$26,400.00	\$740.00	\$24,420.00	\$775.00	\$25,575.00	\$800.00	\$26,400.00	\$950.00	\$31,350.00
55	Curb Box, Adj	Ea	54	\$350.00	\$18,900.00	\$235.00	\$12,690.00	\$300.00	\$16,200.00	\$351.00	\$18,954.00	\$450.00	\$24,300.00
56	Curb Box, Furn	Ea	20	\$250.00	\$5,000.00	\$325.00	\$6,500.00	\$100.00	\$2,000.00	\$100.00	\$2,000.00	\$300.00	\$6,000.00
57	Valve Box, Adj	Ea	47	\$600.00	\$28,200.00	\$325.00	\$15,275.00	\$500.00	\$23,500.00	\$748.00	\$35,156.00	\$750.00	\$35,250.00
58	Valve Box, Furn	Ea	30	\$600.00	\$18,000.00	\$580.00	\$17,400.00	\$335.00	\$10,050.00	\$368.00	\$11,040.00	\$550.00	\$16,500.00
59	Subbase, CIP	Cyd	3,500	\$20.00	\$70,000.00	\$16.40	\$57,400.00	\$24.00	\$84,000.00	\$22.00	\$77,000.00	\$18.00	\$63,000.00
60	Aggregate Base, 21AA, 8 inch	Syd	8,000	\$20.00	\$160,000.00	\$16.75	\$134,000.00	\$23.00	\$184,000.00	\$19.00	\$152,000.00	\$16.00	\$128,000.00
61	Aggregate Base, 21AA, 12 inch	Syd	500	\$30.00	\$15,000.00	\$25.00	\$12,500.00	\$38.00	\$19,000.00	\$37.00	\$18,500.00	\$25.00	\$12,500.00
62	Curb and Gutter	Ft	3,335	\$25.00	\$83,375.00	\$26.45	\$88,210.75	\$27.00	\$90,045.00	\$23.00	\$76,705.00	\$21.00	\$70,035.00
63	Conc Header, 12 inch	Ft	1,050	\$60.00	\$63,000.00	\$56.85	\$59,692.50	\$55.00	\$57,750.00	\$26.00	\$27,300.00	\$51.00	\$53,550.00
64	Planter Curb	Ft	1,500	\$30.00	\$45,000.00	\$64.65	\$96,975.00	\$38.00	\$57,000.00	\$58.00	\$87,000.00	\$61.00	\$91,500.00
65	Conc Base, 4 inch	Sft	17,800	\$6.00	\$106,800.00	\$5.60	\$99,680.00	\$6.00	\$106,800.00	\$5.50	\$97,900.00	\$4.00	\$71,200.00
66	Conc Base, 7 inch	Sft	4,700	\$8.00	\$37,600.00	\$10.00	\$47,000.00	\$8.00	\$37,600.00	\$8.00	\$37,600.00	\$10.00	\$47,000.00
67	Sidewalk, Conc, 5 inch	Sft	42,350	\$7.00	\$296,450.00	\$5.83	\$246,900.50	\$6.75	\$285,862.50	\$6.00	\$254,100.00	\$5.00	\$211,750.00
68	Sidewalk, Conc, 7 inch	Sft	4,350	\$9.00	\$39,150.00	\$7.27	\$31,624.50	\$8.10	\$35,235.00	\$8.00	\$34,800.00	\$7.00	\$30,450.00
69	Sidewalk Ramp, Conc, 4 inch	Sft	800	\$7.00	\$5,600.00	\$5.24	\$4,192.00	\$7.25	\$5,800.00	\$5.50	\$4,400.00	\$5.00	\$4,000.00
70	Sidewalk Ramp, Conc, 7 inch	Sft	600	\$8.00	\$4,800.00	\$7.27	\$4,362.00	\$8.75	\$5,250.00	\$8.00	\$4,800.00	\$10.00	\$6,000.00
71	Driveway, 7 inch	Sft	1,900	\$9.00	\$17,100.00	\$7.27	\$13,813.00	\$6.00	\$11,400.00	\$8.00	\$15,200.00	\$10.00	\$19,000.00
72	Caulked Joint	Ft	1,600	\$2.00	\$3,200.00	\$4.35	\$6,960.00	\$5.50	\$8,800.00	\$6.00	\$9,600.00	\$5.00	\$8,000.00
73	Temporary HMA	Tons	50	\$200.00	\$10,000.00	\$229.00	\$11,450.00	\$290.00	\$14,500.00	\$150.00	\$7,500.00	\$229.00	\$11,450.00
74	HMA Hand Patching	Tons	250	\$200.00	\$50,000.00	\$212.00	\$53,000.00	\$190.00	\$47,500.00	\$190.00	\$47,500.00	\$212.00	\$53,000.00
75	HMA, Approach	Tons	100	\$200.00	\$20,000.00	\$227.00	\$22,700.00	\$140.00	\$14,000.00	\$140.00	\$14,000.00	\$227.00	\$22,700.00
76	HMA, 4EL	Tons	1,260	\$120.00	\$151,200.00	\$96.50	\$121,590.00	\$92.00	\$115,920.00	\$93.00	\$117,180.00	\$96.50	\$121,590.00
77	HMA 5EL	Tons	2,850	\$100.00	\$285,000.00	\$96.50	\$275,025.00	\$93.00	\$265,050.00	\$94.00	\$267,900.00	\$95.40	\$271,890.00
78	Brick, Paver, 4-inch x 8-inch x 2-1/4-inch	Sft	17,500	\$27.00	\$472,500.00	\$18.23	\$319,025.00	\$18.00	\$315,000.00	\$30.00	\$525,000.00	\$17.00	\$297,500.00
79	Brick Paver, 4-inch x 8-inch x 2-3/4-inch	Sft	4,700	\$29.00	\$136,300.00	\$22.85	\$107,395.00	\$20.50	\$96,350.00	\$32.00	\$150,400.00	\$19.50	\$91,650.00
80	Brick Paver, 8-inch x 8-inch x 2-1/4-inch	Sft	825	\$50.00	\$41,250.00	\$26.34	\$21,730.50	\$31.00	\$25,575.00	\$48.00	\$39,600.00	\$30.00	\$24,750.00
81	Brick Paver, 4-inch x 8-inch x 2-3/4-inch ADA	Sft	800	\$80.00	\$64,000.00	\$36.84	\$29,472.00	\$35.00	\$28,000.00	\$66.00	\$52,800.00	\$34.00	\$27,200.00

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT	KAMMINGA & ROODVOETS PRICE	KAMMINGA & ROODVOETS AMOUNT	WYOMING EXCAVATORS PRICE	WYOMING EXCAVATORS AMOUNT	CONNAN INC. PRICE	CONNAN INC. AMOUNT
82	Maintain Existing Irrigation System	Dir	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
83	Irrigation System	Lsum	1	\$200,000.00	\$200,000.00	\$285,000.00	\$285,000.00	\$350,000.00	\$350,000.00	\$507,814.00	\$507,814.00	\$475,000.00	\$475,000.00
84	Turf Establishment	Syd	1,000	\$6.00	\$6,000.00	\$10.85	\$10,850.00	\$15.00	\$15,000.00	\$12.00	\$12,000.00	\$16.00	\$16,000.00
85	Prepared Soil	Cyd	250	\$120.00	\$30,000.00	\$50.00	\$12,500.00	\$50.00	\$12,500.00	\$50.00	\$12,500.00	\$50.00	\$12,500.00
86	Acer rubrum, 'Franksred', 2-1/2 inch	Ea	1	\$800.00	\$800.00	\$710.00	\$710.00	\$580.00	\$580.00	\$715.00	\$715.00	\$580.00	\$580.00
87	Carpinus betulas, 'Fastigiata', 2-1/2 inch	Ea	3	\$900.00	\$2,700.00	\$650.00	\$1,950.00	\$700.00	\$2,100.00	\$653.00	\$1,959.00	\$700.00	\$2,100.00
88	Cercidiphyllum japonicum, 2-1/2 inch	Ea	1	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$640.00	\$640.00	\$605.00	\$605.00	\$640.00	\$640.00
89	Ginko Bilboa, 'Autumn Gold', 2-1/2 inch	Ea	10	\$900.00	\$9,000.00	\$700.00	\$7,000.00	\$725.00	\$7,250.00	\$700.00	\$7,000.00	\$725.00	\$7,250.00
90	Ilex glabra, 'Shamrock', 24 inches	Ea	33	\$110.00	\$3,630.00	\$80.00	\$2,640.00	\$70.00	\$2,310.00	\$85.00	\$2,805.00	\$70.00	\$2,310.00
91	Juniperus scopulorum, 'Blue Arrow', 4'-5' Ht	Ea	1	\$150.00	\$150.00	\$200.00	\$200.00	\$265.00	\$265.00	\$195.00	\$195.00	\$265.00	\$265.00
92	Spirea, 'Gold Flame', 24 inches	Ea	1	\$100.00	\$100.00	\$60.00	\$60.00	\$65.00	\$65.00	\$60.00	\$60.00	\$65.00	\$65.00
93	Rosa, 'Coral Knock Out', 24 inches	Ea	10	\$110.00	\$1,100.00	\$55.00	\$550.00	\$65.00	\$650.00	\$55.00	\$550.00	\$65.00	\$650.00
94	Allium, 'Millenium', Bulb	Ea	18	\$25.00	\$450.00	\$20.00	\$360.00	\$25.00	\$450.00	\$20.00	\$360.00	\$25.00	\$450.00
95	Allium senescens, 'Cosmic Blue', #1 Pot	Ea	82	\$25.00	\$2,050.00	\$22.00	\$1,804.00	\$25.00	\$2,050.00	\$23.00	\$1,886.00	\$25.00	\$2,050.00
96	Calamagrotis, 'Karl Foerster', #5 Pot	Ea	26	\$80.00	\$2,080.00	\$55.00	\$1,430.00	\$44.00	\$1,144.00	\$52.00	\$1,352.00	\$44.00	\$1,144.00
97	Calamintha nepeta, 'Montrose White', #1 Pot	Ea	35	\$35.00	\$1,225.00	\$19.00	\$665.00	\$25.00	\$875.00	\$22.00	\$770.00	\$25.00	\$875.00
98	Echinacea purpurea, 'Butterfly Kisses', #1 Pot	Ea	12	\$35.00	\$420.00	\$24.00	\$288.00	\$25.00	\$300.00	\$27.00	\$324.00	\$25.00	\$300.00
99	Hemerocallis, 'Black Eyed Stella', #1 Pot	Ea	223	\$40.00	\$8,920.00	\$17.00	\$3,791.00	\$25.00	\$5,575.00	\$22.00	\$4,906.00	\$25.00	\$5,575.00
100	Hosta, 'Halcyon', #3 Pot	Ea	18	\$50.00	\$900.00	\$17.00	\$306.00	\$25.00	\$450.00	\$22.00	\$396.00	\$25.00	\$450.00
101	Imperata cylindrica, 'Red Baron', #1 Pot	Ea	74	\$35.00	\$2,590.00	\$20.00	\$1,480.00	\$25.00	\$1,850.00	\$23.00	\$1,702.00	\$25.00	\$1,850.00
102	Leucanternum x superbum, 'Snowcap', #1 Pot	Ea	30	\$35.00	\$1,050.00	\$15.00	\$450.00	\$25.00	\$750.00	\$20.00	\$600.00	\$25.00	\$750.00
103	Liriope muscari, 'Silvery Sunproof', #1 Pot	Ea	197	\$25.00	\$4,925.00	\$17.00	\$3,349.00	\$13.00	\$2,561.00	\$22.00	\$4,334.00	\$13.00	\$2,561.00
104	Nepeta x faassenii, 'Walkers Low', #3 Pot	Ea	16	\$50.00	\$800.00	\$15.00	\$240.00	\$30.00	\$480.00	\$20.00	\$320.00	\$30.00	\$480.00
105	Pennisetum alopecuroides, 'Dwarf Hamein', #1.5 Pot	Ea	28	\$45.00	\$1,260.00	\$15.00	\$420.00	\$25.00	\$700.00	\$20.00	\$560.00	\$25.00	\$700.00
106	Peroskia atriplicifolia, 'Little Spire', #1 Pot	Ea	45	\$30.00	\$1,350.00	\$15.00	\$675.00	\$25.00	\$1,125.00	\$20.00	\$900.00	\$25.00	\$1,125.00
107	Pachysandra terminalis, #1 Pot	Ea	467	\$30.00	\$14,010.00	\$16.00	\$7,472.00	\$13.00	\$6,071.00	\$21.00	\$9,807.00	\$13.00	\$6,071.00
108	Sedum, 'Autumn Joy', #3 Pot	Ea	105	\$40.00	\$4,200.00	\$18.00	\$1,890.00	\$30.00	\$3,150.00	\$22.00	\$2,310.00	\$30.00	\$3,150.00
109	Mulch	Syd	1,400	\$8.00	\$11,200.00	\$6.75	\$9,450.00	\$3.00	\$4,200.00	\$7.00	\$9,800.00	\$3.00	\$4,200.00
110	Tree Water Bag	Ea	48	\$100.00	\$4,800.00	\$30.00	\$1,440.00	\$58.00	\$2,784.00	\$30.00	\$1,440.00	\$58.00	\$2,784.00
111	Masonry Pedestal Sign (Cylindrical)	Lsum	1	\$40,000.00	\$40,000.00	\$27,500.00	\$27,500.00	\$29,000.00	\$29,000.00	\$32,015.00	\$32,015.00	\$45,000.00	\$45,000.00
112	Masonry Wall Sign	Lsum	1	\$40,000.00	\$40,000.00	\$21,000.00	\$21,000.00	\$30,000.00	\$30,000.00	\$20,221.00	\$20,221.00	\$35,000.00	\$35,000.00
113	Masonry Planter	Lsum	1	\$25,000.00	\$25,000.00	\$15,500.00	\$15,500.00	\$24,000.00	\$24,000.00	\$17,515.00	\$17,515.00	\$33,000.00	\$33,000.00
114	Flag Pole Sleeve	Ea	80	\$100.00	\$8,000.00	\$25.00	\$2,000.00	\$250.00	\$20,000.00	\$98.00	\$7,840.00	\$55.00	\$4,400.00
115	Sign Sleeve	Ea	33	\$100.00	\$3,300.00	\$35.00	\$1,155.00	\$275.00	\$9,075.00	\$115.00	\$3,795.00	\$75.00	\$2,475.00
116	Sign Post	Ea	33	\$190.00	\$6,270.00	\$125.00	\$4,125.00	\$175.00	\$5,775.00	\$144.00	\$4,752.00	\$125.00	\$4,125.00
117	Removable Bollard	Ea	12	\$2,000.00	\$24,000.00	\$2,000.00	\$24,000.00	\$1,650.00	\$19,800.00	\$1,235.00	\$14,820.00	\$2,000.00	\$24,000.00
118	Bench	Ea	20	\$2,000.00	\$40,000.00	\$2,700.00	\$54,000.00	\$2,100.00	\$42,000.00	\$2,369.00	\$47,380.00	\$1,800.00	\$36,000.00
119	Trash Receptacle	Ea	20	\$1,500.00	\$30,000.00	\$3,100.00	\$62,000.00	\$2,300.00	\$46,000.00	\$2,691.00	\$53,820.00	\$2,100.00	\$42,000.00
120	Bike Rack	Ea	10	\$1,000.00	\$10,000.00	\$1,800.00	\$18,000.00	\$1,500.00	\$15,000.00	\$1,311.00	\$13,110.00	\$1,300.00	\$13,000.00
121	Sign, Type IIIB	Sft	238	\$20.00	\$4,760.00	\$23.00	\$5,474.00	\$21.00	\$4,998.00	\$26.00	\$6,188.00	\$23.00	\$5,474.00
122	Pavt Mrkg, Waterborne, For On-Street Parking, 4-inch, White	Ft	2,330	\$2.00	\$4,660.00	\$0.35	\$815.50	\$1.85	\$4,310.50	\$2.00	\$4,660.00	\$1.85	\$4,310.50
123	Pavt Mrkg, Polyurea, 24-inch, Stop Bar	Ft	125	\$10.00	\$1,250.00	\$13.25	\$1,656.25	\$12.95	\$1,618.75	\$13.00	\$1,625.00	\$12.95	\$1,618.75
124	Pavt Mrkg, Waterborne, for Rest Areas, Parks, and Lots, 4-inch, Blue	Ft	340	\$1.00	\$340.00	\$0.40	\$136.00	\$1.95	\$663.00	\$2.00	\$680.00	\$1.95	\$663.00
125	Pavt Mrkg, Waterborne, 4-inch, White	Ft	630	\$1.00	\$630.00	\$0.35	\$220.50	\$0.25	\$157.50	\$0.30	\$189.00	\$0.25	\$157.50



ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT	KAMMINGA & ROODVOETS PRICE	KAMMINGA & ROODVOETS AMOUNT	WYOMING EXCAVATORS PRICE	WYOMING EXCAVATORS AMOUNT	CONNAN INC. PRICE	CONNAN INC. AMOUNT
126	Pavt Mrkg, Waterborne, 6-inch, White	Ft	175	\$1.50	\$262.50	\$0.50	\$87.50	\$0.35	\$61.25	\$0.40	\$70.00	\$0.35	\$61.25
127	Pavt Mrkg, Waterborne, 4-inch, Yellow	Ft	7,400	\$1.00	\$7,400.00	\$0.35	\$2,590.00	\$0.25	\$1,850.00	\$0.30	\$2,220.00	\$0.25	\$1,850.00
128	Pavt Mrkg, Polyurea, Lt Turn Arrow Sym	Ea	1	\$150.00	\$150.00	\$390.00	\$390.00	\$195.00	\$195.00	\$200.00	\$200.00	\$195.00	\$195.00
129	Pavt Mrkg, Polyurea, Only	Ea	1	\$150.00	\$150.00	\$390.00	\$390.00	\$195.00	\$195.00	\$200.00	\$200.00	\$195.00	\$195.00
130	Pavt Mrkg, Preformed Thermopl, Accessible Sym	Ea	4	\$200.00	\$800.00	\$170.00	\$680.00	\$350.00	\$1,400.00	\$355.00	\$1,420.00	\$350.00	\$1,400.00
131	Pedestrian Path, Temp	Ft	2,500	\$10.00	\$25,000.00	\$35.00	\$87,500.00	\$10.00	\$25,000.00	\$14.00	\$35,000.00	\$40.00	\$100,000.00
132	Pedestrian Ramp, Temp	Ea	20	\$200.00	\$4,000.00	\$350.00	\$7,000.00	\$700.00	\$14,000.00	\$2,040.00	\$40,800.00	\$1,000.00	\$20,000.00
133	Pedestrian Bridge, 16', Temp	Ea	2	\$500.00	\$1,000.00	\$4,200.00	\$8,400.00	\$8,700.00	\$17,400.00	\$3,450.00	\$6,900.00	\$9,000.00	\$18,000.00
134	Pedestrian Bridge, 20', Temp	Ea	2	\$2,000.00	\$4,000.00	\$5,000.00	\$10,000.00	\$10,800.00	\$21,600.00	\$4,531.00	\$9,062.00	\$10,000.00	\$20,000.00
135	Pedestrain Bridge, Temp, Relocate	Ea	20	\$200.00	\$4,000.00	\$375.00	\$7,500.00	\$1,000.00	\$20,000.00	\$575.00	\$11,500.00	\$1,500.00	\$30,000.00
136	Pedestrian Type II Barricade, Temp	Ea	30	\$150.00	\$4,500.00	\$11.00	\$330.00	\$120.00	\$3,600.00	\$200.00	\$6,000.00	\$195.00	\$5,850.00
137	Pedestrian Type II Chanelizer, Temp	Ft	1,200	\$20.00	\$24,000.00	\$1.10	\$1,320.00	\$31.00	\$37,200.00	\$38.00	\$45,600.00	\$32.50	\$39,000.00
138	Maintaining Traffic	Lsum	1	\$100,000.00	\$100,000.00	\$429,566.00	\$429,566.00	\$650,000.00	\$650,000.00	\$291,814.30	\$291,814.30	\$940,000.00	\$940,000.00
139	3/4-inch PEX snowmelt tubing	Sft	69,171	\$4.50	\$311,269.50	\$4.50	\$311,269.50	\$4.00	\$276,684.00	\$4.50	\$311,269.50	\$3.99	\$275,992.29
140	2-inch styrofoam insulation, high density	Sft	69,171	\$2.50	\$172,927.50	\$3.50	\$242,098.50	\$4.00	\$276,684.00	\$4.00	\$276,684.00	\$3.24	\$224,114.04
141	24-inch x 36-inch box with 2-inch valves and manifold	Ea	2	\$7,000.00	\$14,000.00	\$15,000.00	\$30,000.00	\$15,000.00	\$30,000.00	\$13,900.00	\$27,800.00	\$13,400.00	\$26,800.00
142	30-inch x 48-inch box with 2-1/2-inch valves and manifold	Ea	16	\$8,000.00	\$128,000.00	\$20,000.00	\$320,000.00	\$16,500.00	\$264,000.00	\$17,900.00	\$286,400.00	\$17,400.00	\$278,400.00
143	30-inch x 60-inch box with 2-1/2-inch valves and manifold	Ea	3	\$9,000.00	\$27,000.00	\$23,000.00	\$69,000.00	\$17,650.00	\$52,950.00	\$20,900.00	\$62,700.00	\$20,400.00	\$61,200.00
144	30-inch x 48-inch box with 2-inch valves and manifold	Ea	1	\$2,900.00	\$2,900.00	\$19,000.00	\$19,000.00	\$11,000.00	\$11,000.00	\$16,900.00	\$16,900.00	\$16,400.00	\$16,400.00
145	30-inch x 48-inch box with 3-inch valves and manifold	Ea	7	\$3,000.00	\$21,000.00	\$20,000.00	\$140,000.00	\$11,500.00	\$80,500.00	\$17,900.00	\$125,300.00	\$17,400.00	\$121,800.00
146	30-inch x 48-inch box with 4-inch valves and bypass	Ea	1	\$3,500.00	\$3,500.00	\$17,000.00	\$17,000.00	\$12,000.00	\$12,000.00	\$14,900.00	\$14,900.00	\$14,400.00	\$14,400.00
147	30-inch x 48-inch box with 8-inch valves and bypass	Ea	1	\$4,200.00	\$4,200.00	\$22,000.00	\$22,000.00	\$17,000.00	\$17,000.00	\$20,900.00	\$20,900.00	\$20,400.00	\$20,400.00
148	6-inch isolation valves (pair)	Ea	3	\$1,300.00	\$3,900.00	\$8,000.00	\$24,000.00	\$7,000.00	\$21,000.00	\$3,650.00	\$10,950.00	\$5,500.00	\$16,500.00
149	4-inch isolation valves (pair)	Ea	1	\$1,100.00	\$1,100.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$3,150.00	\$3,150.00	\$5,100.00	\$5,100.00
150	8-inch DR 11 pipe, HDPE	Ft	319	\$85.00	\$27,115.00	\$40.00	\$12,760.00	\$75.00	\$23,925.00	\$81.00	\$25,839.00	\$170.00	\$54,230.00
151	8-inch DR 11 tees	Ea	4	\$500.00	\$2,000.00	\$445.00	\$1,780.00	\$1,250.00	\$5,000.00	\$720.00	\$2,880.00	\$1,500.00	\$6,000.00
152	8"-8"-6" Reducing Tee	Ea	4	\$500.00	\$2,000.00	\$515.00	\$2,060.00	\$1,350.00	\$5,400.00	\$789.00	\$3,156.00	\$1,500.00	\$6,000.00
153	8"-6" Reducer	Ea	6	\$300.00	\$1,800.00	\$245.00	\$1,470.00	\$850.00	\$5,100.00	\$608.00	\$3,648.00	\$900.00	\$5,400.00
154	8"-4" Reducer	Ea	2	\$300.00	\$600.00	\$265.00	\$530.00	\$850.00	\$1,700.00	\$632.00	\$1,264.00	\$900.00	\$1,800.00
155	6-inch DR 11 pipe, HDPE	Ft	4,611	\$75.00	\$345,825.00	\$25.00	\$115,275.00	\$60.00	\$276,660.00	\$42.00	\$193,662.00	\$87.00	\$401,157.00
156	6-inch DR 11 90° elbow	Ea	8	\$300.00	\$2,400.00	\$235.00	\$1,880.00	\$725.00	\$5,800.00	\$337.00	\$2,696.00	\$800.00	\$6,400.00
157	6-inch DR 11 tees	Ea	2	\$400.00	\$800.00	\$345.00	\$690.00	\$1,100.00	\$2,200.00	\$351.00	\$702.00	\$1,200.00	\$2,400.00
158	6"-6"-4" Reducing Tee	Ea	2	\$400.00	\$800.00	\$420.00	\$840.00	\$1,100.00	\$2,200.00	\$427.00	\$854.00	\$1,300.00	\$2,600.00
159	6"-6"-3" Reducing Tee	Ea	10	\$400.00	\$4,000.00	\$480.00	\$4,800.00	\$1,100.00	\$11,000.00	\$349.00	\$3,490.00	\$1,300.00	\$13,000.00
160	6"-6"-2 1/2" Reducing Tee	Ea	20	\$400.00	\$8,000.00	\$480.00	\$9,600.00	\$1,100.00	\$22,000.00	\$327.00	\$6,540.00	\$1,300.00	\$26,000.00
161	6"-6"-2" Reducing Tee	Ea	2	\$400.00	\$800.00	\$550.00	\$1,100.00	\$1,100.00	\$2,200.00	\$349.00	\$698.00	\$1,300.00	\$2,600.00
162	6"-4" Reducer	Ea	6	\$200.00	\$1,200.00	\$220.00	\$1,320.00	\$800.00	\$4,800.00	\$320.00	\$1,920.00	\$800.00	\$4,800.00
163	4-inch DR 11 pipe, HDPE	Ft	3,189	\$65.00	\$207,285.00	\$21.50	\$68,563.50	\$58.00	\$184,962.00	\$37.00	\$117,993.00	\$67.00	\$213,663.00
164	4-inch DR 11 90° elbow	Ea	16	\$250.00	\$4,000.00	\$205.00	\$3,280.00	\$700.00	\$11,200.00	\$226.00	\$3,616.00	\$750.00	\$12,000.00
165	4"-4"-3" Reducing Tee	Ea	6	\$300.00	\$1,800.00	\$315.00	\$1,890.00	\$1,000.00	\$6,000.00	\$242.00	\$1,452.00	\$1,100.00	\$6,600.00
166	4"-4"-2-1/2" Reducing Tee	Ea	10	\$300.00	\$3,000.00	\$245.00	\$2,450.00	\$1,000.00	\$10,000.00	\$245.00	\$2,450.00	\$1,100.00	\$11,000.00
167	4"-4"-2" Reducing Tee	Ea	4	\$300.00	\$1,200.00	\$315.00	\$1,260.00	\$1,000.00	\$4,000.00	\$245.00	\$980.00	\$1,100.00	\$4,400.00
168	4"-3" Reducer	Ea	4	\$200.00	\$800.00	\$200.00	\$800.00	\$700.00	\$2,800.00	\$221.00	\$884.00	\$700.00	\$2,800.00
169	3-inch DR 11 pipe, HDPE	Ft	2,741	\$55.00	\$150,755.00	\$19.00	\$52,079.00	\$55.00	\$150,755.00	\$25.00	\$68,525.00	\$61.00	\$167,201.00

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		SITE WORK SOLUTIONS		KAMMINGA & ROODVOETS		WYOMING EXCAVATORS		CONNAN INC.	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
170	3-inch DR 11 90° elbow	Ea	12	\$200.00	\$2,400.00	\$210.00	\$2,520.00	\$650.00	\$7,800.00	\$189.00	\$2,268.00	\$500.00	\$6,000.00
171	3"-3"-2 1/2" Reducing Tee	Ea	8	\$250.00	\$2,000.00	\$320.00	\$2,560.00	\$950.00	\$7,600.00	\$230.00	\$1,840.00	\$800.00	\$6,400.00
172	2-1/2-inch DR 11 pipe, HDPE	Ft	220	\$55.00	\$12,100.00	\$14.00	\$3,080.00	\$50.00	\$11,000.00	\$36.00	\$7,920.00	\$55.00	\$12,100.00
173	2-1/2-inch DR 11 90° elbow	Ea	36	\$200.00	\$7,200.00	\$250.00	\$9,000.00	\$650.00	\$23,400.00	\$138.00	\$4,968.00	\$500.00	\$18,000.00
174	2-inch DR 11 pipe, HDPE	Ft	62	\$50.00	\$3,100.00	\$13.75	\$852.50	\$45.00	\$2,790.00	\$34.00	\$2,108.00	\$55.00	\$3,410.00
175	2-inch DR 11 90° elbow	Ea	4	\$200.00	\$800.00	\$200.00	\$800.00	\$625.00	\$2,500.00	\$122.00	\$488.00	\$500.00	\$2,000.00
176	Snow/Ice sensor	Ea	4	\$950.00	\$3,800.00	\$15,000.00	\$60,000.00	\$17,000.00	\$68,000.00	\$15,650.00	\$62,600.00	\$14,250.00	\$57,000.00
177	Propylene glycol	Gal	39,238	\$10.00	\$392,380.00	\$13.89	\$545,015.82	\$7.50	\$294,285.00	\$13.90	\$545,408.20	\$13.89	\$545,015.82
178	Directional Bore	Ea	2	\$12,000.00	\$24,000.00	\$9,000.00	\$18,000.00	\$15,000.00	\$30,000.00	\$4,025.00	\$8,050.00	\$35,000.00	\$70,000.00
179	Street Light Pole 1	Ea	42	\$6,000.00	\$252,000.00	\$6,000.00	\$252,000.00	\$5,600.00	\$235,200.00	\$5,445.00	\$228,690.00	\$5,285.00	\$221,970.00
180	Street Light Pole 2	Ea	12	\$6,100.00	\$73,200.00	\$6,200.00	\$74,400.00	\$5,600.00	\$67,200.00	\$5,445.00	\$65,340.00	\$5,290.00	\$63,480.00
181	Planter Pole	Ea	41	\$5,800.00	\$237,800.00	\$5,750.00	\$235,750.00	\$5,200.00	\$213,200.00	\$5,270.00	\$216,070.00	\$5,184.00	\$212,544.00
182	Pole Foundation	Ea	95	\$1,200.00	\$114,000.00	\$700.00	\$66,500.00	\$1,000.00	\$95,000.00	\$900.00	\$85,500.00	\$620.00	\$58,900.00
183	Sign Light	Ea	5	\$1,200.00	\$6,000.00	\$700.00	\$3,500.00	\$560.00	\$2,800.00	\$660.00	\$3,300.00	\$682.00	\$3,410.00
184	Bollard	Ea	69	\$1,000.00	\$69,000.00	\$825.00	\$56,925.00	\$750.00	\$51,750.00	\$850.00	\$58,650.00	\$800.00	\$55,200.00
185	Light Bollard	Ea	67	\$2,000.00	\$134,000.00	\$1,800.00	\$120,600.00	\$1,580.00	\$105,860.00	\$1,780.00	\$119,260.00	\$1,713.00	\$114,771.00
186	Bollard Foundation	Ea	136	\$800.00	\$108,800.00	\$500.00	\$68,000.00	\$285.00	\$38,760.00	\$350.00	\$47,600.00	\$440.00	\$59,840.00
187	12-inch x 12-inch x 12-inch Handhole	Ea	165	\$920.00	\$151,800.00	\$885.00	\$146,025.00	\$1,000.00	\$165,000.00	\$1,100.00	\$181,500.00	\$885.00	\$146,025.00
188	11-inch x 18-inch x 18-inch Handhole	Ea	6	\$1,240.00	\$7,440.00	\$1,068.00	\$6,408.00	\$1,200.00	\$7,200.00	\$1,300.00	\$7,800.00	\$1,068.00	\$6,408.00
189	17-inch x 30-inch x 24-inch Handhole	Ea	8	\$2,880.00	\$23,040.00	\$1,740.00	\$13,920.00	\$1,770.00	\$14,160.00	\$1,870.00	\$14,960.00	\$1,740.00	\$13,920.00
190	Power Pedestals	Ea	24	\$800.00	\$19,200.00	\$890.00	\$21,360.00	\$900.00	\$21,600.00	\$1,000.00	\$24,000.00	\$890.00	\$21,360.00
191	RV Power Pedestals	Ea	3	\$3,000.00	\$9,000.00	\$894.00	\$2,682.00	\$1,200.00	\$3,600.00	\$1,300.00	\$3,900.00	\$894.00	\$2,682.00
192	(1) 2-inch Conduit & (2) 1-inch Conduit	Ft	5,600	\$85.00	\$476,000.00	\$22.00	\$123,200.00	\$14.00	\$78,400.00	\$15.00	\$84,000.00	\$24.00	\$134,400.00
193	(1) 1-inch Conduit	Ft	2,700	\$23.00	\$62,100.00	\$10.00	\$27,000.00	\$6.00	\$16,200.00	\$7.00	\$18,900.00	\$11.90	\$32,130.00
194	(1) 3-inch Conduit	Ft	1,300	\$98.00	\$127,400.00	\$18.00	\$23,400.00	\$13.00	\$16,900.00	\$14.00	\$18,200.00	\$20.15	\$26,195.00
195	(2) 3-inch Conduit	Ft	300	\$169.00	\$50,700.00	\$40.00	\$12,000.00	\$25.00	\$7,500.00	\$26.00	\$7,800.00	\$41.60	\$12,480.00
196	(2) 2-inch Conduit	Ft	200	\$91.00	\$18,200.00	\$17.00	\$3,400.00	\$15.50	\$3,100.00	\$17.00	\$3,400.00	\$19.00	\$3,800.00
197	(3) #2Cu + (1) #6CuG	Ft	100	\$18.00	\$1,800.00	\$13.32	\$1,332.00	\$15.00	\$1,500.00	\$16.00	\$1,600.00	\$13.32	\$1,332.00
198	(2) #10Cu + (1) #10CuG	Ft	4,000	\$5.00	\$20,000.00	\$2.57	\$10,280.00	\$3.25	\$13,000.00	\$4.00	\$16,000.00	\$2.57	\$10,280.00
199	(3) #10Cu + (1) #10CuG	Ft	1,400	\$6.00	\$8,400.00	\$3.52	\$4,928.00	\$4.25	\$5,950.00	\$5.00	\$7,000.00	\$3.52	\$4,928.00
200	(6) #2Cu, (3) #6Cu + (1) #6CuG	Ft	200	\$35.00	\$7,000.00	\$28.47	\$5,694.00	\$40.00	\$8,000.00	\$42.00	\$8,400.00	\$28.47	\$5,694.00
201	(3) #2Cu, (3) #6Cu + (1) #6CuG	Ft	300	\$23.00	\$6,900.00	\$17.72	\$5,316.00	\$30.00	\$9,000.00	\$32.00	\$9,600.00	\$17.72	\$5,316.00
202	(6) 2/0Cu + (1) #1CuG	Ft	1,500	\$56.00	\$84,000.00	\$36.67	\$55,005.00	\$40.00	\$60,000.00	\$42.00	\$63,000.00	\$36.67	\$55,005.00
203	Service Pedestal Coordination	Ea	4	\$5,000.00	\$20,000.00	\$1,410.00	\$5,640.00	\$3,000.00	\$12,000.00	\$3,250.00	\$13,000.00	\$1,410.00	\$5,640.00
204	Maintain Existing Street Lighting System	Dlr	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
205	Remove Existing Street Lighting System	Lsum	1	\$10,000.00	\$10,000.00	\$75,000.00	\$75,000.00	\$60,000.00	\$60,000.00	\$19,500.00	\$19,500.00	\$19,240.00	\$19,240.00
206	Remove Planter Poles	Lsum	1	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$8,150.00	\$8,150.00	\$10,260.00	\$10,260.00
<b>TOTAL ALL BID ITEMS</b>					<b>\$8,959,944.50</b>		<b>\$8,404,779.57</b>		<b>\$9,070,531.50</b>		<b>\$9,378,244.00</b>		<b>\$10,497,745.15</b>



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INTEROFFICE MEMORANDUM

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TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM/Finance Director  
SUBJECT: Huizenga Park Phase III Bid Award  
DATE: February 3, 2023  
CC: City Council Work Study and Action Items February 6, 2023

---

Phase III of Huizenga Park was included as part of the Fiscal Year 2022/2023 budget. The scope of the project includes an additional set of pickleball courts, interior pathway construction, and various landscaping improvements. On Thursday, January 26, four bids were received for this project, and we did receive very competitive bids. The low bid was from Denny's Excavating, in the amount of \$335,000 (If you will recall, Denny's constructed Phase II of Huizenga Park, and we were very happy with the work performed).

MC Smith has recommended acceptance of Denny's Excavating's bid (see attached) and to set a total project budget of \$414,161.74. This project budget does include the rejection of alternate number one which would have reduced the total project budget by \$41,022.45 to construct an asphalt court instead of a pos-tensioned court but does accept alternate number 2 in the amount of \$13,683.20 to resurface the existing courts which are experiencing some minor cracking and flaking. We do intend to bring consideration of these alternates to the Cemetery and Parks Commission for their consideration at the February 8<sup>th</sup> meeting, and if there are any recommended changes, we will present them to City Council for final approval at your next meeting. The overall breakdown of the project budget is as follows:

Base Bid	\$335,000.00
Alternate No. 2 (Resurfacing Existing Courts)	\$ 13,683.20
10% Contingency	\$ 34,800.00
Design and Construction Administration	<u>\$ 30,678.54</u>
Total Project Budget	\$414,161.74

As part of the Fiscal Year 2022/2023 budget, we have budgeted \$400,000 for this project, and have reserves within the City Park Improvement Fund to fund the additional \$14,161.74. (After this project is complete, we expect to have \$700,000 in the City Park Improvement Project for future projects). The project is expected to begin this spring depending on weather and will conclude later this fall depending on the availability of the concrete and court surfacing subcontractors.

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**Recommendation:**

Staff recommends that City Council award Phase III of Huizenga Park to Denny's Excavating in the amount of \$348,683.20 and set a project budget of \$414,161.74.

A handwritten signature in black ink, appearing to read 'KP', is positioned above a horizontal line.

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Kevin Plockmeyer, ACM/Finance Director



Landscape Architecture  
Park & Recreation Planning  
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January 30, 2023

Mr. Kevin Plockmeyer  
Assistant City Manager/Finance Director  
City of Zeeland  
21 S. Elm Street  
Zeeland, Michigan 49464

RE: Huizenga Park Phase III-Pickleball Courts

Dear Kevin,

Bids for Huizenga Park Phase III-Pickleball Courts were received and opened at the City Hall offices on Thursday, January 26, 2023 at 1:00 p.m. There were four (4) bids received on the project. See attached Bid Tabulation.

Improvements for this project include a new pickleball courts; fencing; drainage, paving, and landscaping.

We recommend the low bidder, Denny's Excavating Inc. of West Olive Michigan with a bid of \$335,000.00.

I spoke with Dan Leeuw, of Denny's Excavating, and he indicated he was excited to once again work with the City of Zeeland. Denny's Excavating constructed Huizenga Park Phase II Improvements (\$615,120.60). He is also currently constructing a Dog Park for East Grand Rapids (\$305,000.00) and Jaycee Park Phase II for City of Kentwood (\$450,000.00) with MCSA Group. Furthermore, he has completed many projects with MCSA Group, Inc. in the recent years including; Veterans Park Restroom, playground, Splashpad, and soccer field for City of Kentwood (\$2,105,812.36); Degraff Nature Center Park for City of Holland (\$284,000.00); Winstrom Park Pickleball Courts for Park Township (\$267,000.00); Beechwood Park (\$751,911.81) H.B. Dunton Waterfront, including restroom building, for Holland Charter Township (\$1,001,119.35); and Ferrand Park Improvements for City of Wyoming (\$344,376.70). It has been our experience with these projects that Denny's Excavating does quality work and finishes on time.



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Mr. Kevin Plockmeyer  
Assistant City Manager/Finance Director  
City of Zeeland  
January 30, 2023  
Page 2 of 2

We recommend that the total Project Construction Cost be \$383,483.20. This cost includes Base Bid (\$335,000.00), Alternate A-2 to resurface existing Courts (\$13,683.20), and a 10% Construction Contingency (\$34,800.00).

Per our proposal, our professional fees are based on a actual construction costs. Therefore, our fees will be \$30,678.54 based on actual amount of contingency used. Note that the city has already paid \$13, 980.50 of the professional fee amount.

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

M. C. Smith Associates and Architectural Group, Inc.

Melinda Whitten  
Vice President  
MCSA Group, Inc.

cc: Tiffany A. Smith

# **BID TABULATION**

**PROJECT: Phase III Pickleball Courts at Huizenga Park**

**PROJECT NO.: 2143**

**BID DATE: Thursday, January 26 @ 1:00 pm**



<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>BOND</b>	<b>ADDENDUM #1</b>	<b>ALTERNATE 1</b>	<b>ALTERNATE 2</b>
Katerberg VerHage	\$362,525.00	X	X	\$55,588.88	\$12,828.00
Bultsma Construction	\$399,317.91	X	X	\$80,068.10	\$16,013.62
Denny's Excavating	\$335,000.00	X	X	\$50,510.25	\$13,683.20
Ev Construction	\$407,058.58	X	X	-\$31,026.10	\$13,104.87



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INTEROFFICE MEMORANDUM

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TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM/Finance Director  
SUBJECT: Huizenga Park Phase III Bid Award  
DATE: February 3, 2023  
CC: City Council Work Study and Action Items February 6, 2022

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On Thursday, January 26, we accepted bids for the planting of trees in the Felch Street Cemetery and also the planting of trees in the Alice Avenue right-of-way. (We realized that trees were omitted from the original Alice Avenue reconstruction project and thought it would be convenient to add them to this project). Six bids were received for this project, and we did receive very competitive bids. The low bid was from B2 – Building Bridges and Professional Services, in the amount of \$103,503.37.

After interviewing the bidder and performing reference checks, MC Smith has recommended acceptance of bid (see attached) and to set a total project budget of \$124,100.54. The costs for the project are broken down as follows:

	<u>Alice Avenue</u>	<u>Felch Street Cemetery</u>
Base Bid	\$52,633.51	\$50,869.86
10% Contingency	\$ 5,263.35	\$ 5,086.99
Design and Construction Administration	<u>\$ 5,210.72</u>	<u>\$5,036.12</u>
Total Project Budget	\$63,107.58	\$60,992.96

As part of the Fiscal Year 2022/2023 budget, we have budgeted \$165,000 for the Felch Street Cemetery project, so we are well within budget for this project. While the Fiscal Year 2022/2023 budget did not include a budget for the tree planting along Alice, we had \$76,045.97 unspent funds on the project and would like to use Municipal Street Construction Fund reserves to cover the cost of this project. (A formal budget amendment will come at a later date). The project is expected to begin this spring depending on weather.

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**Recommendation:**

Staff recommends that City Council award the planting of trees in the Felch Street Cemetery and Alice Avenue to B2 – Building Bridges Professional Services in the amount of \$103,503.37 and set a project budget of \$124,100.54

---

Kevin Plockmeyer, ACM/Finance Director



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January 31, 2023

Mr. Kevin Plockmeyer  
Assistant City Manager/Finance Director  
City of Zeeland  
21 S. Elm Street  
Zeeland, Michigan 49464

RE: Felch Street Cemetery and Alice Avenue Tree Installation

Dear Kevin,

Bids for Felch Street Cemetery and Alice Avenue Tree Installation were received and opened at the City Hall offices on Thursday, January 26, 2023 at 1:15 p.m. There were six (6) bids received on the project. See attached Bid Tabulation.

Improvements for this project include; new trees and root barrier protection at the Felch Street Cemetery and new street trees at Alice Avenue.

We recommend the low bidder, B2- Building Bridges Professional Services of Grand Rapids Michigan with a bid of \$103,503.37.

I spoke with Brain Calkins, of Building Bridges Professional Services, and he indicated he was excited to work with the City of Zeeland. Building Bridges Professional services is a non-profit organization associated with the Grand Rapids Center for Community Transformation. They help develop local talent and donate time to veterans and seniors. When I spoke with Brain on the phone, he outlined the background of his team and current experience they have installing street trees for the City of Grand Rapids. See attached detailed notes from our conversation.

Brian provided three references. I called all three references and heard back from two of them. I also spoke with his references. Joe Sulak, City of Grand Rapids Superintendent of Parks and Recreation, had very positive things to say about Building Bridges Professional Services work. The City of Grand Rapids has hired Building Bridges Professional Services for the last 6 years. I also spoke with Brad Mathis of Rockford Construction. Rockford Construction has worked with Building Bridges Professional



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Mr. Kevin Plockmeyer  
Assistant City Manager/Finance Director  
City of Zeeland  
January 30, 2023  
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Services for new construction projects and contracted them for snow removal and lawn care services. Brad said he was very pleased with all their work and that Brain was a good communicator.

We recommend that the total Project Construction Cost be \$113,853.70. This cost includes Base Bid (\$103,503.37) and 10% Construction Contingency for irrigation repairs (\$10,350.33).

Per our proposal, our professional fees are based on a 9% of actual construction costs. Therefore, our fees will be \$10,246.83 if the full contingency amount is used. Note that the city has already paid \$585.00 of the professional fee amount.

The total project budget including construction cost, contingency and professional fees is \$124,100.53

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

M. C. Smith Associates and Architectural Group, Inc.

Melinda Whitten  
Vice President  
MCSA Group, Inc.

cc: Tiffany A. Smith

# **BID TABULATION**

**PROJECT: Felch Street Cemetery and Alice Avenue**

**PROJECT NO.: 2133**

**BID DATE: Thursday, January 26 @ 1:15 pm**



<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>BOND</b>	<b>ADDENDUM #1 &amp; #2</b>
B2 – Building Bridges Professional Services	\$103,503.37	X	XX
Landscape Design Services	\$190,950.00	X	XX
Katerberg VerHage	\$153,497.00	X	XX
Horrocks Nursery Farms	\$132,139.33	X	XX
Brookview Lawn Care	\$134,317.10	X	XX
County Line Nurseries	\$105,235.00	X	XX



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**Felch Street Cemetery and Alice Avenue Tree Installation**  
**Post Bid Interview**  
**City of Zeeland**  
January 27<sup>th</sup>, 2023

Building Bridges Professional Services: Brian Calkins, Director of Operations  
MCSA Group: Melinda Whitten

1. What is your Work Experience:  
*Response: Building Bridges has the street tree planting contract for the City of Grand Rapids. Last year they planted 345 trees for the city. They also provide services for the Grand Rapids Downton Development Authority. The Project Manager is a MSU Graduate and previously worked for Landscape Design Services. He has 20 years of experience. The Project foreman also has previous experience at Landscape Design Services and Complete Lawn Care.*
2. Are you comfortable with you bid?  
*Response: Yes.*
3. Missing Signature Page can you please provide.  
*Response: He followed up with a pdf. See attachment in email.*
4. May contractors expressed concern with the 48" depth root barrier at the cemetery. Do you foresee any problems with this?  
*Response: he did not see a problem with this, they have installed root barrier for street trees in Grand Rapids from the Depth of 24" to 48".*
5. Do you foresee any problems achieving the completion date?  
*Response: No, unless the Spring is very wet. They have streamlined their procedures to allow them to plant 20 to 30 trees a day.*
6. Where are you obtaining the trees from? Please Plan on a visit to the nursery with me to tag trees.  
*Response: Great Lakes Supply and KP Tree Nursey. Yes, MCSA Group will be able to visit the nursely to tag trees.*
7. Did you notice anything in the bid documents that may lead to change orders?  
*Response: No, not at this time.*



**MCSA**  
GROUP, Inc.

Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN

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8. We understand that you provide job opportunities for Grand Rapids Residents in the 49507 area. What type of training do they receive and who will be the on-site supervisor for this project?

*Response: Building Bridges Professional Services is a non-profit that helps develop talent and donates time to veterans and seniors. However, the people working on the project site will have 5 to 10 years of experience.*

9. Please provide three references for commercial work.

*Response: Brain provided the following references via email.*

Joe Sulak City of Grand Rapids Superintendent of Parks and Recreation  
[jsulak@grand-rapids.mi.us](mailto:jsulak@grand-rapids.mi.us) 616-456-4236

Brad Mathis VP of Community Development Projects Rockford Construction  
[bmathis@rockfordconstruction.com](mailto:bmathis@rockfordconstruction.com) 616-292-0158

Melvin Eledge Director of GRDI (Downtown Development Authority)  
[meledge@downtowngr.org](mailto:meledge@downtowngr.org)



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MEMORANDUM

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**To:** Zeeland City Council  
**From:** Pam Holmes, City Clerk  
**Date:** February 3, 2023  
**Re:** Appointment to the Cemetery/Parks Commission  
**CC** February 6, 2023 Agenda

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**BACKGROUND:** City Ordinance states “the Cemetery/Parks Commission shall consist of seven members who are qualified electors of the City, appointed by the Mayor, by and with the consent of the City Council, provided that one member shall be a City Councilmember. The term of office for the six at-large members shall be five years and such terms shall be established on a rotating basis. Terms shall expire on the first Monday in May. The initial at-large members of the Cemetery/Parks Commission shall include member of the Cemetery Commission who were serving at the time of the adoption of the Ordinance from which this chapter is derived. The term of the Councilmember shall be established at the time of his/her appointment, provided that such term may not exceed a Councilmember’s term as a Councilmember.”

Mayor Klynstra informed staff that he has too many conflicts on Wednesdays, which is the day the Cemetery/Parks Commission meets, and thought it was best if another City Councilmember could attend and be his replacement. He spoke with Mayor ProTem Gruppen regarding this and she is willing to serve on the Commission as his replacement.

**RECOMMENDATION:** Motion to appoint Mayor ProTem Gruppen as Mayor Klynstra’s replacement on the Cemetery/Parks Commission for a term expiring December 4, 2023.

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Pam Holmes, City Clerk



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MEMORANDUM

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DATE: Friday, February 3, 2023

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **February 6th City Council meeting agenda – Act 198 approval resolution for Gentex – 675 N State Street**

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**Background:** In October of 2022, Gentex Corporation submitted an Act 198 exemption certificate application for \$27,149,922 in real property improvements related to their approximately 60,000 square foot expansion at their 675 N State Street facility in the City of Zeeland.

On December 19, 2022 the City Tax Exemption Committee reviewed the application. The Committee unanimously voted to bring the application to the full Council and schedule a public hearing on the approval of the exemption certificate application.

That public hearing is scheduled to take place at the February 6, 2023, City Council meeting. Following the public hearing, a resolution to approve the application will come before the Council for action. Staff has found that the application and related documents are in order, and we are excited at the opportunity to support Gentex' expansion in the City of Zeeland through the granting of the Act 198 Exemption Certificate.

**Staff recommendation:** Adopt the resolution to approve the Act 198 exemption certificate application for Gentex Corporation for the expansion project at 675 N State Street in the City of Zeeland.

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Timothy Maday, Community Development Director



**NOTICE OF PUBLIC HEARING**  
(For Exemption Certificate for Gentex Corporation)  
**CITY OF ZEELAND**  
(Under Act 198, Public Acts of Michigan of 1974, as amended)

PLEASE TAKE NOTICE that the City Council of the City of Zeeland whose chambers are in the Zeeland City Hall at 21 South Elm Street, Zeeland, Michigan, and whose telephone number is 772-6400 will hold a public hearing on and at:

**Monday, February 6, 2023**  
**7:10 p.m.**  
**Council Room of City Hall**

For the purpose of hearing the public and all interested persons concerning the application of Gentex Corporation for an Industrial Facilities Exemption Certificate under the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act). The address of the proposed new facility is 675 N. State Street, Zeeland, Michigan 49464, and the district for the facility is legally described as follows:

Approved Industrial Development District is Described as Follows:

That part of the Northwest ¼ of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan described as: Beginning at the North ¼ corner of said Section 18; thence S00°00'00"W 1224.80 feet along the North and South ¼ line of said Section; thence S34°44'50"W 28.93 feet; thence Southwesterly 136.66 feet along a 267.00 foot radius curve to the right, the chord of which bears S49°24'35"W 135.17 feet; thence Southwesterly 275.34 feet along a 2967.00 foot radius curve to the right, the chord of which bears S66°43'51"W 275.24 feet; thence S69°23'22"W 181.76 feet; thence Southwesterly 96.05 feet along a 267.00 foot radius curve to the right, the chord of which bears S79°41'41"W 95.53 feet; thence S90°00'00"W 17.00 feet; thence N00°00'00"E 57.37 feet along the East line of Centennial Street; thence S90°00'00"W 66.00 feet; thence S00°00'00"W 106.95 feet along the West line of Centennial Street; thence N89°51'59"W 783.75 feet; thence N00°00'00"E 49.32 feet along the West line of the East 1502.84 feet of said Northwest ¼ to a point on the centerline of Boone Drain; thence N63°32'21"W 206.86 feet along said centerline; thence N89°33'41"W 827.58 feet along said centerline; thence S53°09'35"W 121.89 feet along said centerline; thence N01°01'36"W 1105.27 feet along the West line of said Northwest ¼; thence S89°50'58"E 220.00 feet along the North line of the South 260.00 feet of the North ¼ of said Northwest ¼; thence N01°01'36"W 405.15 feet along the East line of the West 220 feet of said Northwest ¼; thence S89°45'27"E 1430.12 feet along the North line of said Northwest ¼; thence S00°00'00"W 332.78 feet; thence N89°45'27"W 30.00 feet; thence S00°00'00"W 330.00 feet; thence N89°50'58"W 495.32 feet along the South line of the North ½ of the North ½ of said Northwest ¼; thence S00°23'19"W 424.68 feet; thence S89°50'58"E 799.09 feet; thence N00°00'00"E 105.00 feet along the West line of Centennial Street; thence N90°00'00"E 66.00 feet; thence N00°00'00"E 981.70 feet along the East line of Centennial Street; thence S89°45'27"E 653.11 feet along the North line of said Northwest ¼ to said North ¼ corner and the point of beginning. Containing 73.7 acres, more or less. Subject to highway right-of-way for Riley Street over the most Northerly 33.0 feet thereof, and for North State Street over the most Westerly 50 feet thereof. Also subject to easements, restrictions, and rights-of-way of record.

Specific notice is directed to the Zeeland City Assessor and to the legislative bodies of each taxing unit which levies ad valorem property taxes in the City of Zeeland who shall have an opportunity to be heard with respect to said application in accordance with said statute.

**The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation being provided upon a notice to the City of Zeeland by the Monday preceding the meeting by 5:00 p.m. With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation. Individuals requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's office 772-6400.**

Dated: January 23,2023

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Pamela Holmes, City Clerk

**RESOLUTION**

*(For Exemption Certificate for the Gentex Corporation)*

**City of Zeeland  
County of Ottawa, Michigan**

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on Monday, February 6, 2023, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

WHEREAS, the City Council previously established an Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan, 1974, as amended, for Gentex Corporation in connection with its facility at 675 N. State Street, Zeeland, Michigan, by resolution of the City Council at its meeting of October 3, 2011;

AND WHEREAS, said Gentex Corporation has submitted an additional application for an exemption certificate for this previously approved district;

AND WHEREAS, notice of hearing on said application, together with a copy of said application, was served on the Zeeland City Assessor and on each legislative body of each taxing unit which levies ad valorem property taxes in the City of Zeeland which are the Ottawa Area Intermediate School District, the Zeeland School District No. 46, the Ottawa County Treasurer and the Michigan State Treasurer;

AND WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Zeeland, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the City of Zeeland, plus the SEV of personal and real property thus exempted;

AND WHEREAS, notice of said hearing for an exemption certificate was also published in the Zeeland Record on January 26, 2023;

AND WHEREAS, the said hearing on said application for an Industrial Facilities Exemption Certificate was held before the Zeeland City Council on Monday, February 26, 2023.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said application is approved for the period of twelve (12) years after the approval of the exemption certificate by the City Council, with such exemption certificate therefore expiring on December 30, 2035, for a project with a total project cost of \$27,149,922. The City Council, in accordance with Sections 9(1) and 9(2) of said Act 198 of the Public Acts of Michigan of 1974, as amended, makes the following findings of fact and determinations:

a. That the granting of the Industrial Facilities Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted by the Zeeland City Council and currently in force in the City of Zeeland, does not have the effect of substantially impeding the operation of the City of Zeeland nor impairing the financial soundness of the taxing units which levy an ad valorem property tax in the City of Zeeland even though the state equalized valuation of the property proposed to be exempt pursuant to the application under consideration, considered together with the aggregate state equalized valuation of property exempt under Certificates previously granted by the Zeeland City Council and currently in force, exceeds 5% of the state equalized valuation of the City of Zeeland.

- b. The approved facility is located within an Industrial Development District which was duly requested before the commencement of the restoration, replacement, or construction of the facility.
- c. The commencement of the restoration, replacement, or construction of the facility occurred not earlier than six months before the filing of the application for the Industrial Facilities Exemption Certificate.
- d. The application relates to the installation of property which when installed constitutes a new facility within the meaning of said Act and which is situated within an Industrial Development District duly established previously by the City Council.
- e. Completion of the facility is calculated to, and will at the time of issuance of the Certificate, have the reasonable likelihood of retaining and/or increasing employment in the City of Zeeland.

And in general, the City Council of the City of Zeeland finds that the said application meets all of the requirements of said Section 9 of said Act 198 of the Public Acts of Michigan of 1974, and any other applicable provisions of said Act relating to the granting of an application for an Industrial Facilities Exemption Certificate for such new facility.

2. The said application is approved upon the conditions (1) that all utility bills to the City of Zeeland are paid within thirty (30) days of billing, (2) that all property tax bills are paid prior to such dates after which interest would accrue, (3) that all assessments, fees, and/or charges which may be incurred or levied in the development of the property are paid without protest or challenge and that the applicant not file a tax appeal with the Michigan Tax Tribunal or with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period, (4) that the applicant provides information periodically as requested by the City of Zeeland and permits the City of Zeeland and its agents to inspect the property and

records of the applicant during the term of the Exemption Certificate so as to verify property values, employment levels, and employee wages, (5) that the applicant maintains employment levels in the City of Zeeland as proposed in its application unless otherwise excused by the City of Zeeland, (6) that the applicant provides not less than thirty (30) days written notice if it will transfer ten (10%) percent or more of its employees or any production equipment for which it has received an Exemption Certificate to a facility outside of the City of Zeeland, or if it will close its facilities within the City of Zeeland, and (7) that the applicant complies with all ordinances and regulations of the City of Zeeland, including but not limited to, not using the public right-of-way for storage or the unloading of vehicles, all setback requirements, site plan review restrictions, and other Zoning Ordinance requirements, subject, however, to such exceptions as may be granted by the Board of Zoning Appeals or by a public body empowered to grant a legal exception to an ordinance or regulation of the City of Zeeland. The City of Zeeland further reserves the right and shall have the unilateral right in its sole discretion to revoke its approval of the said Act 198 Exemption Certificate approval upon the filing of any property tax appeal by the applicant with the Michigan Tax Tribunal, with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period. The fulfillment of these conditions is a purpose for which the certificate of exemption was approved by the City of Zeeland, in addition to the purposes established by law. Failure to uphold these conditions will be considered to be operating the facility in bad faith in a manner not consistent with the purposes of Act 198 of the Public Acts of Michigan, 1974 as amended, and will be considered to be circumstances within the control of the holder of the Exemption Certificate justifying the revocation of the Exemption Certificate.

3. The Mayor and the Clerk are hereby authorized to sign a contract in a form approved by the Zeeland City Attorney and which incorporates the provisions of Paragraph 2 of this Resolution. The terms

and conditions of such contract shall remain binding upon the Gentex Corporation for such period of time as the said Act 198 Exemption Certificate which has been approved herein remains enforceable and in effect.

4. Said approved application, together with appropriate supporting documents, shall be filed with the State Tax Commission in accordance with the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Council Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Council Members \_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Pamela Holmes, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 6, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Pamela Holmes, City Clerk

**CITY OF ZEELAND**  
**ACT 198 CONTRACT**

NOW COMES, the City of Zeeland, a Michigan municipal corporation, whose address is 21 South Elm Street, Zeeland, Michigan 49464, and Gentex Corporation, a Michigan corporation, hereinafter referred to as the "Applicant", whose address is , 600 N. Centennial Street, Zeeland, Michigan 49464, and state:

**Recitals**

WHEREAS, the City of Zeeland is willing to approve the granting of an Act 198 Exemption Certificate, pursuant to Michigan Public Act 198 of 1974, as amended;

AND WHEREAS, state law requires that an Applicant and a local unit of government enter into a contract as a condition to the approval of an Exemption Certificate;

AND WHEREAS, the City of Zeeland has established certain terms and conditions in order for an Exemption Certificate to be approved;

AND WHEREAS, the Applicant is willing to accept and be bound by such terms and conditions in order to receive an Exemption Certificate which will grant tax relief to the Applicant.

NOW, THEREFORE, the City of Zeeland and the Applicant agree as follows:

1. Exemption Certificate. The City of Zeeland hereby approves of the granting of an Exemption Certificate by the State of Michigan in accordance with its resolution approving an application dated October 17, 2022 with a total project cost of \$27,149,922.

2. Terms and Conditions. The Applicant hereby agrees that in exchange for receiving such tax benefits as are permitted to holders of an Exemption Certificate that it shall be bound by the following terms and conditions during the time period the Exemption Certificate is in effect:

- A. That all utility bills to the City of Zeeland are paid within thirty (30) days of billing;
- B. That all property tax bills are paid prior to such dates after which interest would accrue;
- C. That all assessments, fees, and/or charges which may be incurred or levied in the development of the property are paid without protest or challenge and that the Applicant not file a tax appeal with the



- Michigan Tax Tribunal or with any other court of law, or with any other administrative agency, board, or commission other than with the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period;
- D. That the Applicant provide information periodically as requested by the City of Zeeland and permit the City of Zeeland and its agents to inspect the property and records of the Applicant during the term of the Exemption Certificate so as to verify property values, employment levels, and employee wages;
- E. That the Applicant maintains employment levels in the City of Zeeland as proposed in its application unless otherwise excused by the City of Zeeland;
- F. That the Applicant will provide not less than thirty (30) days written notice if it will transfer ten (10%) percent or more of its employees or any production equipment for which it has received an Exemption Certificate to a facility outside of the City of Zeeland, or if it will close its facilities within the City of Zeeland. Such notice shall be sent both to the Mayor and to the City Clerk of the City of Zeeland at 21 S. Elm Street, Zeeland, Michigan 49464; and,
- G. That the Applicant complies with all ordinances and regulations of the City of Zeeland, including but not limited to, not using the public right-of-way for storage or the unloading of vehicles, all setback requirements, site plan review restrictions, and other Zoning Ordinance requirements, subject, however, to such exceptions as may be granted by the Board of Zoning Appeals or by a public body of the City of Zeeland which is empowered to grant a legal exception to an ordinance or regulation of the City of Zeeland.
3. Revocation Reservation, Right and Waiver. The City of Zeeland hereby reserves and shall have the unilateral right in its sole discretion to revoke its approval of the said Act 198 Exemption Certificate approval upon the filing of any property tax appeal by the applicant with the Michigan Tax Tribunal, with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the

said period of exemption, or for any period within the said exemption period. The fulfillment of the conditions of this agreement is a purpose for which the Certificate of Exemption was approved by the City of Zeeland, in addition to the purposes established by law. Failure to uphold these conditions will be considered to be operating the facility in bad faith in a manner not consistent with the purposes of Act 198 of the Public Acts of Michigan, 1974 as amended, and will be considered to be circumstances within the control of the holder of the Exemption Certificate justifying the revocation of the Exemption Certificate.

The Applicant therefore agrees that it shall not file a tax appeal with the Michigan Tax Tribunal and hereby acknowledges that it has waived its right to file a tax appeal with the Michigan Tax Tribunal in consideration for the granting of a tax exemption. It is hereby also agreed that the revocation of a Certificate of Exemption shall be liquidated damages for the taxes which were abated and for the costs which the City will incur for the revocation of the Exemption Certificate.

4. Effect. This agreement shall be binding upon the City and the Applicant, and upon their successors and assigns. This agreement shall be interpreted in accordance with the laws of the state of Michigan. Upon default, the other party shall be liable to the nondefaulting party for the reasonable attorney fees and court costs which may be incurred in enforcing a term or condition of this contract. This agreement represents the entire agreement of the parties, and replaces any prior oral, written, or implied agreement of the parties. This agreement may only be amended upon the mutual written agreement of the parties.

**In witness thereof on the dates hereafter indicated:**

**Applicant:**  
Gentex Corporation

Dated: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Kevin Nash  
Its VP of Finance and CFO

**City of Zeeland**

Dated: February \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Kevin Klynstra  
Its Mayor

By: \_\_\_\_\_  
Pamela Holmes  
Its City Clerk

**GENTEX**  
CORPORATION

OCT 17 2022

October 13, 2022

Pamela Holmes  
City Clerk  
City of Zeeland  
21 S. Elm Street  
Zeeland, MI 49464

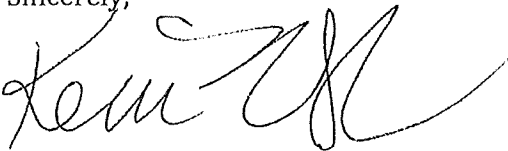
Dear Clerk Holmes:

Please find enclosed the original and two (2) copies of a P.A. 198 Tax Abatement Application for Gentex Corporation.

Proposed is an approximate \$27,149,922 capital investment in a 60,000 square foot addition of our existing manufacturing facility at 675 North State Street. This project will allow us to retain our existing workforce within the city as well as create 100 new jobs over the next two years.

If you have any questions or need any additional information in the review of our application, please call me at 616-772-0321. Thank you for your time and consideration.

Sincerely,



Kevin Nash  
Vice President of Finance & Chief Financial Officer  
Gentex Corporation

Enclosures

cc: Eric Tuori, Gentex  
Greg King, Lakeshore Advantage

600 N. CENTENNIAL STREET, ZEELAND, MI 49464

616.772.1800 | GENTEX.COM | GENTEXTECH.COM

Reset Form

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit <span style="font-size: 1.2em; color: blue;">October 17, 2022</span>
STC Use Only	
Application Number	Date Received by STC

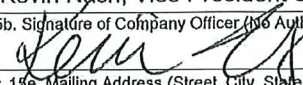
**APPLICANT INFORMATION**  
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Gentex Corporation</b>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3231</b>												
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>675 North State Street, Zeeland, MI 49464</b>	1d. City/Township/Village (Indicate which) <b>City of Zeeland</b>												
1e. County <b>Ottawa</b>	1f. School Code <b>70350</b>												
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment	3a. School District where facility is located <b>Zeeland Public Schools</b> 4. Amount of years requested for exemption (1-12 Years) <b>12 Years After Completion</b>												
<p>5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.</p> <p><b>Gentex Corporation is an industry-leading global automotive supplier of innovative, advanced technology that optimize driver vision and enhance driving safety and convenience. Proposed is the construction of a 60,000 square foot expansion of our existing manufacturing facility to further expand our operations and capabilities.</b></p>													
<p>6a. Cost of land and building improvements (excluding cost of land) ..... ▶ <b>\$27,149,922</b>                  * Attach list of improvements and associated costs. Real Property Costs                  * Also attach a copy of building permit if project has already begun. ▶ <b>\$0</b></p> <p>6b. Cost of machinery, equipment, furniture and fixtures ..... ▶ <b>\$0</b>                  * Attach itemized listing with month, day and year of beginning of installation, plus total Personal Property Costs</p> <p>6c. Total Project Costs ..... ▶ <b>\$27,149,922</b>                  * Round Costs to Nearest Dollar Total of Real &amp; Personal Costs</p>													
<p>7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;">Begin Date (M/D/Y)</td> <td style="width: 20%; text-align: center;">End Date (M/D/Y)</td> <td style="width: 30%;"></td> </tr> <tr> <td>Real Property Improvements ▶</td> <td style="text-align: center;">04/18/2022</td> <td style="text-align: center;">04/17/2024</td> <td>▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased</td> </tr> <tr> <td>Personal Property Improvements ▶</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased</td> </tr> </table>			Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements ▶	04/18/2022	04/17/2024	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased	Personal Property Improvements ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)											
Real Property Improvements ▶	04/18/2022	04/17/2024	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased										
Personal Property Improvements ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased										
<p>8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>													
<p>9. No. of existing jobs at this facility that will be retained as a result of this project. <b>1221</b></p> <p>10. No. of new jobs at this facility expected to create within 2 years of completion. <b>100</b></p>													
<p>11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.</p> <p>a. TV of Real Property (excluding land) ..... <u>NA</u></p> <p>b. TV of Personal Property (excluding inventory) .....</p> <p>c. Total TV .....</p>													
<p>12a. Check the type of District the facility is located in:</p> <p><input checked="" type="checkbox"/> Industrial Development District      <input type="checkbox"/> Plant Rehabilitation District</p>													
<p>12b. Date district was established by local government unit (contact local unit) <b>10/03/2011</b></p> <p>12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>													

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Greg King	13b. Telephone Number 616-772-5226	13c. Fax Number	13d. E-mail Address greg.king@lakeshoreadvan
14a. Name of Contact Person Eric Tuori	14b. Telephone Number 616-772-1800	14c. Fax Number 616-772-7348	14d. E-mail Address eric.tuori@gentex.com
15a. Name of Company Officer (No Authorized Agents) Kevin Nash, Vice President of Finance & Chief Financial Officer			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 616-772-7348	15d. Date 10/17/22
15e. Mailing Address (Street, City, State, ZIP Code) 600 North Centennial Street, Zeeland, MI 49464		15f. Telephone Number 616-772-1800	15g. E-mail Address kevin.nash@gentex.com

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

<p>16. Action taken by local government unit</p> <p><input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Denied (Include Resolution Denying)</p>	<p>16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:</p> <p><b>Check or Indicate N/A if Not Applicable</b></p> <p><input type="checkbox"/> 1. Original Application plus attachments, and one complete copy</p> <p><input type="checkbox"/> 2. Resolution establishing district</p> <p><input type="checkbox"/> 3. Resolution approving/denying application.</p> <p><input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 6. Building Permit for real improvements if project has already begun</p> <p><input type="checkbox"/> 7. Equipment List with dates of beginning of installation</p> <p><input type="checkbox"/> 8. Form 3222 (if applicable)</p> <p><input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)</p>
<p>16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable</p> <p><input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district.</p> <p><input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing.</p> <p><input type="checkbox"/> 3. List of taxing authorities notified for district and application action.</p> <p><input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.</p>	
16c. School Code	
17. Name of Local Government Body	18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909

STC USE ONLY				
1. LUCI Code	2. Begin Date Real	3. Begin Date Personal	4. End Date Real	5. End Date Personal

**CITY OF ZEELAND****BUILDING PERMIT****PERMIT #: PB220022**Building Department  
21 S. Elm St., Zeeland, MI 49464Phone: (616) 772-0872  
Fax: (616) 772-0880**APPLIED:**  
03/28/2022**ISSUED:**  
04/18/2022**EXPIRES:**  
10/15/2022

<b>LOCATION</b> 70-17-18-100-104 <b>600 N CENTENNIAL ST</b> ZEELAND MI 49464	<b>OWNER</b> GENTEX CORP 600 N CENTENNIAL ST ZEELAND MI 49464
<b>APPLICANT</b> JAMIE CARDINAL (616) 889 4829 <b>PLEASE CALL (616) 772-0872</b> <b>(BUILDING &amp; ZONING DEPARTMENT)</b> <b>24 HOURS IN ADVANCE FOR AN INSPECTION</b>	<b>CONTRACTOR</b> LAKEWOOD CONSTRUCTION 11253 JAMES ST P (616) 392 6923 HOLLAND MI 49424 F (616) 392 7747 C

**DIRECTIONS:** SE CORNER OF N STATE ST AND E RILEY AVE **ZONING:** I-2**WORK DESCRIPTION:** ADDITION**BUILDING IS TO BE** 0 'WIDE BY 0 'LONG 0 'HIGH**AND SHALL CONFORM TO CONSTRUCTION TYPE:** 2B**USE GROUP:** B, F-1**DWELLING UNITS:** 0**REMARKS:**

CONNECTOR BUILDING -SOUTHWEST (675 N STATE ST) - 47,775 SQUARE FOOT ADDITION WHICH INCLUDES MANUFACTURING SPACE AND SUPPORT OFFICES, AS WELL AS SITE REVISIONS

**- ELECTRICAL PLAN REVIEW CONCERNS:** 1) A TWIST LOCK RECEPTACLE SHALL BE LISTED FOR STRAIN RELIEF OR HAVE A MESH RESTRAINT; 2) PROVIDE PERFORMANCE TEST ON 3000/3 MCB GFI; 3) PROVIDE LINE SIDE TRANSFORMER DISCONNECTS ADJACENT TO TRANSFORMERS OR AN INTEGRAL BREAKER LOCK AT MDP-A OR DP-A; 4) SUBJECT TO FIELD INSPECTION.**- MECHANICAL PLAN REVIEW CONCERNS:** 1) ANY ROOFTOP HVAC EQUIPMENT INSTALLED WITHIN 10 FEET OF THE ROOF EDGE REQUIRES A ROOF EDGE GUARDRAIL 42 INCHES MINIMUM HEIGHT AND 30 INCHES PAST BOTH ENDS OF THE UNIT; 2) WILL NEED TO WITNESS THE SNOW MELT LEAKAGE WITH A PRESSURE TEST; 3) ANY HVAC SYSTEM OVER 2000 CFM WILL REQUIRE SMOKE DETECTORS IN THE RETURN AIR DUCT; 4) FIND A NEW LOCATION TO VENT THE UNIT HEATERS SO YOU DON'T VENT OUT RIGHT OVER THE OVERHEAD TRUCK DOCK DOORS.**- PLUMBING PLAN REVIEW CONCERNS:** 1) VENTING REQUIRED - TRAPS AND TRAPPED FIXTURES SHALL BE VENTED IN ACCORDANCE WITH ONE OF THE VENTING METHODS SPECIFIED IN CHAPTER 9, MPC 2018; 2) FIXTURE COUNT BASED ON ACTUAL NUMBER OF OCCUPANTS SUPPORTED BY OWNER AFFIDAVIT, MPC 2018.**INSPECTIONS REQUIRED:**

1. FOOTING-PRE POUR
2. WALL FORMS
3. VAPOR BARRIER-UNDER SLAB
4. ROUGH-IN
5. INSULATION
6. FINAL

**CONSTRUCTION VALUE:** \$7,500,000 **CODE:** MBC 2015/MRC 2015

This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Enroachments on public property, not specifically permitted under the building code, must be approved by the jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the department of public works. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.

Work shall not proceed until the inspector has approved the various stages of construction. Inspections must be arranged by phone or in person.

**FOR INSPECTIONS  
CALL:**Electrical - Gord Bosch - 616.772.0872  
Building - Ron Johnston - 616.772.0872  
Mechanical - Randy Glass - 616.772.0872  
Plumbing - Randy Glass - 616.772.0872

Section 23a of the State Construction Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Law's prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.

  
**BUILDING OFFICIAL**

**Fee Total:** \$50,407  
**Balance Due:** \$50,407

**Gentex Corporation**  
**675 North State Street, Zeeland, MI 49464**

**Section 6a. LAND AND BUILDING IMPROVEMENTS**

<u>Description</u>	<u>Cost</u>
Exterior Construction, Doors & Windows	\$6,916,418
General Conditions	\$3,598,048
Excavation & Site Preparation	\$2,081,921
Concrete & Masonry	\$745,776
Steel	\$2,937,805
Demolition	\$65,000
Glass	\$281,680
HVAC	\$4,012,837
Architectural, Permits & Utility Connections	\$1,366,137
Interior Finishes	\$296,678
Special Construction	\$96,753
Electrical	\$3,337,769
Plumbing	\$1,029,220
Fire Protection	\$383,880

**6a. Subtotal**                      \$27,149,922

**Section 6b. NEW MACHINERY, EQUIPMENT, FURNITURE AND FIXTURES**

<u>Expected Installation Date</u>	<u>Description/Type</u>	<u>Cost</u>
_/_/22	NA	\$    NA
	<b>6b. Subtotal</b>	\$    NA

**6c. Total Project Cost**                      \$27,149,922



**Gentex Corporation**

**Application for Industrial Facilities Exemption Certificate**

**Response to Basic Goals and Objectives**

**600 N. Centennial St. Zeeland, MI 49464**

**1. Expand and Maintain Employment within the City:**

The new State Street addition will add an additional 100 jobs and allow for future growth, including future employment opportunities.

**2. Promote diversification of Zeeland's industrial base in order to lessen the impact of unemployment in the City of Zeeland during recessionary periods:**

This expansion will not only strengthen opportunities for the 3,146 current employees in the city, it will also allow Applicant to expand manufacturing capacity for its current products and future products, both automotive and non-automotive.

**3. Upgrade the city's current labor force by promoting more skilled technical jobs:**

This expansion will require a diverse skill level and will enhance the advancement opportunities for all the applicant's employees.

**4. Increase the city's average income level through the promotion of higher paying jobs:**

These jobs will pay an average of \$28 per hour, plus a full package of benefits. The applicant provides for higher education reimbursement and encourages internal employee growth.

**5. Compliment the city's land use and environmental objectives:**

The applicant's project will enhance diversification of Zeeland's present industrial base. The applicant is a manufacturer of technology-based products. There are no competitors in this community. In fact, the applicant's business is not related to or affected by the cycles of other Zeeland based businesses. Encouraging the applicant to expand and improve its operation will tend to solidify the company's commitment to Zeeland, thereby assisting Zeeland in retaining desired diversity.

**6. Be compatible with the city's infrastructure, for example, whether the current streets, utilities, and public safety services are sufficient:**

The project will be compatible with present and future city services.

**7. Meet its current financial obligations to the city:**

The applicant is current in its financial obligations to the City.

**8. Promote industrial and economic growth of other sectors or businesses within the city:**

The applicant has significant presence in the Zeeland Community. The applicant uses various local suppliers for such needs as electrical, plumbers, accounting services and banking needs.

**9. Promote community awareness and the Zeeland area community by supporting local businesses, governmental and nonprofit organizations:**

The applicant has been in the City of Zeeland for many years and is aware of community goals and the responsibility of a manufacturer. The applicant has contributed to numerous community events, including the holiday parade, Robotics programs, Community Foundation of Holland/Zeeland, Zeeland Police, Fire Departments, Local Schools and Lakeshore Advantage.

**10. Currently initiate any legal dispute, court case, claim or other disagreement requiring litigation, or arbitration between the applicant and the city before a court of law, tax tribunal, or arbiter.**

There currently exists no legal dispute, court case, claim or other disagreement requiring litigation or arbitration between the applicant and the City.

**RESOLUTION**

*(To Establish an Act 198 District for Gentex Corporation  
Centennial St. Industrial Campus)*

**City of Zeeland  
County of Ottawa, Michigan**

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on October 3, 2011, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members Mayor Hoogland, Gruppen, Broersma, Dannenberg  
Van Dorp and Kass

ABSENT: Council Members Klynstra

The following preamble and resolution were offered by Council Member Van Dorp and supported by Council Member Dannenberg.

WHEREAS, Gentex Corporation, requested the City Council to establish an Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended;

AND WHEREAS, notice of hearing on said request was published in the Zeeland Record on September 29, 2011;

AND WHEREAS, notice of said hearing was sent by certified mail, return receipt requested to Gentex Corporation, the owner of the real estate hereinafter described, and with Gentex Corporation also being applicant for the district, on September 26, 2011;

AND WHEREAS, said hearing was held before the Zeeland City Council on Monday, October 3, 2011;

AND WHEREAS, said Act 198 of the Public Acts of Michigan of 1974, as amended, provides that a local governmental unit, by resolution of its legislative body, may establish an Industrial Development District;

AND WHEREAS, the City of Zeeland qualifies by levies of ad valorem taxes at a rate which, when taken together with the rates of ad valorem taxes levied by any other taxing authority which levies taxes within the City of Zeeland, equals or exceed \$30.00 for each \$1,000.00 of state equalized valuation;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Zeeland hereby finds that the request for the establishment of the proposed Industrial Development District was filed in connection with a proposed new facility for which the construction, acquisition, alteration and installation had not commenced at the time of the filing of the request.

2. In accordance with the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act) an Industrial Development District is hereby established for property which is commonly known as the industrial campus at 600 N. Centennial St., Zeeland, Michigan and which is legally described as follows:

Approved District:

That part of the Northwest  $\frac{1}{4}$  of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan described as: Beginning at the North  $\frac{1}{4}$  corner of said Section 18; thence S00°00'00"W 1224.80 feet along the North and South  $\frac{1}{4}$  line of said Section; thence S34°44'50"W 28.93 feet; thence Southwesterly 136.66 feet along a 267.00 foot radius curve to the right, the chord of which bears S49°24'35"W 135.17 feet; thence Southwesterly 275.34 feet along a 2967.00 foot radius curve to the right, the chord of which bears S66°43'51"W 275.24 feet; thence S69°23'22"W 181.76 feet; thence Southwesterly 96.05 feet along a 267.00 foot radius curve to the right, the chord of which bears S79°41'41"W 95.53 feet; thence S90°00'00"W 17.00 feet; thence N00°00'00"E 57.37 feet along the East line of Centennial Street; thence S90°00'00"W 66.00 feet; thence S00°00'00"W 106.95 feet along the West line of Centennial Street; thence N89°51'59"W 783.75 feet; thence N00°00'00"E 49.32 feet along the West line of the East 1502.84 feet of said Northwest  $\frac{1}{4}$  to a point on the centerline of Boone Drain; thence N63°32'21"W 206.86 feet along said centerline; thence N89°33'41"W 827.58 feet along said centerline; thence S53°09'35"W 121.89 feet along said centerline; thence N01°01'36"W 1105.27 feet along the West line of said Northwest  $\frac{1}{4}$ ; thence S89°50'58"E 220.00 feet along the North line of the South 260.00 feet of the North  $\frac{1}{4}$  of said Northwest  $\frac{1}{4}$ ; thence N01°01'36"W 405.15 feet along the East line of the West 220 feet of said Northwest  $\frac{1}{4}$ ; thence S89°45'27"E 1430.12 feet along the North line of said Northwest  $\frac{1}{4}$ ; thence S00°00'00"W 332.78 feet; thence N89°45'27"W 30.00 feet; thence S00°00'00"W 330.00 feet; thence N89°50'58"W 495.32 feet along

the South line of the North ½ of the North ½ of said Northwest ¼; thence S00°23'19"W 424.68 feet; thence S89°50'58"E 799.09 feet; thence N00°00'00"E 105.00 feet along the West line of Centennial Street; thence N90°00'00"E 66.00 feet; thence N00°00'00"E 981.70 feet along the East line of Centennial Street; thence S89°45'27"E 653.11 feet along the North line of said Northwest ¼ to said North ¼ corner and the point of beginning. Containing 73.7 acres, more or less. Subject to highway right-of-way for Riley Street over the most Northerly 33.0 feet thereof, and for North State Street over the most Westerly 50 feet thereof. Also subject to easements, restrictions, and rights-of-way of record.

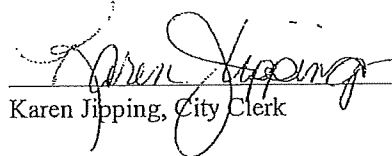
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Council Members Dannenberg, Gruppen, Kass, VanDorp,  
Broersma and Hoogland

NAYS: Council Members None

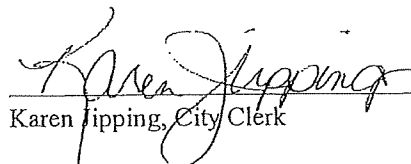
ABSENT: Council Members Klynstra

RESOLUTION DECLARED ADOPTED.

  
\_\_\_\_\_  
Karen Jipping, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on October 3, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

  
\_\_\_\_\_  
Karen Jipping, City Clerk