

Council Meeting
Common Council
November 17, 2025

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, November 3, 2025 Mayor Pro-Tem Sally Gruppen called the meeting to order at 7:00 P.M.

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

ABSENT: Mayor Klynstra

Staff Present: City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, City Marketing Director Abby deRoo, Fire Chief Ross Tibbets, IT Director Tim Maloney, City BPW General Manager Andy Boatright, City Clerk Kristi DeVerney and Interim Deputy City Clerk Sharon Lash

The Invocation was offered by City Attorney Jim Donkersloot

The Pledge Allegiance to the Flag

It was moved by VanDorp supported by Broersma, to excuse Mayor Klynstra for personal reasons.

It was moved by Broersma, supported by Kass, to add an Engagement Letter with Miller Canfield to the action items.

Consent Agenda

1. Approve minutes of the Regular City Council meeting of November 3, 2025,
2. Approve minutes of the City Council Work Study meeting of November 3, 2025,
3. Receive for information draft minutes of the November 11, 2025 BPW Board of Commissioners meeting,
4. Ratify BPW Action#25.054, Approve Cash Disbursements and Regular Monthly Transfers
5. Ratify BPW Action #25.057, Approve Request to Commit PFAS Settlement Funds,
6. Ratify BPW Action #25.058, Approve Church Street Reconstruction Project,
7. Ratify BPW Action #25.059, Approve Carlton Pump Station 3rd Pump Addition Professional Services.

Public Comment/Visitors

Chet Seay of 8275 Adams St, read statistics on drunk driving and opposes the Sunday Alcohol sales.

Communications

None

City Managers Report

November Election- Congratulations to City Clerk Kristi DeVerney, Interim Deputy City Clerk Sharon Lash, and the entire elections team as the Ottawa County Board of Canvassers certified the results of the November 2025 general election with every precinct balanced with no re-tabulations! These types of results drive further confidence in our election integrity.

BPW Integrated Resource Plan Stakeholder Group- –

The Board of Public Work’s first stakeholder group meeting on the Integrated Resource Plan will be held on Tuesday, November 18 @ 4 p.m. at the Howard Miller Community Center. The BPW welcomes City Councilmember participation.

Financial Sustainability Study – A reminder that the Financial Sustainability Study will be shared at the December 1, 2025 work/study session. We will start that session at 5:30 p.m. to allow time to break for the Christmas Tree Lighting Ceremony and Magical Christmas Parade at 6:15 p.m. City Council will then reconvene as close to 7 p.m. as possible at which time early in the regular meeting session a “transition” will occur from the existing City Council to the new City Council

Special Tribute

Mayor Pro-Tem Gruppen presented Councilman Broersma and Councilman Kass with Special Tributes, on behalf of Mayor Klynstra, Mayor Pro-Tem Gruppen and City Councilmembers, recognizing their many years of service to the City of Zeeland.

Action Items

25.168 Ordinance 1044 2026 Electric Rate Revision 1st Reading

Motion was made by Councilmember Broersma and Supported by VanDorp to Approve the 2026 Electric Rate Revision 1st reading.

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

No Vote: None

Absent: Mayor Klynstra

25.169 Ordinance 1045 2026 Water Rate Revision 1st Reading

Motion was made by Councilmember VanDorp and Supported by Broersma to approve 2026 Water Rate Revision 1st reading.

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

No Vote: None

Absent: Mayor Klynstra

25.170 MPPA Commercial & Industrial Demand Response Resolution and Participation Agreement

Motion was made by Councilmember Kass and Supported by Broersma to approve the resolution authorizing participation in the MPPA Commercial & Industrial Demand Response Project and authorize the BPW General Manager to execute the Master Participation Agreement with MPPA.

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

No Votes: None

Absent: Mayor Klynstra

25.171 Ordinance 1046 Rezoning Portion of 500 N. Centennial

Motion was made by Councilmember Timmer and Supported by Broersma to adopt City Ordinance 1046 to rezone an approximately .48 acre portion of the property at 500 N Centennial (PIN 70-17-18-100-016) to I-2 – General Industrial District.

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

No Votes: None

Absent: Mayor Klynstra

25.172 Ordinance 1042 Sunday Alcohol Sales

Motion was made by Councilmember Lam and Supported by VanDorp to recommend final approval of Ordinance 1042 to permit Sunday alcohol sales between 12:00 p.m. and 2:00 a.m.

Ayes: Lam, Broersma, Kass, Timmer, VanDorp

No Vote: Mayor Pro-Tem Gruppen

Absent: Mayor Klynstra

25.173 Ordinance 1043 Parks Ordinance Amendment

Motion was made by Councilmember Broersma and Supported by Timmer to allow alcohol consumption in city parks located within the Social District, provided such activity complies with all Social District rules and regulations.

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

No Votes: None

Absent: Mayor Klynstra

25.174 Social District Management Plan Amendments

Motion was made by Councilmember VanDorp and Supported by Broersma of the updated Social District Maintenance and Management Plan dated October 2025, as presented.

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

No Votes: None

Absent: Mayor Klynstra

25.175 Huntington Bank Parking License Agreement Amendments

Motion was made by Councilmember Timmer and Supported by VanDorp to approve the proposed amendments to the Huntington Bank Parking Lease Agreement, pending review by the City Attorney.

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

No Votes: None

Absent: Mayor Klynstra

25.176 Main Avenue Cameras Bid Award

Motion was made by Councilmember Kass and Supported by Broersma to approve the award of the Downtown Camera Installation Project to Town & Country Group of Zeeland, Michigan, in the amount of \$18,737.00 and set a project amount for \$21,000.00 to provide contingency, as recommended by the IT Director.

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

No Votes: None

Absent: Mayor Klynstra

25.177 Driveway Repair Contract 245 Taft Street

Motion was made by Councilmember Lam and Supported by Timmer to approve the Settlement and Release Agreement between the City of Zeeland and Kurtis and Lady Koning, authorize the City Manager to execute the agreement, and issue payment in the amount of \$10,040 upon completion of the work.

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

No Votes: None

Absent: Mayor Klynstra

25.178 Articulated Tractor Bid Award

Motion was made by Councilmember Broersma and Supported by VanDorp to award a contract to MacQueen Equipment for the purchase of a Trackless MT7 in the amount of \$188,840, a hydraulic driven flail axe mower in the amount of \$18,755 and accept a \$20,000 trade-in for the used MT6 unit for a total purchase price of \$187,595.

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

No Votes: None

Absent: Mayor Klynstra

25.179 Macatawa Bank Authorizing Resolution

Motion was made by Councilmember VanDorp and Supported by Broersma to approve the banking resolution from Macatawa Bank to update the signers as outlined.

Mayor-Richard VanDorp, Clerk – Kristi DeVerney, City Manager – Timonthy Klunder and Finance Director – Kevin Plockmeyer.

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

No Votes: None

Absent: Mayor Klynstra

25.180 Engagement Letter With Miller Canfield

Motion was made by Councilmember Kass and Supported by Timmer to approve an Engagement Letter with Miller Canfield.

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

No Votes: None

Absent: Mayor Klynstra

There being no further business, motion was made by Councilmember Kass and Supported by Broersma to adjourn the meeting. Motion carried by all voting aue. Time called at 7:47 P.M.

Mayor Pro-Tem Sally Gruppen

Sharon Lash, Interim Deputy City Clerk

MEMORANDUM OF STUDY SESSION
Zeeland City Hall Council Chambers
Monday, November 17, 2025
5:30 P.M.

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

ABSENT: Mayor Klynstra

Staff Present: City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, City Marketing Director Abby deRoo, Fire Chief Ross Tibbets, IT Director Tim Maloney, BPW General Manager Andy Boatright, City Clerk Kristi DeVerney and Interim Deputy City Clerk Sharon Lash

Mayor Pro-Tem Sally Gruppen called the Study Session to order at 5:30 P.M.

Ordinance 1044, 2026 Electric Rate Revision 1st reading

BPW General Manager Andrew Boatright presented for City Council's consideration materials summarizing the 2025 - 2028 Electric Rate Design and the associated Ordinance to implement updated electric rates effective January 1, 2026.

The Electric Rate Design presentation, prepared by Utility Financial Solutions, LLC, outlines a planned 1.5% annual system rate adjustment for January 1 of 2026, 2027, and 2028. The design also includes a \$0.015 Power Cost Adjustment (PCA) true-up, establishing a new PCA base rate of \$0.060 to align with increased power supply costs. These updates are part of Zeeland BPW's continued efforts to ensure cost-based, financially stable, and transparent electric rates consistent with long-term system reliability and operational sustainability.

The accompanying proposed Ordinance No. 1044 updates the City Code to reflect the new electric rate schedules, ensuring consistency with Zeeland BPW's approved rate design and cost-of-service principles. At their November 11, 2025 regular meeting the Zeeland BPW Board of Commissioners approved recommending this action item for City Council to approve the first reading on November 17 and the second reading on December 1, 2025.

Ordinance 1045 2026 Water Rate Revision 1st reading

BPW General Manager Andrew Boatright presented for City Council's consideration materials outlining the 2026 Water Rate Design and the corresponding Ordinance to implement the updated water utility rates effective January 1, 2026. The 2026 Water Rate Design, prepared by Utility Financial Solutions, LLC, recommends an overall 4.9% revenue increase to maintain adequate reserves, recover inflationary and debt-related costs, and ensure continued reinvestment in water utility infrastructure. This adjustment aligns with the multi-year cost-of-

service plan initiated in 2025 to sustain the long-term financial stability of the water utility. The accompanying Ordinance No. 1045 formally updates Section 40-121 of the Zeeland City Code to reflect the revised water rate schedule, including readiness-to-serve and commodity charges. These rates continue to be cost-based, equitable, and consistent for water utility customers served by the Zeeland BPW. At their November 11, 2025 regular meeting the Zeeland BPW Board of Commissioners recommended City Council approval of a first reading on November 17 and the second reading on December 1, 2025.

MPPA Commercial & Industrial Demand Response Resolution and Participation Agreement

BPW General Manager Andrew Boatright presented for City Council's consideration materials related to Zeeland BPW's participation in the Michigan Public Power Agency (MPPA) Commercial & Industrial Demand Response Project, developed in partnership with Voltus, a third-party demand response implementer. The program enables Zeeland BPW's Commercial and Industrial (C&I) customers to voluntarily reduce electric demand during grid emergency events in exchange for compensation.

Participation in the program will provide Zeeland BPW with a no-cost, no- or low-risk opportunity to enhance system reliability, support sustainability goals, and strengthen the local economy by keeping performance payments within the community. The program also positions the Zeeland BPW competitively among other utilities offering similar customer options.

Presented materials included:

- C&I Demand Response Talking Points: Program overview, benefits, and structure.
- Resolution approving C&I Program: Authorizes participation and execution of agreements.
- Master Participation Agreement: Formalizes Zeeland BPW's participation in the MPPA program.

At their November 11, 2025 regular meeting the Zeeland BPW Board of Commissioners approved recommending this action item for City Council consideration and adoption.

Fire Apparatus Replacement

Fire Chief Ross Tibbets stated the 1997 Spartan/Salsbury Heavy Rescue (Unit 1931) has surpassed the NFPA recommended service life of 25 years and is due for replacement. The 1997 Spartan/Salsbury was due for replacement before the recently replaced 1998 Pierce Saber (1922). In an effort to not purchase two large apparatus in the same fiscal year, the decision was made to replace 1922 first. When our recent new pumper (1922) arrived, we decided to keep the pumper that 1922 is replacing. This decision was for multiple reasons to include, but not limited to:

- A back up/spare pumper if one is down for service or maintenance
- Provides a pumper for paid-on-call members at station # 1 while the daytime crew is working
- Provides an increase in our total fire rescue department pumping capacity (6,500 GPM)

- Improve Insurance Services Office (ISO) rating

The ever-rising costs of fire apparatus has forced us to analyze our resource deployment model as well as evaluate our fleet from a practical and financial standpoint. From a resource deployment perspective, 1931 contains our onboard cascade air system to fill our Self-Contained Breathing Apparatus (SCBA) at a fire type incident. It also carries a larger supply of firefighting foam and additional rescue equipment. When looking at our fleet, we have 1931, a stand-alone rescue (no pump or water) that is due for replacement and a 1998 pumper that we are keeping for the reasons listed above. When evaluating our fleet practically, it would make sense that we would replace 1931 with an apparatus that has a pump and water.

The purchase of a new rescue–pumper will:

- Replace two aging vehicles with one versatile, multi-function apparatus.
- Reduce downtime and maintenance costs associated with aging units.
- Enhance firefighter safety through updated safety systems, improved ergonomics, and modern technology.
- Increase operational versatility, supporting both rescue and suppression incidents.
- Save taxpayer dollars by selecting a stock configuration
- Ensure compliance with current NFPA and EPA standards.

When evaluating from a financial perspective we are proposing a stock rescue pumper. A stock rescue pumper is a pre-engineered unit (“cookie cutter”), with limited items that can be changed. This approach provides substantial savings in both cost and build time compared to commissioning a fully custom-built vehicle. We are fortunate that we were able to find a stock rescue pumper that we believe will meet our needs. The department has received a proposal in the amount of \$1,058,000 for a stock rescue–pumper.

For comparison:

Apparatus Type	Estimated Cost	Operational Capabilities	Fleet Impact	Estimated Delivery
Custom Heavy Rescue	\$1,150,000 \$1,250,000	Rescue operations only (no pump or water)	Would still require maintaining a separate engine	2-3 yrs
Stock Rescue Pumper (Proposed)	\$1,058,806	Combined rescue and fire suppression functions	Replaces both 1997 & Rescue 1998 Fire Engine	1 yr

By selecting a stock rescue–pumper, the City will save an estimated \$100,000–\$200,000 compared to a custom build while significantly reducing build and delivery time. The new apparatus will have a service life of 20–25 years, ensuring long-term operational reliability and

cost efficiency. This option aligns with the department's apparatus replacement plan and demonstrates fiscal responsibility while maintaining operational readiness.

The Fire Rescue Department recommends purchasing the new apparatus through Sourcewell, a nationally recognized cooperative purchasing program that provides pre-bid, competitively awarded contracts compliant with state and local procurement laws. Using Sourcewell will:

- Ensure competitive pricing through nationally bid and vetted contracts.
- Accelerate the purchasing timeline, allowing faster delivery.
- Reduce administrative costs by eliminating the need for a local bid process

Replacing the outdated 1997 Heavy Rescue and 1998 Fire Engine with a modern, stock rescue-pumper through the Sourcewell cooperative purchasing program represents a fiscally responsible and operationally efficient solution. This purchase will

- provide a reliable, multi-functional apparatus to meet the community's needs
- reduce maintenance and operating costs,
- expedite delivery and operational readiness • demonstrate sound stewardship of public funds

This strategic "two-for-one" replacement will ensure Zeeland Fire Rescue remains well-equipped to provide safe, effective, and efficient emergency response for decades to come.

ACM Plockmeyer ran an updated model in the Motor Pool fund with the \$1.05 Million request for the Spartan Rescue Truck Replacement. This replacement is approximately \$300,000 more than we had anticipated in our last budget scenario. Assuming we do not make any changes to the funding model, this additional cost does change the cash flow scenario in the Motor Pool Fund. The model shows a cash balance of \$512,000 and a funding ratio of 5.32% in FY2029 (the year we are planning to replace the ladder truck). Our cash balances increase to policy percentage in 2034 (33.92% and a cash balance of \$3.74 Million), but only for a year as we will likely look to replace the 2010 Pierce in 2035, but after we make this purchase the fund will recover quite quickly and should be well overfunded by 2039 (47.26% and a cash balance of \$6.5 Million). Long story short, staff feels comfortable with our current funding model and do not see the need to make drastic changes to accommodate this purchase.

ACM Plockmeyer would recommend the payment on delivery option because we can make nearly as much money in interest as the discount provided. Additionally, we like to hold onto the cash for the purposes of closely mirroring our model.

Ordinance 1046 Rezoning of a portion of 500 N Centennial St.

Community Development Director Tim Maday stated that in 1999, ODL Incorporated entered into a 25-year lease agreement with Gentex Corporation to allow Gentex to construct a portion of the parking lot for their corporate headquarters property at 600 N Centennial on a portion of ODL's adjacent 500 N Centennial Street property. With the expiration of the lease in 2025, the

property owners are preparing to transfer the portion of parking lot that is on the 500 N Centennial parcel to become a part of the Gentex parcel at 600 N Centennial Street.

The parcel at 500 N Centennial Street is zoned I-1 – Light Industrial District. The parcel at 600 N Centennial is zoned I-2 – General Industrial District. While the parcels resulting from the proposed transfer both comply with the requirements of their respective districts, before the transfer and property boundary adjustment can occur, the portion proposed to be transferred must be rezoned to the I-2 General Industrial District.

On October 2, the Planning Commission held a public hearing and initially approved the rezoning request. At its November 6 meeting, the Commission took its final action by adopting a resolution recommending that City Council rezone the requested portion of the parcel.

At the November 17th City Council meeting, proposed ordinance #1046 will come before Council for consideration and action. Staff believes that it is appropriate to approve the rezoning request to facilitate the boundary change.

Ordinance 1042 Sunday Alcohol 2nd reading

City Marketing Director Abby deRoo states that City Council and staff have engaged in rich and thoughtful dialogue regarding the proposed amendments to the Alcohol Ordinance and Parks Ordinance. Following this period of discussion and community input, we have now reached the stage for second reading and final approval.

This amendment would allow on-premise and off-premise license holders to sell or serve alcohol on Sundays from 12:00 p.m. to 2:00 a.m. Monday, aligning with state law and regional norms. The social district would not be available on Sundays.

Ordinance 1043 Social District in City Parks

City Marketing Director Abby deRoo states that this amendment formalizes existing Social District practices in the Elm Street Park and Vande Luyster Square by clarifying that alcohol consumption is permitted in these designated areas under all standard Social District rules. The Downtown Splash Pad will be excluded from the Social District.

Social District Management Plan

City Marketing Director Abby deRoo stated that as part of the broader review of potential amendments to Zeeland's alcohol ordinance, staff evaluated the Social District Maintenance and Management Plan and identified several minor updates to improve clarity and align the Plan with current practices. A draft of these revisions was presented to the City Council for initial review on November 3. Staff is now seeking formal approval of the updated Plan. Materials presented for reference:

- The proposed draft of the Social District Maintenance and Management Plan, dated October 2025
- The existing plan, dated July 18, 2022
- Side-by-side views of the existing and proposed maps

Key provisions in the 2025 draft include:

- Social District use is not permitted on Sundays
- Social District use is prohibited within the Splash Pad area
 - All other public property within the District—excluding the Splash Pad—may be used Monday through Saturday, 8:00 a.m. to 11:00 p.m.
- Removal of designations for special-event-only areas

These revisions support clear, consistent administration of the Social District and reinforce its safe and successful operation. Formal Council approval will ensure transparency and provide clear guidance for both staff and Social District permit holders moving forward.

Huntington Bank Parking License Agreement Amendments

Since the approval of the original parking license agreement, with Huntington Bank, in spring of 2024, staff has continued discussions regarding opportunities to expand and improve shared parking availability downtown. Huntington has expressed willingness to increase the number of long-term public parking spaces available to the City, as well as collaborate on operational adjustments that reflect actual shared use of the lot.

Proposed lease amendments include:

1. Increase in Number of Leased Spaces

The total number of leased parking spaces will increase from 40 to 60. These additional 20 spaces will further expand the public parking supply in the center of downtown and directly support the City's Strategic Action Plan goals related to parking, redevelopment, and downtown vitality. The additional 20 spaces are critical as downtown development activity increases, particularly with new restaurants and redevelopment projects. With the increase in total spaces, the annual lease fee will increase from \$8,000 to \$12,000. This is consistent with the original \$200 per space per year rate, established in the 2024 lease.

2. Snow Removal Responsibilities

Huntington shared that snow hauling last year resulted in a new and significant expense for them. Prior to entering the lease with the City, they did not typically use their full lot and therefore had adequate on-site snow storage without the need for hauling.

In recognition of this, the City proposes to take responsibility for hauling away collected snow piles from the Huntington lot at no charge, consistent with the service we already provide in other shared lots. Given that snow hauling can be handled in-house by City Street staff, this makes for a practical and cost-effective service offering. Huntington will continue to perform

routine plowing, and the City will manage snow parking rotation procedures via signage and printed communications mailed to downtown tenants.

These amendments ensure the arrangement is fair and equitable and demonstrate the City's commitment to being a dependable and collaborative partner.

For reference, under the original March 2024 lease (effective May 1, 2024), the following terms apply:

- The initial term is 36 months, beginning May 1, 2024 and concluding April 30, 2027.
- The City may elect to renew the license for up to two (2) additional two-year periods.
- A 3% fee increase applies to each renewal term.

Main Avenue Cameras Bid Award

IT Director Tim Maloney stated the City of Zeeland issued a request for Proposals (RFP) seeking qualified vendors to install security cameras along the Main Avenue corridor. The purpose of the project is to assist with maintaining the streets, parking enforcement, and public safety.

Four vendors submitted a total of five proposals. These proposals were evaluated based on coverage, equipment quality, project cost, and infrastructure reliability.

After evaluation of all proposals, Town & Country Group is recommended for award. Their solution offers the best downtown coverage for the cost, placing four cameras on four separate poles, providing dependable monitoring of three full city blocks. Their design includes redundant armored fiber, high-end Axis dual-sensor cameras, and long-term infrastructure warranties.

Proposal:

Town & Country's proposal is the strongest overall for the following reasons:

- Best video coverage per dollar spent Their four dual-lens cameras deliver eight total views across four poles, providing visibility of three city blocks.
- Future-proof infrastructure The installation includes a 6-strand armored single-mode fiber run, with redundant strands for expansion.
- High-quality, reliable hardware Uses Axis P4708-PLVE dual-lens cameras—known for excellent low-light performance and durability. Includes a 5-year Axis hardware warranty and 20-year fiber warranty.
- Local, reputable contractor Town & Country has completed large-scale camera deployments for Davenport University, Godfrey-Lee Public Schools, and Holland Hospital.

Their proposal delivers a wide-area, modern surveillance network that strengthens downtown safety while staying within the City's budget priorities.

Final Summary

Description	Amount
Base Proposal	\$18,737.00
Optional Deduction (Remove Qognify Licensing)	- 1,270.00
Adjusted Total (if license excluded)	\$17,467.00

Qognify Licenses are required and funds are available under the FY25 IT Capital Improvement budget.

Driveway Repair Contract – 245 Taft Street

ACM of City Services/Infrastructure and Finance Kevin Plockmeyer stated that during the City's recent street construction project on Taft Street, a significant change in grade occurred on the driveway located at 245 Taft Street. This change in elevation affected the transition between the sidewalk and the driveway, creating an uneven slope that created an inconvenience to the property owners.

In response, the City communicated with the property owners to identify a reasonable and fair resolution. The City proposed three options:

1. No action;
2. A City-performed adjustment to regrade the driveway and front lawn; or
3. A payment to allow the property owners to reconstruct the driveway independently.

After discussion, the property owners elected to complete their own driveway reconstruction and regrading. To facilitate this, the City has prepared a Settlement and Release Agreement that provides for a payment of \$10,040 to the property owners.

- Upon payment, the property owners release the City, its employees, agents, and contractors from any and all current or future claims arising from the Taft Street project and the resulting changes to their driveway or lawn.
- The agreement ensures a full and final resolution to this matter and avoids any potential for future disputes or liability claims.

The Settlement and Release Agreement has been reviewed and approved as to form by the City Attorney.

Articulated Tractor Bid Award

ACM of City Services/Infrastructure and Finance Kevin Plockmeyer stated the Fiscal Year 2026 budget included the replacement of a municipal articulated tractor. An articulated tractor is the machine responsible for the plowing of the city's sidewalks in the winter, mowing of right-of-way in the summer, and a variety of other tasks throughout the year. To facilitate this

replacement, we solicited bids for its replacement on October 14. Included in the bid were also options for the purchase of a flail axe mower and the trade in for the 2016 MT6 this unit is replacing. Bids were received from MacQueen Equipment for a Trackless MT7 and from Brown Equipment Company for three Multihog options: the CX75, a new MXC130, and a used MXC130 package.

Trackless MT7 Proposal - The Trackless MT7 proposal includes the following pricing:

Municipal Articulated Tractor (MT7)	\$188,840.00
Flail Axe Mower	\$ 18,755.00
Less Trade-In (2016 MT6)	(\$20,000.00)
Total Purchase Price	\$187,595.00

Staff also had the opportunity to test the Trackless MT7. The equipment demonstrated excellent performance, operator comfort, and compatibility with existing attachments. Staff was highly satisfied with its operation and capabilities.

Comparison to Multihog Bids

Multihog CX75 - The CX75 is the smallest of the Multihog options with the following pricing:

Municipal Articulated Tractor (CX75)	\$165,000.00
Flail Axe Mower	\$ 29,995.00
Less Trade-In (2016 MT6)	(\$20,000.00)
Total Purchase Price	\$174,995.00

While the CX75 bid produces the lowest total price, staff determined the unit does not meet the City's operational needs. It is smaller, less powerful, and not sized for the type of work required.

Multihog MXC130 - The new MXC130 meets the size and power requirements with the following pricing:

Municipal Articulated Tractor (MXC130)	\$177,000.00
Flail Axe Mower	\$ 29,995.00
Less Trade-In (2016 Mt6)	(\$20,000.00)
Total Purchase Price	\$186,995.00

At first glance, the total price is similar to the Trackless MT7. However, to utilize this unit to its fullest, we would be required to purchase a substantial number of new attachments because the City's existing Trackless-compatible attachments will not fit the MXC130 platform. This would significantly increase the bid amount.

Used Multihog MXC130 Package - Brown Equipment also submitted a bid for a used MXC130 package with 98 hours and 296 miles with pricing as follows:

Municipal Articulated Tractor (Used MXC130 Package)	\$177,000.00
Flail Axe Mower	\$ 29,995.00
Less Trade-In (2016 MT 6)	(\$ 20,000.00)
Total Purchase Price	\$186,995.00

Despite being used with additional options, the pricing is identical to the new MXC130 bid. As with the new MXC130, compatibility issues remain. The City would still need to replace several attachments, making this option more expensive overall than the Trackless package.

From a budgetary perspective, we allocated \$211,756 for the purchase of this replacement unit, so when considering the purchase of the unit and flail mower we have allocated enough funds for this purchase. Based on equipment compatibility, operational capability, and budgetary requirements, staff recommends awarding the contract to MacQueen Equipment for the purchase of the Trackless MT7 and the hydraulically driven flail axe mower, with the acceptance of the \$20,000 trade-in for the used MT6 unit.

Macatawa Bank Authorizing Resolution

With the appointment of a new City Clerk at our October 20 meeting and the upcoming mayoral transition at City Council's next meeting, we need to update the authorized signers on our checking accounts. Per the City Charter, the Mayor and Clerk are required to sign the city's checks. However, from the standpoint of day-to-day operations, we do not feel that this provides a sufficient number of signers. Administratively, we would also like to add the City Manager and Finance Director to the list of authorized signers. Per the resolution, the authorized signers would be:

Mayor – Richard VanDorp
 Clerk – Kristi DeVerney
 City Manager – Timothy Klunder
 Finance Director – Kevin Plockmeyer

Pension and OPEB Plan Updates

ACM of City Services/Infrastructure and Finance Kevin Plockmeyer stated that at the end of each fiscal year, the City's actuary, Watkins & Ross, evaluates the City's Defined Benefit Pension Plan and issues a report regarding the plan's financial health.

At the beginning of Fiscal Year 2025, the City of Zeeland's Pension Plan had an asset balance of \$10,951,904 and at the end of Fiscal Year 2025 the asset balance had increased to \$11,207,337. A pension plan's unfunded liability is a good indicator as to the financial health of a pension plan. A plan's unfunded liability measures the difference between the amount the plan is expecting to distribute in the future less the future value of the assets available to fund these

distributions. In Fiscal Year 2025, the City's Pension Plan remained overfunded. At the beginning of the Fiscal Year the plan was overfunded by \$1,572,018 or 116.8% funded, by the end of the year the plan was overfunded by \$1,768,230 or 118.7% funded.

Due to our investment results in Fiscal Year 2025, we would suggest staying the course which does not have the city contributing to the Pension Plan. We feel that this will keep us close to our 100% funding status even if the market experiences a significant downturn during the Fiscal Year or in future fiscal years.

It should also be noted that the figures presented in the actuarial report represent a best guess estimate available at this time. Changes in rates of returns, estimates on life spans, and changes to the demographics of the plan can change the liabilities as exhibited in this fiscal year's report. All else considered, the estimates used by the City are fairly conservative and represent a picture that is hopefully close to reality. The council's foresight to adopt these more conservative assumptions and the continuing effort to fund the City's unfunded liability should be commended and will only result in a more favorable position in the future.

Fiscal Year 2023 OPEB Report

At the end of each fiscal year, the City's actuary, Watkins & Ross, evaluates the City's Defined Benefit Retiree Health Insurance (OPEB) Plan and issues a report regarding the plan's financial health. At the beginning of Fiscal Year 2025, the City of Zeeland's OPEB Plan had an asset balance of \$2,500,041 and at the end of Fiscal Year 2025, the account balance increased to \$2,769,781.

An OPEB plan's unfunded liability is a good indicator as to the financial health of an OPEB plan. A plan's unfunded liability measures the difference between the amount the plan is expecting to distribute in the future less the future value of the assets available to fund these distributions. While most OPEB plans face an unfunded liability, the City of Zeeland's OPEB plan is overfunded. In Fiscal Year 2025, the City's OPEB plan went from an overfunded status of \$632,484 to an overfunded status of \$1,061,540 or 165.6% funded.

The City of Zeeland has been dedicated to maintaining a fully funded status for its Retiree Health Insurance Plan as indicated by the plan's 165.6% funded status. This being the case, we recommend maintaining our current course, which is paying for Retiree Health Insurance benefits from the plan and not making any additional contributions to the plan.

It should be noted that the figures presented in the report represent a best guess estimate available at this time. Changes in rates of returns, estimates on life spans, and changes to the demographics of the plan can change the liabilities as exhibited in this fiscal year's report. All else considered, the estimates used by the City are fairly conservative and represent a picture that is hopefully close to reality. The council's foresight to adopt these more conservative assumptions and the continuing effort to fund the City's OPEB Plan should be commended and will only result in a more favorable position in the future.

Closed Session

Motion was made by Councilmember Broersma and supported by VanDorp to enter into Closed Session at 6:35 P.M.

Motion carried by all voting aye.

There being no further items to discuss, Work study was adjourned at 6:35 P.M.

Sharon Lash, Interim Deputy City Clerk