

Council Meeting
Common Council
December 15, 2025

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, December 15, 2025. Mayor Rick VanDorp called the meeting to order at 7:00 P.M.

PRESENT: Councilmembers – Mayor VanDorp, Mayor Pro-Tem Gruppen, Timmer, Lam, Bult, Langeland

ABSENT: Perkins

Staff Present: City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, City BPW General Manager Andy Boatright, Police Chief Jungel, Marketing Director Abby deRoo and City Clerk Kristi DeVerney

The Invocation was offered by Pastor Mark Timmer – Third Christian Reformed Church

The Pledge Allegiance to the Flag

Approve Addition to Agenda

Motion was made by Councilmember Mayor Pro-Tem Gruppen and Supported by Lam to add three (3) BPW Actions to ratify to the Consent Agenda.

Ayes: Bult, Lam, Mayor Pro-Tem Gruppen, Langeland, Timmer, Mayor VanDorp

No Vote: None

Absent: Perkins

Consent Agenda

Motion was made by Councilmember Timmer and Supported by Councilmember Lam to approve the Consent Agenda.

Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor VanDorp

No Vote: None

Absent: Perkins

1. Approve minutes of the Regular City Council meeting of December 1, 2025,
2. Approve minutes of the City Council Work Study meeting of November 1, 2025,
3. Ratify BPW Action # 26.061, Approve Cash Disbursements and Regular Monthly

- Transfers,
4. Ratify BPW Action # 25.062, Approve MPPA Capacity Sale Recommendation, Planning Year 2026/2027
 5. Ratify BPW Action # 25.063, Approve Board of Commissioners 2026 Board Meeting Schedule

Public Comment/Visitors

Michigan State Representative Brad Slagh gave an overview of the Appropriations Committee.

Communications

None

City Managers Report

Police Officer Personnel - Officer Tom Michmerhuizen submitted his resignation as a full-time Police Officer with the city. Tom has 17 years of service with the city. We wish Tom great success in his future endeavors. We are currently seeking to replace Tom's full-time position. While we are looking for a full-time officer, we have hired a couple of part-time positions within the department. One of our previous full-time officers, Koichi Magee, has returned on a part-time basis. We are excited to have Officer Magee back in the Zeeland Police Department. We have also hired a former Holland Police Officer, Mark DeLeeuw, who will be working part-time. Officer DeLeeuw originally left the Holland Police Department to pursue other opportunities and realized he missed being a part of the police force. We are pleased to welcome his valuable skillset to the department.

Church Street Project – This project is scheduled to start on January 5, 2026. The first section will be from the Clean Water Plant toward Central. The section of Lincoln from the Clean Water Plant Drive to Church is tentatively planned to be closed in mid-February as work progresses from the Clean Water Plant/Cemetery toward Central.

Snowmelt System – Not sure if you had the opportunity to venture out the morning of December 10 (Wednesday) but if you did, you recall that it was an absolute sloppy mess. But, if you also managed to make it through downtown, you would have noticed dry sidewalks and a dry Woonerf (Elm Street). It is hard to thank Ben Kiewiet enough for the efforts he has been putting in to get our snowmelt system fully operational. And, to the benefit of Ben, the system has been operating on "automatic" mode rather than him having to consistently monitor and adjust the system to ensure snowmelt operations. Lately, I have noted some downtown merchants marketing the snow free sidewalks as an attraction to shop downtown. I believe Wednesday morning, and the marketing of the sidewalk conditions by merchants, is what the Snowmelt Committee and City Council

envisioned when the decision was made to expand snowmelt through the downtown sidewalks.

Staff Certification – City Manager Klunder noted that IT Director Maloney shared that Beau Rokala, Network Engineer, who officially earned his **Cisco Certified Network Associate (CCNA)** certification. Please join me in congratulating Beau on a major milestone and a great start to his career with us.

Fiscal Year '26/'27 Budget Timeline – We are planning on March 30th, 31st, and possibly April 1st for the Budget Work/Study Sessions for the Fiscal Year 2026/2027 budget.

Elected Officials Training – A reminder that if anyone has an interest in the Michigan Municipal League's Elected Officials training, we will assist with registration. An update on their upcoming training schedule is attached for information.

City Facility Tours and Operations – Various city facility tours were completed last week.

Public Hearing – Mandu Escapes, LLC Liquor License Application

Mayor VanDorp called the public hearing to order at 7:10 p.m. Marketing Director, Abby deRoo introduced the new owners, John Becker and Joanna Udo, of La Crème Café (111 E. Main St). They have submitted their Liquor License Application for City Council approval. The public hearing was closed at 7:22 p.m.

Action Items

25.196 Mandu Escapes, LLC Liquor License Transfer and Restaurant Contract Agreement

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to approve the Mandu Escapes, LLC Liquor License Transfer and Restaurant Contract Agreement.

Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor VanDorp
No Vote: None
Absent: Perkins

25.197 Liquor Control Commission – Class C License and a Catering Permit License

Motion was made by Councilmember Timmer and Supported by Councilmember Lam to approve the Liquor Control Commission – Class C License and a Catering Permit License.

Ayes: Langeland, Timmer, Bult, Lam, Mayor Pro-Tem Gruppen, Mayor
VanDorp
No Vote: None
Absent: Perkins

**25.198 Fiscal Year 2025/2026 Annual Comprehensive Financial Report
Acceptance**

Will Wright (Brickley DeLong) gave an overview of the Annual Comprehensive Financial Report for FY 2024-2025. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of Zeeland's financial statements for the fiscal year ended June 30, 2025, are fairly presented in conformity with GAAP. An unmodified opinion is the best opinion that an organization can receive on its financial statements.

Motion was made by Councilmember Lam and Supported by Councilmember Timmer to accept the Fiscal Year 2025/2026 Annual Comprehensive Financial Report.

Ayes: Timmer, Bult, Lam, Mayor Pro-Tem Gruppen, Langeland, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.199 Ordinance 1047 Electric Terms of Service

Motion was made by Councilmember Langeland and Supported by Lam to adopt City Ordinance 1047 for Electric Terms of Service.

Ayes: Bult, Lam, Mayor Pro-Tem Gruppen, Langeland, Timmer, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.200 Ordinance 1048 Water Terms of Service

Motion was made by Councilmember Bult and Supported by Lam to adopt City Ordinance 1048 for Water Terms of Service.

Ayes: Lam, Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Mayor
VanDorp
No Vote: None
Absent: Perkins

25.201 Resolution for Electric Terms of Service

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Langeland to approve the Resolution for Electric Terms of Service.

Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.202 Resolution for Water Terms of Service

Motion was made by Councilmember Timmer and Supported by Mayor Pro-Tem Gruppen to approve the Resolution for Water Terms of Service

Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.203 Lawrence Park Bowl Caulking and Painting Bid Award

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to authorize award of the painting and caulking services contract for the Amphitheater at Lawrence Street Park to Reliable Service Contractors in the amount of \$13,354 and set a project budget of \$15,000.

Ayes: Langeland, Timmer, Bult, Lam, Mayor Pro-Tem Gruppen, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.204 Articulated Tractor Edge Attachment Purchase

Motion was made by Councilmember Langeland and Supported by Councilmember Timmer to waive the formal bidding process and award a contract to Brown Equipment Company in the amount of \$25,995.

Ayes: Timmer, Bult, Lam, Mayor Pro-Tem Gruppen, Langeland, Mayor
VanDorp
No Votes: None
Absent: Perkins

25.205 Ordinance 1049 Redistricting Precincts

Motion was made by Councilmember Bult and Supported by Councilmember Lam to consolidate four (4) precincts down to two (2) precincts.

Ayes: Bult, Lam, Mayor Pro-Tem Gruppen, Langeland, Timmer, Mayor
 VanDorp
No Votes: None
Absent: Perkins

25.206 HealthSource Wellness Contract

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to approve the renewal contract with HealthSource Solutions, LLC for 2026.

Ayes: Lam, Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Mayor
 VanDorp
No Votes: None
Absent: Perkins

25.207 2026 Goal Setting Dates

Motion was made by Councilmember Timmer and Supported by Councilmember Langeland to approve January 26 and 27 for the evening dates in 2026 for the annual goal setting process.

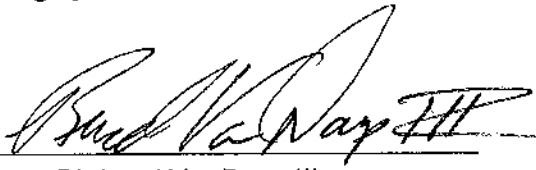
Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor
 VanDorp
No Votes: None
Absent: Perkins

25.208 Appointment to City Council Rep. to Planning Commission

Motion was made by Councilmember Lam and Supported by Councilmember Bult to appoint Mayor Pro-Tem Gruppen to the West Michigan Airport Authority for a term of February 1, 2026, to January 31, 2030.

Ayes: Mayor Pro-Tem Gruppen, Langeland, Timmer, Bult, Lam, Mayor
 VanDorp
No Votes: None
Absent: Perkins

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting. Motion carried by all voting aye. Time called at 8:03 P.M.



Mayor Richard VanDorp III



Kristi DeVerney, City Clerk

MEMORANDUM OF – STUDY SESSION
Zeeland City Hall Council Chambers
Monday, December 15, 2025
6:00 P.M.

PRESENT: Councilmembers – Mayor VanDorp, Mayor Pro-Tem Gruppen, Lam, Timmer, Bult, and Langeland

ABSENT: Perkins

Staff Present: City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, City BPW General Manager Andy Boatright, and City Clerk Kristi DeVerney

Mayor VanDorp called the Study Session to order at 6:00 P.M.

Ordinance 1047, 2026 Electric Terms of Service

BPW General Manager Andrew Boatright referenced materials, for City Council's consideration, that summarize amendments to Sections 40-74 through 40-77 and Sections 40-97 through 40-102 of Volume 1 of The Code of the City of Zeeland, Michigan and the associated Ordinance to update the existing "Rules and Regulations" governing electric utility services effective January 1, 2026.

The BPW staff have undertaken a comprehensive review and update of the existing "Rules and Regulations" to modernize these long-standing documents, ensuring they accurately reflect current utility practices, operational procedures, and regulatory standards.

The accompanying proposed Ordinance No. 1047 removes the former "Rules and Regulations" and "Fees and Charges" sections from the Zeeland City Code and enables future revisions of the Terms of Service documents to be accomplished by Resolution of the Board of Commissioners and City Council. This approach will streamline the update process, allow more timely administrative revisions while maintaining appropriate oversight and transparency. At their December 9, 2025, regular meeting, the Zeeland BPW Board of Commissioners approved recommending this action item for City Council consideration and adoption on December 15, 2025.

Ordinance 1048, 2026 Water Terms of Service

BPW General Manager Andrew Boatright referenced attached materials, for the City Council's consideration, that summarize amendments to Section 40-124 and Section 40-125 and to Repeal Sections 40-147 through 40-155 of Volume 1 of The Code of the City of Zeeland, Michigan and the associated Ordinance to update the existing "Rules of Regulations" governing water utility services effective January 1, 2026.

The BPW staff have undertaken a comprehensive review and update of the existing “Rules and Regulations” to modernize these long-standing documents, ensuring they accurately reflect current utility practices, operational procedures, and regulatory standards.

The accompanying proposed Ordinance No. 1048 removes the former “Rules and Regulations” and “Fees and Charges” sections from the Zeeland City Code and enables future revisions of the Terms of Service documents to be accomplished by Resolution of the Board of Commissioners and City Council. This approach will streamline the update process, allow more timely administrative revisions while maintaining appropriate oversight and transparency. At their December 9, 2025, regular meeting, the Zeeland BPW Board of Commissioners approved recommending this action item for City Council consideration and adoption on December 15, 2025.

Fiscal Year 2025/202 Audit Review

The Brickley DeLong representative presented the audit findings for the fiscal year that ended June 30, 2025. The City of Zeeland had another sound fiscal year. The recommendation is for City Council to accept the Fiscal Year 2024-2025 Annual Comprehensive Financial Report as presented.

Articulated Tractor Edger Attachment Purchase

Requesting approval to purchase a GMR Edger Disc and Wire Brush Attachment for our CX75 Multihog articulated tractor from Brown Equipment Company in the amount of \$25,995. This edger attachment will significantly improve the ability to maintain bike paths and curb lines throughout the city. This level of restoration and maintenance efficiency is not achievable with the current equipment. They do not anticipate any significant implement purchases for the remainder of the Fiscal Year.

The recommendation for the Edger is for City Council to waive the formal bidding process and award a contract to Brown Equipment Company in the amount of \$25,995.

Lawrence Park Bowl Caulking and Painting Contract Award

Sealed bids were solicited for surface preparation, priming, painting, and caulking activities for the facility, including the seating area, stairways, and performance platform, along with cleaning, surface protection, and completion requirements.

The recommendation is to authorize award of the painting and caulking service contract, for the Amphitheater at Lawrence Street Park to Reliable Service Contractors in the amount of \$13,354 and set a project budget of \$15,000.

Transfer of Class C Liquor License with Catering Permit from La Crème Café, LLC to Mandu Escapes, LLC at 111 E Main Avenue, and Restaurant Operations Contract

Mandu Escapes, LLC is purchasing La Crème Café and seeks to transfer the liquor license for their use. City staff recommends a motion to approve the Resolution that approves a Class C License and Restaurant Contract with them and supports the request of Mandu Escapes, LLC to a Class C License be transferred from La Crème Café, LLC to Mandu Escapes, LLC to operate a restaurant at 111 E. Main Avenue. City Attorney Donkersloot also recommends City Council approve a Resolution from the Michigan Liquor Control Commission which provides City Council's recommendation to the MLCC to allow for the transfer of the license.

Ordinance 1049, Redistricting Precincts

The Clerk's office recommends the consolidation of four (4) precincts down to two (2) precincts so the redistricting process can be completed.

2026 HealthSource Solutions Management Agreement Renewal

HealthSource Solutions Management, (formerly OnSite Wellness), continues to have a wellness plan for team members. This plan includes incentives for physical activity, participation in wellness challenges, non-smoking credits and weight goals.

City leadership recommends that City Council approves a renewal contract with HealthSource Solutions, LLC for 2026.

2026 Goal Setting Dates

Staff proposed three (3) choices to consider for goal setting dates for development of the 2026 Strategic Action Plan.

Recommended to set January 26 and 27 as the two (2) evening dates in 2026 for the annual goal setting process.

West Michigan Airport Authority Representative

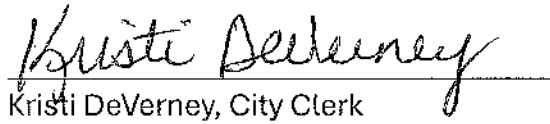
Mayor Pro-Tem Gruppen has served the past couple of years on the Airport Authority and she also served as our alternate to the Airport Authority.

Recommended to appoint Mayor Pro-Tem Sally Gruppen to the West Michigan Airport Authority for a term of February 1, 2026 to January 31, 2030.

Upcoming Business

ACM Plockmeyer noted that the Church Street project was starting. One of the first things we will notice is that the Cemetery Monument will be removed while the project is under construction.

There being no further items to discuss, Work study was adjourned at 6:50 P.M.


Kristi DeVerney, City Clerk