

Council Meeting
Common Council
October 6, 2025

Call to Order

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday October 6, 2025. Mayor Pro-Tem called the meeting to order at 7:00 p.m.

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

ABSENT: Mayor Klynstra

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, and Interim Deputy City Clerk Sharon Lash

The Invocation was offered by Mayor Pro-Tem Gruppen

The Pledge of Allegiance to the Flag

Consent Agenda

1. Approve minutes of the Regular City Council meeting of September 15, 2025
2. Approve minutes of the City Council Work Study meeting of September 15, 2025
3. Receive for information, draft minutes of the Cemetery-Parks Commission meeting of September 10, 2025.

Communications

- No Communications were reported.

City Manager's Report

BPW Integrated Resource Plan- The Board of Public Works will host a public meeting on October 16, 2025, at 6:00 PM at the Howard Miller Community Center. The meeting will share more details regarding the upcoming Integrated Resource Plan (RP) process.

For more information, please visit the BPW's webpage dedicated to this initiative:

<https://zeelandbpw.com/power-generation-supply>.

Planning Commission – At their regular meeting on October 2, 2025, the Planning Commission approved a rezoning for Gentex. This involved a small piece of an existing parking lot at the Corporate Headquarters that they have been leasing from ODL.

They also approved the final reading of rezoning request from Mead Johnson for 515, 549 and 553 E. Main. These rezoning requests will likely come before City Council at the October 20, 2025, meeting. The Planning Commission also approved a temporary parking lot along E. Main for Mead Johnson. This accompanies the properties along E. Main up to the Townhomes.

Human Resource Specialist – We are happy to report that our first HR Specialist will start with the city on October 20. This part-time position will provide much needed HR Support to both the City and Board of Public Works.

Brownfield Redevelopment Authority – The Board will meet on Monday, October 13 @ 4 p.m. The tentative agenda includes approval of allowable brownfield reimbursement expenditures for the Sligh Apartments project, a Reimbursement Agreement with 17 E. Main consistent with the terms of their approved Brownfield Redevelopment Plan, first review of proposed amendments to the Brownfield Tax Increment Financing Policy and new Community and Economic Development Financial Incentive Policy, an update on the temporary transfer of property from JR Automation to the Ottawa County Land Bank which would make the site brownfield eligible, and selection of Officers for '25/'26.

Local Officers Compensation Commission – Held their initial meeting September 25, At the meeting they requested Kristi DeVerney to gather information on elected officials pay from surrounding communities. Per the city's ordinance, the Commission shall set the salaries within 45 days of their initial meeting. Then the City Council has 30 days to reject the salary recommendations filed by the City Clerk by a two-thirds majority of City Council, otherwise the new salaries become effective.

Pumpkinfest – A big thank you to the Zeeland Festivals Committee, our city departments, and everyone else behind the scenes that helps put an amazing Fall Festival.

Action Items:

25.143 Ordinance 1039, Amend Building Rates and Fees.

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to Adopt City Ordinance 1039 to amend Chapter 10 of Volume I of the Zeeland Cit Code – Building and Building Regulations to remove specific fee amounts and instead reference the City's annually adopted rates and fee schedule for building related fees.

Ayes: Kass, Timmer, VanDorp, Lam, Broersma and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

25.144 Clean Water Plant Service Truck Bid Award

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the purchase of the bid service truck submitted by DeNooyer Chevrolet in the amount of \$42,419, and to approve a budget amount not to exceed \$45,000 to allow for the installation of equipment for safety and alarms. The funding comes from the Zeeland Clean Water Plant 2025-2026 CWP CIP fund.

Ayes: Kass, Timmer, VanDorp, Lam, Broersma and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

25.145 84th Street Engineering Design Proposal

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the 84th Street Engineering Design proposal with Moore and Bruggink in the amount of \$150,000 for the paving of 84th Street, the reopening of the railroad crossing at 84th and Washington, and the construction of a bike path on the south side of Riley from Fairview to 84th Street.

Ayes: Timmer, VanDorp, Lam, Broersma and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

25.146 84th Street Design Engineering Budget Amendment, FY 25/26

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to approve the 84th Street Design Engineering Budget Amendment, FY 25/26 in the amount of \$150,000 to fund the design contract for the 84th Street project.

Ayes: VanDorp, Lam, Broersma, Kass, Timmer and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

25.147 Fiscal Year Budget Amendment – Brownfield Redevelopment Fund

Motion was made by Councilmember Lam and Seconded by Councilmember Timmer to approve a budget amendment in the amount of \$25,000 for the Brownfield Plan Administration expenses and for General Fund transfer into the Brownfield Fund.

Ayes: Lam, Broersma, Kass, Timmer, VanDorp and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

25.148 **Set 2025 Trick or Treat Hours**

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the set hours for Trick -or- Treating in the City of Zeeland on Friday, October 31, 2025, from 5:00 P.M. to 7:00 P.M and to approve the “Downtown Business Trick -or- Treating” For Friday, October 31, 2025, from 3:00 P.M. to 5:00 P.M.

Ayes: Kass, Timmer, VanDorp, Lam, Broersma and Mayor Pro – Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

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 7:29 p.m.

Sally Gruppen, Mayor Pro-Tem

Sharon Lash, Interim Deputy City Clerk

MEMORANDUM OF WORK – STUDY SESSION
Zeeland City Hall Council Chambers
Monday, October 6, 2025
6:00 P.M.

PRESENT: Councilmembers – Mayor Pro-Tem Gruppen, VanDorp, Broersma, Timmer,
Lam and Kass

ABSENT: Councilmember - Mayor Klynstra

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

Mayor Pro-Tem Gruppen called the meeting to order at 6:00 P.M.

Amendments to Chapter 10 of Volume I of the Zeeland City Code

Time Maday, Community Development Director, states that Chapter 10 of Volume I of the Zeeland City Code regulates buildings and related activity, including the construction, alteration, and maintenance of structures, in addition to including provisions for fences, pools, and similar improvements. This chapter also, adopts the Fire Code and Property Maintenance Code, and it establishes the framework for the City's Residential Rental Registration and Inspection Program. In addition, it contains fee schedules for permits (building, plumbing, mechanical, electrical, and land use), the residential rental inspection program, plan reviews, and the Board of Construction Appeals.

Staff Recommendation: Adopt City Ordinance 1039 to amend Chapter 10 of Volume I of the Zeeland City Code – Building and Building Regulations to remove specific fee amounts and instead reference the City's annually adopted rates and fee schedule for building related fees.

Clean Water Plant Service Truck Bid Award

Doug Engelman, CWP Superintendent, states that CWP has three service vehicles with one being a 2017 Ford Escape.

The 2017 Ford Escape was originally scheduled for replacement in 2027 (after 10 years of service). However, during service work recently performed, it was discovered that the vehicle has a cracked engine block. The estimated repair cost was approximately \$10,000. Given the age of the vehicle and cost of repairs, staff determined it would be more fiscally responsible to advance the replacement timeline to the current fiscal year.

Staff requests approval for the purchase of the bid service truck submitted by DeNooyer Chevrolet in the amount of \$42,419 and to approve an additional \$1800 to cover installation of

safety and alarm systems in the amount to not exceed \$45,000. The funding will come from the Zeeland Clean Water Plant 2025-26 CWP CIP fund.

84th Street Engineering Design Proposal

Kevin Plockmeyer, Assistant City Manager/Finance Director states that JR Automation has suggested several infrastructure improvements: paving 84th Street, opening the railroad crossing from 84th Street to Washington, and constructing a bike path along Riley from Fairview to 84th Street.

JR Automations intends to use Brownfield Tax increments to offset some site development costs, and the city can also leverage this mechanism to fund the proposed infrastructure Improvements.

Attached is the proposal from Moore and Bruggink in the amount of \$150,000 for design work related to paving 84th Street (including storm sewer, curb and gutter, and bike path), opening the railroad crossing (MDOT has approved), and constructing the bike path along the south side of Riley.

Staff requests to approve a design contract with Moore and Bruggink in the amount \$150,000 and approve a budget amendment in the amount \$150,000 to fund the design contract for the 84th Street project.

84th Street Design Engineering Budget Amendment, FY 25/26

Kevin Plockmeyer, Assistant City Manager/Finance Director states that over the past couple of years, the Brownfield Fund has become more active. Since the beginning of the Sligh Building project, we now have three active brownfield plans (Sligh Building, 17 East Main, and 16 South Elm). In addition to these active plans, we continue to receive requests for new brownfield plans and are developing new policies related to brownfields. Because we are not fully versed in the laws and procedures governing brownfields, we have relied on the expertise of Fleis and Vandenbrink, Miller Canfield, and others to ensure that everything is handled properly. This assistance comes at a cost that was not factored into the Fiscal Year 2026 budget. To cover these costs for FY2026 and likely future years, we are requesting allocation of \$25,000 in the FY 2026 budget.

Staff recommend a budget amendment in the amount of \$25,000 for brownfield plan administration expenses and for a General Fund transfer into the Brownfield Fund.

Set 2025 Trick or Treat Hours

Tim Klunder, City Manager, recommends that to set the hours for Trick or Treating on Friday, October 31, 2025 from 5:00 P.M. to 7:00 P.M. with the hours for City of Zeeland business Trick or Treating 3:00 P.M. to 5:00 P.M.

Closed Session to Review Pending Litigation

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to enter into Closed Session at 6:20 P.M.

Roll call:

Ayes: VanDorp, Broersma, Kass, Timmer Lam and Mayor Pro-Tem Gruppen

No Votes: None

Absent: Mayor Klynstra

City Council reconvened to Open Session of the Work Study at 6:40 P.M.

There being no further items to discuss, the Work Study was adjourned at 6:41P.M.

Sharon Lash, Interim Deputy City Clerk