

Council Meeting  
Common Council  
October 20, 2025

**Call to Order**

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, October 20, 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: None

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Tim Maday, City Marketing Director Abby deRoo, and Interim Deputy City Clerk Sharon Lash

The Invocation was offered by Reverend Dr. Miriam Barnes

The Pledge Allegiance to the Flag

**Consent Agenda**

1. Approve minutes of the Regular City Council meeting of October 6, 2025,
2. Approve minutes of the City Council Work Study meeting of October 6, 2025,
3. Receive for information draft minutes of the October 14, 2025 BPW Board meeting,
4. Ratify BPW Action #25.047, Approve Cash Disbursements and Regular Monthly Transfers,
5. Ratify BPW Action #25.048, Approve Padmount Switchgear Dry Ice Cleaning Contract Professional Services,
6. Ratify BPW Action #25.049, Award Bid for Washington Substation Preventative Maintenance and Equipment Testing Professional Services,
7. Ratify BPW Action #25.050, Award Bid for Padmount Switchgear,
8. Ratify BPW Action #25.051, Award Bid for Intrusion Detection System Installation,
9. Ratify BPW Action #25.052, Approve Mutual Aid Resolutions,
10. Ratify BPW Action #25.053, Approve the General Manager Job Description

**Public Comment/Visitors**

Ericka Humbert spoke on the Mead Johnson Rezoning of 515, 549 & 553 E Main to oppose the decision.

## **Communications**

An email was received by Terry and Linda Boerman of 139 S Division opposing the Sunday Alcohol Sales and Alcohol Sales at a Park located within the Social District

## **City Manager's Report**

Board of Public Works Integrated Resource Plan (IRP) – The Board held their first public engagement meeting on Thursday, October 16 at the Howard Miller Community Center. At the information meeting, the Board was able to explain the current state of our system, challenges/opportunities that lie ahead, and the opportunity to plan to meet those challenges/opportunities through the development of an IRP. Subsequent to the presentation, a number of good questions from the public were asked. Mr. Klunder noted what a tremendous community asset we have with ownership of our electric utility. He reminded Council that if they haven't already completed the anonymous survey, please find a link to it, along with other information on the IRP Strategic Planning process at the following link:

<https://zeelandbpw.com/power-plan/>

Brownfield Redevelopment Authority – Held a meeting this past Monday. At the meeting they approved the Development and Reimbursement Agreement for 17 E. Main (on CC's agenda for 10/20), reimbursement amounts for the Sligh Apartment project, reviewed an amended Brownfield Tax Increment Financing policy and a new Economic Development Financial Incentive policy (both will come before CC at your 11/3 work/study session), heard an update on the Ottawa County Land Bank's proposed involvement with the JR Automation project, and selected officers for '25/'26 – Chair Rick VanDorp, Vice-Chair Beth Blanton, Treasurer Andy Boatright and Secretary Tim Klunder.

HR Specialist – We are excited that Melanie Hellenthal will be starting with the city as our new HR Specialist on Monday, October 20. Melanie will work for the city and BPW on a part-time basis.

Personnel Committee – The committee will meet on Wednesday, October 22 @ 7 a.m. to review a recommendation to renew the city's health insurance with the Western Michigan Health Insurance Pool for 2026. Any recommendation from the Personnel Committee regarding health insurance will come before City Council for final action.

## **PUBLIC HEARING**

Mayor Klynstra opened the meeting for Public Comments at 7:20 P.M. regarding – Sunday Alcohol Sales and Alcohol Sales at a Park located within the Social District.

Abby deRoo City Marketing Director states the 2025 Strategic Action Plan, City Council directed staff to investigate interest in Sunday alcohol sales in the City of Zeeland .

In doing so, staff found that one license holder was very interested in Sunday sales, as an economic development tool to expand business from six days a week to seven. Other license holders were neutral on the suggested change – supportive of their fellow license holder, but not actively interested for their own regular use. However, license holders did see an opportunity to use permitted Sunday sales hours to hold private events for their own business – a selective way to increase revenue and opportunity for business growth. With this information in hand, staff has asked City Council to consider the following ordinance amendment.

In 2023, City Council expanded the boundaries of the Social District. Part of that expansion included the inclusion of the city parks that fall within the Social District boundary. The parks that fall within the footprint of the Social District include Elm Street Park, the NE and NW corners of Vande Luyster Square, and the Splash Pad. At that time, staff asked Council to incorporate Elm Street Park and Vande Luyster Park as permanently active locations within the Social District but to keep the Splash Pad as a special use, only when specifically approved by City Council. This request was approved, and it was noted that staff would return with language to update the Parks Ordinance to formally incorporate these changes. The permanent use of these locations, within the social district, have been in practice. At this time staff is asking City Council to formalize the language within the Parks Ordinance. The proposed language to the Zeeland City Code, Vol. I, Paragraph 33 of Section 1 4-3.

Bill Lysinga representing North Street Christian Reformed Church 20 E Main addressed Council and submitted written comments that the Church is opposed.

Chet Seay of 8275 Adams St, opposed

Sheri Holstege, 120 S Centennial St, is not opposed

## **ACTION ITEMS**

### **25.149        Ordinance 1040 Rezoning of 515 E. Main**

Motion was made by Mayor Pro - Tem Gruppen and seconded by Councilmember Broersma to adopt City Ordinance 1040 to rezone the parcel at 515 E Main Ave to the I-2 – General Industrial District.

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

No Votes: None

Absent:    None

### **25.150        Ordinance 1041 Rezoning of 549 & 553 E Main**

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adopt City Ordinance 1041 to rezone the parcels at 549 & 553 E Main to I-2 – General Industrial District.

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

No Vote: None

Absent: None

#### **25.151 Brownfield Development and Reimbursement – 17 E Main**

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the Development and Reimbursement Agreement with 17 E Main, LLC.

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

No Votes: None

Absent: None

#### **25.152 City Clerk Appointment**

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to appoint Kristi DeVerney as the new City Clerk effective October 21, 2025

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

No Vote: None

Absent: None

#### **25.153 Bid Award - Boardwalk Rehabilitation**

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to award the contract amount of \$77,250 to Midwest Construction for the decking and railing replacement project and establish a project budget of \$85,000.

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

No Votes: None

Absent: None

#### **25.154 Brownfield Redevelopment Authority Re-appointment**

Motion was made by Councilmember Lam and seconded by Councilmember VanDorp to Re-appoint Beth Blanton to the Brownfield Redevelopment Authority until 10/31/2028

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

No Votes: None

Absent: None

**25.155 Brownfield Redevelopment Authority Re-appointment**

Motion was made by Mayor Pro- Tem Gruppen and seconded by Councilmember VanDorp to Re-appoint Jeffrey Roon to the Brownfield Redevelopment Authority until 10/31/2028

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

No Votes: None

Absent: None

**25.156 Deputy Clerk Appointment**

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to appoint Tim Klunder as a Deputy City Clerk

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

No Votes: None

Absent None

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 7:45 P.M.

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Mayor Kevin Klynstra

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Sharon Lash, Interim Deputy City Clerk

MEMORANDUM OF WORK – STUDY SESSION  
Zeeland City Hall Council Chambers  
Monday, October 20, 2025  
6:00 P.M.

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

ABSENT: Councilmember – Mayor Pro – Tem Gruppen

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Maday, City Marketing Director Abby deRoo and Interim Deputy City Clerk Sharon Lash.

Mayor Klynstra called the meeting to order at 6:00 P.M.

***Mead Johnson Rezoning – 515, 549 & 553 E. Main***

Tim Mady Community Development Director states the Planning Commission has been considering an application from Mead Johnson & Company to rezone the parcels at 515, 549, and 553 E. Main Avenue from their existing zoning designations to the I-2 – General Industrial District. If approved, the parcels would be incorporated into the adjacent I-2-zoned Mead Johnson site.

The Commission's review included a public hearing with public comments and deliberation at a special meeting held on September 23, 2025. Following deliberation that evening, the Commission took an initial action directing the City Attorney to prepare resolutions recommending that the parcels be rezoned to the I-2 Zone District, in part based on the reasons outline in the City Planning Consultants September 16, 2025 report.

Those resolutions were returned to the Commission for consideration at its October 2, 2025 regular monthly meeting and were subsequently adopted. The Adoption of these resolutions was the Commission's final action on the rezoning request.

Staff Recommendation: Adopt City Ordinance 1040 to rezone the parcel at 515 E Main Ave to the I-2- General Industrial District, and City Ordinance 1041 to rezone the parcels at 549 E Main Ave and 553 E Main Ave to the I-2 – General Industrial District.

***Brownfield Development and Reimbursement Agreement***

Tim Klunder City Manager states we are in the final stages of completing the brownfield plan process for the 17 E Main LLC project. Final procedural steps, prior to the financial reimbursement process, include (1) approval of the Act 381 Work by the Michigan State Housing Development Authority (MSHDA) with respect to the use of incremental state education taxes and school operating taxes for eligible activities and (2) consideration by the Brownfield Redevelopment Authority and City Council to approve a Development and

Reimbursement Agreement which details the terms and conditions for reimbursement of eligible activities with tax increment revenue – both school (subject to MSHDA approval) and non- school taxes. At the October 13, 2025 Brownfield Redevelopment Authority meeting, the Authority approved the attached Development and Reimbursement Agreement with 17 E Main, LLC.

For the city's benefit, the project will have the effect of assisting in the redevelopment of the property, increasing housing inventory, increasing the tax base, and otherwise enhancing economic vitality and quality of life in the city. The total private capital investment for the project is expected to be \$7 million.

Over the life of the 30-year Brownfield Plan, it is projected that the development will generate approximately \$2.9 million of tax increment revenue (including \$214k retained by the State for its brownfield fund).

**Staff Recommendation:** City staff recommends that City Council approve the attached Development and Reimbursement Agreement with 17 E. Main, LLC as presented.

#### ***City Clerk Appointment***

Tim Klunder City Manager states it is still difficult to comprehend that Pam Holmes is no longer with us. And with that, it is also a delicate situation to be discussing a replacement for our City Clerk position. But, after consultation with a number of people, it is also understood that the city needs to continue to provide services to our citizens and functionally operate as an organization. To that end, at this meeting he would like to recommend that City Council appoint Kristi DeVerney as the next City Clerk – Kristi has accepted the position subject to City Council appointment.

During the interim period that Kristi has helped the city, Kristi has proven to be knowledgeable, displayed a willingness to take on difficult tasks, and has operated well with our leadership team and City Council. Simply put, Kristi has proven to be the right fit for our organization, during and following unusual circumstances. And he would note, Pam had direct involvement with recommending Kristi for the Interim Chief Deputy Clerk role.

Subject to City Council appointment, her first day as the full-time City Clerk would be December 1, 2025.

**Staff Recommendation:** City Council to appoint Kristi DeVerney to the position of City Clerk effective October 21, 2025.

#### ***Bid Award – Boardwalk Rehabilitation***

Kevin Plockmeyer Assistant City Manager/Finance Director states over the past three budget cycles, we have allocated funds to repair and maintain sections of our bike paths. In the past two years alone, we have repaved approximately 4,000 feet of bike path using these funds. For this budget cycle, our focus remains on bike path maintenance; however, we

recognized the need to shift attention from repaving to addressing maintenance issues on the board walks along the bike path.

Accordingly, we have allocated \$100,000 to replace the railings and decking on the boardwalk along the northside pathway adjacent to Gentex's parking lot. After evaluating the understructure of the boardwalk, we determined that it remains in good condition, but the existing cable railings require attention. As part of the update, we plan to transition from the existing cable railings to the fence fabric and rail system used on the East Side pathway. This system has proven to be significantly more durable and requires far less maintenance.

We solicited bids for the project on October 14 and are pleased to report that six bids were received. The lowest bid came from Midwest Construction in the amount of \$77,250, with the second-lowest bid at \$78,661. Given the competitive pricing and our positive working relationship with Midwest Construction, we recommend awarding the contract to Midwest. In addition to the contract amount, we propose setting a total project budget of \$85,000 to account for any unforeseen items that may arise during construction.

Staff Recommendation: Award a contract in the amount of \$77,250 to Midwest Construction for the decking and railing replacement project and establish a project budget of \$85,000.

***Brownfield Redevelopment Authority Re-appointments***

The terms of Brownfield Redevelopment Authority Board Members Beth Blanton and Jeffrey Roon will end October 31, 2025. Both Ms. Blanton and Mr. Roon are willing to serve an additional three - year term.

Staff Recommendation: Our leadership team recommends that City Council accepts Mayor Klynstra's recommendations to re-appoint Beth Blanton and Jeffrey Roon to the Zeeland Brownfield Redevelopment Authority as follows:

1. Beth Blanton with a term expiring 10/31/2028
2. Jeffrey Roon with a term expiring 10/31/2028

***Deputy City Clerk Appointment***

Tim Klunder City Manager states that with the unfortunate passing of City Clerk Pam Holmes, we have encountered a situation of not being able to issue city checks. Per Section 10.12 of the Charter, a check is required to be countersigned by the Clerk. While we have appointed several Deputy Clerks in the past couple of months, none of the appointees are signatories on our bank accounts.

Attorney Donkersloot has advised that in order to address this situation, City Council could confirm the city manager's appointment as a Deputy City Clerk. Please note, the City Charter does allow the combination of appointive positions under Section 4.2.

By appointing the city manager as Deputy Clerk, Tim Klunder would then meet the Charter provision of Section 10.12 that checks be countersigned by the Clerk.

Please note that we foresee this as a temporary measure. Upon designation of a new City Clerk, and the updating of our bank signatories (must be approved by Council Resolution) we will then return our City Clerk co-signing city issued checks.

Staff Recommendation: To move to confirm appointment of Timothy R. Klunder as a Deputy City Clerk.

There being no further items to discuss, the Work Study adjourned at 6:25 P.M.

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Sharon Lash – Interim Deputy City Clerk