

**Brownfield Redevelopment Authority**  
**Minutes of**  
**October 13, 2025**

Pursuant to public notice duly given, the meeting of the Brownfield Redevelopment Authority of the City of Zeeland, County of Ottawa, Michigan was convened in open session at 4:00 p.m., local time, on Monday, October 13, 2025, at the Zeeland City Hall, 21 S. Elm Street.

Vice Chairperson VanDorp called the meeting to order at 4:07 p.m. A roll call of members was conducted.

**PRESENT:** Vice Chairperson VanDorp, Andy Boatright, Tim Maday, Beth Blanton and Jeff Roon.

**ABSENT:** Mayor Kevin Klynstra and Tim Klunder

**GUEST:** None

**Staff present:** Finance Director/ACM Kevin Plockmeyer and Interim Deputy City Clerk Sharon Lash

*Motion was made by Boatright and seconded by Maday to excuse Klynstra and Klunder due to personal reasons.*

*Motion carried. All voting aye.*

**Visitor/Public Comment**

There were no visitors or public comments.

**Communications/Reports:**

- Financial Update, Kevin Plockmeyer, ACM/Finance Director.

Due to expenses associated with the purchase of 303 East Main and consulting services for Brownfield Plan administration, a request to transfer \$25,000 from the General Fund to the Brownfield Fund was approved at the October 6, 2025 City Council meeting. This will serve as a buffer until we begin collecting administrative fees from our active Brownfield Plans. There is a current fund balance of \$24,876.68 in the Brownfield Fund.

**Public Hearing**

- None

**Action:**

- Approve minutes of January 21, 2025

Motion was made by Maday and seconded by Boatright  
Motion carried. All voting aye.

**Unfinished Business:**

- None

**New Business:**

- Brownfield Tax Increment Revenue Financing Expenses for GDP – Zeeland, LLC (Slight Building)

In 2022 and into 2023, the Brownfield Redevelopment Authority and City Council approved a Brownfield Plan for GDP – Zeeland, LLC for the redevelopment of the Slight Building. This plan originally authorized the reimbursement of \$1,991,539 in eligible expenses for the project. (This amount included a contingency of \$246,527 but did not include interest expenses authorized by the plan.)

After the project was completed, the developer submitted invoices for expenses they believed were eligible for reimbursement. We engaged Samantha Ruiz from Fleis and Vandenbrink to review the reimbursement request, and we ultimately determined that \$1,759,738.51 constituted eligible reimbursable expenses.

In addition to these reimbursable expenses, the Brownfield Plan also authorizes the payment of interest on this amount, which will be calculated and paid as the plan matures. As a result, the total reimbursement will ultimately exceed the \$1,759,738.51 in approved reimbursable expenses.

**Recommendation:**

That the Brownfield Redevelopment Authority authorize \$1,759,738.58 in reimbursable expenses to GDP – Zeeland, LLC for the Slight Building project.

*Motion was made by Blanton and seconded by Boatright to approve the Brownfield Tax Increment Revenue for GDP – Zeeland LLC, (Slight Building) in amount of \$1,759,738.58. Motion carried. All voting aye.*

- 17 E. Main Development and Reimbursement Agreement

17 E Main, LLC. The Developer is requesting a reimbursement amount not-to-exceed \$671,900 (unless approved by the parties) for eligible activities such as environmental assessment, demolition, Brownfield Plan amendment and implementation infrastructure to support housing, site preparation, housing gap activities and contingencies. It is estimated the developer will be

reimbursed in approximately 14 years. The city will seek reimbursement for \$2,000,000 to partially fund a public snowmelt boiler system to be installed in the basement of 17 E. Main. This collection is estimated to be in years 14 – 30 of the Brownfield Plan. Finally, under the terms of the Reimbursement Agreement, approximately \$214,000 would be deposited into the State’s Brownfield Fund and \$65,097 into the Brownfield Authority’s Fund for administration of the agreements.

**Recommendation:**

The Brownfield Redevelopment Authority approve the attached Development and Reimbursement Agreement with 17 E. Main, LLC as presented.

*Motion was made by Blanton and seconded by Maday to approve the 17 E. Main, LLC. Development and Reimbursement .*

*Motion carried. All voting Aye.*

- Review Brownfield Tax Increment Financing Policy (amended) and Community & Economic Development Financial Incentive Policy.

A review of the Brownfield Tax Increment Financing Policy and Community & Economic Development Financial Incentive Policy was discussed, and questions were answered. No further discussion was needed.

- Update on Land Bank Transfer for 800 E. Riley (JR Automation)

An update was given by Community Development Director Tim Maday regarding JR Automation and the status of the development.

- Select Officers for November 1, 2025 – October 31, 2026

At the Brownfield Authority’s meeting on October 28, 2024, the Authority appointed officers for the period of November 1, 2024 – October 31-2025. Our by-laws state that officers are elected for one year.

Since we are meeting close to the end of the “officer year”, it is suggested that we handle appointments for the upcoming year November 1, 2025 – October 31, 2026.

As a reminder, the current officers are Mayor Klynstra, Chair, Councilman VanDorp, Vice-Chair, Andrew Boatright, Treasurer and Tim Klunder, Secretary.

Current board members, with corresponding term end date are as follows:

- Mayor Klynstra (term ending 11/1/2027)
- Councilman Rick VanDorp (term ending 11/1/2026)

- Beth Blanton (term ending 11/1/2025)
- Tim Maday (term ending 11/1/2026)
- Andy Boatright (term ending 11/1/2026)
- Tim Klunder (term ending 11/1/2027)
- Jeff Roon (term ending 11/1/2025)

Given Mayor Klynstra is not seeking re-election, the Board may wish to consider appointing a new Chairperson for 2025/2026. As a general note, Mayor Klynstra may continue to serve on the Board until he no longer lives in the city.

We are also hopeful that Beth Blanton and Jeff Roon will consider reappointment to their positions on the Board.

New Board will be as follows:

Chair, Rick VanDorp (term ending 11/1/2026)

Vice-Chair, Beth Blanton (term ending 11/1/2028) subject to reappointment by City Council on 10/20/2025

Andy Boatright, Treasurer, (term ending 11/1/2026)

Tim Klunder, Secretary (term ending 11/1/2027)

Tim Maday, Board member (term ending 11/1/2026)

Jeff Roon, Board member (term ending 11/1/2028) subject to reappointment by City Council on 10/20/2025

Mayor Kevin Klynstra, Board member (term ending 11/1/2027)

*Motion was made by Boatright and seconded by Maday to appoint the new Brownfield Redevelopment Authority Officers for the term November 1, 2025 – October 31, 2026. Motion carried. All voting Aye.*

### **Other**

- Consider any other business which may lawfully come before the Brownfield Redevelopment Authority.

### **Adjourn**

*Motion was made by Roon and seconded by Boatright to adjourn the meeting at 4:49 p.m. Motion carried. All voting aye.*

