

STUDY SESSION

The HBPW Board of Directors met
September 27, 2021
at 4:00 p.m.
625 Hastings Ave.
Holland, Michigan

Chair Hemingway called the meeting to order at 4:03 p.m.

Members Present: Tim Hemingway, Carolyn Maalouf, PJ Thompson, Sue Franz, City Council Liaison Nathan Bocks and Ex Officio Members Bob Shilander and Keith Van Beek

Members Absent: Paul Lilly

Staff Present: Dave Koster, Janet Lemson, Joel Davenport, Becky Lehman, Ted Siler, Chuck Warren, Andrew Reynolds

22.054 **Communications from the Audience**

None

STUDY TOPICS Update on Community Energy Plan Strategic Development Team Process

22.055 During the summer of 2020, Mayor Bocks appointed a Strategic Development Team (SDT) comprised of eight individuals of varied experiential backgrounds in the community. As with previous SDTs, this group was convened to take a fresh look at the Community Energy Plan, and make recommendations to Council on goals, metrics, and prioritized strategies for the next three to five years.

On September 20, 2021, the SDT voted to approve its final report to City Council. SDT leadership will be making a presentation to City Council at its October 13, 2021, study session.

Staff will update the HBPW Board on the content of the recommendations and specifically highlight where certain strategies may impact the planning and resources of the HBPW.

Recommendation: Study Session Topic. No Board action required.

22.056 **Waterfront Holland Update**

The retirement of the James De Young Power Plant has been a catalyst for a community stakeholder process to envision the future waterfront connected to Holland's downtown. This process, called Waterfront Holland, has progressed steadily through a number of phases.

Early in 2020, the first phase was completed. This culminated in the creation of document that lays out, in both words and images, a vision for Holland's waterfront. This document is the product of extensive stakeholder engagement. The vision is supported by a set of principles, which can be used as an evaluative criteria to assist developers and City staff as new opportunities arise.

Since the completion of the first phase, the City has engaged the firms of Hitchcock Design Group and SB Friedman to begin the exploration and eventual solicitation of interest in development of the James De Young property. Earlier this past month, the City Council heard an update on the Request for Qualifications phase. Three developers who submitted responses to the RFQ have been asked to now submit proposals. Proposals will be due near the end of January 2022.

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

Ultimately, if City Council approves a development agreement with a counterparty, this will have to be put before the voters. It is possible this could occur in 2022. Staff will review some of the details covered in this report along with an update on the status of the James De Young site work in preparation for a potential transaction.

Recommendation: Study Session Topic. No Board action required.

22.057 **Capital Justification Form Updates**

Holland Board of Public Works (BPW) utilizes a capital justification form as part of its annual budgeting process. Forms are currently required to be completed for each budgeted capital improvement project greater than or equal to \$100,000 in value. The completed forms are utilized to assist in the prioritization of capital improvements when developing the five-year capital improvement plan. The forms also accompany Board recommendations for contracts associated with the projects for the Board's general background relative to need and purpose.

The form historically utilized by BPW staff has worked well for its purpose but changes were desired to address the following items:

- Inconsistent Usage - The existing form does not have instructions for proper usage which has resulted in some varying user interpretation relative to intent of some fields on the form. The proposed form includes instructions to assure more consistent usage across all BPW departments.
- Expectations Relative to Narrative - The lack of instructions on the existing form also made for some inconsistency of types of information presented in the justifications. The instructions on the proposed form include specific expectations for the types of information that should be provided based on the justification(s) selected.
- Redundancies - The structure of the existing form often creates situations where redundant explanations are provided under multiple fields on the form. This is eliminated on the proposed form by simplification of the narrative fields.
- Assumptions - The existing form did not have a specific field for identification of key assumptions made in the development of the project budget. This is important information to understand in the event of a later change of scope/budget. A field was added on the proposed form for the listing of key assumptions related to the project budget.

The proposed justification form is being presented to Board ahead of Fiscal Year 2023 budgeting to make Board members aware of the upcoming change and provide an opportunity for any questions, comments and/or concerns related to the proposed changes.

Recommendation: Study Session Topic. No Board action required.

22.058 **General Manager Comments**

- October 13 will be the final presentation of the SDT at the City Council Study Session
- The next HBPW Board meeting is scheduled for October 11, a regular meeting. Chair Hemingway will be out of town. Vice Chair Thompson will lead this meeting.
- Our second meeting of the HBPW Board in October will be changed to a special meeting
- August financials were not presented at this meeting because the Finance team is heavily involved in our annual audit. Quarterly presentations, including financials, will take place October 25.

ADJOURNMENT

The Study Session of September 27, 2021, adjourned at *5:41 p.m.*

Minutes respectfully submitted by,

Janet Lemson, Secretary to the Board