

Council Meeting

Common Council

September 15, 2025

Call to Order

The regular meeting of the Common Council was held at 21 S Elm Street, Zeeland MI 49464 on Tuesday September 15, 2025. Mayor Klynstra called the meeting to order at 7:00 p.m.

PRESENT: Council members – Mayor Klynstra, Mayor Pro-Tem Gruppen, VanDorp, Broersma, Kass, Lam, and Timmer.

ABSENT: Council member: – None.

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Tim Maday and Recording Secretary Sharon Lash

The invocation was offered by City Attorney Jim Donkersloot

The Pledge of Allegiance to the Flag

Consent Agenda

1. Approve minutes of the Regular City Council meeting of September 2, 2025
2. Approve minutes of the City Council Work Study meeting September 2, 2025
3. Receive for information draft minutes of the September 9, 2025 BPW Board Meeting.
4. Ratify BPW Action #25.043. Approve Cash Disbursements and Regular Monthly Transfers.
5. Ratify BPW Action #25.045, Approve Sole Source Contract to West Michigan Office Interiors.
6. Ratify BPW Action #25.046, Approve New BPW Administrative Office Conference Room Audio/Video Equipment.

Communications

- Farmland Preservation Update, Ottawa County AG Preservation Board

City Manager's Report

Farmland Preservation report update letter in packet.

South Downtown Parking Lot – The milling and resurfacing of the lot will start the week of September 15. The Parking lot will be inaccessible during September 17-21.

JR Automation Groundbreaking -A reminder that JR Automation is planning their groundbreaking for Wednesday, September 17.

HR Specialist - Progress is being made to find an individual for our new HR Specialist position. Three candidates to date have been interviewed with a fourth interview next Thursday.

MML Annual Convention – The MML will host their annual convention in Grand Rapids next Wednesday through Friday. Mayor Klynstra and Mayor Pro-Tem Gruppen and myself are planning to attend portions of the conference.

Attachments – Please find attached monthly updates from the Library, Clean Water Plant and Fire/Rescue Department.

Fire/Rescue Department Oaths of Office

Firefighter Brian Hopper has sworn to uphold his Oath of Office given by Sharon Lash Interim Deputy Clerk.

Firefighter Kira Klomprens has sworn to uphold her Oath of Office given by Sharon Lash Interim Deputy Clerk.

Firefighter Thomas Woltjers has sworn to uphold his Oath of Office given by Sharon Lash Interim Deputy Clerk.

Public Comment/Visitors

Jacob Bonnema, County Commissioner, gave update on the hiring process of new County Administrator Patrick Waterman.

Action Items:

25.134 Industrial Development District, JR Automation Technologies, LLC

Motion was made by Mayor Pro-Tem Gruppen and seconded by Councilmember VanDorp to approve the 45.5-acre site as an Industrial Development District.

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

No Votes: None

Absent: None

25.135 BPW Administrative Office Expansion & Renovation Budget Amendment

Motion was made Councilmember Broersma and seconded by Councilmember Kass to approve the Amended budget from \$2.5 million to \$2.75 million to help offset the cost of the Administrative Office expansion.

Ayes: Gruppen, Kass, Timmer, VanDorp, Lam, Broersma and Mayor Klynstra.

No Votes: None

Absent: None

25.136 MPPA Retail Energy Improvement Program Project Participation Agreement.

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer for approval to sign the MPPA Retail Energy Improvement Program Project Participation with an increase to the budget of \$450,000.

25.137 Gentex Development Agreement Addendum #1

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to approve the Addendum to the Gentex Development Agreement.

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

No Votes: None

Absent: None

25.138 Zeeland Charter Township Cost Sharing Agreement – Sanitary Sewer Church Street

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to approve the agreements with Zeeland Charter Township for the Cost Sharing of the Sanitary Sewer reconstruction on Church St. in the amount of \$782,000.

Ayes: Vanorp, Lam, Broersma, Gruppen, Kass, Timmer and Mayor Klynstra

No Votes: None

Absent: None

25.139 Roosevelt Traffic Signal Bid & Budget Amendment

Motion made by Councilmember Lam and seconded by Councilmember VanDorp to approve a bid to J. Ranck Electric to replace the stop light at State and Roosevelt St in amount of \$76,100 and budget has been amended to reflect and increase of \$5000 for a contingency in the total amount of \$81,100.

25.140 Snowplow Contract 2025/2026 Winter Season

Motion was made by Mayor Pro-Tem Gruppen and seconded by Broersma to award Countryside Snowplowing the contract for snowplowing of City parking areas in the amount of \$75/hr for truck and \$140/hr Loader.

Ayes: Broersma, Gruppen, Kass, Timmer, VanDorp, Lam and Mayor Klynstra.

No Votes: None

Absent: None

25.141 Vande Luyster Square Gazebo Design Contract

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve MCSA Group the contract for the Vande Luyster Gazebo Design in the amount of \$11,190.

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

No Votes: None

Absent: None

25.142 Alcohol Ordinance and Parks Ordinance Amendments Public Hearing

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve a Public Hearing set for 10-20-25 at 7:10 pm in City Hall Council Chambers.

There being no further business, motion was made by Councilmember Kass and seconded by Councilmember Timmer to adjourn the meeting. Motion carried. All voting aye. Time called at 7:53 pm.

Kevin Klystra, Mayor

Sharon Lash, Interim Deputy

MEMORANDUM OF WORK-STUDY SESSION
Zeeland City Hall Council Chambers
Monday, September 15, 2025
6:00 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Timmer, Lam, and Kass.

ABSENT: Councilmembers – None.

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Tim Maday and Recording Secretary Sharon Lash

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

Industrial Development District, JR Automation Technologies, LLC

Tim Maday, Community Development Director, stated that the Industrial Development of JR Automation Technologies, LLC at 800 E. Riley St is a 45.5-acre site that was purchased by JR Automation for their World Headquarters and a large industrial plant along with related site improvements.

JR Automation is seeking an Act 198 Industrial facilities tax exemption but to do so, the district needs to be in an Industrial Development District. As a vacant parcel this has not been established in the past. JR Automation is seeking City Council approval for this area as an Industrial Development District and to adopt a resolution to establish the area for JR Automation to move forward with the Act 198 tax exemption.

BPW Administrative Office Expansion & Renovation Budget Amendment

Robert Mulder, Electric Power Supply & Market Operations Manager of the BPW stated due to cost increase, BPW is requesting an amended budget from \$2.5 million to \$2.75 million to help offset the cost of the Administrative Office expansion.

MPPA Retail Energy Improvement Program Project Participation Agreement

Andrew Boatright, BPW Manager stated that in November 2023 Legislature established new Energy waste reduction requirements for all utilities in the State of Michigan. We must comply with this. It will increase annual savings from 1% to 1.5%. Also, the program requires dedicating 25% of the program budget to low-income initiatives. BPW is asking for City Council approval to sign on to the MPPA Retail Energy Improvement Program Project with an increase to the budget of \$450,000.

Gentex Development Agreement Addendum #1

Tim Klunder, City Manager stated in 2013 Gentex started development of the North Riley St. Campus site in Zeeland Charter Township within the 425 area. A Development Agreement was entered into for water, electric and sanitary sewer. Since that time there's been several extensions

to sanitary and water. This addendum will memorialize those extensions. The extensions have primarily been between Gentex and Zeeland Charter Township. However, the BWP and City of Zeeland were a party to that original agreement, and all those services are ultimately turned over to the City of Zeeland, that is why the City is part of Addendum #1.

City staff is requesting that the City Council approve the Addendum to the Gentex Development Agreement.

Zeeland Charter Township Cost Sharing Agreement-Sanitary Sewer Church Street

Tim Klunder, City Manager stated in 2026 the Church Street reconstruction project will be done. As part of that project, the city would like to improve the sanitary sewer main in Church. If the line only served city customers, we would reline the existing 15" line. Current estimate to re-line is \$500,000. However, this line services the North Riley St Campus of Gentex which continues to see significant growth in the area plus other areas of growth are expected within the city needs to increase because of the township flows, the parties will equitably share in the cost. The city and township have reached an agreement that will have the city contribute \$782,150 and the township will pay \$1,617,850 to increase the sanitary sewer line from 15" to 27".

City staff is requesting the City Council approve the agreement with Zeeland Charter Township for the Cost Sharing of the Sanitary Sewer reconstruction on Church St.

Roosevelt Traffic Signal Bid Award & Budget Amendment

Kevin Plockmeyer, Asst. City Manager/Finance Director stated the Traffic Signal on State and Roosevelt are the oldest stop light on the rotation of City traffic lights. Lowest bid for replacement came back at \$76,100 by J.Ranck Electric.

City staff is asking the City Council for the approval of the lowest bid of \$76,100 to J. Ranck Electric to replace the stop light at State St and Roosevelt St. and for a \$5,000 contingency for a total budget of \$81,100.

Snowplow Contract – 2025/2026 Winter Season

Kevin Plockmeyer, Asst. City Manager/Finance Director stated 2 bids have come in for snowplowing services for the downtown parking lots for the 2025/2026 season.

Countryside Snowplowing – Truck Rate \$75/hour and Loader Rate \$140/hour
Hollandia Outdoors – Truck Rate \$90/hour and Loader Rate \$130/hour

Countryside Snowplowing has been used in the past due to their cost-effective rates.

It is recommended that the bid from Countryside Snowplowing and contract with them for the downtown parking lot plowing for the 2025/2026 season be accepted.

Vande Luyster Square Gazebo Design Contract

Kevin Plockmeyer, Asst City Manager/Finance Director stated that as part of the FY 2026 budget, funds were allocated for the design of a new gazebo at Vande Luyster Square. The existing gazebo is nearing the end of its life and needs to be replaced.

MCSA Group has given a proposal, in the amount of \$11,190, to replace the gazebo and preserve the gazebo's historical charm.

It is recommended the contract be awarded to MCSA Group in the amount of \$11,190 for design and services for the Vande Luyster Square Gazebo.

Alcohol Ordinances and Parks Ordinances Amendments Public Hearing

Tim Klunder, City Manager, stated that City Council has requested to hold a Public Hearing regarding Sunday alcohol sales within the City of Zeeland and in the parks in the Social District.

It is recommended a Public Hearing be held 10-20-25 at 7:10 pm at the City Hall Council Chambers

There being no further items to discuss, the Work Study adjourned at 6:45 pm.

Sharon Lash-Interim Deputy Clerk