

**REGULAR MEETING**

The HBPW Board of Directors met  
**May 8, 2023**  
at 4:00 p.m.  
625 Hastings Ave.  
Holland, Michigan

**Chair Thompson called the meeting to order at 4:00 p.m.**

**Members Present:** PJ Thompson, Tim Hemingway, Paul Lilly, Beth Snyder, Carolyn Maalouf, City Council Liaison Nathan Bocks, and Ex Officio Members Keith Van Beek, and Dave Couch

**Members Absent:** Mayor Bocks, Keith Van Beek

**Staff Present:** Dave Koster, Janet Lemson, Ted Siler, Becky Lehman, Joel Davenport, Chuck Warren, Chris Van Dokkumburg, Julie DeCook, Steve Bruinsma, Nate Johnson, Phil Leerar, Alex Craigmile, Steve Bruinsma, Pieter Beyer; Guest: City Attorney Ron Vander Veen

23.220 **Approval of Agenda**

*Board Member Lilly made a motion to approve the agenda. The motion was seconded by Board Member Hemingway.*

23.221 **Board Minutes – Regular Meeting Minutes of April 10, 2023, and Study Session Minutes of April 24, 2023**

*As part of the Consent Agenda, the Board of Directors approved the minutes as presented.*

23.222 **Surrender Agreement for the Expired 49 West 3<sup>rd</sup> Street Lease**

A Surrender Agreement, describing the conditions and obligations of tenant (Magna Services of America, Inc. ["Magna"]) and landlord (City of Holland, acting by and through its Holland Board of Public Works) has been provided by Magna for consideration and execution. The Agreement restates and clarifies the conditions and obligations of each party at lease termination.

All of the conditions and obligations specified in the Agreement have been satisfactorily met by both parties.

*As part of the Consent Agenda, the Board of Directors approved the Surrender Agreement for the expired 49 West 3rd Street lease, subject to approval as to form by the City Attorney.*

23.223 **Water Treatment Plant Low Service Pump #1 Replacement**

Four pump suppliers were solicited for proposals for the Low Service Pump #1 replacement, and two suppliers returned qualified proposals. Pricing in the two proposals was extremely competitive with only a \$269 difference between the two bidders.

HBPW staff evaluated the proposals and found them to be competitive with the lower priced pump showing better performance over the entire desired pumping range. Clarifications were requested from the supplier to ensure the scope and fee was understood. After thorough evaluation of the proposals, the low bidder, Detroit Pump, had the best overall proposal for the intended operating scenarios.

*\* Red italics indicate information or discussion added during the meeting and/or action taken.*

A summary of the evaluated bid results and quoted lead times are as follows:

Pump Supplier	Location	Quote Amount	Delivery	Exceptions
Detroit Pump & Mfg. Co.	Warren, MI	\$113,569.00	34 Weeks	N
Kerr Pump and Supply, Inc.	Oak Park, MI	\$113,836.37	30 Weeks	N
KSB Dubric	Comstock Park, MI	No Bid	-	-
Kennedy Industries	Wixom, MI	No Bid	-	-

BPW Staff recommends that an equipment procurement contract for supplying the replacement Low Service Pump #1 be issued to Detroit Pump. This project is included in the proposed FY 2023 and FY 2024 budgets.

*As part of the Consent Agenda, the Board of Directors approved a contract with Detroit Pump & Mfg. Co., in the amount of \$113,569, with a 10% contingency of \$11,000, for a total of \$124,569, pending approval as to form from the City Attorney.*

23.224 **Utility Easement Amendment for Howard Avenue Underground Electric Distribution**

Holland BPW Electric Distribution has a project to convert a section of line from overhead to underground along Howard Avenue between River Avenue and the western edge of Dunton Park. In order to best protect the equipment from risks associated with installing electrical boxes in the road right-of-way, the project has been designed to locate the required equipment outside of the right-of-way and on private property. There are four easements with this project, three of which were approved in October 2022. This is the last of four easements required for the project. This property already has an easement for HBPW, and this recommendation is to amend the existing easement to allow for the additional space needed to complete the project

*As part of the Consent Agenda, the Board of Directors approved an amendment to Utility Easement with Parke Davis & Company, LLC, a Michigan liability company ("Grantor"), whose address is 188 Howard Avenue, Holland, Michigan 49424.*

23.225 Action on Consent items:

Motion to approve, accept, or adopt Consent Agenda items	<i>Lilly</i>
Second	<i>Maalouf</i>
Favor	<i>5</i>
Oppose	<i>0</i>

23.226 **Communications from the Audience**

*None*

23.227 **Major Project Update**

*For information only*

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**HOLLAND BOARD OF PUBLIC WORKS (HBPW)  
MINUTES of the BOARD of DIRECTORS**

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The Board Meeting of May 8, 2023, adjourned at *5:55 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board