

AGENDA for the Zeeland Board of Public Works
3:30 p.m. – Tuesday, September 9, 2025
Zeeland Board of Public Works
Water Warehouse Meeting Space
330 E. Washington Ave., Zeeland, MI 49464

1. Call Meeting to Order – Announcement of Quorum
2. Review and Approve Minutes of the August 12, 2025 Regular Meeting*
3. Public Comment
4. Safety Minute
5. Financial Reports*
 - A. Electric Utility Statement of Revenues and Expenditures
 - B. Water Utility Statement of Revenues and Expenditures
 - C. Cash Disbursements
 1. Electric
 2. Water
 - D. Summary of Cash Position and Recommended Cash Transfers
6. Department Reports, Project Updates, Bid Recommendations
 - A. Accounting, Finance & Customer Service
 1. Finance & Customer Service Department Report
 - B. Water
 1. Water Department Report
 - C. Transmission & Distribution
 1. T&D Department Report
 - D. Power Supply and Market Operations
 1. Power Production Department Report
 2. Approve BPW Administrative Office Expansion & Renovation Budget Amendment*
 3. Bid Recommendation: New Conference Room Audio/Video Equipment*
7. Other Business
 - A. Approve MPPA Retail Energy Improvement Program Project Participation Agreement*
 - B. Upcoming Events

Adjourn

* denotes Board Action requested

Regular Meeting
Board of Public Works
Water Warehouse
August 12, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, August 12, 2025. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Query, Walters, VanAst

ABSENT: Commissioners – Vice Chair Cooney

Staff Present: BPW General Manager Boatright; Electric Power Supply & Market Operations Manager Mulder; Electric, Transmission and Distribution Manager Coots; Water Operations Manager Postma, City of Zeeland IT Director Maloney

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the minutes of the July 8, 2025 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was Back to School Means Sharing the Road.

25.039 Approve Cash Disbursements and Regular Monthly Transfers

Motion was made by Commissioner Query and seconded by Commissioner VanAst to approve the June, 2025 cash disbursements and the regular monthly transfers for the month of June, 2025 as follows:

Cash and Investments as of :	June 30, 2025	<u>Electric</u>	<u>Water</u>
Receiving	\$	4,805,308	\$ 654,547
Accumulated Debt Service (in Receiving Fund)		-	-
Plant Improvements and Contingencies		11,844,416	11,204,963
Bond and Interest Payment Reserve*		-	-
Totals	\$	<u>16,649,724</u>	<u>\$ 11,859,510</u>

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month:	June-25	<u>Electric</u>	<u>Water</u>
Receiving		(579,389)	(84,900)
Accumulated Debt Service		-	-
Plant Improvements and Contingency		525,600	84,900
General Fund (per charter provision)		53,789	-

Motion carried. All voting aye.

Water Department Report

Water Operations Manager Postma updated the Board on activities, current operations status and projects.

Transmission and Distribution Operations Report

Manager Coots updated the Board on current activities including the T & D Department Report.

Manager Coots explained as part of a comprehensive preventative maintenance program, switchgear should be periodically cleaned to remove dust, debris, and corrosion that accumulate naturally over time, especially in outdoor equipment. Compromised equipment insulation increases the risk of arcing to the ground, potentially damaging equipment, causing outages, and posing safety risks to employees and the public. Cleaning reduces the likelihood of energized equipment tracking and ensures the effectiveness of the equipment's insulation.

Although discussions have taken place with multiple vendors, staff again recommend sole sourcing of this service to Premier Line Services. For several years, we have had our pad-mounted switchgear and metering cabinets cleaned by Premier Line Services with excellent results. Premier Line Services also cleans equipment for neighboring municipal utilities, such as the Holland Board of Public Works and the Grand Haven Board of Light and Power. By scheduling this service in conjunction with our neighboring utilities, we can share the mobilization cost.

The budgeted professional service has been included in the 2026 fiscal year Operations and Maintenance budget for utility lines professional and contracted services. We estimate the cost to be approximately \$30,000 for three days of switchgear and equipment dry ice cleaning. Due to turnover in Premier Line Services' front office, their updated professional services pricing sheet has been delayed. This pricing sheet is required to finalize coverage for our remaining pieces of gear before proceeding.

Staff recommend that a not-to-exceed professional services contract totaling \$30,000 be awarded to Premier Line Services to perform switchgear cleaning, contingent upon receipt of the updated professional services quotation will cover all remaining switchgear due for cleaning in FY26. If approved, staff anticipate that this service will be completed in early September 2025. An allocation for these expenditures is included in the FY2026 Operations and Maintenance budget, and associated charges will be allocated accordingly.

25.040 Award Professional Services Contract for Padmount Switchgear Cleaning

Motion was made by Commissioner Walters and seconded by Commissioner Query to award a contract in the not-to-exceed amount of \$30,000 to Premier Line Services contingent on receipt of an updated professional services quotation.

Motion carried. All voting aye.

Electric Power Supply & Market Operations Report

Manager Mulder updated the Board on current operations status, activities, projects and buildings & grounds.

Accounting, Finance & Customer Service Report

General Manager Boatright updated the Board on current operations status, activities and projects.

Other Business

Approve Utility Billing Document Production Services Agreement

Boatright explained that since 2014, Zeeland Board of Public Works (BPW) has partnered with Extend Your Reach (EYR) for the folding, inserting, and mailing of monthly utility bills. This long-standing relationship has helped streamline the physical mailing process and reduce the workload on internal staff.

BPW staff print all customer bills in-house. Once printing is complete, EYR picks up the printed bills from the BPW office and transports them to its facility, where folding, stuffing, and mailing are completed. While this arrangement has

generally worked well, it depends heavily on prompt processing by EYR. Any delays in mailing can quickly impact customer service and payment timelines.

When bills are not mailed the day after pickup, several challenges arise:

1. **Customer Confusion and Frustration** – Delayed mailing leads to increased customer calls inquiring about bill delivery. This creates additional workload for the Customer Service team and may diminish public confidence in BPW operations.
2. **Reduced Payment Window** – The billing cycle is designed to provide customers with sufficient time to receive and pay bills before the due date. Delays reduce that window and may result in late payments or dissatisfaction - particularly for customers who rely on mailed statements.
3. **Operational Stress** – A compressed payment timeline results in the Customer Service department receiving a high volume of payments in a shorter time frame, putting pressure on staff to process payments quickly and accurately to avoid late fees or shutoffs.

Following a delay in July, staff contacted EYR to determine the cause. EYR indicated that BPW mailings are not prioritized because no signed contract is in place. Without a formal agreement, mailings are scheduled behind those of contracted clients. To address this, EYR has provided a contract that includes a commitment to mail BPW bills the next business day after pickup. This provision would help prevent future delays and improve mailing consistency. Importantly, the pricing structure in the proposed contract matches the rates the BPW currently pays, so there is no increase in cost. The contract also includes a key provision requested by staff: a three-month term.

Staff believe a short-term agreement is the most appropriate path forward. The contract is structured in three-month terms, providing flexibility as BPW prepares for the implementation of the new Customer Information System (SpryPoint). Once SpryPoint is live, staff plan to evaluate other bill print and mail vendors that may offer enhanced integration or expanded services. A three-month term ensures the BPW is not locked into a long-term commitment and allows for a smooth transition if a different vendor is selected.

Staff believe that entering into a three-month agreement with Extend Your Reach is a necessary step to ensure the timely and consistent mailing of BPW utility bills. It provides immediate improvements in service reliability without increasing costs, while also preserving the flexibility needed to pursue a long-term bill printing and mailing vendor that aligns with our future operational goals. Staff recommend that the Board approve the three-month contract with EYR as presented.

25.041 Utility Billing Document Production Services Agreement

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve a three (3) month agreement with Extend Your Reach to perform utility billing document production services in accordance with the Extend Your Reach Document Processing Agreement dated September 1, 2025.

Motion carried. All voting aye.

Lead 24/7 Leadership Development Training for Jason Postma:

General Manager Boatright reported that Water Operations Manager Jason Postma has confirmed his interest and availability to participate in the LEAD 24/7 leadership development cohort beginning September 11, 2025. The year-long program, offered by Leading by DESIGN, includes monthly cohort sessions, one-on-one coaching, 360 and DISC assessments, a two-day offsite retreat, and structured assignments to apply leadership principles in practice.

Boatright noted that both he and Power Supply Manager Bob Mulder have previously completed the program and found it highly valuable in developing leadership skills, enhancing self-awareness, and strengthening team leadership capabilities. He emphasized that the program aligns with ZBPW's strategic goal of building strong internal leaders and is expected to provide long-term benefits to both Postma's professional growth and the organization. The cost for participation is \$12,000.

25.042 Lead 24/7 Leadership Development Training for Jason Postma

Motion was made by Commissioner Walters and seconded by Commissioner Query to approve enrollment of Jason Postma in the September 11, 2025 LEAD 24/7 program at a cost of \$12,000.

Motion carried. All voting aye.

HR Specialist Position:

General Manager Boatright updated the Board of Commissioners on the recent approval by both Personnel Committee and City Council to add a new City of Zeeland HR Specialist position. This role will ensure that the City of Zeeland and the Zeeland Board of Public Works is fully staffed, policies and procedures are properly interpreted, efficiently implemented and that all federal, state and local laws and statutes are adhered to while promoting a positive work culture. The position will be a shared resource between the City and the BPW and cost-shared at a ratio of 66% City and 34% BPW (based on the number of full-time equivalents in each respective organization).

MPPA Governing Body Awareness and Engagement Survey:

General Manager Boatright informed the Board that the Michigan Public Power Agency (MPPA) will be distributing a Governing Body Awareness & Engagement Survey via email from Michael Cornelius. The short survey, intended for board and council members of MPPA member communities, will collect feedback on awareness, engagement, and communications related to MPPA activities.

Boatright encouraged all commissioners to complete the survey upon receipt, noting that responses such as “unsure” or “I don’t know” are acceptable and still valuable to MPPA’s assessment efforts. The survey should take approximately 5 to 10 minutes to complete, and participation will help strengthen relationships between MPPA and its member governing bodies while ensuring commissioner perspectives are considered.

Upcoming Events

- **Next Regular ZBPW Board Meeting, Tuesday, September 9, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- Community Foundation Holland/Zeeland Area Celebration of Philanthropy, Thursday, September 4, 2025, 5:30 p.m., ME Yacht Restoration, 471 Howard Ave., Holland 49424
- Customer Lobby Closure for Temporary Office Move, September 5 & 8, 2025
- JR Automation Global Headquarters Groundbreaking Ceremony, Wednesday, September 17, 2025, 10:00 a.m., 800 Riley Street, Zeeland
- MMEA Fall Conference, September 23-25, 2025, Delta Hotels Muskegon Convention Center, Muskegon, MI

Motion was made and supported that the regular meeting be adjourned at 4:43 p. m. Motion carried. All voting aye.

Andrew Boatright, General Manager



Healthier Living

CREATE A HEALTHY LIFESTYLE THROUGH PHYSICAL ACTIVITY, NUTRITION, AND LIFE BALANCE



STEERING CLEAR OF Distracted Driving

Cars allow us to get around with extreme ease, but with great power comes great responsibility, and driving irresponsibly puts lives at risk. It's estimated that **distracted driving** causes over **3,000 deaths** each year. Visual and mental attention is key to safe driving, yet many in-vehicle technologies can cause drivers to not focus on the road. As a general rule, if you cannot devote your full attention to driving because of some other activity, it's a distraction.

What many drivers may not realize is that distracted driving goes beyond just texting and calling. Activities like **listening to music or podcasts** can also impact your attention. Studies show that your focus on the road **decreases by about 40%** when you're enjoying your favorite music or podcast. While these activities can make driving more enjoyable, it's important to stay mindful and avoid getting too absorbed in them.



Texting while driving is still the number one culprit for many accidents. 24 states now prohibit all drivers from using hand-held cell phones while driving. If you ever need to send or read a text, it's best to pull over to a safe spot and park your car. This way, you can take your time and stay safe, ensuring you're not putting yourself, or anyone else on the road, in danger.

It's also helpful to have a plan for **managing phone distractions**. Consider appointing a passenger as your "designated texter" to handle messages and calls while you drive. This allows you to focus on the road and enjoy a smooth, stress-free trip. Another tip is to use your phone's "Do Not Disturb" feature or silence notifications, so you won't be tempted to check your phone while driving. iPhones even have a feature called "Driving Focus" that will limit or silence notifications if it senses that you're moving in a car.

As a passenger, if you see someone texting while driving, kindly encourage them to **put their phone away**. A friendly reminder could make all the difference in keeping everyone safe. By making small, positive changes, like staying focused and minimizing distractions, we contribute to safer, more enjoyable roads for everyone. ♦



QUICK CLICK

LifeSaver

lifesaver-app.com

The LifeSaver app deters distracted driving by locking your phone while driving, providing safety scores, and notifying loved ones of arrivals making it easier to focus on arriving safely at your destination. The app is for corporate use but there is a phone option for everyone else. ♦



FUJI APPLE HARVEST SALAD



INGREDIENTS

- 4 cups Romaine lettuce
- 2 cups cooked, sliced chicken breast
- 2 cups power greens or baby arugula
- 1 cup dried apple chips
- 2 vine ripe tomatoes, wedged
- ¼ red onion, sliced thin
- ¼ cup blue cheese or Gorgonzola, crumbled
- ¼ cup pecans, halved or chopped

INSTRUCTIONS

Chop, slice and prepare ingredients, combine in a large bowl and toss with dressing. Opt for a balsamic or vinegarett dressing of choice

Zeeland Board of Public Works
Statement of Revenue & Expenses
Electric Utility Fund
July 2025

GL NUMBER	ACTIVITY FOR MONTH 7/31/2025	ACTIVITY % OF OPERATING REVENUE	July 2025 BUDGET	BUDGET % OF OPERATING REVENUE	COST AS OF ACTUAL REVENUE	BUDGET %	DELTA F/(U)	YTD BALANCE 7/31/2025	2025-26 AMENDED BUDGET	2025-26 REMAINING BUDGET	PRIOR YEAR YTD BALANCE 7/31/2024
Fund 582 - ELECTRIC UTILITY FUND											
	CHARGES FOR SERVICE		3,726,696.81					3,726,696.81	38,769,996.34	35,043,299.53	3,347,745.91
	OTHER REVENUE		3,632.85					3,632.85	80,370.00	76,737.15	3,911.19
TOTAL OPERATING REVENUES											
			3,730,329.66					3,730,329.66	38,850,366.34	35,120,036.68	3,351,657.10
240 - CONTINGENCIES	0.00	0.00%	15,748.52	0.44%	\$	16,242.10	\$ 16,242.10	0.00	169,157.00	169,157.00	0.00
252 - FRINGE BENEFITS	0.00	0.00%	139.65	0.00%	\$	144.03	\$ 144.03	0.00	1,500.00	1,500.00	0.00
536 - POWER PRODUCTION	110,242.19	2.96%	121,358.27	3.36%	\$	125,161.80	\$ 14,919.61	110,242.19	1,303,526.00	1,193,283.81	77,694.97
537 - INTERCHANGE POWER	2,089,784.61	56.02%	2,412,051.19	66.69%	\$	2,487,648.03	\$ 397,863.42	2,089,784.61	25,908,176.00	23,818,391.39	2,062,909.44
539 - TRANSMISSION	51,581.68	1.38%	405,063.58	11.20%	\$	417,758.80	\$ 366,177.12	51,581.68	4,350,844.00	4,299,262.32	521,245.42
540 - UTILITY LINES	128,548.77	3.45%	180,528.65	4.99%	\$	186,186.65	\$ 57,637.88	128,548.77	1,939,083.23	1,810,534.46	142,082.72
542 - STREET LIGHTING & SIGNALS	1,849.95	0.05%	575.89	0.02%	\$	593.93	\$ (1,256.02)	1,849.95	6,185.67	4,335.72	1,723.32
543 - METERS	2,500.05	0.07%	4,045.60	0.11%	\$	4,172.39	\$ 1,672.34	2,500.05	43,454.30	40,954.25	2,108.94
544 - SERVICES	0.00	0.00%	0.00	0.00%	\$	-	\$ -	0.00	0.00	0.00	566.80
545 - SUBSTATIONS	29,580.04	0.79%	20,504.52	0.57%	\$	21,147.15	\$ (8,432.89)	29,580.04	220,241.85	190,661.81	6,599.96
546 - ACCOUNTING	17,778.38	0.48%	36,487.03	1.01%	\$	37,630.58	\$ 19,852.20	17,778.38	391,912.23	374,133.85	20,823.19
547 - ADMINISTRATION	125,251.71	3.36%	161,484.74	4.46%	\$	166,545.88	\$ 41,294.17	125,251.71	1,734,529.97	1,609,278.26	121,644.55
551 - CLEAN ENERGY PROGRAM	24,166.51	0.65%	41,895.00	1.16%	\$	43,208.04	\$ 19,041.53	24,166.51	450,000.00	425,833.49	29,875.69
571 - BUILDINGS & GROUNDS	15,749.51	0.42%	32,526.45	0.90%	\$	33,545.87	\$ 17,796.36	15,749.51	349,371.10	333,621.59	20,464.51
572 - INSURANCE & BONDS	35,307.15	0.95%	47,059.26	1.30%	\$	48,534.16	\$ 13,227.01	35,307.15	505,470.00	470,162.85	35,159.10
576 - CAPITAL CONTRIBUTIONS	0.00	0.00%	4,655.00	0.13%	\$	4,800.89	\$ 4,800.89	0.00	50,000.00	50,000.00	0.00
TOTAL OPERATING EXPENDITURES											
			2,632,340.55	70.57%		3,593,320.31	\$ 960,979.76	2,632,340.55	37,423,451.35	34,791,110.80	3,042,898.61
Fund 582 - ELECTRIC UTILITY FUND:											
NET OF OPERATING REVENUES & EXPENDITURES											
			1,097,989.11					1,097,989.11	1,426,914.99	328,925.88	308,758.49
NON-OPERATING REVENUES											
	Equity Adjustment in MPIA		40,858.57					40,858.57	1,000,000.00	959,141.43	493,800.63
	Equity Adjustment in MPPA		9,310.00					100,000.00	100,000.00	107,608.01	88,600.69
	Interest Earnings - Imp & Add		15,820.84					15,820.84	200,000.00	184,179.16	12,552.12
	Sale of Fixed Assets		2,793.00					0.00	30,000.00	30,000.00	0.00
	Capital Contributions		4,655.00					0.00	50,000.00	50,000.00	0.00
TOTAL REVENUES											
			3,779,401.06					3,779,401.06	40,230,366.34	36,450,965.28	3,946,610.54
NON-OPERATING EXPENSES											
	550 - DEPRECIATION		239,276.65	7.54%	\$	281,134.20	\$ 41,857.55	239,276.65	2,927,936.00	2,688,659.35	216,166.12
	965 - TRANSFERS OUT		57,644.50	1.78%	\$	66,418.83	\$ 8,774.33	57,644.50	691,734.00	634,089.50	53,789.42
TOTAL EXPENDITURES											
			2,929,261.70					2,929,261.70	41,043,121.35	38,113,859.65	3,312,854.15
NET OF REVENUES & EXPENDITURES											
			850,139.36					850,139.36	(812,755.01)	(1,662,894.37)	633,756.39

Zeeland Board of Public Works
Statement of Revenue & Expenses
Water Utility Fund
July 2025

GL NUMBER	ACTIVITY FOR MONTH 7/31/2025	ACTIVITY % OF OPERATING REVENUE	July 2025 BUDGET	BUDGET % OF OPERATING REVENUE	COST AS BUDGET % OF ACTUAL REVENUE	DELTA F/(U)	YTD BALANCE 7/31/2025	2025-26 AMENDED BUDGET	2025-26 REMAINING BUDGET	PRIOR YEAR YTD BALANCE 7/31/2024
Fund 591 - WATER UTILITY FUND										
	CHARGES FOR SERVICE		686,720.30				686,720.30	5,808,619.00	5,121,898.70	539,379.69
	OTHER REVENUE		385,257.00				385,257.00	20,825.00	(364,432.00)	365.05
TOTAL OPERATING REVENUES			1,071,977.30				1,071,977.30	5,829,444.00	4,757,466.70	539,744.74
240 - CONTINGENCIES	0.00	0.00%	835.79	0.16%	\$ 1,746.52	\$ 1,746.52	0.00	10,130.78	10,130.78	0.00
252 - FRINGE BENEFITS	0.00	0.00%	82.50	0.02%	\$ 172.40	\$ 172.40	0.00	1,000.00	1,000.00	0.00
534 - SOURCE OF SUPPLY	209,704.32	19.56%	211,052.49	41.14%	\$ 441,028.10	\$ 231,323.78	209,704.32	2,558,212.00	2,348,507.68	198,791.85
535 - PUMPING	40,017.42	3.73%	39,583.74	7.72%	\$ 82,716.59	\$ 42,699.17	40,017.42	479,802.94	439,785.52	39,863.96
538 - TRANSMISSION	19,423.30	1.81%	37,141.97	7.24%	\$ 77,614.12	\$ 58,190.82	19,423.30	450,205.73	430,782.43	23,664.02
546 - ACCOUNTING	10,028.75	0.94%	15,954.87	3.11%	\$ 33,340.27	\$ 23,311.52	10,028.75	193,392.41	183,363.66	11,481.16
547 - ADMINISTRATION	36,967.76	3.45%	58,251.51	11.36%	\$ 121,725.90	\$ 84,758.14	36,967.76	706,078.93	669,111.17	39,204.84
571 - BUILDINGS & GROUNDS	7,125.75	0.66%	11,915.82	2.32%	\$ 24,900.03	\$ 17,774.28	7,125.75	144,434.22	137,308.47	12,789.71
572 - INSURANCE & BONDS	11,769.05	1.10%	13,901.25	2.71%	\$ 29,048.90	\$ 17,279.85	11,769.05	168,500.00	156,730.95	11,719.70
576 - CAPITAL CONTRIBUTIONS	0.00	0.00%	825.00	0.16%	\$ 1,723.97	\$ 1,723.97	0.00	10,000.00	10,000.00	0.00
TOTAL OPERATING EXPENDITURES	335,036.35	31.25%	389,544.95	75.94%	\$ 814,016.79	\$ 478,980.44	335,036.35	4,721,757.01	4,386,720.66	337,515.24
Fund 591 - WATER UTILITY FUND:										
NET OF REVENUES & EXPENDITURES	736,940.95		123,446.12				736,940.95	1,107,686.99	370,746.04	202,229.50
NON-OPERATING REVENUES										
Interest Earnings - Imp & Add	12,096.23		13,965.00				12,096.23	150,000.00	137,903.77	9,174.15
Rents	0.00		7,423.99				0.00	79,742.08	79,742.08	0.00
Sale of Fixed Assets	0.00		0.00				0.00	0.00	0.00	0.00
Contributed Capital	5,853.00		2,327.50				5,853.00	25,000.00	19,147.00	0.00
TOTAL REVENUES	1,089,926.53		536,707.56				1,089,926.53	6,084,186.08	4,994,259.55	548,918.89
NON-OPERATING EXPENSES										
550 - DEPRECIATION	90,180.69	8.41%	96,575.74	18.83%	\$ 201,810.53	\$ 111,629.84	90,180.69	1,170,615.00	1,080,434.31	97,377.46
TOTAL EXPENDITURES	425,217.04		486,120.69				425,217.04	5,892,372.01	5,467,154.97	434,892.70
NET OF REVENUES & EXPENDITURES	664,709.49		50,586.87				664,709.49	191,814.07	(472,895.42)	114,026.19

FUND 582 - ELECTRIC
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Check #	Payee	Description	Amount
07/11/2025	186546	A-1 SECURITY BARS INCORPORATED	CLEAN ENERGY PROGRAM C & I: STREET (WO-7390092)	660.00
07/14/2025	140714(A)#	ACE HARDWARE	CHECK GEN 140714(A) TOTAL FOR FUND 582:	128.53
07/21/2025	140759(A)	ACE HARDWARE	LIMEAWAY CLEANER	11.24
07/14/2025	140718(A)	AD BOS OFFICE COFFEE SERVICE	EQUIPMENT RENTAL NEWCO AIRPOT BREWER - JULY 2025	14.24
07/18/2025	186642	ADAM & KATHLYN MILLER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50254081-09	18.35
07/11/2025	186547	ADVANCE AUTO PARTS	RAD HOSE - LOWER 1EA	1.04
07/03/2025	186524	AIDEN RASMUSSEN	CHECK GEN 186524 TOTAL FOR FUND 582:	110.37
07/11/2025	186548	AMBER AMANKWAH	CLEAN ENERGY PROGRAM: 274 100TH ST S	140.00
07/25/2025	186707	ANDREW MCCARTY	CLEAN ENERGY PROGRAM: APPLIANCE RECYCLING	50.00
07/11/2025	186549	APX, INC - 9551	ZEELAND BOARD OF PUBLIC WORKS MIRECS	252.88
07/11/2025	186550	ARNOLD SALES COMPLETE JANITOR SUPPL	CLEAN ENERGY PROGRAM C&I: 20B 200 NORTH	722.60
07/11/2025	186553	BATTERIES PLUS	6V 5AH LEAD DURACELL6-5F	31.90
07/11/2025	186555	BRYAN BENEDICT	CLEAN ENERGY PROGRAM: 9087 RANSOM ST	100.00
07/11/2025	186557	CASEY HARLESS	CLEAN ENERGY PROGRAM: 140 SANFORD ST	225.00
07/18/2025	186646	CASSIE WISSINK	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240214-02	22.46
07/03/2025	186525	CELIA KLEINHEKSEL	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50216020	45.49
07/18/2025	140756(A)	CONSTELLATION NEWENERGY	NATURAL GAS USAGE 6/1/25 - 6/30/25	21,347.71
07/14/2025	140721(A)#	COOPERATIVE RESPONSE CENTER, INC.	BASE FEE, CRC LINK USER LICENSE, MULTISPEAK OMS INTE	528.86
07/18/2025	186651	COREWELL HEALTH	BILL FOR NEAL DOBBIN	986.00
07/18/2025	186652	COREWELL HEALTH	BILL FOR SPENCER POSTMA	986.00
07/03/2025	186526	CORINA MELENDEZ	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50274814-21	28.09
07/11/2025	186564	DAN SEABORN	EV CHARGER REBATE	500.00
07/11/2025	186565	DEAN HUIZENG	CLEAN ENERGY PROGRAM: 8707 MAPLE LN	250.00
07/25/2025	186715	DEBRUYN SEED COMPANY	2.5 GAL KILLZALL	59.98
07/14/2025	140723(A)	DEYOUNG IND. WASTE DISPOSAL	LANDFILL CHARGES, LOADS TO LANDFILL	335.17
07/03/2025	186527	DIANE BYKER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50015193-03	63.51
07/18/2025	186655	DILLON PALMER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50274900-18	56.05
07/28/2025	140785(A)	Don's Flowers & Gifts	INTERIORSCAPING - BPW	58.50
07/18/2025	186656	DUTCH KLEEN	JANITORIAL SERVICE 6/16/25 - 7/14/25	1,800.00
07/11/2025	186570#	ECOLAYERS, INC.	TREEAM/IMAM HOSTING - JULY 2025	125.00
07/25/2025	186717	EILEEN BRUMMEL	CLEAN ENERGY PROGRAM: 253 JEFFERSON ST N	100.00
07/03/2025	186528	ERIN TOWNE	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50075087-29	179.56
07/28/2025	140787(A)	EXTEND YOUR REACH	BPW BILLS STUFFING AND MAILING JULY 2025	258.73
07/29/2025	140814(E)#	FIRST BANKCARD	CREDIT CARD ACCT THRU 6/30/25	8,298.88
07/11/2025	186573#	GRAPHIX EMBROIDERY	CHECK GEN 186573 TOTAL FOR FUND 582:	488.88
07/25/2025	186718	GRAPHIX EMBROIDERY	INSULATED JACKET, CAMO HOODIE, EMBROIDERY	116.94
07/11/2025	186575	GREAT LAKES POWER SERVICES INC	REPAIR SIEMENS GMI BREAKER FOR RILEY GENERATION	1,250.00
07/03/2025	186529	GREGORY BROOKS	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50031092-11	47.80
07/21/2025	140768(A)	HR SOLUTIONS GROUP OF WEST MICHIGAN	UNEMPLOYMENT GUIDANCE, HR ROLE GUIDANCE	82.39
07/28/2025	140791(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	2025 LAWN MAINTENANCE CONTRACT INSTALLMENT 4 OF 6	840.75
07/07/2025	140712(E)#	INVOICE CLOUD	JUNE 2025 BILL PRESENTMENT & CREDIT CARD FEES	1,749.70
07/03/2025	186530	IRVIN PACHECO QUINONES	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50035790-05	151.21
07/11/2025	186579	JOHN SLOOTHAAK	EV CHARGER REBATE	500.00
07/18/2025	186668	JULIE BUSA	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50015572-02	100.00
07/18/2025	186670	KEVIN MA	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50274764-22	21.04
07/11/2025	186583	KREGG SCHMIDT	UNIFORM ALLOWANCE REIMBURSEMENT	57.20
07/11/2025	186584	KURT TILLMANN	CLEAN ENERGY PROGRAM: 10236 SENTRY RD	250.00
07/11/2025	186586	LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL 5/20/25 - 6/20/25	301.79
07/18/2025	186676	LOGAN JACOBS & ALLISON COOK	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50095230-18	136.75
07/25/2025	186726	MARY CAREY	CLEAN ENERGY PROGRAM: APPLIANCE RECYCLING	100.00
07/25/2025	186727	MAST HEATING COOLING LLC	CLEAN ENERGY PROGRAM: 355 ROYAL PARK DRIVE	150.00
07/11/2025	186589	MATT TIBBS	CLEAN ENERGY PROGRAM: 10364 SUMMERWOOD DR	35.00
07/11/2025	186592	MICHIGAN CAT	TRANSFORMERS	10,191.40
07/03/2025	140708(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 6/14/2025-6/20/2025	359,128.18
07/11/2025	140713(A)	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 6/21/2025-6/27/2025	441,642.46
07/18/2025	140757(A)#	MICHIGAN PUBLIC POWER AGENCY	CHECK GEN 140757(A) TOTAL FOR FUND 582:	1,398,340.57
07/25/2025	140782(A)#	MICHIGAN PUBLIC POWER AGENCY	PURCHASED POWER EXPENSE - 7/05/2025-7/11/2025	401,253.52
07/18/2025	186678	MIDWEST MUNICIPAL INSTRUMENTATION	IN-LINE MASS FM & TEMP TRANSMITTER GAS FLOW METERS	29,067.61
07/03/2025	186531	NICKOLAS WALKER	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50077691-26	71.99
07/11/2025	186598	NORTH ST CHRISTIAN REFORMED CHURCH	CLEAN ENERGY PROGRAM C & I: EAST MAIN AVENUE	175.62

07/18/2025	186683	ODC NETWORK	RAIN BARREL WORKSHOP, RAIN BARREL PARTS, HOMEOWN	2,758.03
07/11/2025	186599	OTTAWA COUNTY ROAD COMMISSION	104TH AVE PERMIT	1,200.00
07/14/2025	140739(A)	Parkway Electric & Comm. LLC	TRANSFORMER TESTS	5,200.00
07/28/2025	140795(A)#	PKM CONSULTING, LLC	CHECK GEN 140795(A) TOTAL FOR FUND 582:	16,130.19
07/14/2025	140741(A)	Plant Growth Management System	OFFICE TD 6/5 PLANNING	5,564.50
07/07/2025	140710(A)#	POWER LINE SUPPLY	CHECK GEN 140710(A) TOTAL FOR FUND 582:	12,413.48
07/14/2025	140742(A)	POWER LINE SUPPLY	MARKER CABLE RED 60IN	409.78
07/14/2025	140744(A)#	PURITY CYLINDER GASES, INC.	CHECK GEN 140744(A) TOTAL FOR FUND 582:	105.80
07/14/2025	140746(A)	Repco-Lite Paints, Inc.	GLO ENAMEL TINT BASE HANDRAILS RED	68.65
07/11/2025	186602	REPUBLIC SERVICES #240	WASTE PICKUP - JUNE 2025	874.35
07/25/2025	186739	RON OSKAM	CLEAN ENERGY PROGRAM: 10301 SARA MAE DR	35.00
07/11/2025	186606	SCOTT ADOLF	UNIFORM ALLOWANCE REIMBURSEMENT	117.89
07/31/2025	140868(E)#	SEMCO ENERGY GAS COMPANY	SERVICE 5/16/25 - 6/17/25	651.16
07/31/2025	140989(E)#	SEMCO ENERGY GAS COMPANY	SERVICE 6/17/25 - 7/21/25	1,649.52
07/18/2025	140758(A)	SEMCO ENERGY, INC.	USAGE 6/1/25 - 6/30/25	10,520.09
07/25/2025	186743	SPARTAN STORES, LLC.	PURIFIED WATER AND WATER FLAVORING	132.83
07/25/2025	186744	SPENCER POSTMA	MILEAGE REIMBURSEMENT 7/13 & 7/18	176.40
07/11/2025	186609	STATE OF MICHIGAN	MONTHLY SALES TAX PAYMENT - JUNE 2025	54,051.17
07/18/2025	186693	STRAIGHT LINE POURED WALLS	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50037791	15.59
07/11/2025	186610	STUART C IRBY CO	3PH PAD TRANSFORMERS	140,235.86
07/11/2025	186613	THEKA	#1 RILEY STREET VFD, PLC & RTAC UPDATES	10,000.00
07/11/2025	186614	TIM MADAY	CLEAN ENERGY PROGRAM: 57 CENTRAL AVE W	600.00
07/03/2025	186533	TORRIE COTTS	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50253460-07	100.00
07/25/2025	186747	TOWN & COUNTRY ELECTRIC	CLEAN ENERGY PROGRAM C&I: ZEELAND BPW	2,901.20
07/07/2025	140711(A)	Town & Country Group	TOTAL BILLING FOR ZEELAND BPW GENERATION PLANT FOF	10,511.00
07/25/2025	186748	UDO DERR	CLEAN ENERGY PROGRAM: 1584 ASHTYN WOODS PARKWA'	225.00
07/11/2025	186615	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	183.12
07/25/2025	186749	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	366.24
07/18/2025	186697	VANESSA PALOMARES	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50220050-08	52.54
07/11/2025	186619	WESTENBROEK MOWER CENTER	CHANGE OIL ON MOWER	91.28
07/28/2025	140807(A)	Western Tel-Com, Inc.	PLACED SERVICES AT 3651 GARNER DR	125.00
07/28/2025	140808(A)	WHEELER WORLD INC	INSPECTIONS 5/19/25 - 5/22/25	10,463.00
07/11/2025	186620	WILLIAMS TREE CO, LLC	TREE TRIMS	19,894.00
07/14/2025	140751(A)	YELLOW LIME CREATIVE	MONTHLY FIXED AMOUNT	3,626.32
07/18/2025	186704#	Zeeland BPW	BPW UTILITIES STATEMENT DUE 7/21/25	2,408.47
07/14/2025	140753(A)	Zeeland Dry Cleaners	WASH AND FOLD TABLERUNNERS	51.07
07/11/2025	186625#	ZEELAND PUBLIC SCHOOLS	FUEL CHARGES - BPW	3,006.66
07/11/2025	186627	ZEELAND TURKEY TROT	ZEELAND BPW TURKEY TROT SPONSHORSHIP - TURKEY LEV	500.00
			Total for fund 582 ELECTRIC UTILITY FUND	\$ 3,002,162.13

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

FUND 591 - WATER
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Check #	Payee	Description	Amount
07/14/2025	140714(A)#	ACE HARDWARE	CHECK GEN 140714(A) TOTAL FOR FUND 591:	24.74
07/21/2025	140759(A)	ACE HARDWARE	LIMEAWAY CLEANER	3.74
07/28/2025	140783(A)#	ACE HARDWARE	CHECK GEN 140783(A) TOTAL FOR FUND 591:	30.13
07/14/2025	140718(A)	AD BOS OFFICE COFFEE SERVICE	EQUIPMENT RENTAL NEWCO AIRPOT BREWER - JULY 2025	4.75
07/18/2025	186646	CASSIE WISSINK	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240214-02	8.48
07/18/2025	186649	CHRISTY WETHERELL	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50240432-03	7.06
07/14/2025	140721(A)	COOPERATIVE RESPONSE CENTER, INC.	BASE FEE, CRC LINK USER LICENSE, MULTISPEAK OMS INTE	339.95
07/25/2025	186715	DEBRUYN SEED COMPANY	2.5 GAL KILLZALL	20.00
07/11/2025	186568	DETROIT LEGAL NEWS	ZEELAND RECORD 2024 ZEELAND WATER QUALITY REPORT	1,250.00
07/28/2025	140785(A)	Don's Flowers & Gifts	INTERIORSCAPING - BPW	19.50
07/18/2025	186656	DUTCH KLEEN	JANITORIAL SERVICE 6/16/25 - 7/14/25	600.00
07/28/2025	140787(A)	EXTEND YOUR REACH	BPW BILLS STUFFING AND MAILING JULY 2025	129.36
07/29/2025	140814(E)#	FIRST BANKCARD	CREDIT CARD ACCT THRU 6/30/25	3,433.67
07/18/2025	186659	GRAPHIX EMBROIDERY	TEE NEON YELLOW, BLACK, IRON GREY AND LOGOS	294.60
07/25/2025	186720	GREAT LAKES ENERGY	SERVICE FROM 6/07/25 - 7/07/25	69.77
07/03/2025	186529	GREGORY BROOKS	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50031092-11	0.70
07/11/2025	186577	HOLLAND BOARD OF PUBLIC WORKS	BACTI SAMPLES RUN DURING JUNE 2025	600.00
07/21/2025	140768(A)	HR SOLUTIONS GROUP OF WEST MICHIGAN	UNEMPLOYMENT GUIDANCE, HR ROLE GUIDANCE	27.46
07/28/2025	140791(A)	INTEGRITY LANDSCAPE MANAGEMENT LLC	2025 LAWN MAINTENANCE CONTRACT INSTALLMENT 4 OF 6	395.25
07/07/2025	140712(E)#	INVOICE CLOUD	JUNE 2025 BILL PRESENTMENT & CREDIT CARD FEES	868.60
07/18/2025	186668	JULIE BUSA	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50015572-02	25.00
07/11/2025	186594	MICHIGAN RURAL WATER ASSOC.	ANNUAL DUES	970.00
07/18/2025	186683	ODC NETWORK	RAIN BARREL WORKSHOP, RAIN BARREL PARTS, HOMEOWN	919.34
07/14/2025	140743(A)	PREIN & NEWHOF P.C.	LEAD/COPPER 2025	296.00
07/14/2025	140745(A)	RANDALL G. MEYER, EXCAVATING	WORK PERFORMED: DUG UP, BACKFILLED, GRADED, REPAI	6,394.17
07/11/2025	186602	REPUBLIC SERVICES #240	WASTE PICKUP - JUNE 2025	291.45
07/03/2025	186532	RYAN BAUERS	REFUND OF DEPOSIT ON FINAL ACCOUNT: 50078794-10	37.34
07/31/2025	140868(E)#	SEMCO ENERGY GAS COMPANY	SERVICE 5/16/25 - 6/17/25	385.89
07/31/2025	140989(E)#	SEMCO ENERGY GAS COMPANY	SERVICE 6/18/25 - 7/22/25	100.32
07/28/2025	140799(A)	SHORELINE SPRINKLING	RAINBIRD 1" ELECTRIC FPT X FPT WASHINGTON PUMP	81.96
07/18/2025	186692	SITE WORK SOLUTIONS	SERVICES THROUGH 6/9/25 - 6/30/25	31,413.73
07/18/2025	186693	STRAIGHT LINE POURED WALLS	REFUND OF OVERPAYMENT ON FINAL ACCOUNT: 50037791	(3.95)
07/11/2025	186615	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	41.95
07/25/2025	186749	UNIFIRST CORPORATION	MATS, WIPERS, MOPS, AIR FRESHENER	83.90
07/11/2025	186616	VAN DER KOLK PLUMBING LLC	WATER SERVICE REPLACEMENTS	17,244.78
07/11/2025	186619	WESTENBROEK MOWER CENTER	CHANGE OIL ON MOWER	30.43
07/14/2025	140751(A)	YELLOW LIME CREATIVE	MONTHLY FIXED AMOUNT	1,373.68
07/18/2025	186704#	Zeeland BPW	BPW UTILITIES STATEMENT DUE 7/21/25	19,919.58
07/14/2025	140753(A)	Zeeland Dry Cleaners	WASH AND FOLD TABLERUNNERS	17.02
07/11/2025	186625#	ZEELAND PUBLIC SCHOOLS	FUEL CHARGES - BPW	688.99
07/11/2025	186627	ZEELAND TURKEY TROT	ZEELAND BPW TURKEY TROT SPONSHORSHIP - TURKEY LEV	250.00
			Total for fund 591 WATER UTILITY FUND	\$ 88,689.34

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**BOARD OF PUBLIC WORKS
SUMMARY OF CASH POSITION**

Cash and Investments as of : July 31, 2025

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,861,448	\$ 1,524,714
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	11,895,475	11,265,687
Bond and Interest Payment Reserve*	-	-
Totals	<u><u>\$ 16,756,923</u></u>	<u><u>\$ 12,790,401</u></u>

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: July-25

	<u>Electric</u>	<u>Water</u>
Receiving	(1,119,145)	(1,052,500)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	1,061,500	1,052,500
General Fund (per charter provision)	57,645	-

Notes on Recommended Transfers:

1 The annual operating transfer for FY 25-26 from the Electric Fund to the General Fund is a combination of 1% of net fixed assets as of June 30, 2024 and 1% of gross sales, less sales tax, for the year ended June 30, 2024, less any franchise payments. The annual operating transfer is divided into twelve monthly payments.

2 Assumed carrying amounts (minimum) in Receiving accounts are established at approximately 10% of budgeted operating expenses, before depreciation.

Electric = 10% of \$ 37,423,451 or approximately \$ 3,742,345

Water = 10% of \$ 4,721,757 or approximately \$ 472,176

3 Further surpluses of \$1,061,500 in the Electric Fund and \$1,052,500 in the Water Fund are recommended for transfer to the Plant Improvements and Contingencies Reserve.

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

SUBJECT: Accounting, Finance & Customer Service Update

DATE: September 2, 2025

July 2025 Customer Metrics

- Overdue/Disconnect Notices = 237
- Active Accounts = 8,006
- Total Bills Sent = 8,019
- Paperless Bills = 2,428
- NorthStar Pre-Authorized Payment Customers = 2,272
- Invoice Cloud = 3,387
 - Credit Card = 2,672
 - EFT = 715

June 2025 Customer Metrics

- Overdue/Disconnect Notices = 230
- Active Accounts = 7,982
- Total Bills Sent = 8,040
- Paperless Bills = 2,416
- NorthStar Pre-Authorized Payment Customers = 2,282
- Invoice Cloud = 2,961
 - Credit Card = 2,274
 - EFT = 687

MyMeter

- MyMeter Active Accounts as of March 31, 2024 = 738

Sprypoint Billing Software Transition - The Customer Service staff, along with other supporting teams, continue to make steady progress on the transition to the Sprypoint billing software system. We remain on schedule to achieve the October 27, 2025, cutover date. This effort represents a significant step forward in modernizing our customer service and billing operations.

Customer Service Location Transition - Over the weekend of September 5, Customer Service staff were successfully relocated to the East Activity Room of the Howard Miller Library and Community Center. This move was necessary to accommodate the building remodel project.

The transition was made possible through the coordinated efforts of Facility and Community Center staff, the Information Technology team, and BPW staff across departments. We extend our appreciation to all those who contributed to ensuring a smooth process.

Although the location is temporarily changed, every effort is being made to minimize any impact on customer experience during the remodel.

Electric Cost of Service Study -Work continues with Utility Financial Solutions (UFS) on the Electric Cost of Service Study. The final report is expected to be presented at the next Board meeting.

Preliminary recommendations include:

- A 1.25% revenue increase.
- Transitioning a portion of the Power Cost Adjustment (PCA) to the base rate.
- Adjustments to increase the customer fee.

While rate adjustments are never ideal, Zeeland BPW remains in a strong financial position, allowing us to implement only modest changes rather than significant increases. We look forward to presenting the full report and discussing these recommendations with the Board at the upcoming meeting.

WATER DEPARTMENT REPORT (July Usage)

Monthly Board Meeting 09/09/2025

<u>WHOLESALE PURCHASES</u>	<u>July 2025</u>		<u>July 2024</u>		<u>PERCENT CHANGE</u>
AMOUNT PURCHASED	293,080,000	GAL	234,340,000	GAL	25.1%
TOTAL PAYMENT	\$209,704.32		\$196,594.76		6.7%
UNIT COST (1000 GALLONS)	\$0.7155		\$0.8389		-14.7%

MONTHLY INFORMATION

TOTAL AMOUNT PURCHASED (Gal)-(7/1-7/31)	293,080,000	GAL	234,340,000	GAL	25.1%
TOTAL AMOUNT SOLD (Gal)	293,148,680	GAL	236,088,996	GAL	24.2%
MONTHLY SYSTEM LOSSES (Gal)	(68,680)	GAL	(1,748,996)	GAL	N/A
MONTHLY SYSTEM LOSSES (%)	-0.02%		-0.75%		N/A
RATE PURCHASED - RATE SOLD = ROI (1000 GAL)	\$1.37		\$1.15		19.2%
AVERAGE MONTHLY <u>RETAIL</u> UNIT RATE (1000 Gal)	\$2.22		\$2.13		4.2%
AVERAGE MONTHLY <u>CONTRACT</u> UNIT RATE (1000 Gal)	\$1.83		\$1.80		1.7%

WATER SOLD

*RESIDENTIAL	25,267,440	GAL	20,712,868	GAL	22.0%
COMMERCIAL/INDUSTRIAL	168,098,040	GAL	114,343,768	GAL	47.0%
CONTRACTUAL SALES-(7/1-7/31)	99,783,200	GAL	101,032,360	GAL	-1.2%
TOTAL SALES	293,148,680	GAL	236,088,996	GAL	24.2%

CHARGES FOR SERVICES

RESIDENTIAL	\$56,074.80		\$44,028.69		27.4%
COMMERCIAL/INDUSTRIAL	\$373,051.80		\$243,056.94		53.5%
INDUSTRIAL SALES - CONTRACTUAL	\$182,628.20		\$182,206.92		0.2%
FIRE PROTECTION	\$15,573.75		\$15,146.25		2.8%
READINESS TO SERVE	\$59,391.75		\$54,952.63		8.1%
MISC CHARGES (Overdue Int)	\$0.00		\$0.00		N/A
TOTAL CHARGES	\$686,720.30		\$539,391.43		27.3%

CUMULATIVE FOR FISCAL YEAR

PUMPING STATION DISCHARGE- Start July 1,2025	293,080,000	GAL	234,340,000	GAL	25.1%
AMOUNT SOLD	293,148,680	GAL	236,088,996	GAL	24.2%
SYSTEM LOSSES	-68,680	GAL	-1,748,996	GAL	N/A
SYSTEM LOSSES (PERCENT)	0.0%		-0.7%		N/A
TOTAL CHARGES FOR SERVICES	\$686,720.30		\$539,391.43		27.3%
AVERAGE RATE PER 1000 GAL SOLD(combined with all service charges)					

PEAK DAY

MONTH -07/29/2025 (7/31/2024)	11.56	MGD	8.95	MGD	
FISCAL YEAR-TO-DATE - 07/29/2025 (07/31/2024)	11.56	MGD	8.95	MGD	

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Jason Postma, Water Operations Manager

SUBJECT: Water Department On-Going Projects Update

DATE: September 2, 2025

Meter Replacement Program-

- Total Water Meters- 3,023
 - AMI Water Meters-2,576 (86%)
 - Radio Read Water Meters-148 (4.5%)
 - Touch Read Water Meters-297 (9.5%)
 - 98.2% of all large diameter meters are replaced
 - 4 remaining out of 215 large diameter meters to replace.

Galvanized Service line Replacement Program-

- Replaced (61) GSL in 2025 (Replaced (133) GSL in 2024)
- Replaced (15) GSL in August 2025
- Replaced (799) GSL since June 18, 2018, when New EGLE Requirements were Implemented.
- Approximately (198) total GSLR still needs replacing.

Other Work Projects-

- 2025 Lead & Copper Water Sampling 20 samples Required by 9/30/2025 (21 samples taken) **Completed**
- Logan Estates Meter Replacement began (approximately 380 meters) (129 replaced) (34%)
- Taft St. Construction. All new water main south of Central is in.

Water Administration Projects-

- 800 E Riley St – JR Automation (New Site)
 - Working with engineers to develop watermain through the project.
 - Sent a proposal to engineers that would benefit JR Automation and Zeeland BPW
 - Work on possible connection around the east side of our 5 mgal ground storage tank to add system reliability.
- Risk and Resilience Assessment- EPA Requirement
 - Next steps – certifying with the EPA. The deadline to certify is June 30, 2026.
 - ERP certification statement to EPA is due on or before December 31, 2026
- Lead and Copper Sampling
 - Next steps – Submit results to EGEL by 10/10/25
- Mead Johnson Usage
 - New estimates for water usage an additional 300-800 gpm.
 - Work with M&B on modeling this new usage

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Brian L. Coots, Electrical Transmission & Distribution Manager

SUBJECT: Electric Transmission & Distribution Department Projects Update

DATE: September 9th, 2025

Garfield St. Undergrounding

As part of our capital improvement program, and undergrounding goals from the City of Zeeland we will be undergrounding the overhead primary lines on the east of west side of Centennial St. This will remove a 0.25mi problematic stretch of overhead three phase conductor. This project is slated for completion by mid-October and will greatly reduce the overhead exposure on lines closer to our substation.

Harrison & McKinley Undergrounding

As part of our capital improvement program and the City of Zeeland's undergrounding initiatives, we will be relocating the overhead primary lines along Harrison Avenue and McKinley Street between State Street and Centennial Street to underground. This project represents a significant investment in the distribution system and includes construction of a new underground primary backbone, as well as the addition of a 200A distribution loop to serve existing customers.

In total, nearly half a mile of overhead conductor will be removed, along with several aging poles and transformers that date back to the 1980s and are nearing the end of their service life. Replacing these assets supports our long-term reinvestment goals and enhances the overall reliability and aesthetics of the distribution network.

Due to the scale of this project, work will be completed in two phases:

- **Phase 1:** Harrison Avenue, from Centennial Street to Elm Street (anticipated completion by late October).
- **Phase 2:** Elm Street to State Street.

If scheduling and crew availability allow, both phases may be completed by the end of fall. If not, Phase 2 will be finalized in early spring.

Riley Transformer #3 Bushing Replacement

Last week, Premier Power returned to the Riley Substation to replace a damaged bushing identified during the most recent preventative maintenance inspection. The replacement part arrived earlier in the week, and after installation, the contractors successfully tested the unit with the new bushing in place.

To bring Riley Transformer #3 back into service, we are awaiting the arrival of the manufacturer's crew to re-calibrate the new RY-300 disconnect switch. Once this calibration is complete, we will be able to re-energize the 138 kV system and restore the transmission loop to normal operation.

Near Term Projects

Further updates on the Prairie Winds West, Trailside Phase 3, and Eagle Meadows developments, all of which are currently under construction, confirm that ZBPW will be able to begin installing distribution system infrastructure by the end of September. Collectively, these developments will add more than 100 new customers. Our goal is to complete the distribution backbone in these areas before winter.

Also for the October meeting we will be presenting a bid recommendation for distribution switchgear and a preventative maintenance proposal for Washington Substation.

Outage Statistics

Currently ZBPW is utilizing a software package from APPA that aggregates our outage data into our necessary outage statistics. Soon APPA will be releasing a new version of the APPA E-reliability tracker, this may change the look and feel of the year-to-date reporting but hopefully we will be able to provide more data about our systems outage statistics.

IEEE 1366 Statistics		
Metric	Sep 2024 - Aug 2025	Sep 2023 - Aug 2024
SAIDI	2.616	6.977
SAIFI	0.0849	0.0925
CAIDI	30.81	75.422
ASAI	99.9995%	99.9986%
Momentary Interruptions	0	0
Sustained Interruptions	16	16

ELECTRIC DEPARTMENT REPORT

July 2025

<u>OPERATIONS</u>	<u>July 2025</u>		<u>July 2024</u>		<u>PERCENT CHANGE</u>
BPW	822,971	KWH	91,105	KWH	803.3%
RENEWABLES	8,081,905	KWH	7,279,577	KWH	11.0%
PURCHASED POWER	37,648,039	KWH	34,062,852	KWH	10.5%
SYSTEM TOTAL	46,552,915	KWH	41,433,534	KWH	12.4%

<u>ENERGY SOLD</u>					
RESIDENTIAL	6,587,501	KWH	5,784,272	KWH	13.9%
COMMERCIAL	3,656,357		2,537,657		44.1%
INDUSTRIAL	31,191,370	KWH	28,998,151	KWH	7.6%
PUBLIC	2,833,981		2,351,038		20.5%
SYSTEM TOTAL	44,269,209	KWH	39,671,118	KWH	11.6%

<u>CHARGES FOR SERVICES</u>					
RESIDENTIAL	\$610,637.04		\$545,103.24		12.0%
COMMERCIAL	\$345,373.69		\$254,892.36		35.5%
INDUSTRIAL	\$2,480,380.29		\$2,305,686.98		7.6%
PUBLIC	\$251,557.42		\$205,397.82		22.5%
STREET LIGHTS	\$10,280.05		\$10,429.70		-1.4%
TOTAL CHARGES	\$3,698,228.49		\$3,321,510.10		11.3%

<u>CUMULATIVE FOR FISCAL YEAR</u>					
KWH PURCHASED AND GENERATED	46,552,915	KWH	41,433,534	KWH	12.4%
KWH SOLD	44,269,209	KWH	39,671,118	KWH	11.6%
SYSTEM LOSSES	2,283,706	KWH	1,762,416	KWH	
SYSTEM LOSSES (PERCENT)	4.9%		4.3%		
TOTAL CHARGES FOR SERVICES	\$3,698,228.49		\$3,321,510.10		
AVERAGE RATE PER KWH SOLD	\$0.08354		\$0.08373		-0.2%

<u>PEAK HOUR</u>					
PURCHASED POWER - 7/24/25 @ 2PM	89,227	KW	81,914	KW	
POWER GENERATED	0	KW	0	KW	
TOTAL PEAK	89,227	KW	81,914	KW	8.9%
ALL TIME PEAK - 91,663 KW - 6/24/25 @ 2PM					

<u>RENEWABLE ENERGY CREDITS</u>	Monthly RECs Generated	REC Bank (Available)	Pending (Est.)	Total (with Pending)
BEEBE WIND FARM	220	7,961	3,553	11,514
PEGASUS WIND FARM	1,501	46,399	22,182	68,581
ASSEMBLY SOLAR 1	1,993	18,068	9,682	27,750
ASSEMBLY SOLAR 2	2,318	22,825	11,843	34,668
INVENERGY SOLAR	2,211	21,417	9,886	31,303
BRANDT WOODS SOLAR	707	0	2,529	2,529
PURCHASED	0	0	0	0
TOTALS:	8,950	116,670	59,675	176,345
2025 COMPLIANCE REQUIREMENT:				64,422
BALANCE (Carry Forward):				111,923

VOLUNTARY GREEN PROGRAM	5.4	34	0	34
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Note 1: 'Pending' RECs have been generated, are due to the BPW and are awaiting transfer

Note 2: RECs counts include applicable Michigan Incentive RECs (iRECs)

JUNE 2025 FUEL AND PURCHASED POWER COSTS

	<u>TOTAL COST</u>	<u>KWH</u>	<u>AVERAGE COST (MILLS)</u>
FUEL USED AT PLANT	\$37,448.47	644,969	58.06
PURCHASED POWER	\$2,973,034.12	43,245,431	68.75
SYSTEM TOTAL	\$3,010,482.59	43,890,400	68.59

ADJUSTMENT FACTOR

(SYSTEM AVERAGE COST - 45.00) X 1.06 X 0.001 =	\$0.025006
12 month rolling average	\$0.017617

TO: Chairperson Boerman and Members of the Board of Public Works

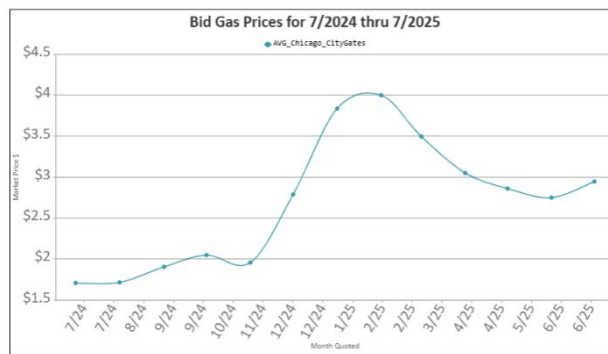
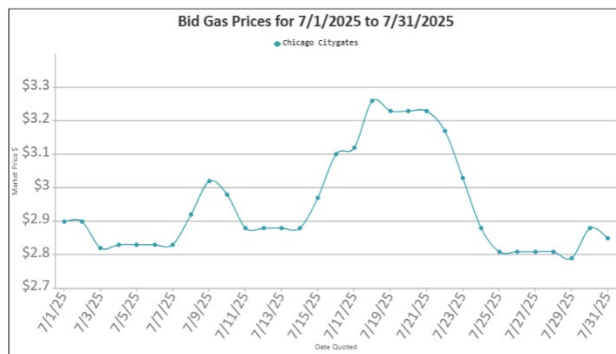
FROM: Robert Mulder - Power Supply & Market Operations Manager

SUBJECT: Power Production and Buildings & Grounds Department Report

DATE: September 2, 2025

Operations & Power Supply: July 2025

- As in June, the warm weather in July resulted in significantly more year-over-year operation of the BPW's on-system generating units.
- BPW renewables increased by 11.0% year-over-year, accounting for 17.4% of our monthly energy.
 - The BPW received 6,359,731 kWh from our (4) solar PPA's, 13.7% of our monthly energy.
- Purchased power increased by 10.5% year-over-year, accounting for 80.9% of our monthly energy.
- Total energy requirements rose by 12.4% year-over-year for a total of 46,522,915 kWh.
- System demand increased by 8.9% year-over-year, reaching a peak of 89,227 kW on 7/24/2025.
- MISO market prices in July increased significantly year-over-year in part due to the warm weather:
 - Day-ahead average: \$59.681/MWh (+70.6% year-over-year)
 - Real-Time average: \$57.464/MWh (+66.2% year-over-year)
- Natural gas spot market prices:
 - The month began at \$2.90/MMBtu and closed at \$2.85/MMBtu
 - Monthly average: \$2.947/MMBtu - A 7.2% increase from May's monthly average of \$2.749/MMBtu, and 72.1% increase from July 2024's average of \$1.712/MMBtu



- On July 29, Riley Generating Unit #4 tripped due to a voltage regulator fault while in operation and was placed in a maintenance outage. Service representatives from McAllister CAT troubleshot the unit throughout August, resolving the issue on September 2nd with support from Theka Engineering and BPW staff.

Renewable Energy Credits (RECS): July 2025

- During the month of July, an estimated 8,950 RECs were generated (pending) in the MIRECS system from Beebe, Pegasus Wind, and the Assembly / Invenergy / Brandt Woods Solar PPA's.
- Voluntary Green Program participation remained steady with five (5) customers, totaling 5.4 RECs.
- The BPW's MIRECs account balance presently stands at 116,670 (2023 and 2024 vintage) with an additional estimated 59,675 due for January through July 2025, totaling 176,345.

Projects & Department Updates

- The IRP Update and Stakeholder Engagement project has been initiated and is in progress. Staff have provided most of the information requested in nFront's initial data request and are collaborating with nFront to develop a framework for the stakeholder engagement process. Staff are also identifying stakeholder participants and meeting with key accounts regarding their involvement in this process.
- Staff are working with MPPA to update our long-term energy and peak demand forecast and are meeting with large commercial and industrial customers regarding their facility and process expansion plans. This information will be integrated into the IRP update process.
- Semi-annual air permit compliance certifications for the Washington Avenue Generation Facility (i.e. Power Plant) were drafted and submitted to the USEPA and EGLE in August, ahead of the September 15 submittal deadline.

Buildings & Grounds

- The BPW office remodel and expansion project continues to progress on schedule. Bids for the non-MEP portions of the project are due the week of September 1, with a budget review meeting scheduled for the afternoon of September 3rd. A budget update will be provided to the Board at the September meeting, along with bid award recommendations for the Board Room audio/video system and a building intrusion/security system.
- The temporary relocation of the Customer Service team and the General Manager to the basement of the Howard Miller Library & Community Center (HML) is scheduled for Friday, September 5th. All preparations have been completed, and the office will reopen to customers on Tuesday, September 9. BPW staff would like to thank Ben Kiewiet and City of Zeeland staff for their support in planning this move.
- In addition to preparing for the office relocation, part-time Building & Grounds staff remain busy with lawn maintenance and painting of various facilities and equipment and will soon transition to fall clean-up activities. B&G staff are also working to repurpose landscape plantings from the BPW office to other facilities before removal as part of the construction process.

TO: Chairperson Boerman and Members of the Board of Public Works

FROM: Robert W. Mulder – Power Supply & Market Operations Manager

CC: Andrew Boatright – General Manager
 Brian Hoezee – Buildings & Grounds Foreman

SUBJECT: BPW Administrative Office Expansion & Renovation Budget Amendment Request

DATE: September 4, 2025

The BPW Administrative Office Expansion & Renovation project was approved in March with a project budget of \$2,500,000. Because the project is being executed as design-build rather than bid-build, a firm cost could not be finalized until the detailed design was complete. In the months that followed, detailed design drawings were finalized for all aspects of the project, including Architectural & Engineering (A&E) and Mechanical/Electrical/Plumbing (MEP). Staff actively participated in this process, working closely with Lakewood Construction (General Contractor) and InterActive Studio LLC (A&E firm). While certain aspects of the original scope were altered during that process, value-engineering alternatives were also identified, offsetting many of those costs.

After plans were released for permits in late August, Lakewood Construction issued them to numerous skilled trades and service contractors for competitive bid. Excluded from this process were the services provided by the MEP design-build partners, which were included with the General Contractor bid evaluation process in March. The table below provides a summary of the revised project budget as well as the original estimate.

Service Description	Revised Estimate (September 2025)	Original Estimate (March 2025)	Variance
Design & Engineering Services	\$108,050	\$108,050	\$0
Construction, CM Services & Fees	\$2,100,161	\$1,857,414	\$242,747
Office Furniture	\$98,186	\$134,756	-\$36,570
Scope Additions / Extras (incl. Bldg. Security/Intrusion System)	\$101,850	\$172,000	-\$70,150
A/V Equipment, Appliances, IT Equipment, Cameras, etc.	\$101,718	\$38,000	\$63,718
Staff Labor	\$0	\$35,000	-\$35,000
Sub-Total:	\$2,509,965	\$2,345,220	\$164,745
Total Project Contingency:	\$240,035	\$185,741	\$54,294
Total:	\$2,750,000	\$2,530,961	\$219,039

In summary, staff would note that the revised total project cost (without contingency) aligns closely with the original estimate (including contingency) prepared prior to the detailed design process. Although the design is substantially complete and bids have been received for nearly all services and trades, staff believe that including a small contingency when undertaking a project of this size and complexity is necessary. Accordingly, staff have allocated a total project contingency of just under 10% (\$240,035). Of this amount, \$105,009 is allocated towards the construction cost for a total project budget of \$2,750,000, as estimated by Lakewood Construction.

Furthermore, staff would note that other office technology systems have been added or enhanced beyond what was included in the original estimate, including: a more advanced audio/video system for the Board Room, a replacement building security/intrusion system, and additional security cameras throughout.

Requested Action:

Staff recommend a \$250,000 budget amendment, increasing the total project budget to \$2,750,000 (including contingency). This budget covers A&E services, office furniture, IT and AV equipment, intrusion detection, and other materials in addition to construction costs and management fees.


Staff also request that a contract totaling \$98,186.28 be awarded to West Michigan Office Interiors to design, furnish, and install office furniture per their proposal. This service is being sole sourced due to their partnership in the design/build process. Although this service has been included in the project budget for some time, staff have not previously requested formal approval for this expenditure.

If approved, this expenditure will be realized against the FY2026 CIP budget as anticipated and allocated on a 75% / 25% basis between the Electric and Water Departments.

If approved by the BPW Board, this recommendation will be presented to the Zeeland City Council. Contracts with Lakewood Construction and Interactive Studio LLC are already in place. Any amendments or subsequent contracts will be reviewed by the City Attorney and executed in accordance with City policies.

Attachments:

Lakewood Construction: Zeeland BPW Office Addition/Renovation – Variance Report (9/4/2025, Rev. 1)
West Michigan Office Interiors: Zeeland BPW Final 8/13/2025

 LAKWOOD CONSTRUCTION	Zeeland BPW Office Addition / Renovation				
	VARIANCE REPORT			Documents Dated:	Interactive
				Revision:	1
				Project Square Footage:	4,600
				Date:	4-Sep-25
DIVISION	DIVISION TITLE		CURRENT PHASE	PREV. PHASE	VARIANCE
00	Pre-Construction Services				
01	General Requirements		227,875	227,875	0
02	Selective Demo		21,900	35,000	-13,100
03	Concrete		108,048	80,813	27,235
04	Masonry		33,177	29,677	3,500
05	Metals		148,189	131,987	16,202
06	Woods & Plastics		107,208	94,000	13,208
07	Thermal & Moisture		246,745	327,260	-80,515
08	Doors & Windows		177,855	175,495	2,360
09	Finishes		278,753	211,690	67,063
10	Specialties		8,375	5,500	2,875
11	Equipment		0		0
12	Furnishings		0		0
13	Special Construction		0		0
14	Conveying Systems		0		0
21	Fire Suppression		0		0
22	Plumbing		119,440	112,340	7,100
23	HVAC		105,569	105,569	0
26	Electrical		175,850	184,900	-9,050
27	Communications		0		0
28	Electronic Safety & Security		0		0
31	Earthwork		156,224	152,000	4,224
32	Exterior Improvements		29,385	32,900	-3,515
33	Utilities		0		0
41	Material Processing & Handling		0		0
48	Electrical Power Generation		0		0
50	Miscellaneous		0		0
	Construction Fee		155,568	159,100	-3,532
	Construction Contingency		105,009	94,702	10,307
	Total Contract		2,205,170	2,160,808	44,362



Zeeland BPW Office Addition / Renovation

OWNER BREAKDOWN

Documents Dated: Interactive
Revision: 1
Project Square Footage: 4,600
Date: 4-Sep-25

DIVISION	DIVISION TITLE		TOTAL	\$ COST/SF
00	Pre-Construction Services		0	0.00
01	General Requirements		227,875	49.54
02	Site Demolition		21,900	4.76
03	Concrete		108,048	23.49
04	Masonry		33,177	7.21
05	Metals		148,189	32.22
06	Woods & Plastics		107,208	23.31
07	Thermal & Moisture		246,745	53.64
08	Doors & Windows		177,855	38.66
09	Finishes		278,753	60.60
10	Specialties		8,375	1.82
11	Equipment		0	0.00
12	Furnishings		0	0.00
13	Special Construction		0	0.00
14	Conveying Systems		0	0.00
21	Fire Suppression		0	0.00
22	Plumbing		119,440	25.97
23	HVAC		105,569	22.95
26	Electrical		175,850	38.23
27	Communications		0	0.00
28	Electronic Safety & Security		0	0.00
31	Earthwork		156,224	33.96
32	Exterior Improvements		29,385	6.39
33	Utilities		0	0.00
41	Material Processing & Handling		0	0.00
48	Electrical Power Generation		0	0.00
50	Miscellaneous		0	0.00
	Total		1,944,593	422.74
	Construction Fee	8.00%	155,568	33.82
	Subtotal		2,100,161	456.56
	Architectural/Engineering Fees	0.00%	0	0.00
	Construction Contingency	5.00%	105,009	22.83
	TOTAL CONTRACT		2,205,170	479.38

ALTERNATES

Existing HVAC Replacement	NIC
Landscaping / Irrigation	NIC
Intrusion System	NIC
Window Treatments / Window Film / Markerboards	NIC
Add Screen Wall	64,625
Change Entrance Ceiling from Acoustibuilt to ACT-1	-13,906
Install Porcelain Tile In lieu of Polished Concrete	12,731
Replace Existing Windows	TBD
Paint Existing Building	12,209



SALES REPRESENTATIVE:

CUSTOMER ADDRESS:

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Audrey Vogelzang

DATE:

8/13/2025

PAGE NUMBER:

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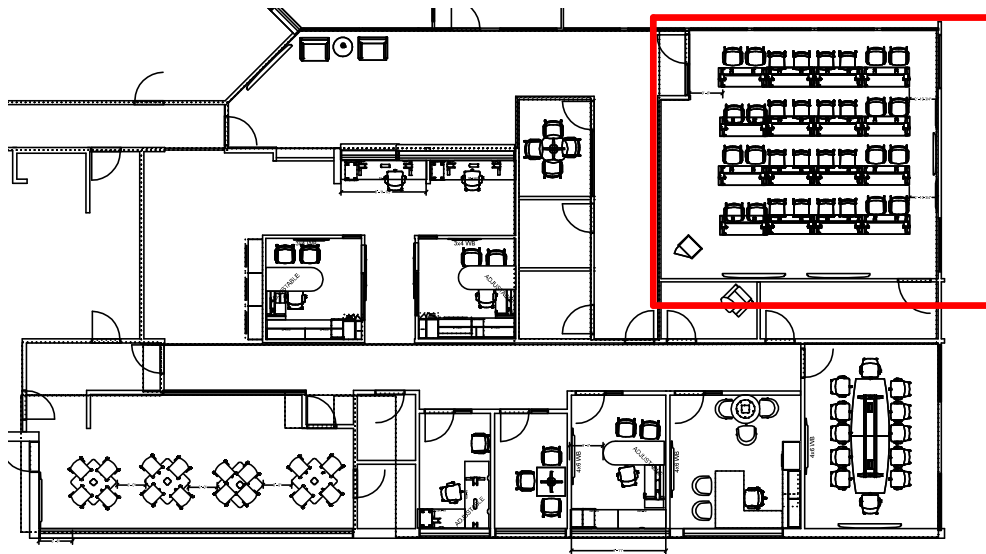
SO NO:

Zeeland BPW

Final 8/13/2025

WMOI
West Michigan Office Interiors

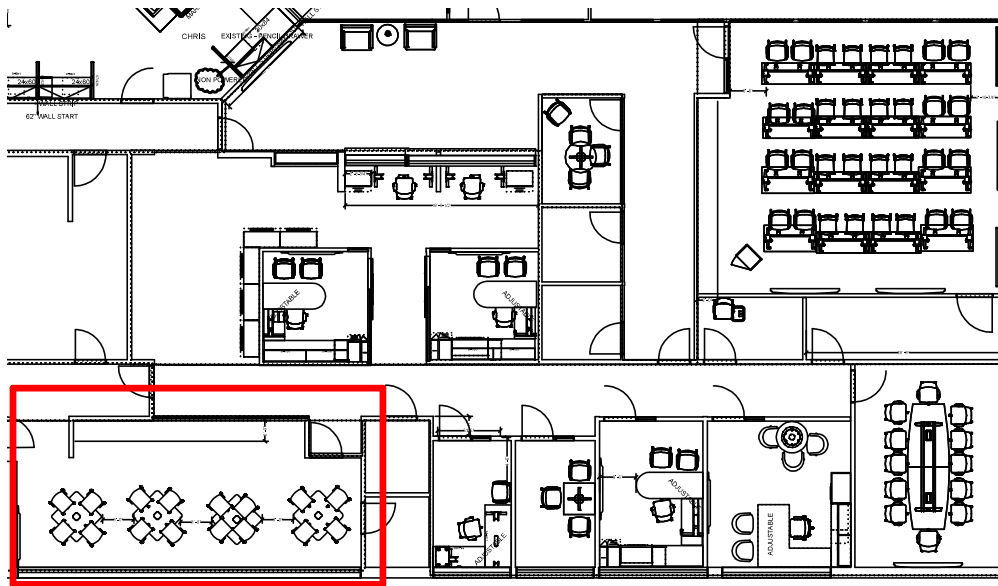
300 E 40TH ST.
HOLLAND, MI 49423



50 Chairs Total
 *** 6- Fixed Arm, Glides
 *** 38 - Fixed Arm, Casters
 *** 6 - Armless, Casters
 2 - 3x4 Glass Markerboards
 Podium
 Flip top tables/Casters

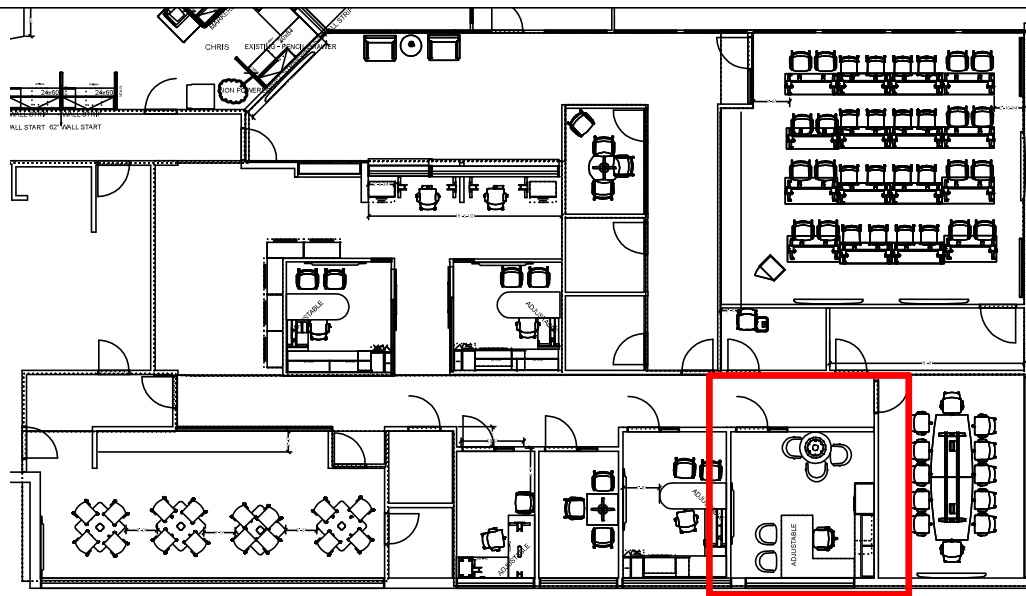


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3x4 Glass Magnetic WB
25 Chairs on soft wheel
casters

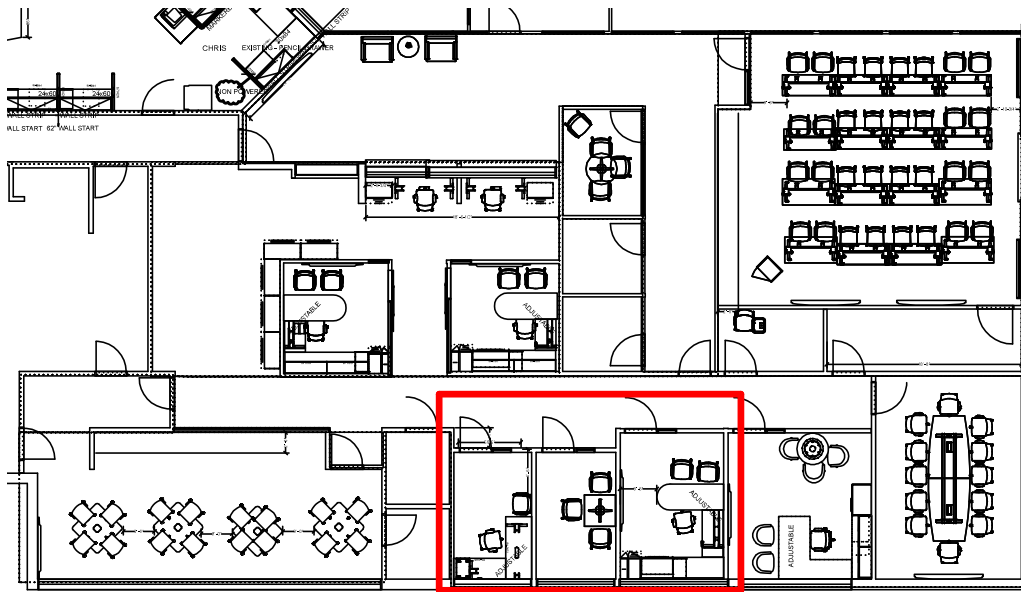
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4x6 Glass Markerboard



SALES REPRESENTATIVE:	CUSTOMER ADDRESS:	<p>Zeeland BPW</p> <p>Executive Office</p>	 <p>West Michigan Office Interiors</p> <p>300 E 40TH ST. HOLLAND, MI 49423</p>
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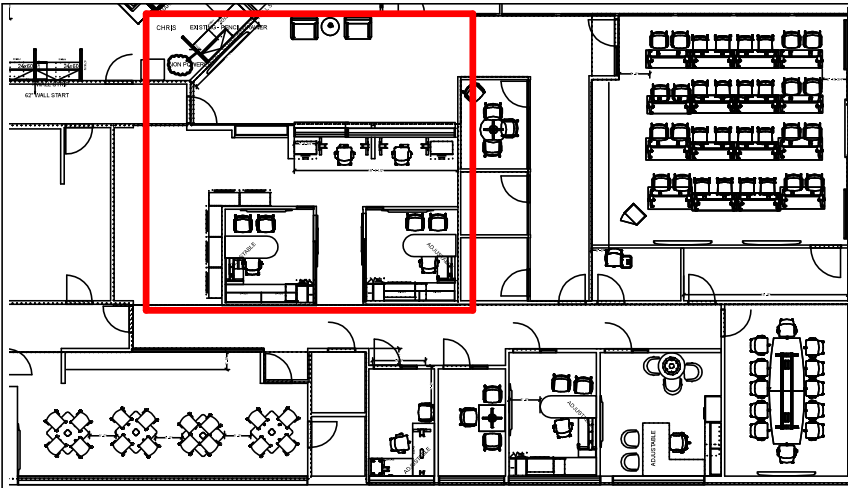


4x6 Glass Markerboard
Surface power plugs



Surface power plugs

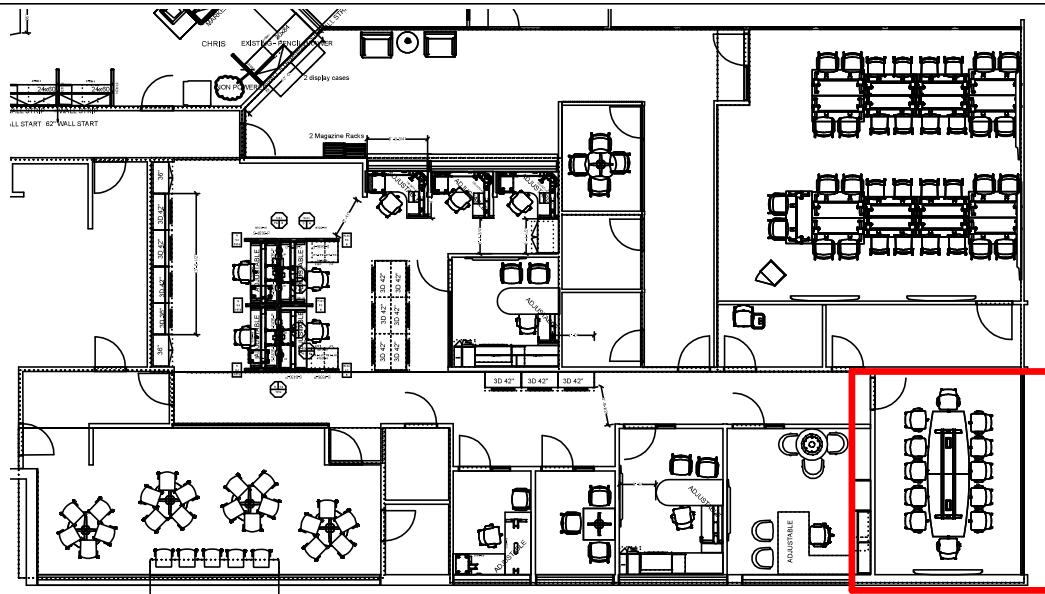
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DATE: 8/13/2025 PAGE NUMBER: 5/8			



Private Offices
4x6 Glass Markerboard
Surface power plugs




SALES REPRESENTATIVE:	CUSTOMER ADDRESS:	<div>Zeeland BPW</div> <div>Front Area</div>	 <div>West Michigan Office Interiors</div> <div>300 E 40TH ST.</div> <div>HOLLAND, MI 49423</div>
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4x6 Glass Magnetic Markerboard



SALES REPRESENTATIVE:	CUSTOMER ADDRESS:	Zeeland BPW Conference	 West Michigan Office Interiors 300 E 40TH ST. HOLLAND, MI 49423
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Zeeland BPW Addition Pricing

Training/ Conference Room (50 chairs)	\$42,157.00
Private Offices, Reception, Small Meeting, Mothers Room	\$28,324.83
Executive Office	\$19,590.66
Break Room	\$8,113.79
Total	\$98,186.28
Pricing includes installation and delivery	

SALES REPRESENTATIVE:	CUSTOMER ADDRESS:	<h2 style="margin: 0;">Zeeland BPW</h2> <h3 style="margin: 0;">Final Pricing</h3>	 WMOI <small>West Michigan Office Interiors</small> 300 E 40TH ST. HOLLAND, MI 49423
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BPW BOARD MEMORANDUM

TO: Chairperson Boerman and BPW Board Members
FROM: Tim Maloney, IT Director
SUBJECT: New Conference Room Audio/Video
DATE: September 3, 2025
CC: BPW Board Agenda and Action Items September 8, 2025

Background:

On August 6, 2025, the new conference room audio/video RFP was posted. All vendors were asked to reply by 5:00p on August 29, 2025.

Vendor Responses:

The following vendors replied with solutions they felt would meet or exceed RFP requirements.

Vendor / Proposal	Equipment & Services Total	Shipping / Other	Grand Total
MOSS (Grand Rapids)	\$80,340.84	\$2,410.23	\$82,751.07
RTI (Riverside Technologies)	\$15,464.35	N/A	\$15,464.35
Smart Homes / Smart Offices (SHSO)	\$52,868.15	\$708.00	\$53,576.15
Town & Country Group	\$77,479.13	Included	\$77,479.13
Parkway Electric	\$54,289.00 (AV) + \$11,226.00 (Web Conf.)	N/A	\$65,515.00
Third Coast Option 1	\$61,743.73 (Equipment) + \$10,398.66 (Labor)	N/A	\$72,142.39
Third Coast Option 2	\$48,505.24 (Equipment) + \$10,398.66 (Labor)	N/A	\$58,903.90

Proposal:

After reviewing and comparing vendor proposals for the Zeeland BPW Conference Room 127 A/V system, staff recommends awarding the contract to **Smart Homes / Smart Offices (SHSO)**.

If approved, this expense will be allocated against the BPW Administrative Office Expansion & Renovation project as proposed in the FY2026 CIP budget and allocated on a 75%/25% basis between the Electric and Water Departments. A budget amendment may be necessary to the total project budget and will be presented as a separate recommendation.

Rationale for Recommendation:

- **Balanced Cost and Capability:** At **\$53,576.15**, SHSO represents a mid-range solution that provides a strong balance between affordability and functionality.
- **Comprehensive Features:** The proposal includes a **Crestron control system with a custom touch panel** and a **full microphone package** (seven tabletop, handheld, and lapel options). This ensures flexibility and scalability to meet varying meeting and presentation needs.
- **Value Compared to Alternatives:** While RTI offered the lowest cost solution (\$15,464.35), its limited microphone coverage and simplified system do not fully meet RFP requirements. Higher-end proposals (MOSS, Town & Country, Third Coast Option 1) deliver enterprise-level systems but at costs approaching or exceeding \$72,000–\$82,000, which is considered beyond the operational needs of BPW. SHSO therefore represents the best balance of **value, compliance, and functionality**.

Contingency:

To account for potential unforeseen costs such as tariff increases or networking/electrical work not included in the base proposal, a **5% contingency (\$2,679)** is recommended. This brings the **total recommended authorization to \$56,255**.

Recommendation:

The Board approve awarding the bid to **Smart Homes / Smart Offices** in the amount of **\$53,576.15**, plus a 5% contingency for a total project authorization of **\$56,255**.



Tim Maloney, IT Director



8/28/2025

**Zeeland Board of Public Works
Board of Public Works - Boardroom**

smartofficesandsmarthomes.com

Number: QUOQ19733**Date:** 08-28-2025**Sold To:**

Zeeland Board of Public Works
350 East Washington Avenue
Zeeland, MI 49464

Ship To:

Zeeland Board of Public Works
350 East Washington Avenue
Zeeland, MI 49464

Board of Public Works - Boardroom

Proposal for Smart Homes / Smart Offices (SHSO) to provide audiovisual (AV) installation for Zeeland Board of Public Works (ZBPW). Complete system engineering, installation, setup, testing, and client training. All necessary work to be performed by SHSO unless noted below.

Terms, conditions, and pricing per state contract 240000001076 DTMB - Conference & Training Room Audio Visual Equipment.

State of Michigan MiDEAL - This proposal includes State of Michigan contract pricing for conference room/training room audio visual equipment and installation.

Import Tariffs - Equipment pricing in this proposal is subject to change based on the current uncertainty of import tariffs. AV equipment manufacturers are anticipating pricing increases in the coming weeks with little to no warning. As such, we are asking that you budget accordingly. Upon acceptance of the proposed solution, we will notify you of any necessary price increases and revise the proposal as needed.

Proposed - The proposal is in response to the Zeeland Board of Public Works invitation to bid, Conference Room 127 (August 6, 2025).

Overview - Installation of new AV equipment to support multimedia presentations and online video conferencing.

AV System Control - Installation and setup of a Crestron AV control system featuring a wall mounted touch panel running a custom, zero training user interface. The user interface will provide for all necessary room AV functions including displays on/off, source selection, camera control, and microphone/audio level management.

Television Displays - Installation of four 75" commercial television displays. Two displays will be wall mounted on the east wall, two wall mounted displays on the south wall. Display placement as shown on the provided floor plans.

Room Resources - There will be two audiovisual room resources:

1) HDMI Wall Plate - Installation of an AV wall plate with HDMI connection to the system. The HDMI wall plate is for presentations only (does not support online conferencing) with video and sound from a user laptop computer.

2) Barco Clickshare - Installation and setup of a Barco Clickshare supporting wireless connection to the system. The Clickshare will support multimedia presentations and hosting of online conferencing sessions from a user laptop computer.

Conferencing Cameras - Installation of two pan/tilt/zoom high-definition conferencing cameras. Active camera selection using the AV control touch panel. The position (and view) of each camera will be confirmed onsite prior to installation.

Ceiling Microphones - Installation of a Biamp Parle TCM-X ceiling microphone array. The microphone array will be installed on room center, targeting the center of the room with a 18' (diameter) pickup range. The ceiling microphones will be active during online conferencing sessions. Ceiling microphones are not amplified through the ceiling speakers.

Wireless Microphones - Installation and setup of a Shure Microflex neXt system with seven tabletop, gooseneck transmitters, one handheld transmitter, and one body-pack transmitter with clip-on, lapel microphone. The wireless microphones will be active during online conferencing sessions and will also be amplified through the ceiling speakers.

Speakers - Installation of an audio amplifier and ceiling speakers.

Equipment Location - AV components will be housed in a wall-mounted equipment rack.

Online Conferencing - The meeting room will be capable of online conferencing using services such as Zoom, WebEx, and Teams. The recurring subscription costs for online conferencing are not included in this proposal.

Networking and Internet - Select AV devices will require local area networking (LAN) or WiFi with Internet access. LAN infrastructure and configuration is not included in this proposal. LAN installation is available on a time and material basis or may be quoted in advance.

To ensure our system operates as expected and meets 100% of your requirements, it will be tested and commissioned with the network configuration (IP schema, routing and port settings) with our bench network hardware. After commissioning, we will connect the system to your network as specified by your IT resources and the system functionality will be verified by your team. We will support the house network functionality and any required troubleshooting on a time and materials basis.

AC Electrical - Installation or relocation of AC electrical may be required at select equipment locations. AC electrical work is not included in this proposal. SHSO will provide all necessary drawings and requirements for AC electrical work associated with the proposed system.

Confidentiality Statement - This proposal includes a custom engineered solution provided by SHSO. All design and component selections are proprietary and confidential. This proposal may not be shared without express written consent of SHSO.

Qty	Description	Unit Price	MSRP	Total
System Control and Media Distribution				
1	Crestron TSW-770 Touch Screen Interface - 7" Touchscreen - Wall Mount Version - White	\$1,237.50	\$1,980.00	\$1,237.50
1	Crestron TSW-UMB-70 Universal Mounting Bracket for TSW-70 Series - Retrofit, Cut In for Existing Drywall or Paneling	\$27.50	\$44.00	\$27.50
1	Crestron DM-NVX-E20-2G-W-T Network AV Encoder - 4K60 4:2:0, HDMI Input - Dual Decora, 2 Gang - White	\$750.00	\$1,200.00	\$750.00
1	Crestron DM-NVX-E20 Network AV Encoder - 4K60 4:2:0 and 4K30 4:4:4, HDMI Input	\$618.75	\$990.00	\$618.75
5	Crestron DM-NVX-D20 Network AV Decoder - 4K60 4:2:0 and 4K30 4:4:4, HDMI Output	\$618.75	\$990.00	\$3,093.75
1	Crestron RMC4 Room Media Controller - Series 4 Processor - One RS-232 Port, 2 IR, 2 Relay, 2 I/O	\$687.50	\$1,100.00	\$687.50
1	Crestron CEN-SWPOE-26 Network Switch with PoE - NVX Certified	\$1,485.00	\$1,497.00	\$1,485.00
SubTotal				\$7,900.00
Displays				
4	Sharp 75" Commercial 4K UHD Television Display - Rated for 16/7 Use - Three Year Warranty	\$1,255.98	\$1,475.00	\$5,023.92
4	TV Wall Mount - Universal Fixed Wall Mount - For 60" - 86" Displays - 200lb Capacity - VESA up to 800x400 - Low Profile 1.65" - Post Install Leveling	\$163.62	\$189.00	\$654.48
SubTotal				\$5,678.40
Barco Clickshare Wireless				
1	Barco ClickShare CX-30 Wireless Collaboration System Gen 2	\$2,504.71	\$2,775.00	\$2,504.71
SubTotal				\$2,504.71
Conferencing Cameras				
2	PTZ Conferencing Camera - 5X Optical Zoom, Wide Angle 83.7 FOV - HDMI Output - 1080p - PoE - White	\$734.18	\$750.00	\$1,468.36
2	Wall mount for PTZ Camera - White	\$39.99	\$49.99	\$79.98
1	Binary™ 260 Series 4K HDR Switch with IR - 3x1	\$87.69	\$110.00	\$87.69
1	HDMI Fiber Hybrid - 75 Foot - 4K 18Gbs - CMP	\$147.04	\$219.99	\$147.04
1	HDMI Fiber Hybrid - 50 Foot - 4K 18Gbs - CMP	\$119.89	\$189.99	\$119.89

Qty	Description	Unit Price	MSRP	Total
1	HDMI Cable - 48G UHD eARC HDR - 1.5m	\$29.61	\$45.00	\$29.61
1	USB Capture Interface - HDMI 1080p	\$24.57	\$69.99	\$24.57
1	USB Hub 3.0	\$19.72	\$24.95	\$19.72
SubTotal				\$1,976.86

Ceiling Microphones / Audio Processor

1	Biamp TCM-X Ceiling Microphone - Primary Ceiling Mic, Beam Forming Multi Element, White	\$1,512.50	\$2,420.00	\$1,512.50
1	Biamp TesiraFORTE X 1600	\$4,470.00	\$7,152.00	\$4,470.00
SubTotal				\$5,982.50

Wireless Microphones

1	Shure neXt Bodypack Microphone - Wireless - Includes SB908 Battery	\$534.12	\$874.00	\$534.12
1	Shure WL183M Low-Profile Lavalier Microphone - Omni - Black - Requires Bodypack	\$125.88	\$191.00	\$125.88
1	Shure neXt SM58 Handheld Microphone - Wireless - Cardioid - Includes SB908 Battery	\$548.24	\$832.00	\$548.24
7	Shure neXt Gooseneck Microphone Base - Wireless Base Transmitter - Microphone not included	\$611.76	\$1,020.00	\$4,282.32
7	Shure Gooseneck Microphone - Cardioid, 15", Bi-color status indicator - Less Preamp	\$228.24	\$387.00	\$1,597.68
1	Shure neXt Audio Access Point Transceiver - 8 Channel, PoE Compatible, Bi-Directional Wireless, Dante Networking	\$3,591.76	\$4,625.00	\$3,591.76
1	Shure neXt Audio Access Point Transceiver - 4 Channel, PoE Compatible, Bi-Directional Wireless, Dante Networking	\$2,621.18	\$3,375.00	\$2,621.18
1	Shure Networked Charging Station - 8 Channel - Supports neXt Gooseneck Transmitters	\$1,358.82	\$1,925.00	\$1,358.82
1	Shure Networked Charging Station - 4 Channel - Supports neXt Bodypack, Handheld, Boundary Transmitters	\$874.12	\$1,238.00	\$874.12
SubTotal				\$15,534.12

Speakers

1	Biamp Two Channel Class D Amplifier - Low Z and High Z Outputs - 60WPC - 1RU	\$385.00	\$616.00	\$385.00
4	Soundtube CM42-EZs-II-WH In-Ceiling Speaker - White - Five Year Warranty	\$97.56	\$133.00	\$390.24
SubTotal				\$775.24

Qty	Description	Unit Price	MSRP	Total
Equipment Rack and Infrastructure				
1	Wall Mount Rack - 16RU - Front Plexi Door, Swing Out - 22" Deep Overall - Front and Rear Tapped Rails - 19" Usable Depth	\$706.88	\$1,049.99	\$706.88
1	Horizontal Lacer Bar - 5 Pack	\$24.33	\$38.59	\$24.33
2	Rack Shelf - 2RU, Vented, 14.75 Deep	\$63.39	\$89.99	\$126.78
1	Rack Mount Power Strip (PDU) with Surge Protection - 15A - 12 Rear Outlets, 2 Front Outlets	\$125.19	\$139.00	\$125.19
0.2	Speaker Wire - 16/2 Stranded, CMP, White Jacket - 1000'	\$390.00	\$449.99	\$78.00
1.5	Network Wire - CAT6 Plenum 1000' White	\$386.67	\$549.99	\$580.01
1	HDMI Cable - 48G UHD eARC HDR - 3m	\$39.47	\$60.00	\$39.47
6	HDMI Cable - 48G UHD eARC HDR - 1.5m	\$29.61	\$45.00	\$177.66
1	Terminations, Wire Management, Plates, Rings, Mounting Hardware	\$331.00	\$349.00	\$331.00
SubTotal				\$2,189.32

Labor

1	Engineering, Installation, Programming, Testing, Training	\$10,327.00	\$15,257.00	\$10,327.00
SubTotal				\$10,327.00

A service charge of 1.5% per month or 18% annually will be applied to any unpaid balance on past due accounts.

MSRP	\$75,339.45
Discount	\$22,471.30
SubTotal	\$52,868.15
Tax	\$0.00
Shipping	\$708.00
Total	\$53,576.15

I have reviewed all of the information in this proposal and agree to the scope of work, State of Michigan contractual terms and conditions, bill of materials, and total cost of the project.

Signature: _____



Zeeland BPW RFP Additional Information.

Training and support provisions –

A training session is included in the cost of the proposal. Our philosophy in AV system design has led us to developing a “No-training user interface”. The control and operation of the system will be readily apparent to low technology capability users from start to finish, and the vast majority of users can control the system without training. Our training session will demonstrate the system and answer any questions team members may have. We’ve conducted hundreds of these training sessions, and thus far have received no complaints about users being unable to control the rooms easily.

Warranty terms and post-installation service options-

Every Smart Offices installation comes with a 90 day workmanship and hardware warranty. If a workmanship or hardware issue does present itself, Smart offices will resolve the problem at no cost to the City of Zeeland. After 90 days, each piece of hardware has its own manufacturer warranty (usually 2-5 years). If a unit fails during its warranty period Smart Offices will handle the RMA and reinstallation for the labor/travel costs associated with swapping the hardware.

A post service installation option is a service contract, in which we bundle the costs of hardware swaps into the original price of the project, that way if a unit fails we can send a technician out quickly and easily to replace the hardware without the need for purchasing procedures to slow down the fix. Additionally, Smart Offices offers preventive maintenance contracts on an annual, bi-annual, or quarterly basis. Preventive maintenance is key in ensuring that your equipment stays up to date, secure, and potential hardware issues are acted on before possible system interruptions take place.

Every Smart Offices installation is undertaken with the utmost care and professionalism, however in the case of manufacturer defects our Service or Preventative Maintenance contracts can be a great option to safeguard your investment for the long term.

SMART  HOMES

SMART  OFFICES

Smart Homes/Smart Offices, Inc.
210 State St.
Mason, MI 48854

Phone: (517) 381-5171
Fax: (702) 925-0737
www.MySmartHomes.com
www.SmartOfficesInc.com

August 29, 2025

Attn: Mr. Tim Maloney
350 E Washington Ave.
Zeeland, MI 49464

We appreciate the opportunity to provide a quote for the Zeeland Board of Public Works Bid. With over two decades of experience in the AV design and installation industry, we understand that each room is unique and we believe that the right tools and resources are essential for achieving the best possible audiovisual solution for any space. We specialize in the design and installation of AV solutions that are user-friendly, reliable, comfortable to work in, aesthetically pleasing and acoustically optimized. We take pride in our work and strive to provide the best possible service to our clients. When you choose Smart Offices for your AV project, you can expect:

- Professional, courteous service from start to finish
- Expert guidance on choosing the right solution for your space
- Precise measurements and installation
- Quality products that are built to last
- Unparalleled after-installation support

Thank you for the opportunity to submit a proposal and for considering Smart Homes & Smart Offices for your AV installation project.

Sincerely,
Mars Frederick, Sales Manager
517.381.5160 mfrederick@smartofficesinc.com

ABOUT US

Providing Smart Technology Solutions Since 2003

Smart Homes & Smart Offices was born out of the dreams and vision of founder John Gilluly. An enterprise that started in a basement of two forward-thinkers, blossomed into a profitable company with a passionate team dedicated to making technology work for people. Today, Smart Homes & Smart Offices serves hundreds of customers across Michigan and the United States – providing personalized, smart technology solutions that fulfill the home and office needs of our customers. Life made easier through technology!

Our Culture

What makes us unique, special and different from other smart technology companies? It's our culture. Smart Homes & Smart Offices works every day to create a company culture that functions like a close family. We make sure to always treat each other with respect and hold one another to the highest standards. Our high-performing teams are committed to continual learning – always striving for excellence in our work. You'll find this level of dedication throughout the fabric of our company. Our mission, principles and goals were developed from the input of many, not one, and they are constantly reviewed and reflected upon to ensure we remain focused on meeting the needs of our customers.

Our History

Smart Homes & Smart Offices founder, John Gilluly is no newcomer to the technology world. With more than 25 years of experience in the field, John has worked with over 150 companies, helping them in a variety of capacities including training, engineering and software development. He has a long career of helping people improve their processes, productivity, and communications, and brings that same expertise to our company.

From a very young age, John was always interested in how technology worked. Figuring out how to dismantle and put back together everything was just the beginning. His interests led him to Lehigh University where he earned degrees in material science and metallurgy with a minor in electrical engineering.

Upon graduation, he began work for Carpenter Technology, a company that makes high-temperature premium specialty steels for automotive, aerospace, and specialty applications. He oversaw high temperature alloys and the TQM program. From there, he got the opportunity to move to Michigan and take a job with a consulting firm and has never moved out of his adopted state. His time consulting allowed him to work with a variety of businesses where he wrote software programs, trained, and led high performance teams to help enhance their quality and processes to improve their bottom line.

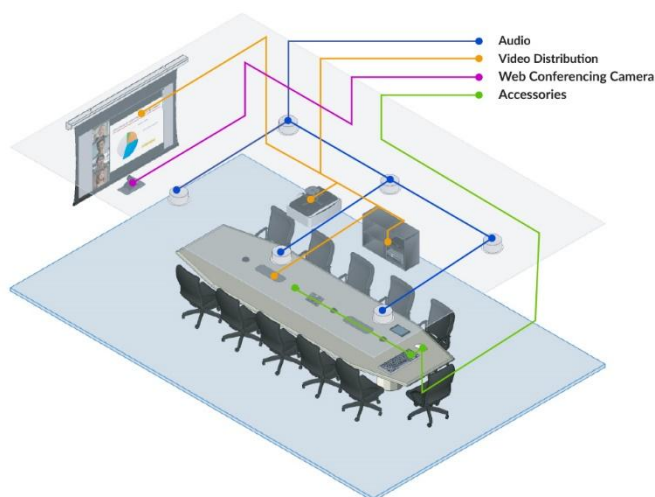
While consulting, a relationship he formed with a customer presented him with another opportunity. He was hired as a plant manager to turn around a manufacturing company that was failing at the time. John's dedication to producing results helped the company become profitable once more, further establishing his ability to operate as a successful leader. John's multi-faceted experiences allowed him to closely observe how technology has changed over the years and how it can simplify the things that people do every day.

When Smart Homes Smart Offices first began, home and office automation was just getting started and it has been continuously growing at an ever-increasing rate. We strive to meet all the expectations you have to ensure that the technology in your life truly makes your life richer and easier.



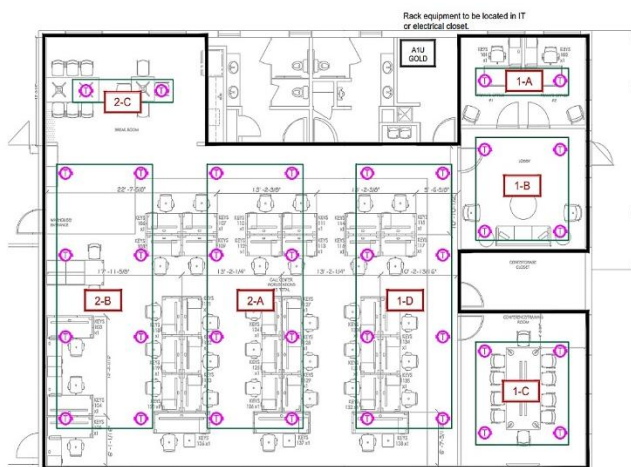
YOUR SMART HOMES & SMART OFFICES TEAM & OUR APPROACH TO SERVICE

At Smart Homes & Smart Offices, we begin every project by carefully listening and learning about your needs before we begin offering solutions. This thoughtful approach to design is one of our foundational [4 Pillars of Customer Care](#). Once we have a good understanding of your vision and goals, we craft a plan of action that's customized for your unique space. Our scalable AV solutions and services are designed to provide you with a robust audiovisual system that meets your needs and budget – both today and as you grow. We deliver exceptional results at every stage of the process by providing:



- ✓ **Comprehensive Engineering Assessment of Current Systems, Assets and Gaps.** A member of the SHSO Engineering team will schedule a time to do a walk-through of the space and conduct an in-depth engineering audit of your current system. If any part of the existing equipment is still in good, working order, we may be able to integrate it into the plan. If new equipment is needed, we will recommend the right component(s) for the job. This initial service is provided as a free consultation to our customers.
- ✓ **Clear and Consistent Communication at Every Stage of the Project.** After meeting with you, our Engineering and Project Management team leaders begin framing your quote. We make it easy for our customers to understand our project proposals. Every SHSO quote includes a complete scope of work with clearly defined phases, line-item descriptions and prices. When we deliver a quote, we take the time to sit down and go through it with you personally.
- ✓ **Project Kick-off & Site Management.** When you're ready to move forward, our Project Management Team will keep you updated on everything from the lead time on parts ordered, to a scheduled start date. Installation, software programming and system testing are carefully monitored by the PM and regular progress updates over the course of your project.
- ✓ **Unparalleled Service & Support.** Upon project completion, we will schedule a final walk-through and provide training so you can confidently leverage and enjoy all the capabilities of your new system. We also offer tiered levels of equipment and technical support.

For more information about **Smart Care** service plans, please contact a solutions engineer at **(517) 381-5160**.



PROJECT REFERENCES

The following projects are just a small sample of our work, including key elements stipulated in the RFP. Additional project samples available upon request.



Michigan Dental Association

The proposed solution for this [Combinable Boardroom and Conference Room](#) project included installation of a new audiovisual system to provide video distribution and display, audio reinforcement, video conferencing, recording, and AV system control. Compatible legacy equipment was reused – including wall partition sensors - allowing automatic AV configuration of the video and audio systems based on the wall positions.



Michigan Career & Technical Institute

Large meeting spaces often struggle with carry-over noise and room echo. For this project, we addressed the problem with a [2-Tiered Sound Management](#) approach that included sound masking and sound damening. Additionally, the images on the wall are actually customized sound panels – adding a personal touch that reflect both the history of Michigan’s workforce as well as the organization’s mission.



Alive Studios

The client was seeking an immersive classroom experience for its students. Our engineering team proposed a holistic solution for the design, installation, setup, testing and training of staff on the new equipment and system associated with the [Video Wall Displays](#). Our IT team also provided network support through the delivery and setup of a master PC that drives the displays.



Montessori Radmoor School

The installation of [integrated high-definition video surveillance and door access systems](#) was central to the design and construction of the school's new building. The SHSO team provided network setup for new equipment, all wiring for cameras and doors, and installation of all door access devices and cameras. Client training was provided on the new system, and SHSO continues to provide ongoing service and support.



Ingham County Courthouse

Historical spaces require special care in order to preserve the integrity of architecture. This highly customized [Audiovisual Engineering Solution](#) included installation of a new AV system to provide video distribution and display, audio reinforcement, video conferencing, recording, and AV system control. Due to the nature of the space and the need to maintain operational integrity for the court, the technology in the room was installed in two phases.



AgrolLiquid

The proposed solution to this meeting space included installation of a new audiovisual system to provide video distribution and display, audio reinforcement, video conferencing, recording, and AV system control. The [Combinable Conference Rooms](#) offer flexible room configuration. They can operate independently; however, when combined, the center room is always the default camera along with the center room computer. Microphones and speakers from the side room will always join the center room in this configuration.

SMART  HOMES

SMART  OFFICES

Smart Homes/Smart Offices, Inc.
210 State St.
Mason, MI 48854

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www.MySmartHomes.com

SMART HOMES & SMART OFFICES SERVICES

AV SERVICES

- Video Conferencing Solutions by Room - Small Conference Room/Huddle Room, Medium Conference Room, Large Conference Room Board Room, Class Room, Auditorium
- Sound Masking & Sound Dampening
- Video Walls & Digital Signage Displays
- Paging & Music Systems
- Security & Surveillance Systems
- Door Access Control
- Software Programming
- Engineering, Installation, Setup, Programming, Testing and Training
- Wire and cabling installation, connection and management
- Low-voltage cabling, equipment racks and enclosure systems
- Power control equipment and surge protection
- Video devices and equipment, including cameras, TVs, projectors & components
- Audio amplifying devices and equipment, including speakers, microphones & components
- Wired and wireless control panels and displays with intuitive interface
- Lighting and other peripherals

IT SERVICES

- Network & IT Infrastructure
- Servers
- Phone Systems
- Managed Service Provider
- Cybersecurity
- IT Consulting
- Website Development
- Mobile Apps
- ERP & Business Management
- Computers & Printers

For assistance with pricing, product information, configurations, other questions or to schedule a consultation with one of our solutions experts, please contact us at (517) 381-5160 or contact@smartofficesinc.com.



Smart Homes & Smart Offices has been awarded [Contract:#240000001076](#) with the State of Michigan. We are pleased to provide audio visual equipment, installation, setup, testing, maintenance and staff training of conference and training rooms across numerous state government offices. We strive to be Mid-Michigan's preferred technology provider, and are proud to support the AV and conferencing needs of the State.

One of the benefits of being a MiDEAL member is the ability to skip the bidding process. Additionally, you are eligible to receive special pricing on conference and training room audio visual equipment, installation and maintenance services that are equal to or less than our contract pricing with the State of Michigan.

Qualifying Products & Services

Audio Video (AV) Equipment and Services available under this pricing agreement include the following:

AV Systems

- Integrated Video Conference (VC) Systems for small, medium and large meeting spaces
- Bring Your Own Device (BYOD) and wireless presentation options
- Integrated Automation & Control of audio, video and lighting
- Digital Signal Processing (DSP) for enhanced system quality and control
- Digital Signage, Room Scheduling and Wayfinding Displays
- Sound Treatment Systems, including Sound Masking and Sound Absorption

AV Conferencing Services

- Engineering, Installation, Setup, Programming, Testing and Training of all system hardware and software.
- Bring Your Own Device (BYOD) and wireless presentation options

Equipment & Supporting Infrastructure

- Wire and cabling installation, connection and management
- Low-voltage cabling, equipment racks and enclosure systems
- Power control equipment and surge protection
- Video devices and equipment, including cameras, TVs, projectors & components
- Audio amplifying devices and equipment, including speakers, microphones & components
- Wired and wireless control panels and displays with intuitive interface
- Lighting and other peripherals

For assistance with pricing, product information, configurations or other questions related to this contract, please contact our team at (517) 381-5160 or contact@smartofficesinc.com.

TO: Chairperson Boerman and Commissioners

FROM: Andrew M. Boatright, General Manager

SUBJECT: Item 7 - Other Business – September 9, 2025 Board of Commissioners Meeting

DATE: September 5, 2025

- A. MPPA Retail Energy Improvement Program Project Participation Agreement: Zeeland BPW has historically operated its Energy Waste Reduction (EWR) programs with an annual budget of about \$500,000. Under the new 2026 - 2029 MPPA Retail Energy Improvement Program, costs will rise to roughly \$1.13 million annually - a significant increase that reflects the expanded scale of services and compliance obligations under Public Act 229. While higher than our traditional budget, this MPPA program is structured to be more cost-effective than alternatives and ensures we meet the state's new requirement of achieving 1.5% annual energy savings, with strong oversight and accountability mechanisms.

At your June 2025 meeting, staff recommended to the Commissioners that we adopt the MPPA program for the 2026 - 2029 compliance cycle. A comparison of available compliance options underscores this recommendation. The MPPA program delivers projected annual savings of 6.0 million kWh at \$0.188/kWh, while the State of Michigan's Efficiency United program is projected to cost considerably more - \$1.57 million annually at \$0.238/kWh for similar savings. In addition, the MPPA model returns a higher share of dollars directly to customers through incentives (70% vs. 54% under the state program) and holds contractors accountable with a 45 - 50% performance holdback. By contrast, the State program involves higher administrative costs (46% vs. 30%) and no guarantee of funds returning to the community if savings targets are missed.

These three supporting documents - the Participation Agreement, the 2026–2029 EWR Plan for Zeeland, and the Services Description Matrix - are included under this tab for reference.

Requested Action: Approve the Retail Energy Improvement Program Project Participation Agreement for Consideration by Zeeland City Council at the September 15, 2025 Regular Meeting.

B. Upcoming Events:

- **Next Regular ZBPW Board Meeting, Tuesday, October 14, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- JR Automation Global Headquarters Groundbreaking Ceremony, Wednesday, September 17, 2025, 10:00 a.m., 800 Riley Street, Zeeland ([registration link](#))
- Gentex Discovery Preschool Ribbon Cutting, Friday, September 19, 2025, 10:00 a.m., 3845 88th Ave., Zeeland
- MMEA Fall Conference, September 23-25, 2025, Delta Hotels Muskegon Convention Center, Muskegon, MI ([registration link](#))
- Zeeland Pumpkinfest, Thursday, October 2 – Saturday, October 4, Downtown Zeeland (<https://www.zeelandfestivals.com/copy-of-event-details-1>)



RETAIL ENERGY IMPROVEMENT PROGRAM PROJECT PARTICIPATION AGREEMENT

This Retail Energy Improvement Program Project Participation Agreement (“Participation Agreement” or “Agreement”) is to be effective as of the ___ day of _____ 2025 (the “Effective Date”) and is entered into by and among Michigan Public Power Agency (“MPPA”) and the Zeeland Board of Public Works (“Zeeland”), a Member of MPPA (a “Participating Member”).

RECITALS

WHEREAS, MPPA is a joint agency of the State of Michigan created pursuant to the Michigan Energy Employment Act, 1976 PA 448, MCL 460.801 *et seq.* (the “Act”) and comprised of municipal electric utilities each furnishing power, energy, and related services to their respective customers (each a “Member” and, collectively, the “Members”);

WHEREAS, MPPA is governed by a Board comprised of Commissioners (“MPPA Board”) who are appointed by the respective governing bodies of its Members;

WHEREAS, the Act authorizes MPPA to, *inter alia*, undertake administrative, asset, planning, and service projects either related to its Members’ electric generation and distribution systems or otherwise in furtherance of its Members’ provision of electric service;

WHEREAS, on August 13, 2025, the MPPA Board passed a resolution creating the Retail Energy Improvement Program Project (“Retail Energy Improvement Program Project” or “Project”) for the purpose of creating a structured program that leverages economies of scale and scope, standardization, and business alignment that reduces costs and risks to implement various energy waste reduction and clean energy programs and services to participating Members of MPPA which are necessary to comply with the Clean and Renewable Energy and Energy Waste Reduction Act, 2008 Public Act (“PA”) 295, MCL 460.1001 *et seq.*, as amended (“Michigan State Energy Legislation”);

WHEREAS, through participation in the Retail Energy Improvement Program Project, Members will be able to streamline compliance with the Michigan State Energy Legislation and reduce the administrative burden of providing their retail customers with energy waste reduction and clean energy programs and services;

WHEREAS, the MPPA Board further resolved that (i) a committee for the Retail Energy Improvement Program Project (“Project Committee”) be formed, (ii) the membership of the

Project Committee consist of persons designated in writing by each Member authorized and electing to participate in the Project, through executing the Participation Agreement, and (iii) the Project Committee be organized and governed in accordance with Article 5 of the MPPA By-Laws and all expenses of the Retail Energy Improvement Program Project be borne by all of the Participating Members; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

AGREEMENT

Section 1. Governing Body Authorization.

In order for this Participation Agreement to be effective, the governing body of the Participating Member shall pass a resolution or other documentation authorizing the approval of this Participation Agreement (“Authorization Resolution”).

Section 2. Covenants.

(a) MPPA Covenants. MPPA shall implement the Retail Energy Improvement Program Project as directed by the Project Committee which implementation shall include but not necessarily be limited to the services and programs as described in Exhibit A attached and incorporated herein to this Agreement (“Services”), as may be amended from time to time.

(b) Participating Member Covenants. The Participating Member shall provide reasonable assistance in furthering MPPA’s implementation of the Retail Energy Improvement Program Project in the Participating Member’s territory. Further, the Participating Member agrees to collect rates, rents, fees, and charges for electric power and energy and other services, facilities, and commodities sold, furnished, or supplied through its electric system sufficient to provide revenues adequate to meet its obligations under this Participation Agreement.

(c) Cooperation and Exchange of Information. MPPA and the Participating Member recognize that successful implementation of the Retail Energy Improvement Program Project will require cooperation and frequent exchanges of information (including, but not limited to, retail customer information). MPPA and the Participating Member agree to make all reasonable efforts to timely provide to MPPA, and/or any third-party contracted by MPPA to implement the Services or Administration of the Project, such information as may be required under this Agreement, as may be required under any agreement between MPPA and a third-party contractor, or as otherwise necessary to implement the Retail Energy Improvement Program Project.

Section 3. Services.

Participation. Participating Member will have the option to consult with MPPA, who will then consult with any third-party implementation contractor(s), to choose and/or modify the Services offered to their retail customers, subject to mutual agreement by the third-party contractor

to implement the Participating Member's desired changes. In the event of termination with cause of this Agreement or a third-party contractors Services Agreement(s) with MPPA, the third-party shall cease providing Services to the Participating Member's retail customers immediately after being notified of a termination/recission.

Section 4. Governance.

This Agreement shall be administered by a Project Committee as established by the MPPA Board in accordance with Article 5 of the MPPA By-Laws.

Section 5. Accounting.

MPPA Accounting Obligations. MPPA shall keep accurate records and accounts relating to the Retail Energy Improvement Program Project in accordance with the Uniform System of Accounts, separate and distinct from its other records and accounts. The accounts shall be audited annually by a firm of certified public accountants, experienced in electric utility accounting, to be employed by MPPA. A copy of each annual audit, including all written comments and recommendations of such accountants, shall be furnished by MPPA to the Participating Member not later than one hundred eighty (180) calendar days after the end of each calendar year.

Section 6. Expenses, Billing, and Payment.

(a) Expenses. Each Participating Member shall be responsible for all charges, fees, costs, expenses, and settlements ("Costs and Expenses") incurred with respect to the specific activities for their program ("Member Costs and Expenses") as well as a portion of the administrative Costs and Expenses of the Retail Energy Improvement Program Project, as allocated herein, that cannot be attributed to any specific Participating Member's program to include, but not limited to, MPPA expenses and any third-party costs and expenses ("Administrative Costs and Expenses"). Each Participating Member's program will have an account and/or records to record the Member's Costs and Expenses. The expected and maximum not-to-exceed costs pertaining to MPPA's contract with a third-party contractor for Retail Energy Improvement Program Project implementation services, which will comprise the majority of Member Costs and Expenses, are detailed by calendar year on Exhibit B attached and incorporated herein to this Agreement. The Retail Energy Improvement Program Project will have a general account to record any Administrative Costs and Expenses. All Administrative Costs and Expenses in the general account shall be allocated to the Participating Members in the Retail Energy Improvement Program Project as follows: Seventy five percent (75.00%) democratic and twenty five percent (25.00%) based on the load ratio share of a Participating Member's MWh sales compared to the total of all MWh sales of all Participating Members as reported by the most recent Energy Information Administration ("EIA") reports / data.

(b) Billing. MPPA shall provide each Participating Member monthly invoices for any cost and expense attributable to the Participating Member's program on or around the 10th calendar day of each month for the Member's participation in the Retail Energy Improvement Program Project during the preceding month.

(c) Payment. Monthly payments required to be paid to MPPA for Retail Energy Improvement Program Project costs and expenses, as invoiced, pursuant to this Section 6 shall be due and payable to MPPA at the principal office of MPPA or bank account of MPPA, or such other address or bank account as MPPA shall communicate in written or electronic form to the Participating Member, on the 25th day of the Month following receipt of the invoice for such costs and expenses, or in the event the 25th day of the Month falls on a weekend or a bank holiday, the next following business day (“Due Date”) within ten (10) business days after the Participating Member’s receipt of the invoice, whichever is later.

(d) Delay-Payment Penalty and Interest. If payment in full is not made on or before the close of business on the Due Date, a delayed-payment charge on the unpaid amount due for each day overdue will be imposed at a rate equal to the prime lending rate as may from time to time be published in The Wall Street Journal under “Money Rate” on such day (or if not published on such day the most recent preceding day on which published), plus two percent (2%), or the maximum rate lawfully payable by the Participant, whichever is less. If the due date falls on a Saturday, Sunday, or a bank holiday, the next following business day shall be the last day on which payment may be made without the addition of the delay-payment charge.

(e) Dispute Process. In the event of any dispute as to any portion of any invoice, the Participating Member shall nevertheless pay the full amount of the disputed amounts when due and shall give written notice of the dispute to MPPA not later than the date such payment is due, if the Participating Member is already aware of the dispute, or within thirty (30) calendar days of discovering the grounds for the disputed amounts, but only if the Participating Member could not have reasonably been expected to have discovered the grounds for dispute by the original due date. Such notice shall identify the disputed invoice, state the amount in dispute and set forth a full statement of the grounds upon which such a dispute is based. No adjustment shall be considered or made for disputed amounts unless notice is given as required above. MPPA shall give consideration to such dispute and shall advise the Participating Member in writing of its position within thirty (30) calendar days following receipt of such written notice. Upon final determination (whether by agreement, arbitration, adjudication or otherwise) of the correct amount, any difference between such corrected amount and the invoiced amount shall be subtracted from the next statement submitted to the Participating Member after such determination or, if this Participation Agreement has terminated, shall be paid to Participating Member within thirty (30) calendar days of such determination. The Participating Member shall continue to be responsible after the termination of this Agreement for its share of financial obligations associated with this Agreement that accrued during the Initial Term and any subsequent Extension Term of this Agreement.

Section 7. Term.

This Agreement shall become effective as of the date upon which it is fully executed by the parties hereto and shall survive for an initial term through December 31, 2029, at 11:59 p.m. (“Initial Term”). Thereafter, this Agreement may only be extended upon written agreement between the parties hereto, subject to subsequent approval of the Participating Member’s governing body (“Extension Term”). The Initial Term and any Extended Term may be terminated by the Participating Member or MPPA pursuant to Sections 8, 9, or 13.

Section 8. Default of Participating Member.

(a) Payment Default. Failure of the Participating Member to timely make any payments to MPPA required under this Participation Agreement shall constitute an immediate default on the part of the Participating Member. In the event of such a default, the Participating Member shall not be relieved of its liability for payment of the amounts in default and MPPA shall have the right to recover from the Participating Member any amount in default. In enforcement of any such right of recovery, MPPA may bring any suit, action, or proceeding in law or in equity, including mandamus and action for specific performance, as may be necessary or appropriate to enforce any covenant, agreement or obligation to make any payment for which provision is made in this Participation Agreement against the Participating Member, and if the default is not cured within five (5) business days following a written declaration of default by MPPA to the Participating Member, MPPA may, upon twenty (20) calendar days' written notice to the Participating Member, terminate this Participation Agreement and cease and discontinue providing all or any portion of the Services.

(b) Covenant Default. Material failure of the Participating Member to timely and satisfactorily meet the Covenants as required in Section 2 of this Participation Agreement shall constitute a default on the part of the Participating Member. In the event of such default, MPPA shall provide the Participating Member with a written description of the covenants required under this Agreement which the Participating Member has failed to satisfactorily meet. If the default is not cured within thirty (30) calendar days following receipt of such declaration of default by the Participating Member, MPPA may, upon sixty (60) calendar days' written notice to the Participating Member, terminate this Participation Agreement and cease and discontinue providing all or any portion of the Services.

Section 9. Default of MPPA.

In the event of any default by MPPA under any covenant, obligation, or term of this Participation Agreement, the Participating Member's remedy for such default shall be limited to mandamus, injunction, action for specific performance, or any other available equitable remedy as may be necessary or appropriate, and/or termination of this Agreement upon at least sixty (60) calendar days' written notice to MPPA; provided, however, the date of termination shall be sixty (60) calendar days after the date written notification of termination is given.

Section 10. Abandonment of Remedy.

In case any proceeding or action taken on account of any default shall have been discontinued or abandoned for any reason, the parties shall be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of MPPA and the Participating Member shall continue as though no such proceedings had been taken.

Section 11. Waiver of Default.

Any waiver at any time by either MPPA or the Participating Member of its rights with respect to any default of the other party hereto, or with respect to any other matter arising in

connection with this Participation Agreement, shall not be a waiver with respect to any subsequent default, right, or matter.

Section 12. Liability of Parties.

MPPA and the Participating Member agree that the Retail Energy Improvement Program Project constitutes a separate project of MPPA. The Participating Member shall assert no monetary claims or money damage claims against MPPA for any default or breach of this Participation Agreement, and the Participating Member is limited to equitable relief only as provided herein. In addition, the parties agree that under no circumstances shall the financial assets, funds, and accounts and physical assets of any other MPPA project be available to satisfy any of MPPA's obligations to the Participating Member under this Agreement. The sole available recourse for the Participating Member or MPPA for any acts, errors or omissions by the other party, other than the recourse provided under Sections 6, 8, and 9 of this Agreement, shall be the withholding of currently owed amounts or suspension of the provision of services, followed by the termination of this Agreement.

Section 13. Termination.

This Participation Agreement shall be terminated after completion of the Initial Term (i.e., termination may become effective no earlier than December 31, 2029, at 11:59 pm), unless otherwise terminated as permitted below or pursuant to Sections 8 or 9, or extended pursuant to Section 7.

In the event Participating Member is not taking Retail Energy Improvement Program Project implementation services from the third-party contractor (i.e., the Participating Member has a \$0.00 value for that calendar year on Exhibit B), Participating Member may leave the Project and terminate this Participation Agreement upon providing MPPA thirty (30) days prior written notice.

The Participating Member and MPPA both recognize that charges, fees, expenses, and settlements may survive the term of this Participation Agreement. Notwithstanding anything in this Agreement to the contrary, in the event such charges, fees, expenses, and settlements are incurred as the result of services provided under this Agreement, the Participating Member shall continue to remain liable and financially responsible for all costs associated with the charges, fees, expenses, and settlements until they are recovered in full.

Section 14. Amendment.

Except for changes to Exhibit A, included as part of this Agreement, any amendments to this Agreement shall be approved by the governing board of each party hereto as executed by authorized signers before any such amendment shall be effective.

Section 15. Applicable Law.

This Agreement and all questions relating to its validity, interpretation, performance, and enforcement will be governed by and construed, interpreted and enforced in accordance with the laws of the State of Michigan.

Section 16. Severability.

If any section, paragraph, clause, or provision of this Agreement shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in full force and effect as though such section, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not been included herein.

Section 17. Counterparts.

This Agreement may be executed in counterparts, all or any of which shall be regarded for all purposes as one original and shall constitute and be but one and the same instrument.

[Signatures appear on the next page]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers respectively, being thereunto duly authorized, as of the day and year first above written.

MICHIGAN PUBLIC POWER AGENCY

By _____

Its _____

Attest:

PARTICIPATING MEMBER

By _____

Its _____

Member _____

Attest:

EXHIBIT A

SERVICES DESCRIPTION MATRIX FOR 2026-2029

Program Name	Program Description
Residential Services	
Residential Virtual Assessments	Program provides free virtual home energy audits to identify energy-saving recommendations. Residential customers will receive a personalized report and access to an online kit portal to receive free energy-saving products.
Residential Appliance Recycling	Program enables Residential customers to responsibly dispose of old, inefficient refrigerators, freezers, window air conditioners, and dehumidifiers while earning rebates.
Residential Online Marketplace	Program enables Residential customers to purchase energy-saving products, access instant rebates, enroll in Clean Energy programs, and schedule installations through a streamlined e-commerce platform.
Residential High Efficiency Products & HVAC Rebates	Program provides financial incentives to Residential customers for upgrading to ENERGY STAR® certified appliances and high-efficiency HVAC systems.
Residential Efficient Electrification	Program supports Residential customers in transitioning from fossil fuel-based systems to high-efficiency electric technologies through incentives and tailored support.
Residential Low Income Services	
Low Income Virtual Assessments	Program provides free virtual home energy audits to identify energy-saving recommendations. Income-qualified customers will receive a personalized report and access to an online kit portal to receive free energy saving products.
Low Income Appliance Recycling	Program enables income-qualified customers to responsibly dispose of old, inefficient refrigerators, freezers, window air conditioners, and dehumidifiers while earning rebates.
Low Income Kits	Program provides income-qualified customers with free energy-saving kits tailored to their household needs. These kits typically include LED lighting and other basic efficiency measures, and are distributed through direct mail or community-based outreach.
Low Income Online Marketplace	Program enables income-qualified customers to purchase energy-saving products, access instant rebates, enroll in Clean Energy programs, and schedule installations through a streamlined e-commerce platform.
Low Income Retail Lighting	Program provides free or discounted energy-saving lighting products—such as LEDs and specialty bulbs—to income-qualified customers through direct distribution, retail coupons, and direct-ship kits.
Low Income High Efficiency Products & HVAC Rebates	Program provides financial incentives to customers for upgrading to ENERGY STAR® certified appliances and high-efficiency HVAC systems.
Low Income Weatherization	Program provides no-cost weatherization services to income-qualified customers, including insulation, air sealing, and health and safety upgrades.
Low Income Efficient Electrification	Program supports income-qualified customers in transitioning from fossil fuel-based systems to high-efficiency electric technologies through incentives and tailored support.
Commercial & Industrial Services	
Commercial & Industrial	Program delivers tailored energy efficiency services to C&I customers, including comprehensive planning, incentives, and implementation support for lighting, HVAC, refrigeration, and process improvements.
Commercial & Industrial Efficient Electrification	Program supports C&I customers in transitioning from fossil fuel-based systems to high-efficiency electric technologies through incentives and tailored support.

EXHIBIT B**NOT-TO-EXCEED THIRD-PARTY CONTRACTOR IMPLEMENTATION COSTS
2026-2029**

Zeeland	
Program Year	Implementation Costs*
2026	\$1,171,635
2027	\$1,116,141
2028	\$1,140,859
2029	\$1,169,821

*Implementation costs represent third-party implementation service costs only and do not include MPPA administrative and/or third-party Evaluation, Measurement, and Verification ("EM&V") costs.

Municipal Utility Energy Waste Reduction Program Portfolio - Zeeland Board of Public Works										
Program Portfolio	USRT Results	CCE Results	2026 Plan Filing		2027 Plan Filing		2028 Plan Filing		2029 Plan Filing	
			Gross First Year kWh Savings	Program Budget	Gross First Year kWh Savings	Program Budget	Gross First Year kWh Savings	Program Budget	Gross First Year kWh Savings	Program Budget
Residential Services	1.00	\$0.034	226,708	\$113,761	229,288	\$116,603	231,576	\$119,574	234,819	\$122,902
Virtual Assessments	N/A	N/A	0	\$7,746	0	\$7,979	0	\$8,216	0	\$8,463
Appliance Recycling	2.78	\$0.014	43,632	\$18,932	44,299	\$19,814	44,715	\$20,753	45,740	\$21,818
Marketplace	0.47	\$0.073	29,189	\$18,363	29,424	\$18,710	29,701	\$19,093	30,018	\$19,512
High Efficiency Products & HVAC Rebates	1.04	\$0.032	153,887	\$68,721	155,565	\$70,101	157,159	\$71,512	159,062	\$73,108
Efficient Electrification (EFEL)	N/A	N/A	3,890	\$8,305	7,905	\$9,030	7,997	\$9,360	8,117	\$9,728
Low Income Services	0.50	\$0.058	459,008	\$274,826	462,975	\$280,308	468,374	\$286,315	475,071	\$293,081
Virtual Assessments	N/A	N/A	0	\$11,142	0	\$11,476	0	\$11,822	0	\$12,178
Residential Low Income Kits	0.32	\$0.105	164,930	\$35,736	165,259	\$36,325	167,484	\$37,205	169,781	\$38,140
Marketplace	0.33	\$0.102	29,204	\$24,066	29,439	\$25,119	29,715	\$26,241	30,033	\$27,509
Appliance Recycling	2.06	\$0.019	43,632	\$26,470	44,299	\$26,982	44,715	\$27,551	45,740	\$28,172
High Efficiency Products & HVAC Rebates	0.58	\$0.063	133,909	\$97,388	135,239	\$98,879	136,676	\$100,716	138,417	\$102,808
Weatherization	0.43	\$0.047	87,333	\$80,024	88,739	\$81,527	89,783	\$82,780	91,100	\$84,274
Efficient Electrification (EFEL)	N/A	N/A	3,890	\$11,376	7,905	\$12,217	7,997	\$12,677	8,117	\$13,182
Subtotal - Residential Solutions	0.62	\$0.049	693,496	\$408,267	708,074	\$418,157	715,943	\$427,926	726,125	\$438,892
Business Services	3.32	\$0.010	5,059,137	\$663,356	4,997,767	\$665,024	5,055,849	\$679,221	5,130,960	\$696,337
C&I Programs	3.32	\$0.010	5,059,137	\$663,356	4,997,767	\$665,024	5,055,849	\$679,221	5,130,960	\$696,337
Efficient Electrification (EFEL)	0.00	\$0.000	137,767	\$22,529	280,000	\$32,961	283,225	\$33,713	287,496	\$34,591
Subtotal - Business Solutions	3.32	\$0.010	5,196,904	\$685,885	5,277,767	\$697,984	5,339,074	\$712,933	5,418,456	\$730,928
Subtotal Program Portfolio	2.41	\$0.014	5,890,399	\$1,094,152	5,985,841	\$1,116,141	6,055,017	\$1,140,859	6,144,580	\$1,169,821
Evaluation*				\$36,854		\$38,725		\$40,696		\$42,781
Administration*				\$6,461		\$6,655		\$6,855		\$7,061
Renewable Energy Credit (REC) Substitution for 10% of EWR Standard under Sec. 77 (10)*			654,000	\$2,616	664,600	\$2,658	672,200	\$2,689	682,400	\$2,730
Planning & Start-Up				\$77,483						
Total Program Portfolio	2.41	\$0.014	6,544,399	\$1,217,566	6,650,441	\$1,164,180	6,727,217	\$1,191,099	6,826,980	\$1,222,392

* Estimate costs subject to change

EXHIBIT A

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