

Board Regular Meeting - Electronically  
 Board of Public Works  
 July 21, 2020

The regular meeting of the Board of Public Works Commission was held electronically at the Howard Miller Library/Community Center, 14 S. Church Street, Tuesday, July 21, 2020. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Vice-Chairperson Cooney  
 PRESENT ELECTRONICALLY Commissioner – Dykstra, Walters  
 ABSENT: Commissioners – None

Staff Present: General Manager Boatright, Electric T&D Manager DeKraker, Electric Power Supply & Market Operations Manager Mulder, IT Manager Carlton, and City Clerk Holmes  
 Staff Present Electronically: Water Manager Levandoski

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the minutes of the June 16, 2020 regular meeting. Motion carried.

**Public Comment**

No public comment given.

20.058 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the June, 2020 cash disbursements and the regular monthly transfers for the month of July, 2020 as follows:

Cash and Investments as of: June 30, 2020

	<b>Electric</b>	<b>Water</b>
Receiving	\$2,483,755	\$468,021
Accumulated Debt Service (in Receiving Fund)	-	241,822
Plant Improvements and Contingencies	27,510,371	11,618,849
Bond and Interest Payment Reserve*	-	131,000
Totals	<u>\$29,994,126</u>	<u>\$ 12,459,692</u>

\* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: July, 2020

	<b>Electric</b>	<b>Water</b>
Receiving	(41,746)	(175,131)
Accumulated Debt Service	-	24,831
Plant Improvements and Contingency		150,300
General Fund (per charter provision)	41,746	-

Motion carried.

**Water Operations**

Manager Levandoski reviewed the Water Department report and updated the Board on the Water projects and current activities.

**Electric Transmission & Distribution**

Manager DeKraker reviewed the Electric Department report and updated the Board on the Electric projects.

DeKraker explained as part of the substation system improvements, the BPW is planning for a new Washington 69 kV Switchyard which will improve the reliability to the Washington Distribution Substation giving it two 69kV feeds, instead of how it currently sits with just one feed. This will greatly improve this substation's reliability. At the same time, the BPW is preparing to move the Northside Station Transformer to Fairview Substation to accommodate anticipated increases in load growth. The plan is to move the existing transformer at Fairview to Perry Substation to give a second transformer at Perry. This will improve reliability at Perry having two transformers for the load. As a result of all three of these projects happening within the next two years, BPW staff decided to combine the projects into one to just have one contractor do all of these and mitigate mobilization costs. At Perry the plan is to just pour the foundation for the transformer and the rest of that project will be completed in FY2022. Staff's recommendation is to use the low bidder, Kent Power, for the project.

20.059 Substation Construction Contract Services

Motion was made by Commissioner Query and seconded by Commissioner Cooney to award the construction of the Washington 69kV Switchyard, Fairview T1 Replacement and Perry T2 Foundation Construction to Kent Power for a total price of \$749,205.83. Motion carried. All voting aye.

DeKraker explained in reference to the aforementioned substation construction, we must also procure equipment for these projects. We prefer separating the procurement out from the construction contract services as a cost-savings measure. This recommendation is for the three (3) Control Panels that are needed, one (1) for Perry Substation and two (2) for the Washington 69kV Switchyard. Due to some vendors going out of business and others that have not met our quality standards, this bid has become a sole source bid. Electric Power Products (EP2) has fabricated and provided most of the control panels for us in the last ten years and delivers an excellent product.

20.060 Construction of Washington 69kV and Perry Substation Control Panels Purchase Recommendation

Motion was made by Commissioner Cooney and seconded by Commissioner Query to award the construction of the Washington 69kV and Perry Substation Control Panels to Electric Power Products (EP2) for a total price of \$106,208.00. Motion carried. All voting aye.

DeKraker stated the 69kV "V" Break Disconnect Switches are all Hubbell switches in our substations. We have standardized our substation equipment across our four substations for ease of maintenance and operation for our crews. Four (4) switches will be needed at the new Washington 69kV Switchyard and two (2) will be needed at the Perry Substation. Hubbell (Power Line Supply) was the low bidder at \$34,200.00.

20.061 Washington 69kV and Perry "V" Break Disconnect Switches Purchase Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Cooney to award the purchase of the Washington 69kV and Perry "V" Break Disconnect Switches to Hubbell through Power Line Supply for a total price of \$34,200.00. Motion carried. All voting aye.

DeKraker explained one (1) 69 kV Circuit Switcher is needed for the new Washington 69 kV Switchyard. We have standardized our substation equipment across our four substations for ease of maintenance and operation for our crews. S&C has been our sole provider for circuit switchers in the past for us.

20.062 69kV Circuit Switcher Purchase Recommendation

Motion was made by Commissioner Cooney and seconded by Commissioner Query to award the purchase of the 69kV Circuit Switcher to S&C through Irby for a total price of \$78,410.00. Motion carried. All voting aye.

Eight (8) new 69kV Potential Transformers are needed for our substation work, five at the Washington 69 kV Switchyard and three at Perry Substation. We requested bids from four bidders but only two vendors responded to our RFP. ABB and Trench were no bid.

20.063      69kV Potential Transformers Purchase Recommendation

Motion was made by Commissioner Query and seconded by Commissioner Cooney to award the purchase of the 69kV Potential Transformers to Alstom through KW Associates for a total price of \$43,520.00. Motion carried. All voting aye.

Three (3) new 69 kV Circuit Breakers are needed for the substation work this year. Two will be installed at the new Washington 69 kV Switchyard and the third will be installed at Perry Substation. We have standardized our substation equipment across our four substations for ease of maintenance and operation for our crews. Siemens Power Circuit Breakers has been our sole circuit breaker in the past for us.

20.064      69kV Circuit Breakers Purchase Recommendation

Motion was made by Commissioner Cooney and seconded by Commissioner Query to award the purchase of the 69kV Circuit Breakers to Siemens for a total price of \$108,309.00. Motion carried. All voting aye.

DeKraker reported that during the June 9/10 storms, we had 12 poles break that we needed to replace. This completely emptied our supply of stock poles and luckily, we were able to purchase some from Holland BPW to assist in completing our storm restoration. We are needing to purchase 20 poles of various sizes to replenish our stock. We requested four quotes. Due to the urgency of this matter, staff also sought City Council approval at their July 20, 2020 regular meeting, in advance of the Board of Commissioners meeting. City Council approved this purchase contingent on the Board of Commissioners approval. Because we are completely out of stock poles, we went ahead and put our order in for the poles on the presumption that we would obtain the requisite approvals.

20.065      Utility Pole Purchase Recommendation

Motion was made by Commissioner Cooney and seconded by Commissioner Query to award the purchase of utility poles to Power Line Supply for a total cost of \$17,210.00. Motion carried. All voting aye.

DeKraker reported we have come to the point that additional licenses need to be purchased in order to provide access for more users to utilize GIS. As an alternative to the existing a-la-carte structure that we have, an Enterprise Cloud-Based Agreement fulfills our existing needs while also providing ample room for expansion

A-la-carte quantities are based on existing needs but do not account for additional licensing that could be needed in the future. Additional a-la-carte licenses can only be purchased at the item price and increase the total cost as more licenses are needed and purchased.

Cloud-Based Enterprise is a static \$15,000 and includes everything that would be purchased a-la-carte (Field Worker user types can be set to Creator with modified permissions). Cloud-Based Enterprise also includes the following items within the \$15,000 base price:

- 10,000 AGO Service Credits (a value of \$1,000)
- 2 Esri UC Passes (a value of \$1,000+)
- ArcGIS Developer subscription
- 2 Esri CityEngine Licenses
- 2 Insights for AGO

A couple other things about Cloud-Based Enterprise worth noting is there are no additional maintenance costs/obligations on our end and the existing data and data structure are not affected.

20.066      ESRI ArcGIS License Upgrade

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the Cloud-Based Enterprise Agreement at \$15,000.00/year for three years. Motion carried. All voting aye.

DeKraker stated during the June 10th storm, a pole adjacent to I-196 south of Adams Street broke. We were able to provide a temporary fix with our crews and the assistance of Grand Haven Light and Power. Because the terrain in the vicinity this pole requires special equipment for access and construction that we do not have, we decided to bid this work out to contractors. Kent Power was awarded the construction of the new pole for an estimated price of \$8,777.00

DeKraker gave the Tree Trimming Year-end Report. Throughout the fiscal year of 2019 - 2020, the right of way management program completed 439 tree and brush units within the distribution system and 9 trees on the 138kv transmission system. There were also 111 trees treated with tree growth regulator as well as 78 spans of herbicide applications completed throughout the systems. A total of 439 tree and brush units were cleared from the right of way for a total expense of \$33,649. The average cost per tree unit, including time and material work was \$76.65; a 31% tree removal rate was maintained.

Throughout the year 8% of all work in the unit maintenance category was completed on a time and material basis resulting in 28% of the total cost. Plant Growth Management Systems averaged approximately 14.6 hours per week over 36 weeks for a total expense of \$27,752. These hours include the time to plan, create, and carry out the bid process. DeKraker also reported on trees that were potential hazards, herbicide, tree growth regulator treatment, tree replacements and 2020-2021 projections.

### ***Information Technology***

Information Technology Manager Carlton updated the Board on current activities and the on-going IT Projects list. Carlton reviewed the list which was broken down as projects that are strategic in nature and projects that are tactical in nature.

### ***Electric Power Supply & Market Operations***

Manager Mulder updated the Board on the current operations status, activities and projects.

Mulder explained the Washington Generation Facility (Power Plant) and substations use a 125VDC battery system to provide power for critical control circuits such as breaker and switchgear controls, SCADA equipment, generator control circuits, and emergency lighting to name a few. These systems ensure that uninterrupted power to critical control equipment is maintained in the event of an electric outage and loss of station power, allowing continued monitoring and control. Accordingly, the reliable operation of this system is of paramount importance.

The Power Plant's current 125VDC battery string was installed in 2006, and consists of 60 lead-acid battery cells connected in series. The battery string is located in the basement of the Power Plant, and provides control power to both the Plant and Washington substation. Although the designed life expectancy of these battery systems is typically 20 years, optimum temperature and maintenance practices must be met for that to be realized. As the basement of the Power Plant is not climate controlled, during the summer months temperatures routinely exceed the recommended temperature of 77°F, particularly when generation is running.

BPW Power Plant maintenance staff maintain the 125VDC battery systems regularly by performing general inspections and adding deionized water monthly, or more frequently as required. Furthermore, a contractor performs annual inspections and preventative maintenance service on all battery systems, and furnishes a report outlining the condition of each system along with corresponding observations and recommendations. In recent years, growth of the positive plate (cathode) has been observed in multiple cells of the 125VDC battery string installed at the Power Plant, the rate of which seems to be increasing. Although this occurs naturally over time, it does indicate that the batteries are approaching end of life, and requires increased monitoring to avoid an unanticipated failure.

When the new Washington Switchgear building was constructed behind the Power Plant in 2016, provisions were made by the engineer to accommodate relocation of the 125VDC battery system to the facility, which is both climate controlled and provides better access to service personnel and equipment. In 2018, staff reviewed options to both move the existing 125VDC battery string to the switchgear building, and replace / relocate it. The latter option was chosen due to the age and condition of the battery string, and was included in the capital improvement plan budget

for FY2022. Due to the increased positive plate growth, this project has since been moved up to FY2021, to address these concerns in a more timely manner.

Since 2018, staff have been working with Alpine Power Systems and our engineering consultant, PKM Consultants LLC, on the design and budget for this project. Most recently, that plan has been revised to accommodate the additional control devices being added as part of the Washington 69kV Switchyard project, and to finalize the installation location, battery capacity, charger requirements, gas detection system, and other details. A project cost estimate of \$40,000 was included in the FY2021 budget.

Although there are other firms able to provide this service, staff believes that the BPW's long standing relationship with Alpine Power Systems for these services, the quality of support, and their familiarity with our systems makes them the best choice to provide the equipment for this project. Furthermore, Alpine's support in working with staff to evaluate options and costs merits consideration. Consequently, staff recommends sole sourcing the purchase of the batteries, charger, installation services, and associated equipment to Alpine Power Systems, Inc. Engineering services will be provided by PKM Consulting Inc. due to their previous work in the design of the building, their knowledge of the associated electrical equipment, and their active work on the Washington 69kV Switchyard project. Electrical installation services will be provided by an electrical contractor chosen by staff, based on cost and availability.

#### 20.067 Power Plant 125VDC Battery System Replacement

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the replacement and relocation of the Power Plant's 125VDC Battery System as described with Alpine Power Systems to furnish the batteries, installation services, and associated equipment as outlined in their quotation and approve to contract PKM Consulting to perform the required engineering services and that an electrical contractor of staff's choice be allowed to complete the installation as specified for an estimated total cost of \$39,800.00. All costs associated with this project will be allocated against the electric department's FY2021 Capital Improvement Plan budget which included a \$40,000.00 allocation for this project. Motion carried. All voting aye.

Mulder reported over the past year, the need to upgrade and replace the existing two-way radios and repeaters has been brought to the attention of BPW management by staff. This need was identified due to interference and noise related issues experienced with the existing radios, as well as the occasional confusion and inconvenience caused by sharing common repeated radio channels with other City Departments. Furthermore, some BPW departments seek to employ the use of two-way radios more extensively in their daily operations. With the current system, the number of repeated and direct radio channels presents a limitation. Although the interference and noise related issues were addressed to the extent possible with the current system, these issues prompted a comprehensive evaluation and development of a migration plan. Staff sought to identify the long-term needs of the BPW, and consulted with Tele-Rad Communications, Inc. sales representatives to specify the radios and equipment that will satisfy our long-term objectives, facilitate a phased implementation, and provide the best overall value. This plan was reviewed with BPW staff and representatives from City Departments and incorporated into the FY2021 budget plan.

The equipment and services proposed in this purchase authorization request will upgrade the existing analog two-way radio system to a modern digital system. The proposed digital system will provide not only superior call quality and flexibility through an increased number of communication channels, but the technology platform can be scaled in the future to meet increased coverage, capacity, and data needs as they arise.

The total project is estimated to cost \$37,479, the BPW's portion of which is \$12,410. The individual radio and service costs have been allocated to each department accordingly. The repeater replacement costs and services have been split between the City and BPW on a 50/50 basis, and subsequently allocated to the BPW Electric and Water Department based on the conventional 70/30 basis.

20.068 Two-Way Radio System Upgrade

Motion was made by Commissioner Query and seconded by Commissioner Cooney to accept the quotation provided by Tele-Rad Communications for materials and services for the two-way radio system upgrade with the BPW's portion of the project totaling \$12,410.00 and allocated against department budgets as presented. Approval is contingent upon the City's approval of the Street Department's portion of the project which was included in the City's approved FY2021 budget plan. Motion carried. All voting aye.

Mulder reported the Zeeland Board of Public Works (BPW) currently uses conventional locks and keys to secure its facilities, and provide physical access control. For a number of reasons, BPW staff identified the need to install an electronically managed, RFID type physical access control system as a strategic objective for the organization, which will be implemented using a phased approach over the next few years. The total system build-out is estimated at 40-50 access points, with a total budgeted cost of \$124,500.

While developing the capital improvement plan budget, staff reviewed a number of different systems, the advantages and disadvantages associated with each, and their respective costs. During this process, it became apparent that hiring a consultant to serve as the owner's representative was in the organization's best interest, both to design the system and prepare a Request for Proposal (RFP) to solicit bids, but also to objectively evaluate the bids and product offerings. Although staff has a working knowledge of access control systems and installation, certain emerging technologies, market trends, and installation best practices merit the expertise of an independent consultant. Commtech Design of Rockford, Michigan, was suggested as a resource for these services.

20.069 Facilities Physical Access Control System Design

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve a not-to-exceed contract totaling \$10,000.00 be awarded to Commtech Design to provide professional services related to the consultation, design, and installation oversight of a facilities wide physical access control system. Motion carried. All voting aye.

***Interim Office Reconfiguration Budget Proposal***

In August 2019, the Zeeland Board of Public Works (BPW) contracted InterActive Studio, LLC, to perform a needs assessment and space utilization study of its existing facilities, and develop a 'Master Plan' to strategize long-term improvements. This process was extensive, and culminated with InterActive Studio presenting its final Discovery Report to members of the BPW Board during a special meeting on May 26, 2020. Although staff believe that the program requirements and conceptual designs presented in the Discovery Report accurately reflect the organization's long-term needs and objectives, there are a number of factors currently in motion that create some hesitation with moving forward on the proposed plans for the BPW office building, at least in the near-term.

After considering this fully with staff, it was determined that the best course of action was to address our most immediate office needs while we await greater certainty with regards to the future of our surrounding properties; likely a 3-5 year timeframe. These needs include ensuring adequate working space for current and planned additions to staff, and maintaining the social distancing requirements created by the COVID-19 pandemic. Consequently, a proposal to address these needs through an interim office renovation project was requested and subsequently awarded to InterActive Studio, LLC, in May 2020.

Due to InterActive Studio's familiarity with the BPW's facilities and collaboration with staff during development of the Discovery Report, it didn't take long to identify the most significant areas requiring renovation, and to develop a plan to effectively address them. A site review of the BPW office and water warehouse was performed, and the suitability of potential locations evaluated based on adjacencies/workflow, ease/cost of renovation, and their ability to satisfy applicable compliance requirements. These included repurposing the conference room, break room, meter shop, mezzanine, and warehouse space to name only a few. After reviewing the options, the most effective solution was determined to be relocating the Water Department Supervisor and his department of three employees to the water warehouse, along with adding a rest room and break/conference room on a second level mezzanine. This would preserve limited warehouse floor space to the extent possible, while providing the office and meeting space necessary

for department operations. Furthermore, relocating Water Department personnel to the water warehouse would allow for reconfiguration of Electric T&D Department offices, assimilating space previously occupied by that department into their own. The resulting design layout provides the social distancing space necessary for the six crew members, provides an office for the proposed electrical engineer, accommodates the relocation of our GIS technician, and addresses our security concerns with regards to customer service.

The proposed design layout was reviewed by a general contractor that InterActive Studio routinely partners with, and a detailed cost and schedule estimate provided. Based on the scope of work, a preliminary cost estimate of just under \$300,000 was provided, which includes architecture and engineering fees, construction costs, an allowance for fixtures and furniture, and a small project contingency. The estimated schedule from the start of design through completion of construction is 5 months, with a tentative completion date of 12/31/2020. It should be noted that the cost and schedule estimates provided are based on a design-build project model, rather than the traditional bid-build project model. Staff believes that this is a prudent approach that will accelerate the schedule, yet can be managed to ensure transparency, and that competitive, fair market value is paid for material and services. Although the preliminary project cost estimate is less than \$300,000, staff anticipates the need to address some further issues in the office as part of this project, including additional updates to the customer service lobby, customer service employee workstations, employee rest rooms, and conference room to name a few. Although staff does not plan to undertake a comprehensive remodel of the office with more significant changes anticipated in the next 3-5 years, urgent issues need to be addressed in a timely manner. Consequently, staff requests that \$400,000 of the \$500,000 budgeted for FY2021 be allocated towards these proposed renovations, which should provide adequate funding to address them. Updates will be provided to the Board as the scope is refined, and cost estimates are received.

20.070      Approve BPW Office Interim Renovations

Motion was made by Commissioner Query and seconded by Commissioner Dykstra to approve \$400,000 of the \$500,000 budgeted in FY2021 for the BPW Office Remodel, award a professional services contract to Interactive Studio, LLC for Architecture and Engineering Fees not-to-exceed \$25,000.00 and to proceed with the project under the assumption that a design-build project model will be used with measures taken to ensure transparencies and a competitive environment. Motion carried. All voting aye.

***COVID-19 Business Operations Update***

Boatright reviewed the work-place mitigation measures, supplies and impacts of COVID-19 with the Board of Commissioners.

***Appreciation for June 9-10, 2020 Mutual Aid Assistance***

Resolutions were drafted for the City of Holland Board of Public Works and the Grand Haven Board of Light and Power for their help in providing Zeeland assistance with emergency restoration work.

20.071      Adopt Resolutions for Mutual Aid Assistance

Motion was made by Commissioner Cooney and seconded by Commissioner Query to adopt the Resolutions for Holland Board of Public Works and Grand Haven Board of Light and Power for providing assistance with emergency restoration work in Zeeland on June 9 and 10, 2020. Motion carried. All voting aye.

***Power Dollars Program Update***

Staff is pleased to announce that the Zeeland Board of Public Works will be issuing a special cycle of Power Dollars this summer. As a tool to benefit our local community during this difficult time and a reward for BPW customers registering for paperless billing, each BPW residential customer will be eligible for \$15 in Power Dollars, to be used at local, participating businesses. The Power Dollars gift certificate software application provided by Conpoto, who also designed and administers the West Coast Cash program, has been stood-up and is ready to accept new merchants for redemption of the BPW Power Dollars certificates. Merchant recruitment began last Thursday, July 16 via broadcast email message. The email message describes the new program in detail and provides a link for merchant enrollment. Participating merchants will use a free app to scan the certificate QR code or enter the six-digit alpha numeric. BPW will then pay the merchant back within 7 to 14 days through an ACH payment. The Power Dollars

certificates have a new look and will now be issued in increments of \$5.00. Each recipient will receive three (3) \$5.00 certificates from the BPW. Recipients can use their certificates on a single purchase or individually. The smaller increment certificates will reduce the need for a merchant to give cash back, enabling more of each Power Dollar to be spent in a local business. Merchants who are already enrolled in the West Coast Cash program will be automatically enrolled in the Power Dollars program.

Mid-cycle Power Dollars will be available for BPW residential customers beginning in August. Any residential customer who has already opted-in for paperless billing or elects to do so by September 20, 2020 will be eligible to receive \$15.00 in Power Dollars certificates. The annual holiday Power Dollars program, which rewards residential BPW customers who decorate their homes with Christmas lights, will also return, on schedule, this winter. The holiday Power Dollars program will now follow this updated format as well. The issuance of holiday Power Dollars will commence on Monday, November 30, 2020 and end on Monday, December 14, 2020 consistent with prior years. Power Dollars certificates issued through either program will have an expiration date of Sunday, January 31, 2021. A special THANK YOU goes out to Abby DeRoo, COZ Marketing Director, for her creativity and support and to the BPW Customer Service Team, including Laurie McGuire, Kerri Vlietstra, Kim Zuverink, and Steve Collins, for their hard work and diligence in figuring-out how all this can work.

#### 20.072 Funding for Mid-Cycle Power Dollars Program

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the funding level of \$25,000.00 for the mid-cycle Power Dollars Program. Motion carried. All voting aye.

#### ***Disher Leadership Coaching Continuation***

The BPW leadership team comprised of General Manager Boatright, Transmission & Distribution Manager DeKraker, Information Technology Manager Carlton, Water Operations Manager Levandoski, and Power Supply and Market Operations Manager Mulder have been participating in team-building training conducted by Disher. There have been three (3) one half day workshops conducted to-date – 5 Dysfunctions of a Team, DiSC, and Strengths-based Team Development. The workshops were coupled with six (6) each one-hour, one-on-one coaching sessions to develop action steps for continued leadership development and growth.

We have come to the end of the initial one-on-one coaching sessions. These sessions have proven to be greatly beneficial, especially during the challenging times of COVID-19. Staff would like to continue with five (5) more one-hour sessions each, which would be scheduled to conclude at year-end. The total cost of the additional coaching sessions is \$6,250.00. Since our travel and workshop budget has been lightly used due to COVID-19, we have ample funding and time available for additional coaching sessions.

#### ***Greg Sheldon, Water Technician, 25<sup>th</sup> Anniversary***

On July 5, 2020, Greg Sheldon observed his 25<sup>th</sup> anniversary with the BPW. Greg has been and continues to be a highly valued member of the BPW staff and we congratulate him on his years of dedicated service. Greg will receive his 25-year gift from the City and the BPW is planning to hold some type of celebration in the near future, while maintaining safety as the highest priority.

#### ***New BPW Website***

The new, updated <http://www.zeelandbpw.com> website has been launched as of Friday, July 17, 2020. Thank you to all members of the BPW staff who contributed to the review of several webpages and downloadable documents. The changes are subtle. But the site has a fresh, new look and feel. One major improvement was the simplification of navigating to the bill payment portal.

#### ***Huizenga Park Little League Softball Fields Signage***

At the February 2020 Board of Commissioners meeting, the Board approved grant funding in the amount of \$20,000 in support of construction of the Gentex Little League Softball Fields at Huizenga Park. In return for this contribution, four (4) large ZBPW logo signs have been installed at attention-getting locations around the complex. A photograph of one such sign was included in the Board Packet.



***Lakeshore Advantage Thank You Letter***

We received a letter of appreciation from Jennifer Owens, President of Lakeshore Advantage, for the Board's approval to double the BPW's annual funding level to Lakeshore Advantage this year. A copy of the letter was included in the Board Packet.

***BPW Board of Commissioner Regular Meetings***

A schedule of upcoming BPW meetings was presented. Meetings will occur on the third Tuesday of the month at 3:30 p.m. at the Howard Miller Community Center West Activity Room.

***Upcoming Events***

- **Next Regular ZBPW Board Meeting, August 18, 2020, 3:30 p.m., Howard Miller Public Library West Activity Room**
- Michigan Electric Providers Virtual Conference, Thursday, July 30, 2020, 10:00 a.m. – 12:00 noon
- MPPA Board of Commissioners Virtual Board Meeting, Wednesday, August 12, 2020, 10:00 a.m. – 12:00 noon

Motion was made and supported that the meeting be adjourned at 6:15 p.m. Motion carried. All voting aye.

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Pamela Holmes, City Clerk