

Council Meeting
Common Council
November 3, 2025

Call to Order

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, November 3, 2025 Mayor Klynstra called the meeting to order at 7:15 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, Community Development Director Tim Maday, City Marketing Director Abby deRoo and Interim Deputy City Clerk Sharon Lash

The Invocation was offered my Councilmember Glenn Kass

The Pledge of Allegiance to the Flag

Consent Agenda

1. Approve minutes of the Regular City Council meeting of October 20, 2025
2. Approve minutes of the City Council Work Study meeting of October 20, 2025,
3. Receive for information draft minutes of the Brownfield Redevelopment Authority of October 13, 2026
4. Receive for information draft minutes the Local Officers Compensation Commission of October 17, 2025
5. Receive for information draft minutes of the Personnel Committee of October 22, 2025

Public Hearing 7:10 p.m. – Commercial Rehabilitation Act Certificate, 123 E. Main Ave.

Mayor Klynstra called the Public Hearing to order at 7:20 p.m.

Carey Koele, 123 E Main, updated City Council on the new building that will be built and employment additions. The new two-story building will be 6,350 square feet at an estimated cost of \$2,000,000. The building will retain ten existing professional staff and enable the addition of five or more new staff over the next five years. During construction, the project is expected to support 12 to 15 construction jobs.

Community Development Director Tim Maday noted that the city leadership team appreciates the investment of Koele Godfrey and supports the granting of an Act 10 Commercial Rehabilitation Exemption Certificate.

Public Comments/Visitors

None

Communications

Two emails were received in the Clerk's Office. Doug Vos, Chair of SARB and owner of Don's Flowers & Gifts wrote regarding the Sunday alcohol sales and that his business was not opposed to this. Rev Eric Barnes, SARB member and Co-Pastor of Second Reformed Church is not opposed to Sunday Alcohol sales.

City Manager's Report

BPW Strategic Plan – The BPW would like to extend an invitation to members of City Council to participate in our Power Supply Strategic Planning Stakeholder Working Group. Your participation is encouraged and appreciated. The BPW plans to hold a series of in-person stakeholder meetings, scheduled as follows:

- Tuesday, November 18, 2025: 4:00 – 6:00 pm
- Thursday, December 18, 2025: Time TBA
- Thursday, January 15, 2026: Time TBA

Taft Street Sidewalk – At the progress meeting this past week, staff and the engineering team evaluated the sidewalks and driveway approaches constructed as part of the Taft Street project between Lincoln Avenue and Huizenga Avenue on the west side of the street, and between Valley Street and Huizenga Avenue on the east side. The condition of the concrete in these areas was found to be less than ideal due to it being poured during a recent rain and hail event. After review, staff and the engineering team determined that the issues are cosmetic rather than structural. As a result, we will allow the concrete surfaces to weather over the winter and will reevaluate their condition in the spring. If the appearance remains unacceptable at that time, the affected sections will be removed and replaced.

Downtown Parking – For many years, and even more recently, the city has participated in parking lot leases with other entities to complement our city-owned parking lots. These leases have been instrumental in our efforts around downtown development. In addition to the parking capacity associated with these leases and the city lots, we have also been evaluating our parking rules and regulations, and this summer we implemented timed parking restrictions that dramatically altered the parking patterns of downtown employees. In response to these recent changes to downtown parking and the community feedback that has followed, staff has been diligently, and continually, reviewing the City's parking system and all aspects of our parking rules, regulations and leases. To further assist our evaluation, we are in the process of

asking to include two members of the Planning Commission and two members of the Shopping Area Redevelopment Board (SARB) in these discussions and evaluations. Staff, together with the City's parking consultant, will meet with the group to review current parking conditions, recent changes, and the input received from the public. This process will help the consultants and staff develop strategies to improve parking management and present those recommendations to SARB, the Planning Commission, and City Council.

Retiree Medicare Advantage Plan Meeting –Given we are changing our Medicare Advantage Plan to Humana on January 1, 2026, that will be managed by Retiree First, we held a meeting for our retirees/spouses on October 30 to share information about the plan, the transition to the plan, how it will be administered, answer questions, etc. The meeting was well attended and Retiree First did an excellent job of unveiling the plan and answering questions. Our city team is excited to work with Retiree First moving forward as we feel they have the expertise in the Medicare arena.

Action Items

25.157 Koele Godfrey Commercial Rehabilitation Exemption Certificate

Motion was made by Mayor Pro – Tem Gruppen and seconded by Councilmember Broersma to Adopt the resolution to grant an Act 210 Commercial Rehabilitation Exemption Certificate for the building replacement project at 123 E. Main Ave. (Parcel Number 70-17-18-357-051)

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

No Votes: None

Absent: None

25.158 Ordinance 1042, Sunday Alcohol Sales Amendment

Motion was made Councilmember Broersma and seconded by VanDorp that City Council approve the 1st reading of proposed amendment to the city's Alcohol Ordinance #1042 to permit Sunday alcohol sales between 12:00 p.m. and 2:00 a.m. Monday.

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

No Votes: Mayor Pro-Tem Gruppen

Absent: None

25.159 Ordinance 1043, Parks Ordinance Amendment

Motion was made by Councilmember VanDorp and seconded by Broersma that City Council approve the 1st reading of proposed amendment to the city's Parks Ordinance #1043 to allow alcohol consumption in City parks located within the Social District, provided such activity complies with all Social District rules and regulations.

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

No Votes: None

Absent: None

25.160 MDOT Agreement, Church Street Reconstruction Agreement

Motion was made by Councilmember Kass and seconded by Timmer to Authorize the resolution to approve MDOT Contract No. 25-5492 for improvements to Church Street from Washington Avenue to Central Avenue and authorize the Mayor and City Clerk to sign the contracts.

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

No Votes: None

Absent: None

25.161 Church Street Bid Award, Central to Clean Water Plant

Motion was made by Councilmember Timmer and seconded by Broersma to Award a contract for the reconstruction of Church Street, Lincoln Avenue, Sewer Plant Road, and Cemetery Drive to Diversco Construction Co. in the amount of \$3,718,876.00, and set a total project budget of \$4,600,000 subject to BPW Board approval of the water portion of the project.

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

No Votes: None

Absent: None

25.162 Picnic Table Bid Award

Motion was made by Councilmember Lam and seconded by VanDorp to Authorize the purchase of twenty City Series Commercial Picnic Tables from Barco Products in the amount of \$21,726.18 and approve a waiver of the formal bidding process due to the proprietary nature of the product and the desire to match existing park furnishings.

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

No Votes: None

Absent: None

25.163 2026 Health Insurance Renewal

Motion was made by Mayor Pro - Tem Gruppen and seconded by Timmer to accept the leadership team's and Personnel Committee's recommendation to renew the 2025 health plans with the Western Michigan Health Insurance Pool for 2026.

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

No Vote: None

Absent: None

25.164 2026 Employee Funding Policy Amendment

Motion was made by Councilmember Broersma and seconded by Timmer to accept the leadership team's and Personnel Committee's recommendation to amend the Funding Policies for Full-Time Employee Health/Rx/Dental Coverage as of January 1, 2026 as presented.

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

No Vote: None

Absent: None

25.165 Retiree First Service Agreement

Motion was made by Councilmember VanDorp and seconded by Mayor Pro – Tem Gruppen to move to approve the attached Retiree Benefit Management Services Agreement with Retiree First.

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

No Votes: None

Absent: None

25.166 Local Officers Compensation Commission Report Motion was made Councilmember Kass and seconded by VanDorp to approve the report of October 17, 2025 on Elected Officials compensation by the Local Officers Compensation Commission

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

No Votes: None

Absent: None

25.167 Board of Public Works Commissioner Reappointment

Motion was made by Councilmember Timmer and seconded by Mayor Pro – Tem Gruppen to make a motion and support to reappoint Mark Cooney to a 5-year term on the Board of Public Works with said term expiring June 30, 2030

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

No Votes: None

Absent: None

There being no further business, motion was made by Councilmember Broersma and seconded by Timmer to adjourn the meeting. Motion carried by all voting aye. Time called at 7:50 P.M.

Mayor Kevin Klynstra

Sharon Lash, Interim Deputy City Clerk

MEMORANDUM OF – STUDY SESSION
Zeeland City Hall Council Chambers
Monday, November 3, 2025
5:30 P.M.

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

ABSENT: None

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

Mayor Klynstra called the meeting to order at 5:30 P.M.

Ordinance 1042, Sunday Alcohol Sales Amendment

Abby deRoo, City Marketing Director states that through the 2025 Strategic Action Plan, City Council directed staff to evaluate restaurant perspectives regarding Sunday alcohol sales in Zeeland. In alignment with that directive, City staff initiated outreach to all on-premise licensed establishments to gather their feedback.

It is important to note that license holders did not approach the City requesting this change. Rather, the City undertook this inquiry proactively as part of its strategic goal to assess the potential impacts of expanded alcohol sales on local business vitality.

Feedback from that outreach revealed the following:

- One downtown license holder expressed strong interest in Sunday sales as a business expansion opportunity.
- A couple indicated that while they have no plans to open regularly on Sundays, they support the flexibility the change would provide, particularly for hosting private events or future growth.

No license holders expressed opposition to Sunday sales.

In response, the City Attorney prepared a draft amendment to Section 4-22 of Volume I of the Zeeland City Code, which would allow on-premise and off-premise license holders to serve or sell alcohol on Sundays between 12:00 p.m. and 2:00 a.m. Monday, consistent with State of Michigan law.

This amendment is intended to create uniformity with neighboring jurisdictions and to allow each establishment freedom to determine whether Sunday operations are appropriate for their business model, clientele, and staffing levels.

While this amendment would provide expanded flexibility for business operations, it does not alter the Social District's hours of operation, which remain Monday through Saturday, 8:00 a.m. – 11:00 p.m., per the Social District Management and Maintenance Plan.

Staff respectfully recommends that City Council approve the proposed amendment to the city's Alcohol Ordinance #1042 to permit Sunday alcohol sales between 12:00 p.m. and 2:00 a.m. Monday.

Ordinance 1043, Park Ordinance Amendment

In 2023, City Council expanded the boundaries of the Downtown Zeeland Social District to include several city-owned parks, adjacent to downtown. Since that time, these areas—Elm Street Park and Vande Luyster Square—have since been functioning successfully as active Social District spaces. The Downtown Splash Pad Park, however, has remained excluded from Social District activities. The proposed amendment to Section 14-3 of Volume I of the Zeeland City Code would simply formalize current practice.

This amendment codifies existing practices already in operation under the Social District Management and Maintenance Plan. Alcohol consumption in these areas must comply with all Social District rules, including:

- Alcohol must be purchased from a Social District license holder.
- Consumption must occur within the designated Social District boundary.
- Consumption must only occur during designated Social District hours (Mon-Sat 8am-11pm).

The Downtown Splash Pad Park currently is only included for special occasions (by City Council approval, with none requested to date) which our leadership team suggests that City Council may wish to eliminate the Splash Pad from the Social District Boundary.

The City of Zeeland has long been recognized as a community grounded in tradition and strong moral character. The consideration of Sunday alcohol sales has prompted thoughtful reflection and, at times, spirited discussion among residents and community partners. Staff acknowledges the concerns that have been expressed on Sunday Alcohol Sales, consumption of alcohol in parks, and even how parking may be impacted. Given that Monday's review of these ordinances will not be emergency readings, the city has time to continue to engage in respectful dialogue on these topics. Ultimately, the proposed amendments are not meant to alter Zeeland's identity, but rather to expand local choice and economic development within a framework of respect, regulation, and community balance.

Staff recommends that City Council approve the proposed amendment to the city's Parks Ordinance #1043 to allow alcohol consumption in City parks located within the Social District, provided such activity complies with all Social District rules and regulations. This update formalizes an existing practice and maintains the exclusion of the Downtown Splash Pad.

Social District Management Plan Discussion

Abby deRoo, City Marketing Director states, as the City reviews potential amendments to Zeeland's alcohol ordinance, staff determined that this is also an appropriate opportunity to consider several minor updates to Zeeland's Social District Plan. Abby reviewed several documents with City Council.

- The proposed draft of the Social District Maintenance and Management Plan dated October 2025.
- The existing plan, dated 7/18/22.
- Side-by-side views of existing map and proposed map.

When comparing the two versions, the following key changes are noted in the 2025 draft:

- Social District use is not permitted on Sundays.
- Social District use is prohibited within the Splash Pad area.
- All other public property within the Social District—excluding the Splash Pad—is Permitted for use Monday through Saturday 8:00 a.m. to 11:00 p.m.
- Designations for special-event-only areas have been removed.

Over the past five years since the introduction of Zeeland's Social District, the area has remained well maintained and free of significant issues or concerns. The community's use of the Social District has been mild, respectful, and consistent with Zeeland's family-friendly character. While activity within the District increases during special events, these occasions have continued to reflect the City's wholesome and welcoming atmosphere. Overall, the Social District has proven to be a positive and beneficial component of downtown Zeeland.

Although state legislation grants the City Manager the authority to amend the Social District Maintenance and Management Plan, City staff believe it is important for such updates to be reviewed and approved by the City Council. Accordingly, staff will seek Council's consideration and approval of the proposed plan at the November 17, 2025 City Council meeting.

Brownfield Tax Increment Financing Policy Amendment and Economic Development Financial Incentives Policy Review

Tim Klunder, City Manager, reports The City's 2025 Strategic Action Plan notes a couple of action steps under the Commitment of Community and Economic Development. Our leadership team has been working on these policies, and we first presented them to their Brownfield Redevelopment Authority on October 13, 2025 meeting. We now feel the Brownfield TIF Policy should undergo another update.

Two primary reasons are suggested for the updates. (1) In 2023 the State of Michigan enabled housing activities to qualify for tax increment financing in the Brownfield Act if certain criteria are met with the project. (2) Within the city we have seen developments, particularly in the downtown, seek multiple layers of tax incentives to make the project financially viable. We are thus recommending an overall Economic Development Incentive Policy be established and therefore, the Brownfield TIF Policy should reference that proposed new policy as well.

The Brownfield TIF amendments include additions for housing incentives, administrative fee percentages, interest payments, maximum brownfield incentive of 40% if layered with other incentives, 50% if only a brownfield incentive, and funding for public infrastructure and/or local brownfield fund.

In conjunction with the Brownfield TIF Policy amendments, we are proposing a new policy that looks to bring equity to projects that may seek multiple financial incentives. While some projects have only sought brownfield incentives, more recently, projects have looked to layer incentives such as Commercial Rehabilitation Incentives, Brownfield Incentives, property purchases, etc. A number of guidelines for the policy were reviewed with the key objective being that a project should receive no more than a 50% incentive of the project's cash value

City Manager Klunder reviewed a chart of how percentages would have been calculated on existing projects and an example of a potential housing project that would not have met the policy and thus, would have to alter their request in order to comply with the policy. A review of existing projects helped formulate the percentage maximums that have been proposed.

Following City Council's feedback and any adjustments to the policies that need to be made, our leadership team would bring them back to the Brownfield Redevelopment Authority for approval consideration and then they would return to City Council for consideration.

Koole Godfrey Commercial Rehabilitation Act Exemption

Tim Maday, Community Development Director reports 123 Main Development Inc, is planning a redevelopment of its site located at 123 E. Main Ave in downtown Zeeland. The proposal includes removing the existing single-story building and constructing a new two-story building in its place. The new building would be approximately 6,350 square feet in area and represent a capital investment of \$2,000,000.

This project supports several goals outlined in the City's Downtown Vision Plan, including the rehabilitation of existing buildings in the downtown core and encouraging the construction and use of second floors in downtown buildings.

As part of the project, the developers are seeking an Act 210 Commercial Rehabilitation Property Tax Exemption. This exemption allows only the school operating millage and the State Education Tax to be levied against the new value created from the redevelopment, for a period of 10 years. In recent years, the City has supported several redevelopment projects in the central business district through this exemption.

Following the establishment of an Act 210 Commercial Rehabilitation District for this property at the July 21, 2025 City Council meeting, the property owner/developer filed the enclosed Act 210 Exemption Certificate Application. The application was reviewed by the Tax Incentive Committee at its October 6, 2025 meeting. The Committee unanimously voted to advance the application by scheduling it for a public hearing and City Council consideration.

Staff has reviewed the application package and believes it is complete. Staff further finds that supporting this project with an Act 210 Commercial Rehabilitation Exemption is appropriate, as the project aligns with the City's central business district vision.

MDOT Agreement – Church Street from Washington to Central

Tim Klunder, City Manager, reports that in coordination with the Church Street project extending from the Clean Water Plant to Central Avenue the City of Zeeland is also proceeding with the reconstruction of Church Street from Washington Avenue to Central Avenue. We needed to bid these out as separate projects because MDOT grant funding does not apply to the section of Church from Central to the Clean Water plant.

The Washington to Central portion of the project is assisted by a grant from the Michigan Department of Transportation (MDOT) under Contract No. 25-5492, providing funding for hot mix asphalt reconstruction along this corridor. The grant funded portion of the project includes aggregate base, grading, drainage, concrete sidewalk, curb and gutter, ramp improvements, pavement markings, and other necessary related work. In addition to these items, the City will also include sanitary sewer, watermain, and snowmelt improvements within the corridor.

The MDOT grant funding, totaling \$905,662, is provided through the Surface Transportation Program (STP) allocation that the City receives as a member of the Macatawa Area Coordinating Council (MACC). This STP funding is distributed on a three-year cycle among participating MACC communities.

On Monday evening, we will be requesting City Council authorization to enter into this grant agreement and to designate the Mayor and City Clerk as authorized signers on behalf of the City. The total estimated project cost is approximately \$2 million, not including sewer or water utility improvements, with the remaining balance to be funded by the City.

The project is currently out for bid, and we anticipate bringing a construction contract forward for City Council's consideration and approval at a future meeting once bids are received and reviewed. Once completed, these improvements to the Church Street corridor will provide significant infrastructure upgrades and additional capacity for years to come.

Staff recommends to approve MDOT Contract No. 25-5492 for improvements to Church Street from Washington Avenue to Central Avenue and authorize the Mayor and City Clerk to sign the contracts.

Church Street Bid Award – Central Ave. to Clean Water Plant

Tim Klunder, City Manager reports that as part of the City's capital improvement program, we are planning the reconstruction of Church Street from Washington Avenue to the Clean Water Plant in 2026. This project represents a major investment in one of the City's primary infrastructure corridors, replacing aging utilities and improving street, sidewalk, and drainage systems.

Due to MDOT funding limitations, the overall corridor had to be bid as two separate projects. The northern portion, from Washington Avenue to Central Avenue, is being completed under an MDOT grant agreement (Contract No. 25-5492), while the southern portion, from Central Avenue to the Clean Water Plant, is being funded directly by the City.

Bids for the City-funded portion of the project (Central Avenue to the Clean Water Plant, including Lincoln Avenue, Sewer Plant Road, and Cemetery Drive) were opened on October 23, 2025. Four bids were received, with the low bidder being Diversco Construction Co. at \$3,718,876.00, compared to the engineer's estimate of \$4,142,000.00. Diversco Construction has successfully completed similar projects for the City in the past, and staff recommends awarding the contract to them. The total estimated project budget is \$4,600,000, which includes design engineering, inspection, contingencies, and related costs.

From a budgetary standpoint, \$2.27 million has been set aside in the Municipal Street Fund for this project. The remaining funds are anticipated to be included in the FY27 street budget. While it is our preference to fund projects in advance of construction, the need to reconstruct Taft Street sooner than expected requires that a portion of the funding for this project come from Fiscal Year 2027.

Funding for the project will be shared among the City's Street, Water, and Sewer Funds. A portion of the sanitary sewer costs will be paid by Zeeland Township under our cost-sharing agreement for the 27-inch sanitary sewer main. This cost sharing is due to the need to oversize the sanitary sewer to accommodate future flows from the 425 District. In total, the Township is expected to contribute \$658,710 to this portion of the project. Due to the timing of the bid for this project and the meeting dates for the Board of Public Works, the award of this project will be subject to BPW Board approval.

Staff recommends to award a contract for the reconstruction of Church Street, Lincoln Avenue, Sewer Plant Road, and Cemetery Drive to Diversco Construction Co. in the amount of \$3,718,876.00 and set a total project budget of \$4,600,000 subject to BPW Board approval of the water portion of the project.

Picnic Table Bid Award

Tim Klunder, City Manager reports that as part of the current fiscal year budget, the City included funding for the replacement of twenty picnic tables. This purchase is intended to complete the phased replacement of all remaining green picnic tables in City parks and facilities.

The city received a quote from Barco Products for the purchase of twenty City Series Commercial Picnic Tables at a unit price of \$1,000 each, along with frame protectors and shipping for a total cost of \$21,726.18. A total of \$20,000 was budgeted for this item. The slight overage can be accommodated within the Parks budget.

We are requesting that City Council authorize this purchase and grant a waiver of competitive bidding. These picnic tables match the forty-identical units purchased over the past two years and are available only through Barco Products, the sole supplier of this specific model.

Maintaining consistency in table design and appearance across City facilities ensures uniformity and ease of maintenance.

2026 Health Insurance Renewal

Tim Klunder, City Manager reports that for 2026, our proposed rate increase from the Western Michigan Health Insurance Pool (WMHIP) is 6.1% while the city's hard cap is set at 2.9%. The 6.1% increase is the Pool's Adjusted average for Priority customers. For information, our loss ratio (the loss ratio is the difference between what is paid on behalf of the city for health-related services versus what the city pays into the Pool for premiums) was 139%. When adjusted for large claims, it was 109%. You might recall, last year's loss ratio was 178% which was part of the reason we witnessed a 10.2% increase in 2025.

We are not recommending any changes to the five existing plans' coverage limits with the exception of one change mandated by IRS regulations. That change is that our 2025 high-deductible plan with deductible amounts of \$1,650 (single) and \$3,300 (two-person and family) amounts will need to increase to \$1,700/\$3,400 per IRS regulations in order to qualify as a high-deductible plan. Consistent with our past practice, we are not recommending that we increase the amount contributed into an employee's H.S.A. so those amounts would remain at \$625 (single) and \$1,250 (two-person or family) for these plans.

Staff recommends to accept the leadership team's and Personnel Committee's recommendations to renew the 2025 health plans with the Western Michigan Health Insurance Pool for 2026 and to accept the leadership teams and Personnel Committee's recommendation to amend the Funding Policies for Full – time Employee Health/RX/Dental Coverage as of January 1, 2026 as presented.

Retiree First Service Agreement – Medicare Advantage Plan

Tim Klunder, City Manager reports that in August of this year City Council authorized our leadership team to make a change in our Medicare Advantage Plan (covers both medical Parts A & B and prescriptions – Part D) to Humana as of January 1, 2026. As we noted at that time, the change to Humana will provide substantially the same benefit levels our retirees/spouses currently enjoy, but at a reduced cost. Equally important, Humana partnered with Retiree First to administer the plan. This administration covers enrollment, answering questions about the plan, eligibility, etc.

City Manager Klunder presented a Service Agreement between the city and Retiree First for calendar year 2026. While our premium for the Humana coverage includes the Retiree First service, the Service Agreement identifies the services we will receive from Retiree First, the Humana Plan they will administer, the Humana premium amounts, and the requirements of the city.

To date, our experience with Retiree First has been excellent. Members of our leadership team have been meeting with Retiree First on a regular basis since September to help with the transition to the Humana Medicare Advantage Plan. On Thursday (October 30) of this week, Retiree First held a meeting for our retirees/spouses to explain the plan and how to utilize the services of Retiree First going forward. We had approximately 20 retirees/spouses attend the meeting and my assessment is that the meeting went very well.

Staff recommends to approve the attached Retiree Benefit Management Services Agreement with Retiree First

City Council Rules of Procedure Review

Tim Klunder, City Manager reports that under the City Charter, City Council determines its own rules and order of business. Historically, City Council has done this through the adoption of the "Rules of Procedure" and the "Rules of Order". The Rules of Order adopted by City Council have consisted of simplified guidelines to parliamentary procedure called "The Meeting Will Come to Order" a publication of the North Central Region Extension. The Rules of Procedure have consisted of rules (order of business, voting, audience participation, etc.) that the city drafted and adopted in September of 2003. In both cases, a newly elected City Council adopts the Rules of Order and Rules of Procedure at its first meeting in December.

While we have no recommended changes to the Rules of Order (parliamentary procedures), we do recommend some modernization of the Rules of Procedure. City Manager Klunder reviewed some amendments to the City Council Rules of Procedure to modernize them. We welcome City Council feedback at your work/study session on Monday evening so that we can update them for further consideration by City Council at the November 17 work/study session. Our goal would be to have the updated version of the Rules of Procedure available for adoption consideration by the newly elected City Council at the December 1, 2025 meeting along with the Rules of Order.

Closed Session – Pending Litigation

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to enter into Closed Session at 6:45 P.M.

Roll call:

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

No Votes: None

Absent: None

There being no further items to discuss, Work Study was adjourned at 6:45 P.M.

Sharon Lash, Interim Deputy City Clerk