



**CITY OF ZEELAND**  
**City Council Work-Study Session**  
**Agenda**  
**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm**  
**September 15, 2025, 6:00 p.m.**

**DISCUSSION ITEMS:**

1. Industrial Development District, JR Automation Technologies, LLC
2. BPW Administrative Office Expansion & Renovation Budget Amendment
3. MPPA Retail Energy Improvement Program Project Participation Agreement
4. Gentex Development Agreement Addendum #1
5. Zeeland Charter Township Cost Sharing Agreement – Sanitary Sewer Church Street
6. Roosevelt Traffic Signal Bid Award & Budget Amendment
7. Snowplow Contract – 2025/2026 Winter Season
8. Vande Luyster Square Gazebo Design Contract
9. Alcohol Ordinance and Parks Ordinance Amendments Public Hearing

**UPCOMING BUSINESS:**

**OLD BUSINESS:**

Vacancies on Boards/Commissions:  
Board of Construction Appeals (1)  
Nominating Commission (5)

**ANNOUNCEMENTS:**



**CITY OF ZEELAND**  
**City Council Regular Meeting**  
**Agenda**  
**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm**  
**September 15, 2025, 7:00 p.m.**

**CALL TO ORDER:**

- Invocation – Pastor Josh Wall, First Reformed Church
- Pledge of Allegiance to the Flag
- Excuse absent members (by motion and reason)
- Approve additions/deletions to the Agenda
- Consent Agenda (page 2)
- Public Comment/Visitors
  - Jacob D. Bonnema, County Commissioner
- Communications
  - Farmland Preservation Update, Ottawa County Ag Preservation Board
- City Manager's Report

**FIRE/RESCUE DEPARTMENT OATHS OF OFFICE:**

- Fire/Rescue Member Brian Hopper
- Fire/Rescue Member Kira Klomprens
- Fire/Rescue Member Thomas Woltjer

**PUBLIC HEARING**

**7:10 P.M. – Act 198, Industrial Development District, 800 E. Riley, JR Automation Technologies, LLC**

**ACTION ITEMS:**

1. Industrial Development District, JR Automation Technologies, LLC
2. BPW Administrative Office Expansion & Renovation Budget Amendment
3. MPPA Retail Energy Improvement Program Project Participation Agreement
4. Gentex Development Agreement Addendum #1
5. Church Street Sanitary Sewer Cost Share Agreement w/ Zeeland Charter Township
6. Roosevelt Traffic Signal Bid Award
7. Budget Amendment, Roosevelt Traffic Signal
8. Snowplow Contract – 2025/2026 Winter Season
9. Vande Luyster Square Gazebo Design Contract
10. Set Alcohol Ordinance and Park Ordinance Amendments Public Hearing for 10.20.25

**REPORTS FROM CITY COUNCIL MEMBERS**

**ANNOUNCEMENTS**

## **CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a council member, a member of the administrative staff or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately in its normal sequence on the regular agenda.

1. Approve minutes of the Regular City Council meeting of September 2, 2025,
2. Approve minutes of the City Council Work Study meeting of September 2, 2025,
3. Receive for information, draft minutes of the September 9, 2025 BPW Board Meeting,
4. Ratify BPW Action #25.043, Approve Cash Disbursements and Regular Monthly Transfers,
5. Ratify BPW Action #25.045, Approve Sole Source Contract to West Michigan Office Interiors,
6. Ratify BPW Action #25.046, Approve New BPW Administrative Office Conference Room Audio/Video Equipment.

Council Meeting  
Common Council  
September 2, 2025

The regular meeting of the Common Council was held at 21 S Elm Street, Zeeland MI 49464 on Tuesday September 2, 2025. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council member: – None.

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer and Recording Secretary Sharon Lash and Kristi DeVerney

The invocation was offered by Councilmember Lam.

The Pledge of Allegiance was recited.

### **25.128 Approve Consent Agenda**

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the Consent Agenda as presented:

1. Approve minutes of the regular meeting of August 18, 2025
2. Approve minutes of the City Council Work Study meeting of August 18, 2025

AYES: Broersma, Gruppen, Kass, VanDorp, Lam, Timmer, and Mayor Klynstra.

No Votes: None.

Absent: None.

### ***Public Comment***

Mayor Klynstra opened the floor for Public Comment.

Rod Heatherton, Zeeland Public Schools Superintendent, introduced himself to the City Council.

### ***City Managers Report***

#### **Church Street**

City Manager Klunder reports that we did get the Church Street plans obligated through MDOT in time to meet their requirements in order to retain our \$900,000 grant. Concerns were initially raised by the State Historic Preservation Office that there may be some old burial grounds within the Church Street ROW given it is adjacent to Lincoln Cemetery. They will require an on-site Archeologist. Project bids will go out in November or January. Also, Lincoln Cemetery water pumps have been fixed, water is running and comes from the city's stormwater pond. The pond will be re-excavated to increase the depth.



**Planning Commission Meeting** for Thursday, September 4, 2025, will consider applications for a large industrial development around 800 E. Riley St. for a new 2 story office building at 123 E Main Ave. a large restaurant with on premises alcohol service at 17 E Main Ave (the corner of State and Main Ave.) as well as a temporary parking lot at the Mead Johnson facility on East Main. The Planning Commission has also scheduled a special meeting for Tuesday, September 23, 2025, to consider a rezoning request for the parcels at 515, 549 and 553 E Main Ave.

**South Parking Lot and Resurface:** A contractor is scheduled to start the milling and resurfacing project for the South Parking Lot during the week of September 8, 2025. The first phase will involve various sidewalk and curb replacements, which the parking lot will remain open to traffic.

Towards the end of September, milling and resurfacing will take place, requiring the parking lot to be closed to traffic for approximately 1 week. The project is expected to be completed before Pumpkinfest.

**BPW Office Remodel:** The BPW Office remodel project will begin in mid-September. In preparation, Customer Service Staff will be relocating their office the weekend of September 6 to the East Activity Room of the Howard Miller Library/Community Center.

The staff will be temporarily located at the Community Center for the duration of the project for approximately 9 months while the BPW offices remain closed. The BPW will also utilize the drop box at the City Hall for all bill payments.

#### **Action Items:**

#### **25.129            Passageway Lease Amendment**

Motion was made by Mayor Pro-Tem Gruppen and seconded by Councilmember Broersma to approve amendment to the passageway lease at 137 East Main Avenue. with Wooden Nickel Properties, LLC.

Roll call.

AYES:        Timmer, VanDorp Lam, Broersma, Gruppen, Kass, Mayor Klynstra

No Votes:   None.

Absent:       None.

#### **25.130            Ordinance 1038 – Parking Ordinance Amendment**

Motion was made by Councilmember Broersma and seconded by Councilmember Kass to adopt City Ordinance 1038 to amend Section 38-113 of Volume I of the City Code.

Roll call.

AYES:        Timmer, VanDorp, Lam, Broersma, Gruppen, Kass, Mayor Klynstra

No Votes:   None.

Absent:       None.

#### **25.131            Fiscal Year 2026 Asphalt Patching Bids**

Motion was made by Councilmember VanDorp and seconded by Mayor Pro-Tem Gruppen to award contract to Tulip City Asphalt in amount of \$29,960 for asphalt paving on 100<sup>th</sup> Street.

Roll call,

AYES:        VanDorp, Lam, Broersma, Gruppen, Kass, Timmer, Mayor Klynstra

No Votes:   None.

Absent:       None.

**25.132 Fiscal Year 2026 Concrete Bids**

Motion was made by Councilmember Kass and seconded by Councilmember Broersma. Councilwoman Timmer has recused herself from the vote to award the contract to Site Works Solutions in amount of \$33,790 for various concrete improvements.

Roll call.

AYES: Lam, Broersma, Gruppen, Kass, VanDorp, Mayor Klynstra

Abstain: Timmer

No Votes: None.

Absent: None.

There being no further business, motion was made by Councilmember Broersma and seconded by Councilmember Timmer to adjourn the meeting. Motion carried. All voting aye. Time called at 7:19 pm.

---

Kevin Klynstra, Mayor

---

Sharon Lash, Interim Deputy Clerk

MEMORANDUM OF WORK-STUDY SESSION  
Zeeland City Hall Council Chambers  
Monday, September 2, 2025  
6:00 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Timmer, Lam, and Kass.  
ABSENT: Councilmembers – None.

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer and Recording Secretary Sharon Lash and Kristi DeVerney

Mayor Klynstra called the meeting to order at 6:00 p.m.

***Ordinance 1038***

***Parking Ordinance Amendment***

Abby deRoo, City Marketing Director, stated that the team has continued to monitor the implementation of the new downtown public parking system. The rollout of the two-hour timed on-street parking and the four-hour timed parking lots have been successful overall. Prioritizing customer parking has been effective.

Currently, these lots operate Monday-Saturday, 7:00 am-5:00pm and this amendment would eliminate the 4- hour time provision on Saturdays. This would give downtown tenants flexibility by reducing the need to move their vehicles. This justification comes from the observation that most first floor offices and service-based businesses are closed on Saturdays. The other consideration is to provide contractors working on downtown building projects with an exclusion for the time limits in the parking lots.

They will have permits from the Community Development Department and will be for necessary project vehicles only. The two-hour parking on Main Street will continue. Currently the Police Department have not had any complaints about people not moving their vehicles. Cameras are working and are being monitored.

***Sunday Alcohol Sales Discussion***

Abby deRoo, City Marketing Director, states that as directed by City Council at the August 18, 2025, work study meeting, staff worked with the City Attorney to provide a proposed amendment to the City's alcohol ordinance, which would permit alcohol sales for both on-premise and off-premise license holders on Sundays between the hours of 12:00 pm and 2:00 am. This action continues towards the goal of the 2025 Strategic Action Plan.

***City Parks within the Social District***

In 2023, City Council expanded the boundaries of the Social District to include Elm Street Park, the NE and NW corners of Vande Luyster Square, and the Splash Pad. Staff asked City Council to permanently incorporate Elm Street Park and Vande Luyster Park as active locations within the Social District, but they requested to keep the Splash Pad as a special use unless specifically approved by City Council. The request was approved, and staff will update the Parks Ordinance language and return it to the City Council to formally incorporate these changes.

### ***Social District Hours of Operation***

Under the Social District legislature, the State of Michigan allows local jurisdictions to set and modify their individual Social District Management and Maintenance Plan under the authority of the City Manager. A few of the restrictions are listed below.

1. Current hours of operation are Monday-Saturday 8:00 AM -11:00 PM. Sundays 12:00 PM – 11:00 PM, could be added or could remain absent from this plan.
2. The following areas for – special event only use – are out of date per our 2023 boundary update  
Staff have provided recommended edits to this list:
  - a. Downtown Zeeland Splash Pad Park – this has yet to be activated. It remains the position of staff to prohibit use of the Social District in this space.
  - b. The public property along Church Street – this area includes the NE and NW corners of Vande Luyster Square Park. This area was changed in 2023 and therefore this section needs to be removed from the special events only list.
  - c. The block of Main between Elm and State – this block is only currently active during special events. With the addition of a new license holder at 17 E. Main, Council may wish to discuss how this block of the social district supports or detracts from the different users on this block.
3. Remove the following section:  
Social Distancing and Covid-19 Requirements:  
All users of the Commons Area shall follow State of Michigan social distancing requirements.  
All users of the Commons Area shall comply with Michigan Department of Health and Human Services, including but not limited to, complying with limits on social gatherings and requirements relating to face masks.

Staff recommends that City Council schedule a public hearing at their next meeting for the first reading of the proposed ordinance amendments of the Alcohol and Parks Ordinances.

### ***Passageway Lease Amendment***

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance, stated, in December 2023, a lease agreement with Wooden Nickel Properties, LLC was executed for the downtown passageway at 137 E. Main. The agreement outlined terms regarding the use of the passageway, improvements to the property, and lease conditions.

The owner has requested an assignment of the lease from Wooden Nickel Properties, LLC to Northpoint Partners, LLC. In addition, the owner has asked for updated information on the property manager responsible for rent payments for the passageway.

Attorney Donkersloot has made necessary revisions to the lease agreement and the amendment that was attached for review.

It is asked that the City Council approve amendment to the passageway lease at 137 East Main Avenue.

### ***Fiscal Year 2026 Asphalt Patching Bids***

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance, stated for Fiscal Year 2025-2026 a budget has allocated \$30,000 for various pavement patches. Mike Schreur determined that this contract should focus on 100<sup>th</sup> Street south of BL 196. The roadway needs repairs but repaving of 100<sup>th</sup> Street is not included in the six-year Capital Improvement Plan.

The lowest bid was submitted by Tulip City Asphalt in the amount of \$29,960. We have worked with Tulip City Asphalt on numerous occasions and have been very satisfied with their performance. Based on their experience and competitive pricing, we recommend accepting their bid for the FY26 asphalt paving contract.

***Fiscal Year 2026 Concrete Bids***

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance, states for Fiscal Year 2025-2026 budget has allocated \$50,000 for sidewalk, curb and gutter, and drive approach improvements. Mike Schreur has identified a list of locations requiring attention and bids were received for the work.

Six bids were received and the lowest bid, in the amount of \$33,790, was submitted by Site Works Solutions.

We have worked with Site Works Solutions on numerous occasions and have been very satisfied with their performance. Based on experience and competitive pricing, we recommend accepting their bid for the FY26 for the concrete construction project.

There being no further items to discuss, the Work Study adjourned at 6:45 p.m.

---

Sharon Lash-Interim Deputy Clerk

Regular Meeting  
Board of Public Works  
Water Warehouse  
September 9, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, September 9, 2025. Chairperson Boerman called the meeting to order at 3:30 p.m.

PRESENT: Commissioners – Chairperson Boerman, Vice Chair Cooney, Query, Walters, VanAst

ABSENT: Commissioners – None

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 ACM/Finance Director, City of Zeeland IT Director Maloney

Guest Present: Kurt Wassink, HR Solutions

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the minutes of the August 12, 2025 Regular Meeting. Motion carried. All voting aye.

***Public Comment***

No public comment given.

***Safety Minute***

The Safety Minute this month was Distracted Driving.

25.043 Approve Cash Disbursements and Regular Monthly Transfers

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

| 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>16,756,923</u> | <u>\$ 12,790,401</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          | -            |

Motion carried. All voting aye.

#### ***Accounting, Finance & Customer Service Report***

ACM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects.

#### ***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.

#### ***Electric Power Supply & Market Operations Report***

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

Manager Mulder explained that 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.

| <b>Service Description</b>                                       | <b>Revised Estimate<br/>(September 2025)</b> | <b>Original Estimate<br/>(March 2025)</b> | <b>Variance</b>  |
|------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|------------------|
| 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        |
| <b>Sub-Total:</b>                                                | <b>\$2,509,965</b>                           | <b>\$2,345,220</b>                        | <b>\$164,745</b> |
| <b>Total Project Contingency:</b>                                | <b>\$240,035</b>                             | <b>\$185,741</b>                          | <b>\$54,294</b>  |
| <b>Total:</b>                                                    | <b>\$2,750,000</b>                           | <b>\$2,530,961</b>                        | <b>\$219,039</b> |

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.

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.

25.044 Approve BPW Administrative Office Expansion & Renovation Budget Amendment

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the BPW Administrative Office Expansion & Renovation project budget amendment in the amount of \$250,000 for a total project budget of \$2,750,000 subject to approval by Zeeland City Council.

Motion carried. All voting aye.

25.045 Approve Sole Source Contract to West Michigan Office Interiors

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve a sole source contract totaling \$98,186.28 to be awarded to West Michigan Office Interiors to design, furnish, and install office furniture.

Motion carried. All voting aye.

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

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

| <b>Vendor / Proposal</b>           | <b>Equipment &amp; Services<br/>Total</b>        | <b>Shipping / Other</b> | <b>Grand Total</b> |
|------------------------------------|--------------------------------------------------|-------------------------|--------------------|
| 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) +<br>\$11,226.00 (Web Conf.)    | N/A                     | \$65,515.00        |
| Third Coast Option 1               | \$61,743.73 (Equipment)<br>+ \$10,398.66 (Labor) | N/A                     | \$72,142.39        |
| Third Coast Option 2               | \$48,505.24 (Equipment)<br>+ \$10,398.66 (Labor) | N/A                     | \$58,903.90        |

After reviewing and comparing vendor proposals for the Zeeland BPW Conference Room 127 A/V system, staff recommend 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.

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.

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.

#### 25.046            Approve New BPW Administrative Office Conference Room Audio / Video Equipment

Motion was made by Commissioner Query and seconded by Commissioner VanAst to award 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.

### ***Other Business***

#### **Approve MPPA Retail Energy Improvement Program Project Participation Agreement**

General Manager Boatright explained that the 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.

#### 25.047            MPPA Retail Energy Improvement Program Project Participation Agreement

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the Retail Energy Improvement Program Project Participation Agreement for Consideration by Zeeland City Council at the September 15, 2025 Regular Meeting

Motion carried. All voting aye.

Kurt Wassink of HR Solutions facilitated a discussion with the Commissioners concerning the recruitment process for the General Manager position, in anticipation of General Manager Boatright's planned retirement in September 2026.

### ***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
- 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
- Zeeland Pumpkinfest, Thursday, October 2 – Saturday, October 4, Downtown Zeeland

Motion was made and supported that the regular meeting be adjourned at 6:05 p.m. Motion carried. All voting aye.

---

*Andrew Boatright, General Manager*



Josh Hucul  
Chairperson

Julie Lamer  
Farm Preservation Analyst

9/9/2025

Zeeland City Council  
21 South Elm St  
Zeeland MI 49464

Greetings, City Council Members:

On behalf of the Ottawa County Agricultural Preservation Board (APB), I am writing to share a brief update on the state of farmland preservation in the County. Information is always available online at [miottawa.org/farmland](http://miottawa.org/farmland) and is also included in the Annual Report created by the Ottawa County Department of Strategic Impact (DSI).

As the acres of available farmland in the County and across the State continue to dwindle, the APB, with support from DSI staff, continues its work to permanently preserve prime farmland in agriculturally zoned areas by creating agricultural easements. This is achieved when landowners voluntarily apply to sell the development rights to their land to Ottawa County. To date, **nine farming families have preserved 733 acres across six townships**. Three more families are in the process of preserving their land. Those properties will add 274 more acres and one additional township. In June 2025, the APB selected an 80-acre property in Chester township and is currently performing due diligence to move forward with that preservation. All these properties will be permanently preserved for agricultural use, with any other use being prohibited under the terms of the easement.

The number of properties/acres that can be preserved each year is very limited due to funding constraints. Using the established Scoring Criteria, farms are thoughtfully selected from a dozen other applicant properties each year (on average) representing hundreds of acres nominated for preservation. Land can only be nominated if it is located in a [township that has passed](#) a supporting resolution for Farmland Preservation and, if selected, can only be preserved with the express written consent of the township.

This voluntary program is available to any local unit in the County, and all properties must be approved by its township, making it a risk-free program. Even local units that have very little remaining agricultural land can still show that they understand the importance of agriculture by passing a resolution of support. To date, 54% of the local units in the County have passed resolutions. Our vibrant ag industry is as important today as it has ever been. Thank you for including this letter in your board packets. We welcome any further questions and would be happy to attend a future meeting to provide more information.

Warmly,

Josh Hucul, Chair  
Ottawa County Ag Preservation Board



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## CITY COUNCIL MEMORANDUM

---

TO: Mayor Klynstra and City Councilmembers  
FROM: Tim Klunder, City Manager  
SUBJECT: City Manager's Report  
DATE: September 12, 2025  
CC: September 15<sup>th</sup> Council Agenda

---

South Downtown Parking Lot – The milling and resurfacing of the lot will start the week of September 15. The project will begin with some prep work. The actual milling and resurfacing are targeted for September 17 - 21. The parking lot will be inaccessible during Sept. 17 – 21.

JR Automation Groundbreaking – A reminder that JR Automation is planning their groundbreaking for Wednesday, September 17.

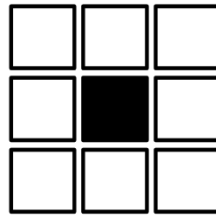
HR Specialist – We continue to make progress on finding an individual for our new HR Specialist position. We have interviewed three candidates to date. We will have a fourth interview next Thursday and then we should be close to making a final decision on extending an offer to one of the candidates. While the process is taking a little longer than originally anticipated, we are doing our best to find the right person for this important position.

MML Annual Convention – The MML will host their annual convention in Grand Rapids next Wednesday through Friday. Mayor Klynstra and Mayor Pro-Tem are planning to attend portions of the conference. I also plan to attend when possible.

Attachments – Please find attached monthly updates from the Library, Clean Water Plant and Fire/Rescue Department.

FEEL THE ZEEL

August 11-16, 2025  
Lucky Duck Scavenger Hunt



## DIRECTOR'S REPORT

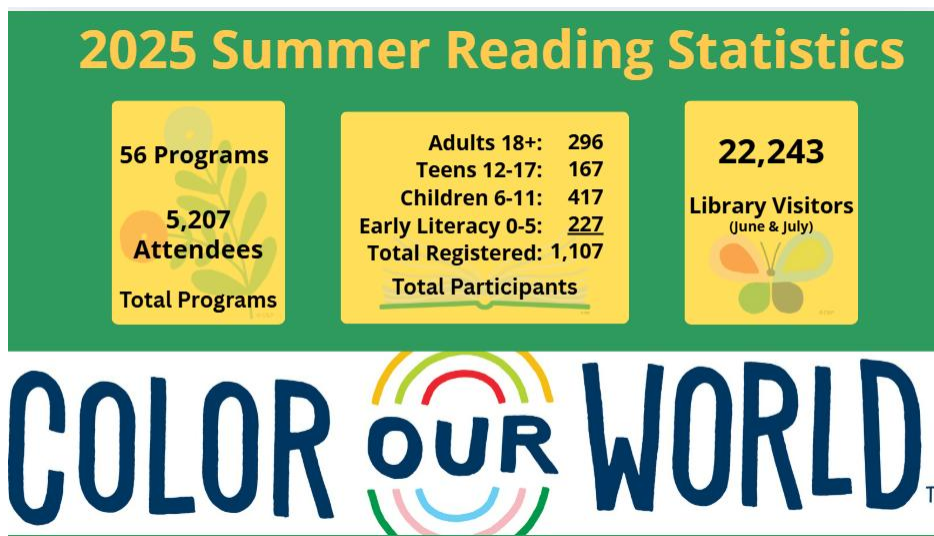
August 2025

August 18, 2025  
Staff Development Day - Renew



### Library Events/Programming Highlights

- SRP ended 8/2/2025
- Statistics:



- Held a passive program called Lucky Duck Scavenger Hunt throughout the library during the week of August 11-16 with 137 participants who received a sticker after finding all our hidden ducks.
- Titles for this year's NEA Big Read Lakeshore program were officially announced, and we received 25 free copies of each title to give away to patrons. All free copies were gone by the end of August. Titles include:
  - I Cheerfully Refuse by Leif Enger
  - A Wish in the Dark by Christina Soontornvat
  - Journey by Aaron Becker
  - Row, Row, Row Your Boat illustrated by Annie Kubler and Sarah Dellow

### Staff Highlights

- Second Library Page, Catie Cordero, started part time work on August 2.
- Seasonal staff and Librarian I Ella Kraak left for college as of August 9.

- Summer hours for Librarian I Abby Machiela ended as of August 11. She returns to her 10 hour/week schedule for the school year.
- 13 of 20 staff were able to attend and participate in the Staff Development Day activities on Monday August 18 at Renew Therapeutic Riding Center. The library was closed to the public on this date. See attached activity summary report.
- Progress has been made in the consortium-wide effort to perform a collection inventory for each library. With the help of our summer hours staff, we were able to complete 75% of the project for the HML collection. We anticipate this project to be completed by October 2025.
- Elevator became operational on August 19 after repairs were completed which had begun on July 10.
- Staff worked with Facilities to begin clearing out the unused and no longer needed items in our basement storage area in preparation for BPW staff to have space for their online training needs. While the BPW is going through their building renovation, the customer service office will be located in the East Activity room of the Community Center.

### **City of Zeeland 2025 Strategic Action Plan – Library Operational Goals Updates**

Operational goals for the Library for 2025 include:

**1. Select a website content manager and designer to redesign the Library website and begin to reimagine our content**

*Outcome indicator:* Determine which provider is best for library purposes with input from City IT and Marketing.

*Outcome indicator:* Work with content manager to streamline website Information.

Staff are being trained by the developer to learn how to maintain the new site. We plan to have a period of site performance testing before launching the site for the public. Target date for site launch to the public may be pushed back a week or so to accommodate this activity. Shooting for launch in late September.

**2. Explore sound-absorption options for library to treat acoustic issues**

*Outcome indicator:* Obtain multiple quotes from vendors for design, purchase, and installation of acoustic panels for wall surfaces, hanging baffles throughout spaces and insulation above ceiling tiles over study room area.

2 sound specialists visited the library to offer suggestions on how to best lessen the noise levels throughout the building. This was a preliminary conversation to learn about different options and their costs, but no official quotes were provided at this time for work or products.

- Working with Ben Kiewiet to obtain quotes from vendors.
- Project on hold while Facilities staff focus on elevator, gas line upgrades, and build out for BPW occupation in September.

### 3. **Raise public awareness of benefits of library services for all service areas**

*Outcome indicator:* Develop a media campaign to highlight the benefits and services provided by HML to our patrons.

- Yellow Lime Creative marketing agency continues online marketing through Facebook ads and posts.

*Outcome indicator:* Find a library marketing consultant to develop a community marketing campaign to increase patron awareness of the wide variety of benefits accessible through library services.

- Facebook ad statistics for the **HMPL Awareness Summer 2025** campaign by Yellow Lime Creative stats for August:

- Reach: 35,230 (Number of accounts that saw your ad once)
- Impressions: 122,817 (The number of times ads were on-screen)
- Clicks: 347 (Number of clicks, taps, or swipes on the ad)

### **Update on HML Strategic Plan Goals**

#### **1. Strengthen community engagement through robust core services**

*Outcome indicator:* Library Market to complete the design and content updates to the HML website. Internal staff training and testing began in earnest on the new site before public launch in September.

#### **2. Enhance library spaces and operations for maximized usage**

*Outcome indicator:* Expand outreach services and community collaborations to better reach new audiences and create lifelong library users.

- Elevator became operational on August 19 after repairs were completed.

### 3. Prioritize organizational culture

*Outcome indicator:* Focus on optimizing organizational effectiveness by cultivating internal trust, equity, and collaboration.

- Offered opportunity for all staff to attend staff development training at Renew Equine Therapy Riding Center on August 18.

### Looking Forward

- Public launch of redesigned library website by Library Market in September
- Fall programming to begin with weekly storytimes resuming the week of Labor Day

### HML by the Numbers – August 2025

|                                 | August |        |          |
|---------------------------------|--------|--------|----------|
|                                 | 2025   | 2024   | % Change |
| Visitors                        | 9,004  | 9,454  | -5%      |
| Curbside Delivery               | 11     | 10     | 10%      |
| Digital Downloads               | 6,752  | 5,757  | 17%      |
| Physical Items<br>(Circulation) | 30,352 | 31,623 | -4%      |
| Computer Sessions               | 571    | 494    | 16%      |

#### Children's Programs:

- 2 programs – 46 participants

#### Adult Programs:

- 0 programs – 0 participants

#### Outreach Programs:

- 0 programs – 0 participants

#### Passive Programs:

- 2 programs – 345 participants



---

## **Howard Miller Community Center Usage Statistics – August 2025**

**Number of events:** 35

**Number of events with fee-exempt room usage:** 6

**Number of monthly attendees:** 1,305

(estimate based on what event organizers reported – some events do not report attendees)

### **Community Center Events/Updates:**

- Elevator service restored as of August 19
- Electrical and data work was done to prepare for the BPW's Customer Service offices to relocate to the East Activity room in September for the duration of their building renovation at the Washington Street building

# Howard Miller Library Staff Development Day

---

## Recap – August 18, 2025

*Location: Renew Riding Therapy Center*

### Introduction

On Monday, August 18, 2025, the staff of Howard Miller Library participated in a team-building retreat at Renew Riding Therapy Center. The day's activities, centered on equine-assisted learning, provided unique opportunities to explore personal growth, strengthen communication, and enhance teamwork in a supportive environment.

We had the chance to experience several areas of the facility including the farmhouse, indoor arena, outdoor paddocks, and round pen while interacting with the horses.

### Goals for the Day

- Experience the presence of these remarkable animals
- Explore and reflect on personal discomforts
- Strengthen relationships and get to know one another better
- Stay safe and mindful around the horses
- Enjoy the day and have fun
- Discover personal strengths and practice self-awareness
- Build cohesion as a team
- Improve communication and collaboration

### Morning Activities

We began at the farmhouse with introductions and goal setting, followed by a walking tour of the barn and paddock areas. Soon after, we met our first two horses, Honey and Flossie, spending time grooming and familiarizing ourselves with them before beginning structured activities in the arena.



Honey



Flossie

## Arena Exercise: Horse in a Box

Staff were divided into two teams and tasked with guiding the horses into outlined 'boxes' on the arena floor, using different levels of support.

| Stage                        | What Happened                                               | Lessons Learned                                   |
|------------------------------|-------------------------------------------------------------|---------------------------------------------------|
| Two leads on the horse       | Task was straightforward, horses easily followed direction. | Low anxiety, simple communication.                |
| One lead on the horse        | Required more teamwork and strategy adjustments.            | Collaboration and role flexibility were key.      |
| No leads (horses at liberty) | Initially confusing; horses wandered freely.                | Patience, adaptability, and trust were essential. |

## Afternoon Activities

Following lunch, we participated in three additional horse-based challenges that required creativity, problem-solving, and cooperative effort. We closed the day with a mindfulness circle, where two horses were free to join and interact with staff in their own time, creating a calming and reflective experience.

## Key Takeaways

- Success depends on teamwork, planning, creativity, and flexibility.
- Each individual contributes unique strengths and perspectives that should be recognized and valued.
- Persistence is crucial; difficult goals can be achieved through patience and determination.
- Asking for help is not only acceptable but also beneficial.
- Mistakes are part of the process; with collaboration, they can be corrected.
- Learning often requires multiple attempts, and progress is as valuable as immediate success.



## Reflective Exercise

At the beginning of the day, our facilitator, Melissa, invited us to choose one of six horse images that best represented how we felt or identified ourselves. Interestingly, 8 out of 13 staff members chose horse number 6, while no one chose number 4. This sparked discussion about our team's supportive nature: we guide one another collaboratively, without imposing direction.



## Conclusion

Overall, the retreat was a success. We met our stated objectives, supported one another in facing personal fears, and strengthened our ability to work together as a cohesive, resilient team. The experience reaffirmed that with mutual encouragement and open communication, we are well equipped to face challenges both inside and outside the workplace.





---

Should you have any questions or concerns regarding any of the material contained herein or any other city related matter, please do not hesitate to call upon me. Have a great weekend.

A handwritten signature in black ink, appearing to read 'Timothy R. Klunder', written over a horizontal line.

Timothy R. Klunder, City Manager



## **Zeeland Clean Water Plant Update**

### ***August 2025***

#### **Operations:**

The following is a summary of some of the notable operational events from August:

- The CWP is running well.
- During our required annual sampling event, the CWP experienced a toxic slug from an industry that negatively affected the WET (toxicity) testing, while the Ceriodaphnia Dubia microorganism was slightly affected, we did not exceed our permit limit. However, the Fat Head Minnow was significantly affected, while we do not have a limit established in our NPDES permit it was still required to be reported. We will be re-running the Fat Head Minnow test the week of September 15 to show the CWP is running with no toxic effects.
- The toxic slug load event continues to demonstrate why the IPP program remains to be very busy, the suspected industry has been contacted, and procedures were put in place to prevent these events from reoccurring.
- The new UV disinfection building continues to progress as process equipment has arrived. A late October early November start-up is scheduled. (Pictures are attached)

#### **Regulatory Compliance:**

- Monthly DMR (daily monitoring report) was submitted as required by EGLE.
- Monthly requirements including Sulfates and Chlorides were performed and submitted to EGLE as required.

#### **Spills/Overflows**

- The facility did not experience any spills or overflows in August.

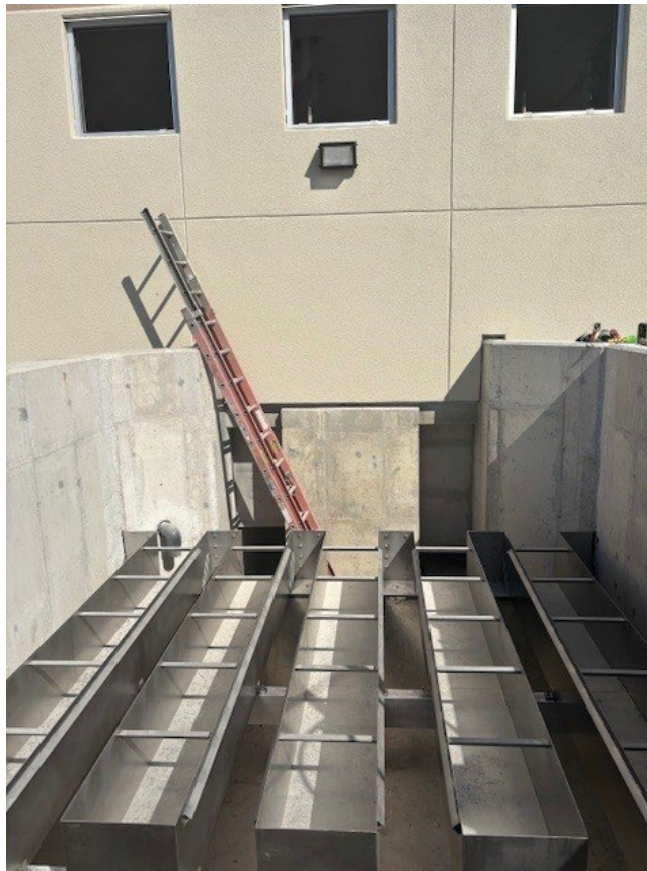
#### **Safety:**

- The CWP had no OSHA recordable injuries in August.
- Staff continues to receive safety training through GPI Learning program.





Exterior to building was completed.



Discharge weirs have been installed.

**City of Zeeland Clean Water Plant**  
**August 2025 Monthly Operating Summary**



| Metrics / Permit limits                                                                                             | Monthly Comparison         |             |          |                  | Yearly Comparison        |              |          |
|---------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------|------------------|--------------------------|--------------|----------|
|                                                                                                                     | August 2025                | August 2024 | % change | Capacity         | FY2026 Total             | FY2025 Total | % change |
| Total Plant Flow Average (MGD)                                                                                      | 2.4                        | 2.4         | -1%      | 3.5 MGD          | 2.4                      | 2.4          | 0%       |
| Plant Flow (MG)                                                                                                     | 73.9                       | 74.9        | -1%      |                  | 145.8                    | 146.1        | 0%       |
| City and 425 flow (MG)                                                                                              | 53.2                       | 54.3        | -2%      |                  | 104.7                    | 105.0        | 0%       |
| Total City and 425 sewer flow billed (MG)                                                                           | 42.8                       | 42.0        | 2%       |                  | 87.3                     | 81.6         | 7%       |
| Zeeland and Holland Twsp. metered flows (MG)                                                                        | 20.7                       | 20.7        | 0%       |                  | 41.1                     | 41.2         | 0%       |
| Total precipitation, inches                                                                                         | 3.8                        | 3.4         | 11%      |                  | 5.7                      | 6.3          | -10%     |
| Influent BOD Total (Lbs/Day)                                                                                        | 2875                       | 3531        | -19%     | 5400 lbs./Day    | 192147                   | 223940       | -14%     |
| Effluent BOD Total (Lbs/Day)                                                                                        | 46                         | 52          | -11%     |                  | 2825                     | 3418         | -17%     |
| Effluent BOD % Removal                                                                                              | 98%                        | 99%         |          |                  |                          |              |          |
| Influent TSS Total (Lbs/Day)                                                                                        | 3853                       | 4000        | -4%      | 5838 lbs./Day    | 232417                   | 270227       | -14%     |
| Effluent TSS Total (Lbs/Day)                                                                                        | 108                        | 111         | -3%      |                  | 6537                     | 8129         | -20%     |
| Effluent TSS % Removal                                                                                              | 97%                        | 97%         |          |                  |                          |              |          |
| Influent P Total (Lbs/Day)                                                                                          | 77.8                       | 78.8        | -1%      | 146 lbs./Day     | 4580.8                   | 4682.8       | -2%      |
| Effluent P Total (Lbs/Day)                                                                                          | 8.5                        | 8.3         | 2%       |                  | 449.4                    | 480.7        | -7%      |
| Effluent P % Removal                                                                                                | 89%                        | 89%         |          |                  |                          |              |          |
| Influent Ammonia (Lbs/Day)                                                                                          | 412                        | 475         | -13%     | 526 lbs./Day     | 25407                    | 28521        | -11%     |
| Effluent Ammonia (Lbs/Day)                                                                                          | 1.6                        | 0.5         | 234%     |                  | 85.4                     | 38.3         | 123%     |
| Effluent Ammonia % Removal                                                                                          | 100%                       | 100%        |          |                  |                          |              |          |
| Electric (KWH)                                                                                                      | 120600                     | 126000      | -4%      |                  | 239400                   | 247200       | -3%      |
| Natural Gas (100 cu ft)                                                                                             | 76                         | 106         | -28%     |                  | 134                      | 191          | -30%     |
| Water (100 cu ft)                                                                                                   | 11                         | 44          | -75%     |                  | 26                       | 120          | -78%     |
| City of Zeeland<br>Zeeland TWP (Area 425)<br>Zeeland TWP (Liftstations 21, 23 & 29)<br>Holland TWP (Liftstation 17) | Average flow per day (MGD) |             |          |                  | Total flow for year (MG) |              |          |
|                                                                                                                     | 1.23                       | 1.23        | 0%       | 1.9 MGD          | 77.80                    | 73.40        | 6%       |
|                                                                                                                     | 0.15                       | 0.13        | 15%      | 0.5 MGD          | 9.60                     | 8.10         | 19%      |
|                                                                                                                     | 0.52                       | 0.49        | 6%       | 1.1 MGD Combined | 32.20                    | 30.30        | 6%       |
| Thickened Sludge to holding tanks (MG)                                                                              | 0.15                       | 0.17        | -12%     |                  | 8.90                     | 10.90        | -18%     |
|                                                                                                                     | 0.08                       | 0.10        | -15%     | 1.5 MG           | 0.18                     | 0.20         | -10%     |



# ZEELAND FIRE RESCUE

## JULY 2025 MONTHLY REPORT

### MISSION STATEMENT

*Zeeland Fire Rescue is a team committed to protect against loss of life and property from the effects of fires, medical emergencies, and other hazards.*

### CORE VALUES

*Integrity  
Teamwork  
Honor  
Professionalism  
Dedicated  
Compassionate*

### STATISTICS

| Number of Calls 2025 |     |
|----------------------|-----|
| Year to Date:        | 512 |
| July:                | 56  |

| Number of Calls 2024 |     |
|----------------------|-----|
| Year to Date:        | 468 |
| July:                | 62  |

### TRAINING

Zeeland Fire Rescue participated in the following trainings during the month of July:

- July 14, 2025: Department training topic: Emergency driving.
- July 28, 2025: Department training topics: Pumping, master streams, and fire blanket deployment.
- Zeeland Fire Rescue logged 24 hours with new members on mentor work.
- In the month the Daytime crew trained on the following topics:
  - SCBA
  - Compressed gas safety
  - Building construction
  - Emergency vehicle operations
  - Arc flash safety
  - Fire department connections
  - Vehicle inspections
  - Hybrid vehicles
  - Driver's training
  - Personal protective equipment
  - Vehicle Extrication



# **PUBLIC RELATIONS & FIRE PREVENTION**

The following are public relations events Zeeland Fire Rescue participated in during the month of July:

- A fire alarm acceptance test.
- A station tour.
- A fire alarm inspection at local businesses
- Participated in a Emergency Operations meeting with a local business.
- A suppression system hydro test.



# **ADDITIONAL DEPARTMENT INFORMATION**

The following are additional activities that Zeeland Fire Rescue participated in.

- Participated in a Local Planning Team (LPT) Meeting.
- Participated in a MABAS meeting.
- Attended several of the Planning Commission meetings.
- Annual ladder testing conducted.
- Annual rescue/extrication tool serviced.
- Posted flags for Independence Day
- Site development discussion.
- Safety meeting with ZPBW.
- Attended an Ottawa County Hazmat/Tech Rescue Executive Committee Meeting.
- Zeelmania Color Explosion.
- Zeelmania Heros night.
- Assisted with traffic during the Show and Shine car cruise.
- EMS stand-by during the Show and shine car show.
- Hosted 33rd Pig-out event.



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-0872 • (616) 772-0880

---

MEMORANDUM

---

DATE: Friday, September 12, 2025

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **September 15<sup>th</sup> City Council meeting agenda – Act 198 Industrial Development District Application – 800 E Riley Street – JR Automation Technologies, LLC**

---

**Background:** JR Automation Technologies, LLC has purchased the 45.5-acre site at 800 E. Riley Street in the City of Zeeland. The site consists of two parcels that will be combined for 2026. On September 4, 2025, the Planning Commission approved a Site Plan Review Application for a large industrial facility with offices, manufacturing space, and related site improvements at the property.

To support the new development, the property owner intends to seek an Act 198 – Industrial Facilities Tax Exemption Certificate, which reduces the tax burden on the new value created through the project. State law requires that an Industrial Development District (IDD) be established before an Act 198 exemption certificate application can be filed and considered.

The property owner has submitted the enclosed request to create an IDD encompassing the project site. This request was reviewed by the Tax Incentive Committee at its meeting on August 18, 2025. At that meeting, the Committee acted to schedule a City Council public hearing for the district application. That public hearing will occur at the September 15<sup>th</sup> City Council meeting. Should the district be established, the company could proceed with filing its Act 198 exemption certificate application. That application would follow the same process as the district application, review by the City Tax Incentive Committee, and a City Council public hearing before final action on the application.

**Recommendation:** Staff sees the recently approved project at the site as transformational, and is excited to recommend that City Council adopt the enclosed resolution establishing an Industrial Development District at 800 E Riley Street.

---

Timothy Maday, Community Development Director/Assessor



# JR AUTOMATION®

**A Hitachi Group Company**

4190 Sunnyside Drive, Holland, MI 49424 | +1 (833) 800.7630 | [jrautomation.com](http://jrautomation.com)

City of Zeeland

JUL 24 2025

Received

July 22nd, 2025

Pamela Holmes  
City Clerk  
City of Zeeland  
21 S Elm Street  
Zeeland, MI 49464

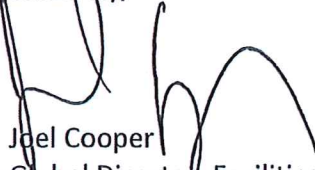
Dear Clerk Holmes:

This letter is to request the establishment of an Industrial Development District for property located at 800 E Riley Ave. Zeeland, MI 49464 on behalf of JR Automation Technologies, LLC. The property identification number is parcel no: 70-17-17-101-030. The legal description of the parcel is enclosed for your perusal.

I am submitting this request under the consideration that JR Automation Technologies LLC, who intends to construct a facility on the property, can apply for an industrial facilities exemption. JR Automation Technologies LLC is a local company established in 1980 designing, building, and integrating custom automated manufacturing and distribution systems for various industries. Aiming to increase speed, efficiency, and flexibility for clients in the manufacturing space.

If you have any questions concerning this request, please call me at (616) 403-4170 or email me at [joel.cooper@jrautomation.com](mailto:joel.cooper@jrautomation.com). Thank you.

Sincerely,



Joel Cooper  
Global Director: Facilities, EHS, Sustainability  
JR Automation Technologies, LLC

Enclosures: Colin Cady: [colin.cady@lakeshoreadvantage.com](mailto:colin.cady@lakeshoreadvantage.com)  
[Amanda.Murray@Lakshoreadvantage.com](mailto:Amanda.Murray@Lakshoreadvantage.com)

# JR AUTOMATION®

**A Hitachi Group Company**

4190 Sunnyside Drive, Holland, MI 49424 | +1 (833) 800.7630 | [jrautomation.com](http://jrautomation.com)

City of Zeeland

JUL 24 2025

Received

Attachment A

Legal Description for:

**800 E Riley Avenue. Zeeland, MI 49464**

PART OF E 1/2 OF NW 1/4 BEG AT N 1/4 COR, TH S 0D 25M 56S W 1382.17 FT ALG N&S 1/4 LI, TH S 60D 45M 34S W 113.84 FT, S 60D 42M 54S W 122.6 FT, N 89D 22M 17S W 1124.81 FT, TH N 0D 28M 16S E 1500 FT ALG W LI OF E 1/2 OF NW 1/4, TH S 89D 22M 17S E 1329.18 FT ALG N SEC LI TO BEG. SEC 17 T5N R14W

45 Acres

Parcel no. 70-17-17-101-030

**CITY OF ZEELAND**  
**NOTICE OF PUBLIC HEARING**

(To Establish District for JR Automation Technologies, LLC  
Under Act 198, Public Acts of Michigan of 1974, as amended)

PLEASE TAKE NOTICE that the Zeeland City Council of the City of Zeeland whose chambers are in the Zeeland City Hall at 21 South Elm Street, Zeeland, Michigan, and whose telephone number is 772-6400 will meet:

Monday, September 15, 2025  
7:10 p.m.  
Council Room of City Hall

For the purpose of hearing the public and all interested persons concerning the establishment of the following proposed Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act):

The application of JR Automation Technologies, LLC, for the establishment of an Industrial Development District for a facility at 800 E. Riley Avenue, Zeeland, Michigan. The proposed Industrial Development District is legally described as follows:

PART OF E 1/2 OF NW 1/4 BEG AT N 1/4 COR, TH SOD 25M 56S W 1382.17  
FT ALG N&S 1/4 LI, TH S 60D 45M 34S W 113.84 FT, S 60D 42M 54S W 122.6  
FT, N 89D 22M 17S W 1124.81 FT, TH NOD 28M 16S E 1500 FT ALG W LI OF  
E 1/2 OF NW 1/4, TH S 89D 22M 17S E 1329.18 FT ALG N SEC LI TO BEG.  
SEC 17 TSN R14W, City of Zeeland, Ottawa County, Michigan.  
PPN: 70-17-17-101-030.

Any owner of said real estate or any resident or taxpayer of the City of Zeeland may appear at this hearing and give testimony.

The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation being provided upon a notice to the City of Zeeland by the Monday preceding the meeting by 5:00 p.m. With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation. Individuals requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's office 772-6400.

Date: September 2, 2025

\_\_\_\_\_  
Sharon Lash, Interim Deputy Clerk

**RESOLUTION**

(To Establish an Industrial Development District  
for JR Automation Technologies, LLC)

**City of Zeeland  
County of Ottawa, Michigan**

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of  
Ottawa, Michigan, held in the City Hall in said City on September 15, 2025, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members \_\_\_\_\_

\_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by Council Member \_\_\_\_\_ and  
supported by Council Member \_\_\_\_\_.

WHEREAS, JR Automation Technologies, LLC previously requested the City Council to establish an  
Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan of 1974, as  
amended;

AND WHEREAS, notice of hearing on said request was published in the Zeeland Record on  
September 11, 2025;

AND WHEREAS, notice of said hearing was sent by certified mail, return receipt requested on  
September 2, 2025, to JR Automation Technologies, LLC, who is the owner of the real estate hereinafter  
described and who is also the applicant for the establishment of an Industrial Development District;

AND WHEREAS, said hearing was held before the Zeeland City Council on Monday, September 15,  
2025;

AND WHEREAS, said Act 198 of the Public Acts of Michigan of 1974, as amended, provides that a local governmental unit, by resolution of its legislative body, may establish an Industrial Development District;

AND WHEREAS, the City of Zeeland qualifies by levies of ad valorem taxes at a rate which, when taken together with the rates of ad valorem taxes levied by any other taxing authority which levies taxes within the City of Zeeland, equal or exceed \$30.00 for each \$1,000.00 of state equalized valuation.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Zeeland hereby finds that the request for the establishment of the proposed Industrial Development District was filed in connection with a proposed new facility for which the construction, acquisition, alteration and installation had not commenced at the time of the filing of the request.

2. In accordance with the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act) an Industrial Development District is hereby established which is legally described as follows:

PART OF E 1/2 OF NW 1/4 BEG AT N 1/4 COR, TH SOD 25M 56S W 1382.17 FT ALG N&S 1/4 LI, TH S 60D 45M 34S W 113.84 FT, S 60D 42M 54S W 122.6 FT, N 89D 22M 17S W 1124.81 FT, TH NOD 28M 16S E 1500 FT ALG W LI OF E 1/2 OF NW 1/4, TH S 89D 22M 17S E 1329.18 FT ALG N SEC LI TO BEG. SEC 17 TSN R14W, City of Zeeland, Ottawa County, Michigan.  
PPN: 70-17-17-101-030.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.



AYES: Council Members \_\_\_\_\_  
\_\_\_\_\_

NAYS: Council Members \_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Sharon Lash, Interim Deputy Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on September 15, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Sharon Lash, Interim Deputy Clerk

TO: Mayor Klynstra and Members of City Council

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

CC: Andrew Boatright – General Manager

September 15, 2025 City Council Agenda

SUBJECT: BPW Administrative Office Expansion & Renovation Budget Amendment Request

DATE: September 11, 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 completed. In the months that followed, detailed design drawings were completed 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 elements 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 bids. Excluded from this process were the services provided by the MEP design-build partners, which were already included in the General Contractor bid evaluation completed in March. The table below provides a summary of the revised project budget as well as the original estimate.

| Service Description                                              | Revised Estimate<br>(September 2025) | Original Estimate<br>(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        |
| <b>Sub-Total:</b>                                                | <b>\$2,509,965</b>                   | <b>\$2,345,220</b>                | <b>\$164,745</b> |
| <b>Total Project Contingency:</b>                                | <b>\$240,035</b>                     | <b>\$185,741</b>                  | <b>\$54,294</b>  |
| <b>Total:</b>                                                    | <b>\$2,750,000</b>                   | <b>\$2,530,961</b>                | <b>\$219,039</b> |

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 is prudent for a project of this size and complexity. Accordingly, staff have allocated a total project contingency of just under 10% (\$240,035). Of this amount, \$105,009 is allocated toward the construction cost for a total project budget of \$2,750,000, as estimated by Lakewood Construction.

Furthermore, several office technology systems have been added or enhanced beyond 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. If approved, this expenditure will be realized against the FY2026 CIP budget as anticipated, allocated on a 75% / 25% basis between the Electric and Water Departments.

This recommendation was approved by the BPW Board at its September 9, 2025, regular meeting, contingent upon approval by the Zeeland City Council. All contracts are subject to review and approval by the City Attorney and will be executed in accordance with City policies.

**Attachments:**

Lakewood Construction: Zeeland BPW Office Addition/Renovation – Variance Report (9/4/2025, Rev. 1)  
Lakewood Construction: Zeeland BPW Office Addition/Renovation – Owner Breakdown (9/4/2025, Rev. 1)  
InterActive Studio: Zeeland BPW Office Permit Drawings, T, A100, A101, A300, A301 (8/8/2025)  
*Note: Select drawings provided to convey floorplan and general design*

| <br><b>LAKWOOD</b><br>CONSTRUCTION | <b>Zeeland BPW Office Addition / Renovation</b> |  |               |                         |             |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|---------------|-------------------------|-------------|
|                                                                                                                    | <b>VARIANCE REPORT</b>                          |  |               | 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      |
|                                                                                                                    |                                                 |  |               |                         |             |
|                                                                                                                    |                                                 |  |               |                         |             |
|                                                                                                                    | <b>Total Contract</b>                           |  | 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          |
|          |                                |       |                  |               |
|          | <b>Total</b>                   |       | <b>1,944,593</b> | <b>422.74</b> |
|          | Construction Fee               | 8.00% | 155,568          | 33.82         |
|          | <b>Subtotal</b>                |       | <b>2,100,161</b> | <b>456.56</b> |
|          | Architectural/Engineering Fees | 0.00% | 0                | 0.00          |
|          | Construction Contingency       | 5.00% | 105,009          | 22.83         |
|          | <b>TOTAL CONTRACT</b>          |       | <b>2,205,170</b> | <b>479.38</b> |

### 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  |

# Zeeland BPW - Office Addition



**IA<sup>S</sup>**  
**INTERACTIVE STUDIO**  
 Architecture + Interior Design  
 100 Cesar E. Chavez Ave., SW, Suite 201  
 Grand Rapids, Michigan, 49503  
 616.458.2488 ■ [www.istudio.com](http://www.istudio.com)

## Contractor|Project Manager - Lakewood Construction

**Civil - Moore & Bruggink, INC.**

Architect - InterActive Studio, LLC

### Structural Engineer - Soils & Structures

## HVAC - Quality Air

**Plumbing - Macatawa Plumbing, Inc.**

### Electrical - InLine Electric & Controls



new addition/renovation for:



350 E. Washington Ave,  
Zeeland, MI 49464

project team:



| Civil |                       | Architectural |                               | Structural |                     | Mechanical (by others) |                               | Electrical (by others) |                         |
|-------|-----------------------|---------------|-------------------------------|------------|---------------------|------------------------|-------------------------------|------------------------|-------------------------|
| 1     | Survey Plan           | G101          | Code Compliance Details       | S001       | General Notes       | DH-1                   | Below Grade HVAC Demo         | E101                   | Schedules               |
| 2     | Removal Plan          | G102          | Code Summary                  | S100       | Foundation Plan     | DH-2                   | HVAC Demo                     | E201                   | Power Plan              |
| 3     | Site Plan             | D101          | Demolition Plan               | S101       | Foundation Sections | HA-1                   | Below Grade HVAC Layout       | E301                   | Lighting Plan           |
| 4     | Utility Plan          | A100          | Composite Floor Plan          | S200       | Framing Plans       | HA-2                   | HVAC Layout                   | E401                   | Emergency Lighting Plan |
| 5     | Grading Plan          | A101          | Floor Plan                    | S400       | Framing Sections    | HA-3                   | HVAC Roof Layout              |                        |                         |
| 6     | Enlarged Grading Plan | A102          | Roof & Enlarged Plans         |            |                     | HS-1                   | HVAC Schedules                |                        |                         |
| 7     | Site Landscaping Plan | A201          | Finish Plan & Schedules       |            |                     |                        |                               |                        |                         |
| 8     | Construction Details  | A202          | Schedules & Details           |            |                     |                        |                               |                        |                         |
| ES101 | Site Lighting Plan    | A300          | Exterior Perspectives         |            |                     |                        |                               |                        |                         |
|       |                       | A301          | Exterior Elevations           |            |                     |                        |                               |                        |                         |
|       |                       | A401          | Building Sections             |            |                     | H1                     | Snow Melt Plan                |                        |                         |
|       |                       | A501          | Wall Sections                 |            |                     | P1                     | Partial Demo & Plumbing Plans |                        |                         |
|       |                       | A502          | Wall Sections                 |            |                     |                        |                               |                        |                         |
|       |                       | A701          | Interior Elevations           |            |                     |                        |                               |                        |                         |
|       |                       | A702          | Interior Elevations & Details |            |                     |                        |                               |                        |                         |
|       |                       | A703          | Interior Elevations & Details |            |                     |                        |                               |                        |                         |
|       |                       | A801          | Reflected Ceiling Plan        |            |                     |                        |                               |                        |                         |

|                                                                                                                                                                                                                                                                                                                  |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 06/26/25                                                                                                                                                                                                                                                                                                         | 50% CD REVIEW       |
| 06/26/25                                                                                                                                                                                                                                                                                                         | 100% CD REVIEW      |
| 06/22/25                                                                                                                                                                                                                                                                                                         | SITE PLAN SUBMITTAL |
| 06/22/25                                                                                                                                                                                                                                                                                                         | 50% CD REVIEW       |
| 07-21-25                                                                                                                                                                                                                                                                                                         | 75% CD REVIEW       |
| 08/26/25                                                                                                                                                                                                                                                                                                         | PERMIT              |
|                                                                                                                                                                                                                                                                                                                  |                     |
|                                                                                                                                                                                                                                                                                                                  |                     |
| DATE                                                                                                                                                                                                                                                                                                             | ISSUED FOR:         |
|                                                                                                                                                                                                                                                                                                                  |                     |
| START DATE                                                                                                                                                                                                                                                                                                       | 01/23/24            |
| PROJECT FILE                                                                                                                                                                                                                                                                                                     | 2401025             |
| DRAWN BY                                                                                                                                                                                                                                                                                                         | MSD                 |
| PROJECT LEADER                                                                                                                                                                                                                                                                                                   | MSD/SPMS            |
|                                                                                                                                                                                                                                                                                                                  |                     |
| THIS DOCUMENT HAS BEEN PREPARED BY INDIANAPOLIS<br>STANDARD AND SPECIFICATIONS DIVISION, AND IS<br>FOR INFORMATION ONLY. IT DOES NOT CONSTITUTE A<br>STATUTORY AND OTHER REGULATORY REQUIREMENT.<br>FOR THE LATEST REGULATORY REQUIREMENTS, PLEASE SEE THE<br>INDIANAPOLIS STANDARD AND SPECIFICATIONS DIVISION. |                     |

| T | Title |
|---|-------|
|---|-------|

EAST WASHINGTON AVENUE

MAPLE STREET

COMPOSITE PLAN  
1/16" = 1'-0"

**IA<sup>S</sup>**  
**INTERACTIVE STUDIOS**  
Architecture + Interior Design  
100 Cedar E. Chippewa Ave. SW, Suite 201  
Grand Rapids, MI 49503  
(616) 452-2800 • www.iasstudios.com



new addition/renovation for:

**ZEELAND**  
Board of Public Works  
350 E. Washington Ave.  
Zeeland, MI 49464

project team:



|                |                     |
|----------------|---------------------|
| 05.18.25       | 50% CD REVIEW       |
| 06.06.25       | 100% CD REVIEW      |
| 06.12.25       | SITE PLAN SUBMITTAL |
| 06.27.25       | 50% CD REVIEW       |
| 07.21.25       | 70% CD REVIEW       |
| 08.06.25       | PERMIT              |
|                |                     |
|                |                     |
|                |                     |
|                |                     |
|                |                     |
| DATE           | ISSUED FOR:         |
|                |                     |
| START DATE     | 01/01/24            |
| PROJECT FILE   | 240125              |
| DRAWN BY       | NDS                 |
| PROJECT LEADER | NDSP24              |
|                |                     |
|                |                     |

THIS DOCUMENT HAS BEEN PROVIDED BY MOORE+BRUGGINK TO ZEELAND, LLC, IN CONNECTION WITH THE PROJECT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

**A100**  
Composite Plan







**INTERACTIVE<sup>STUDIO</sup>**  
 Architecture + Interior Design  
 100 Cesar E. Chavez Ave. SW, Suite 201  
 Grand Rapids, Michigan, 49503  
 616.453.2488 • www.ia-studio.com



*Dwight Maselink*

new addition/renovation for:

**ZEELAND**  
 Board of Public Works  
 350 E. Washington Ave,  
 Zeeland, MI 49464

project team:



|                |                     |
|----------------|---------------------|
| 05.16.25       | 50% DD REVIEW       |
| 06.06.25       | 100% DD REVIEW      |
| 06.12.25       | SITE PLAN SUBMITTAL |
| 06.27.25       | 50% CD REVIEW       |
| 07.21.25       | 75% CD REVIEW       |
| 08.08.25       | PERMIT              |
|                |                     |
|                |                     |
|                |                     |
|                |                     |
|                |                     |
|                |                     |
| DATE           | ISSUED FOR:         |
| START DATE     | 01/25/24            |
| PROJECT FILE   | 240125              |
| DRAWN BY       | MDS                 |
| PROJECT LEADER | MDSPDM              |
|                |                     |
|                |                     |

THIS DOCUMENT HAS BEEN PREPARED BY INTERACTIVE  
 STUDIO, LLP, AS AN EMPLOYEE OF SERVICE, AND  
 EXISTING WORKS, LISTED HEREIN AS CONSULTING AND  
 CONTRACTING PROFESSIONAL ENGINEERING DESIGN, ARCHITECTURAL, AND  
 SURVEYING REPORTS.

**A300**  
 Exterior Perspectives





**IAS**  
**INTERACTIVE STUDIOS**  
Architecture • Interior Design  
100 Cesar E. Chavez Ave. SW, Suite 201  
Grand Rapids, Michigan, 49503  
616-658-2169 [www.ias-studio.com](http://www.ias-studio.com)

STATE OF MICHIGAN  
DANINE MASELNIK  
ARCHITECT  
No. 0400000000  
MICHIGAN ARCHITECT

DESIGNED BY  
*Danine Maselnik*

new addition|renovation for:  
**ZEELAND**  
Board of Public Works  
350 E. Washington Ave,  
Zeeland, MI 49464

**project team:**

|                                                                                     |                               |
|-------------------------------------------------------------------------------------|-------------------------------|
|  | <b>Moore+Bruggink</b>         |
| <br>                                                                                |                               |
|  | <b>SOILS &amp; STRUCTURES</b> |
| <br>                                                                                |                               |
| <hr/>                                                                               |                               |
| ■ 05.16.25                                                                          | ■ 50% CD REVIEW               |
| ■ 06.06.25                                                                          | ■ 100% CD REVIEW              |
| ■ 06.12.25                                                                          | ■ SITE PLAN SUBMITTAL         |
| ■ 06.27.25                                                                          | ■ 50% CD REVIEW               |
| ■ 07.21.25                                                                          | ■ 75% CD REVIEW               |
| ■ 08.08.25                                                                          | ■ PERMIT                      |
| ■                                                                                   |                               |
| ■                                                                                   |                               |
| ■                                                                                   |                               |
| ■                                                                                   |                               |
| ■ DATE                                                                              | ■ ISSUED FOR:                 |
| ■ START DATE                                                                        | 012524                        |
| ■ PROJECT FILE                                                                      | 240125                        |
| ■ DRAWN BY                                                                          | MDS                           |
| ■ PROJECT LEADER                                                                    | MDS/DSM                       |

THIS DOCUMENT WAS PREPARED BY INSTRUCTIVE DESIGN LLC AN AFFILIATE OF MOORE + BRUGGINK AND ASSOCIATES INC. PLEASE SEE THE TERMS AND CONDITIONS OF AGREEMENT ON OUR WEBSITE WWW.MOOREBRUGGIN.COM

## A301

TO: Mayor Klynstra and Members of City Council

FROM: Andrew M. Boatright, General Manager

SUBJECT: MPPA Retail Energy Improvement Program Project Participation Agreement

DATE: September 12, 2025

CC: September 15, 2025 City Council Agenda

---

Public Act 229 (PA 229), adopted in November 2023, established new statewide Energy Waste Reduction (EWR) requirements for municipal utilities beginning in 2026. Utilities must achieve 1.5 percent annual energy savings, dedicate at least 25% of program budgets to low-income initiatives, and demonstrate cost-effectiveness and third-party verified results. To comply, Zeeland BPW evaluated two options: the Michigan Public Power Agency (MPPA) Retail Energy Improvement Program and the State of Michigan's Efficiency United program

Staff presented findings to the BPW Board of Commissioners in June 2025, recommending adoption of the MPPA program due to its lower cost per kWh saved, higher return of dollars to customers through incentives (70% vs. 54% in the State program), and stronger contractor accountability measures. The MPPA program's average annual cost is projected at \$1.13 million with savings of 6.0 million kWh annually (\$0.188/kWh), compared to the State program's \$1.57 million annual cost at \$0.238/kWh for similar savings

While this represents an increase from Zeeland's traditional EWR budget of about \$450,000 per year, the MPPA program provides a more cost-effective path than the State option. It also aligns with Zeeland BPW's mission by returning a greater share of program dollars directly to the community and ensuring accountability through performance-based holdbacks.

In June 2025, the BPW Board directed staff to pursue the MPPA program. At its September 2025 meeting, the Board formally approved adoption of the MPPA Retail Energy Improvement Program Participation Agreement.

#### **Recommendation**

Approve the MPPA Retail Energy Improvement Program Participation Agreement as recommended by the Zeeland BPW Board of Commissioners.

Attachments: MPPA Retail Energy Improvement Program Project Participation Agreement  
2026–2029 EWR Plan – Zeeland BPW  
2026–2029 Services Description Matrix



## **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 10<sup>th</sup> 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 25<sup>th</sup> day of the Month following receipt of the invoice for such costs and expenses, or in the event the 25<sup>th</sup> 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                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Residential Services</b>                         |                                                                                                                                                                                                                                                                 |
| 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.                                                                                        |
| <b>Residential Low Income Services</b>              |                                                                                                                                                                                                                                                                 |
| 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.                                                                                   |
| <b>Commercial &amp; Industrial Services</b>         |                                                                                                                                                                                                                                                                 |
| 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           |
| <b>Subtotal - Residential Solutions</b>                                                    | <b>0.62</b>  | <b>\$0.049</b> | <b>693,496</b>               | <b>\$408,267</b>   | <b>708,074</b>               | <b>\$418,157</b>   | <b>715,943</b>               | <b>\$427,926</b>   | <b>726,125</b>               | <b>\$438,892</b>   |
| 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           |
| <b>Subtotal - Business Solutions</b>                                                       | <b>3.32</b>  | <b>\$0.010</b> | <b>5,196,904</b>             | <b>\$685,885</b>   | <b>5,277,767</b>             | <b>\$697,984</b>   | <b>5,339,074</b>             | <b>\$712,933</b>   | <b>5,418,456</b>             | <b>\$730,928</b>   |
| <b>Subtotal Program Portfolio</b>                                                          | <b>2.41</b>  | <b>\$0.014</b> | <b>5,890,399</b>             | <b>\$1,094,152</b> | <b>5,985,841</b>             | <b>\$1,116,141</b> | <b>6,055,017</b>             | <b>\$1,140,859</b> | <b>6,144,580</b>             | <b>\$1,169,821</b> |
| 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           |                              |                    |                              |                    |                              |                    |
| <b>Total Program Portfolio</b>                                                             | <b>2.41</b>  | <b>\$0.014</b> | <b>6,544,399</b>             | <b>\$1,217,566</b> | <b>6,650,441</b>             | <b>\$1,164,180</b> | <b>6,727,217</b>             | <b>\$1,191,099</b> | <b>6,826,980</b>             | <b>\$1,222,392</b> |

\* Estimate costs subject to change

## EXHIBIT A

## SERVICES DESCRIPTION MATRIX FOR 2026-2029

| Program Name                                        | Program Description                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Residential Services</b>                         |                                                                                                                                                                                                                                                                 |
| 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.                                                                                        |
| <b>Residential Low Income Services</b>              |                                                                                                                                                                                                                                                                 |
| 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.                                                                                   |
| <b>Commercial &amp; Industrial Services</b>         |                                                                                                                                                                                                                                                                 |
| 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.





21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## CITY COUNCIL MEMORANDUM

---

TO: Mayor Klynstra and City Councilmembers  
FROM: Tim Klunder, City Manager  
SUBJECT: Gentex Development Agreement, Addendum No. 1  
DATE: September 12, 2025  
CC: September 15<sup>th</sup> Council Agenda

---

**BACKGROUND:** Back in 2013, the City, Board of Public Works, Zeeland Charter Township and Gentex entered into a Development Agreement to provide utilities to the North Riley Campus of Gentex which is situated in the 425 Area within Zeeland Charter Township. Utilities included water main, sanitary sewer, and electric improvements. Since that original development agreement, there have been additional extensions of water main and sanitary sewer to other locations at the site. The attached Addendum No. 1 memorializes those utility extensions.

Without getting too much into the “weeds” of this Addendum No. 1, it largely covers matters between Gentex and Zeeland Charter Township. For example, the sanitary sewer extensions have been within the 425 Area and Zeeland Charter Township largely coordinates those extensions. However, given the utilities ultimately are dedicated to the City of Zeeland (sanitary sewer) and Board of Public Works (water) upon completion as we do own/operate the systems in the 425 Area, we provide review input on the installations and therefore we are also need to be parties of Addendum No. 1.

City Council will note that there is no installation cost associated with this Addendum No. 1 that will be absorbed by the City of Zeeland or Board of Public Works. Gentex installed the utilities and as noted above ultimately dedicates them to the City and BPW. However, given there was some upsizing of the sanitary sewer line extensions over the years at the request of Zeeland Charter Township by Gentex, there are some provisions in the agreement for Zeeland Charter Township to reimburse Gentex for portions of those costs.

FEEL THE ZEEL



---

This Addendum No. 1 also acknowledges that future addendums will have to take place. Those future addendums will have to address required electric improvements and additional sanitary sewer improvements that will have to be made (for example, Roosevelt Lift Station and Church Street sanitary upsizing).

RECOMMENDATION: Approve the Gentex Development Agreement Addendum #1 as attached hereto.

---

Timothy R. Klunder, City Manager

# DEVELOPMENT AGREEMENT

## Addendum No. 1

This Addendum No. 1 to the Development Agreement (“**Addendum**”) is made by and among **GENTEX CORPORATION**, 600 N. Centennial Street, Zeeland, Michigan 49464 (“**Gentex**”), the **CITY OF ZEELAND**, a Michigan municipal corporation, whose address is 21 S. Elm Street, Zeeland, Michigan 49464 (the “**City**”), the **ZEELAND BOARD OF PUBLIC WORKS**, a department of the City, whose address is 350 E. Washington Avenue, Zeeland, Michigan 49464 (the “**BPW**”), and **ZEELAND CHARTER TOWNSHIP**, a Michigan charter township, whose address is 6582 Byron Road, Zeeland, Michigan 49464 (the “**Township**”) and with such four entities being known herein as the “Parties” or individually as a “Party”.

## RECITALS

A. Gentex, the City, the Township and the BPW<sup>1</sup> entered into a Development Agreement on or about June 24, 2013, with respect to infrastructure improvements at the Gentex North Riley Campus (the “**GNRC Development Agreement**”). Capitalized terms used herein, unless otherwise specifically defined, shall have the meaning given to them under the GNRC Development Agreement.

B. Under the GNRC Development Agreement, the Property was improved with a Water System Construction (Water Project A and Water Project B-1, and a Sanitary Sewer System Construction (Sewer Project A and B ; all of the foregoing collectively the “**GNRC Development Agreement Improvements**”). This Addendum No. 1 is to specify further improvements to Gentex’ North Riley Campus, specifically completion of the Water System improvements (Water Project 2018, Water Project 2022 and Water Project 2024) and the Sanitary Sewer System improvements (Sewer Project 2018, Sewer Project 2022 and Sewer Project 2024) (collectively, as detailed herein, the “**Project**” and the “**Add 1 Improvements**”). For reference, Schedule B depicts the general location of the aforementioned water and sewer projects that are part of Addendum No. 1.

C. The Parties acknowledge the interrelated nature of the GNRC Development Agreement Improvements and the Addendum No. 1 Improvements. Schedule C, attached and incorporated herein by express reference, identifies past and any remaining incomplete GNRC Development Agreement Improvements, and details any such remaining work / unpaid expenses or other matters that remain open or incomplete as of this date (collectively the

August 5, 2025

“GNRC Current Status”). In the interest of clarity, all GNRC Current Status matters are to be completed exclusively under the terms of the GNRC Development Agreement, and as such, all of the terms and conditions of the GNRC Development Agreement shall remain in full force and effect except as expressly modified or amended herein.

Therefore, the Parties, in consideration of their mutual covenants, agree as follows:

1. Water System Expansion. In regard to the extension and expansion of the Water System, the Parties hereby acknowledge and agree as follows:
  - a. Under the GNRC Development Agreement, Gentex has constructed and has paid for the water extension improvements at the Property.
  - b. To expand the Water System to portions of the Gentex NRC, as depicted on Schedule 1.b.ii, Schedule 1.b.iii, and Schedule 1.b.iv, the Parties agree that:
    - i. The signing and delivery of the below easements, and the acceptance of such easements by the City of Zeeland, shall constitute the dedication to the City of Zeeland of the water lines and Water System improvements.
    - ii. As part of the Water Project 2018, Gentex installed 1,476' (feet) of 12" diameter water main. Gentex has granted to the City of Zeeland easements for the water lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 1.b.ii.
    - iii. As part of the Water Project 2022, Gentex installed 201' (feet) of 16" diameter water main, and 1,629' (feet) of 12" diameter water main. Gentex has granted to the City of Zeeland easements for the water lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 1.b.iii.
    - iv. As part of the Water Project 2024, Gentex installed 2,302' (feet) of 12" diameter water main. Gentex has granted to the City of Zeeland easements for the water lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 1.b.iv.
2. Sanitary Sewer System Expansion. For the extension and expansion of the Sanitary Sewer System, the Parties hereby acknowledge and agree as follows:

August 5, 2025

- a. Under the GNRC Development Agreement:
  - Sewer Project A was completed by Gentex and Sewer Project B was completed by the City of Zeeland. Both projects have been paid.
  - Sewer Project C has not been completed.
- b. Under this Addendum No. 1, the Sanitary Sewer System was extended to the portion of the Gentex NRC as depicted on Schedule 2.c.i.
- c. The extension previously constructed pursuant to this Addendum No. 1 is an extension of the sanitary main that was originally constructed in the utility corridor on the West side of the Property pursuant to the GNRC Development Agreement.
  - i. As part of the Sewer Project 2018, Gentex installed 1,192 (feet) of 15" diameter sewer main and four (4) monitoring manholes. Consequently, Gentex shall be reimbursed \$ 39,440.00 by Zeeland Charter Township for the costs of oversizing of such improvements. Gentex has granted to the City of Zeeland easements for the sewer lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 2.c.i.
  - ii. As part of the Sewer Project 2022, Gentex installed 625 (feet) of 15" diameter sewer main and 938' (feet) of 12" diameter sewer main. Consequently, Gentex shall be reimbursed \$67,666.00 by Zeeland Charter Township for the costs of oversizing of such improvements. Gentex has granted to the City of Zeeland easements for the sewer lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 1.b.iii.
  - iii. As part of the Sewer Project 2024, Gentex installed 1,699 (feet) of 12" diameter sewer main. Consequently, Gentex shall be reimbursed \$54,818.00 by Zeeland Charter Township for the costs of oversizing of such improvements. Gentex has granted to the City of Zeeland easements for the sewer lines pursuant to a mutually satisfactory Easement form, in the areas depicted on Schedule 1.b.iv.
  - iv. The signing and delivery of such easements, and the acceptance of such easements by the City of Zeeland, shall constitute the dedication to the City of Zeeland of the sewer lines and sewer system improvements to the City. The Township shall make payment of any obligations to Gentex

August 5, 2025

Corporation within (90) ninety days of execution of this agreement and any additional applicable addendums between Zeeland Charter Township Gentex Corporation as outlined in section 4(n).

- d. The construction of the Sanitary Sewer System at the Property was inspected by Moore & Bruggink, Inc. on behalf of the City.
  - e. At the completion of the Addendum No. 1 Improvements detailed herein the sewer main and the manholes will be dedicated to the City and the Sanitary Sewer System shall become the property of the City in accordance with an Act 425 Agreement between the City and Zeeland Charter Township.
  - f. All inspection fees were, or will be, invoiced to Gentex by the Township for reimbursement.
    - i. Zeeland Charter Township has charged Gentex a connection fee in accordance with the ordinances of Zeeland Charter Township, said fee has been paid by Gentex and is acknowledged as having been paid by Zeeland Charter Township.
  - g. The City's exclusive right and duty to provide wastewater service shall be consistent with the Sewer Master Plan which shall be developed by Zeeland Charter Township's engineers, at Zeeland Charter Township's expense. The City and its engineers shall have the right to review such plan so as to ensure its feasibility in accordance with the terms of this Addendum. Such Sewer Master Plan is on file with Zeeland Charter Township.
3. Project Completion Requirements. The project completion work is based on the projected flows which were provided by Gentex. Conditioned upon, and with the satisfactory completion of the Project, it is agreed as follows:
- a. Limited to only the Water System and Sanitary Sewer System improvements constructed by Gentex, or constructed under the direction of Gentex (collectively the "**Gentex Controlled Systems**"), Gentex agrees to provide the City and the BPW with

a one (1) year guarantee for the Gentex Controlled Systems. This guarantee shall expire one (1) year from the date of final acceptance of the Project by the City and the BPW.

- b. The date of final acceptance by the City of the Gentex Controlled Systems within the City utilities within the Project shall be the date of the letter of final acceptance issued by the City (the “**City Acceptance Letter**”). The City Acceptance Letter will not be issued until all of the requirements for final acceptance, as set forth in the City of Zeeland Standard Construction Specifications (attached hereto at Schedule 3.b), including any revisions thereto, and as modified herein, have been met to the satisfaction of the City’s Engineer or designee.

- i. The City’s Standard Construction Specifications are hereby modified to require that final as-built measurements and plans must be submitted by the contractor on behalf of Gentex within two (2) weeks after the actual completion of the Project. If within 90 days of the receipt of the final as- built measurements and plans, the City’s Engineer, or designee, determines that the as-built measurements and plans require correction(s), Gentex shall cause said corrections to be made by its contractor and the corrected as-built measurements and plans shall be resubmitted to the City and the City’s Engineer, or designee, within 30 days of notification of the required correction(s).

4. Miscellaneous.

- a. This Addendum No. 1 shall be binding upon the Parties and upon their successors and assigns.
- b. In the event of any conflict or inconsistency between the terms of this Addendum No. 1 and the GNRC Development Agreement, the terms of this Addendum No. 1 shall govern and control.
- c. This is an integrated document. It contains the full understanding of the Parties and supersedes all other

understandings, agreements or conditions, written or oral, regarding the subject matter of this Addendum No. 1.

- d. This Addendum No. 1 has been executed in the State of Michigan and shall be governed by Michigan law, except as to matters pertaining to choice of law.
- e. The waiver by any party of a breach or violation of any provision of this Addendum No. 1 shall not be a waiver of any subsequent breach of the same or any other provision of this Addendum No. 1.
- f. If any section or provision of this Addendum No. 1 is unenforceable for any reason, that unenforceability shall not impair the remainder of this Addendum No. 1, which shall remain in full force and effect.
- g. It is contemplated that this Addendum No. 1 will be executed in multiple counterparts, all of which together shall be deemed to be one document.
- h. The captions in this Addendum No. 1 are for convenience only and shall not be considered as part of this Addendum No. 1 or in any way to amplify or modify its terms and provisions.
- i. This Addendum No. 1 shall be enforceable only by the Parties and their successors in interest by virtue of an assignment which is not prohibited under the terms of this Addendum No. 1; no other person shall have the right to enforce this Addendum No. 1.
- j. No Party shall be liable or deemed to be in default for any delay or failure of performance under this Addendum No. 1 or other interruption of service resulting directly from fires, explosions, earthquakes, floods, vandalism, strikes or other work interruptions or any similar cause beyond the reasonable control of the Party.
- k. No amendment, modification or waiver shall be effective unless



in writing and signed by all Parties.

- l. All rights and remedies set forth in this Addendum No. 1 are cumulative and are in addition to any other legal or equitable rights and remedies.
- m. All exhibits and Schedules attached to this Addendum No. 1 are incorporated by reference as though fully stated in this Addendum No. 1.
- n. It is specifically acknowledged by Gentex that additional addendums will be required for work not covered under Addendum No. 1 and the GNRC Development Agreement such as, but not limited, sanitary sewer upgrades on Church Street, lift station improvements on Roosevelt Avenue, and electrical improvements. Gentex, the Zeeland Board of Public Works, Zeeland Charter Township and the City of Zeeland shall make good faith efforts to get these addendums completed on a timely basis.
- o. It is specifically acknowledged by Gentex, that the Township will withhold occupancy for the daycare center located on the west side of 88<sup>th</sup> Avenue south of Quincy Street until an agreement between the Township and Gentex Corporation has been executed for items noted in Section 4(n) above. It is further noted that Gentex and Zeeland Township met on August 19, 2025 and reached an agreement in principle on a fair and equitable cost-sharing model. As such the Township feels that granting of occupancy under the current conditions would be permissible.

(See the following pages for signatures.)

**Signature Page to Addendum No. 1 to  
the Development Agreement**

**GENTEX CORPORATION**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2025

August 5, 2025

**Signature Page to Addendum No. 1 to  
the Development Agreement**

**CITY OF ZEELAND**

By: \_\_\_\_\_

Kevin Klynstra

Its: Mayor

By: \_\_\_\_\_

Sharon Lash

Its: Interim Deputy City Clerk

Dated: \_\_\_\_\_, 2025

August 5, 2025

**Signature Page to Addendum No. 1  
to the Development Agreement**

**ZEELAND BOARD OF PUBLIC  
WORKS**

By: \_\_\_\_\_

Andrew M. Boatright

Its: General Manager

By: \_\_\_\_\_

Sharon Lash

Its: Interim Deputy City Clerk

Dated: \_\_\_\_\_, 2025

August 5, 2025

**Signature Page to Addendum No. 1 to the  
Development Agreement**

**ZEELAND CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Tom Oonk  
Its: Supervisor

By: \_\_\_\_\_  
Kate Kraak  
Its: Clerk

Dated: \_\_\_\_\_, 2025

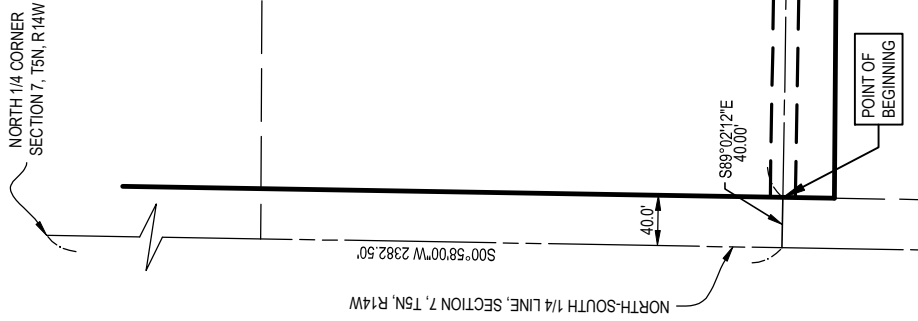
August 5, 2025

**Schedule 1.b.ii, to Addendum No. 1**  
**Water System Expansion**

August 5, 2025

# WATERMAIN EASEMENT DESCRIPTION

An 20 foot easement for Watermain over a part of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West, Zeeland Township, Ottawa County, Michigan, the centerline described as: Commencing at the North 1/4 corner of said Section; thence S00°58'00"W 2382.50 feet along the North-South 1/4 line of said Section; thence S89°02'12"E 40.00 feet to the Point of Beginning; thence S89°02'12"E 983.10 feet; thence N41°1'03"E 69.57 feet; thence N00°57'48"E 413.76 feet to the Point of Ending.



NORTH

SCALE: 1" = 120'

Gentex Corp.  
Greg Essenburg  
600 N. Centennial  
Zeeland, MI 49464

Gentex Distribution Center

DRAWN BY: ED  
REV. BY:  
REV.:  
DATE: 07/13/2018  
REV. DATE:

PRJ #: 17201434ESMT2  
1 OF 1

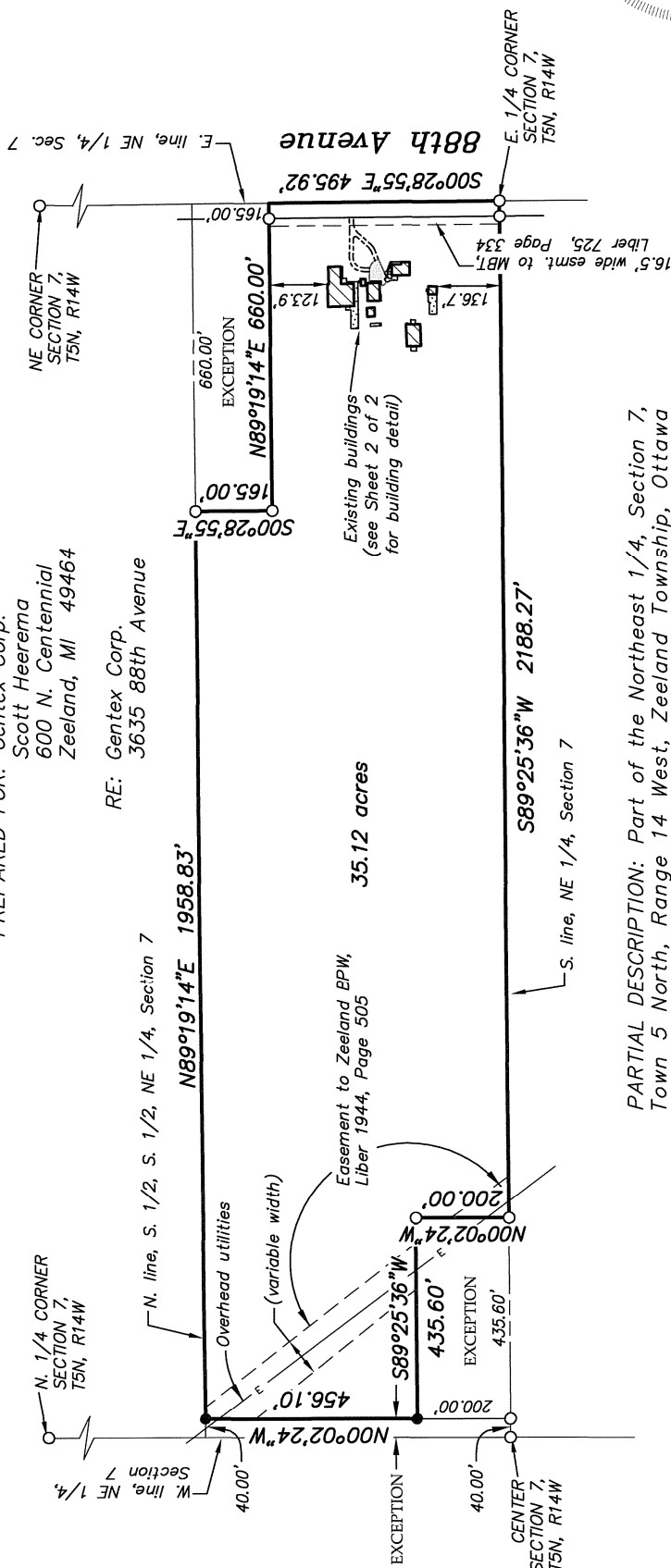
**NEDERVELD**  
www.nederveld.com • 800.222.1888

Grand Rapids, 302  
217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503  
Ann Arbor, Chicago, Columbus,  
Holland, Indianapolis, St. Louis

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

PREPARED FOR: Gentex Corp.  
 Scott Heerema  
 600 N. Centennial  
 Zeeland, MI 49464

RE: Gentex Corp.  
 3635 88th Avenue

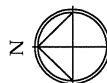


PARTIAL DESCRIPTION: Part of the Northeast 1/4, Section 7, Town 5 North, Range 14 West, Zeeland Township, Ottawa County, Michigan. (See Sheet 2 of 2 for complete description.)

EASEMENT NOTES:

- Agreement for Easement, Liber 1270, Page 574; this instrument does not contain enough information to show the easement on the survey.
- Easement, Liber 443, Page 580 does not affect the subject property.
- Easement, Liber 1927, Page 987; this instrument was not included in the titlework provided at the time of survey.
- Easement, Liber 1927, Page 984; this instrument was included in the titlework but does not affect the subject property.

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.  
 This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



- Scale 1" = 300'
- ▨ = Asphalt
  - ▨ = Concrete
  - D = Description dimension
  - M = Measured dimension
  - P = Platting Dimension
  - = Set Iron Stake
  - O = Found Iron Stake
  - x— = Fence Line
  - = Set wood stake



By: Scott A. Hendges  
 Scott A. Hendges Licensed Professional Surveyor No. 47953

ANN ARBOR  
 920 N. Main St.  
 Ann Arbor, MI 48104  
 PHONE: 734.929.6963

CHICAGO  
 1082 National Parkway  
 Schaumburg, IL 60173  
 PHONE: 312.878.3897

GRAND RAPIDS  
 217 Grandville Ave., Suite 302  
 Grand Rapids, MI 49503  
 PHONE: 616.575.5190

HOLLAND  
 347 Hoover Boulevard  
 Holland, MI 49423  
 PHONE: 616.393.0449

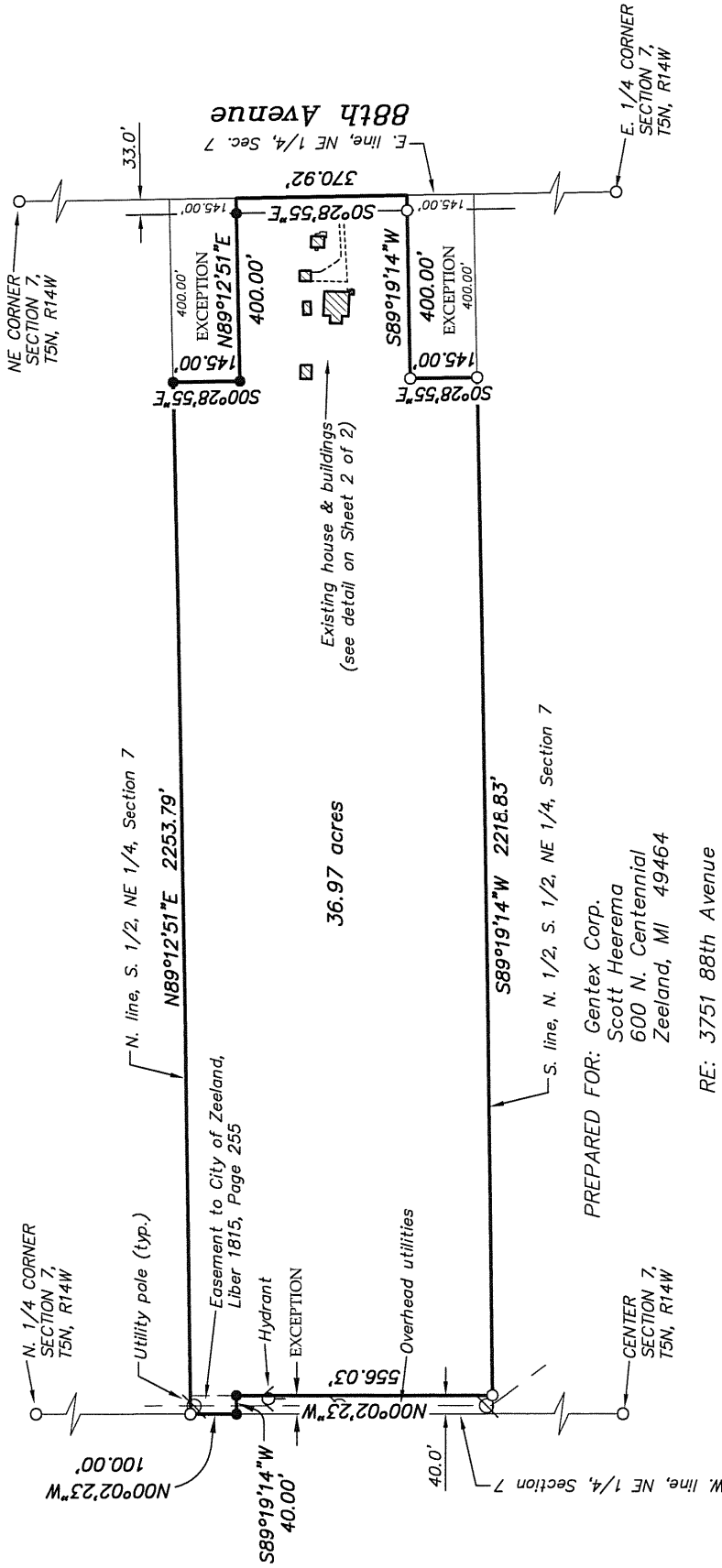
**NEDERVELD**

www.nederveld.com  
 800.222.1868

rev.:  
 project no.: 11200907  
 date: 11-21-11 CH







PREPARED FOR: Gentex Corp.  
 Scott Heerema  
 600 N. Centennial  
 Zeeland, MI 49464

RE: 3751 88th Avenue

PARTIAL DESCRIPTION: Part of the Northeast 1/4, Section 7, Town 5 North, Range 14 West, Zeeland Township, Ottawa County, Michigan. (See Sheet 2 of 2 for complete description).

EASEMENT NOTES:

- Easement to the City of Zeeland, Liber 1815, Page 255, affects the Subject property as plotted and shown hereon.
- We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.
- This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

- Scale 1" = 300'
- Asphalt
  - Concrete
  - D = Description dimension
  - M = Measured dimension
  - P = Platted Dimension
  - = Set Iron Stake
  - O = Found Iron Stake
  - x— = Fence Line
  - = Set wood stake



**NEDERVELD**

www.nederveld.com  
 800.222.1868

ANN ARBOR  
 920 N. Main St.  
 Ann Arbor, MI 48104  
 PHONE: 734.923.6963

CHICAGO  
 1082 National Parkway  
 Schaumburg, IL 60173  
 PHONE: 312.878.3897

GRAND RAPIDS  
 217 Grandville Ave., Suite 302  
 Grand Rapids, MI 49503  
 PHONE: 616.575.5190

HOLLAND  
 347 Hoover Boulevard  
 Holland, MI 49423  
 PHONE: 616.393.0449

By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 47953

CH 01/16/12 11:30

project no.: 11201019  
 date: 1-12-12 CH

PREPARED FOR: Gentex Corp.  
Scott Heerema  
600 N. Centennial  
Zeeland, MI 49464

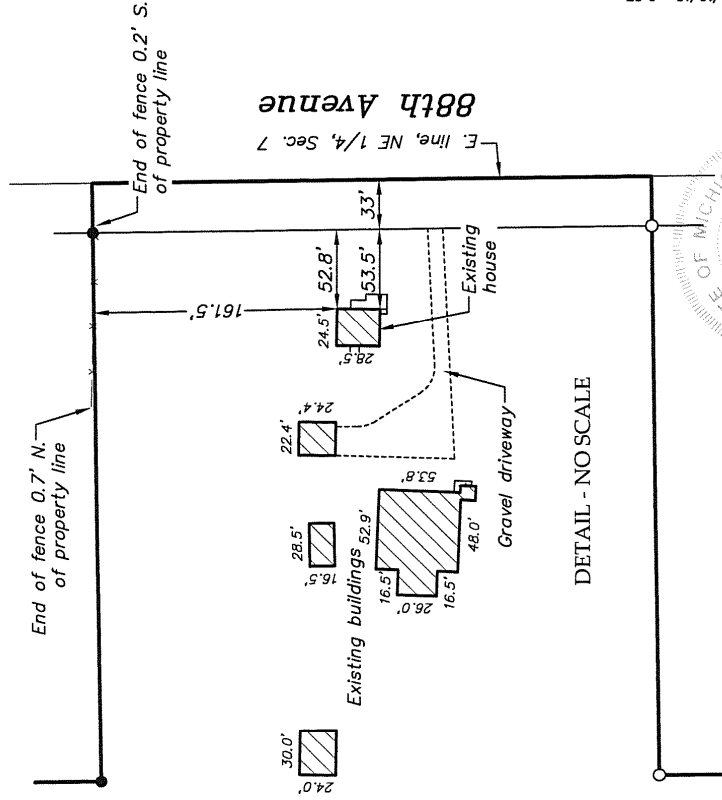
RE: 3751 88th Avenue

The land referred to in the Commitment, situated in the Township of Zeeland, County of Ottawa, State of Michigan, is described as follows:

The North 1/2 of the South 1/2 of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West; Except, commencing at the Northeast corner thereof, and running thence South 145 feet; thence West 400 feet; thence North 145 feet, and thence East 400 feet to the Point of Beginning; Also Except, commencing at the Southeast corner thereof, and running thence North 145 feet, thence West 400 feet, thence South 145 feet, and thence East 400 feet to the point of beginning. And Except, the West 40 feet of the North 1/2 of the South 1/2 of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West, except the North 100 feet thereof.

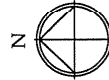
(Lighthouse Title Commitment No. 11-12103648, dated December 20, 2011)

Sheet 2 of 2



DETAIL - NO SCALE

By: *Scott A. Hendges*  
Scott A. Hendges Licensed Professional Surveyor No. 47953



- Scale 1" = 300'
- = Asphalt
  - = Concrete
  - D = Description dimension
  - M = Measured dimension
  - P = Platted Dimension
  - = Set Iron Stake
  - O = Found Iron Stake
  - x— = Fence Line
  - = Set wood stake

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

**NEDERVELD**

ANN ARBOR  
920 N. Main St.  
Ann Arbor, MI 48104  
PHONE: 734.929.6963

CHICAGO  
1082 National Parkway  
Schaumburg, IL 60173  
PHONE: 312.578.3897

www.nederveld.com  
800.222.1868

© 2012 Nederveld, Inc.

project no.: 11201019  
date: 1-12-12 CH

**Schedule 1.b.iii to Addendum No. 1**  
**Water System Expansion**

August 5, 2025

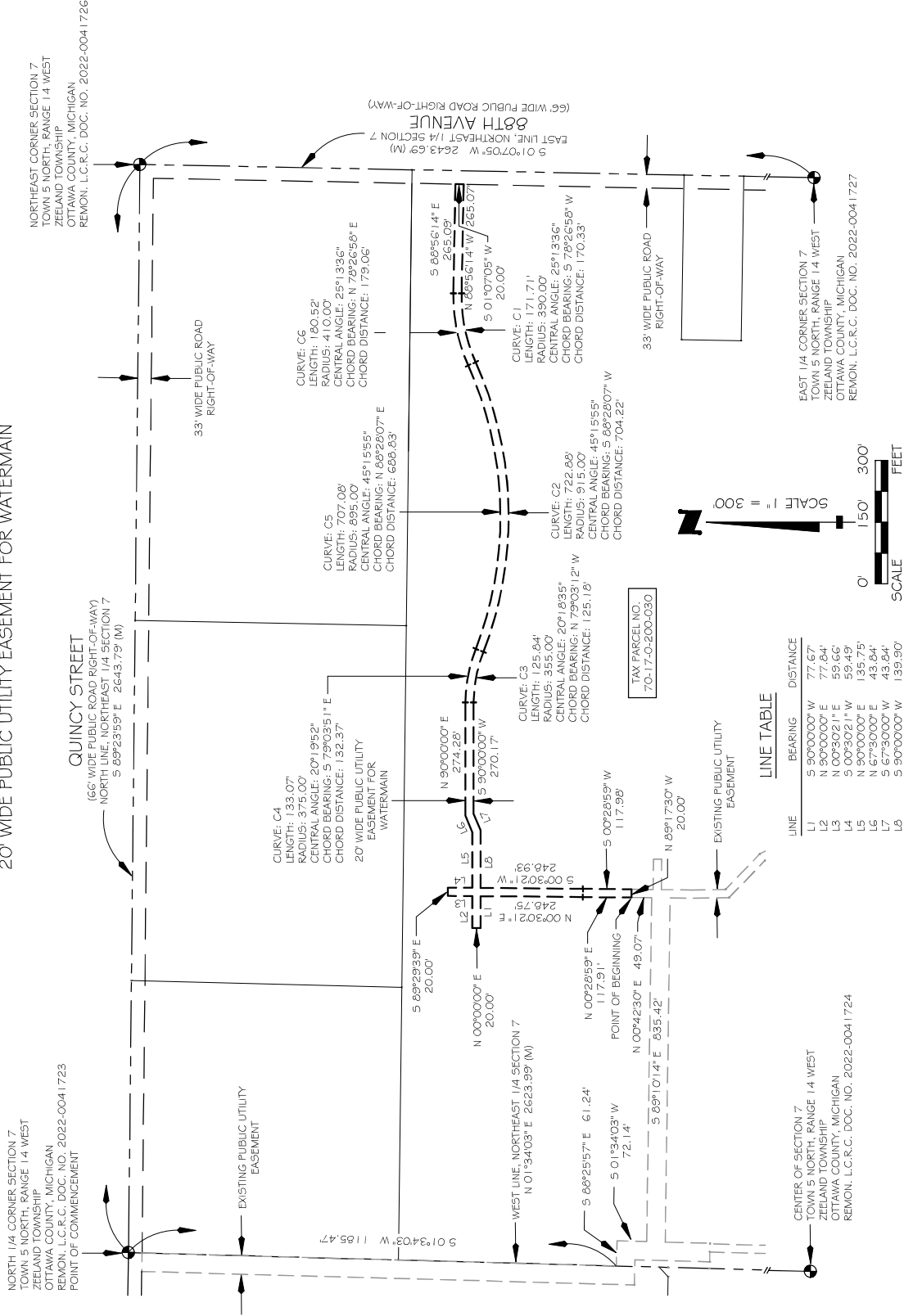


**Schedule 1.b.iv to Addendum No. 1**  
**Water System Expansion**

August 5, 2025

# EASEMENT EXHIBIT

## 20' WIDE PUBLIC UTILITY EASEMENT FOR WATERMAIN



**HOLLAND**  
ENGINEERING  
ENGINEERING | SURVEYING | PIPELINE SERVICES

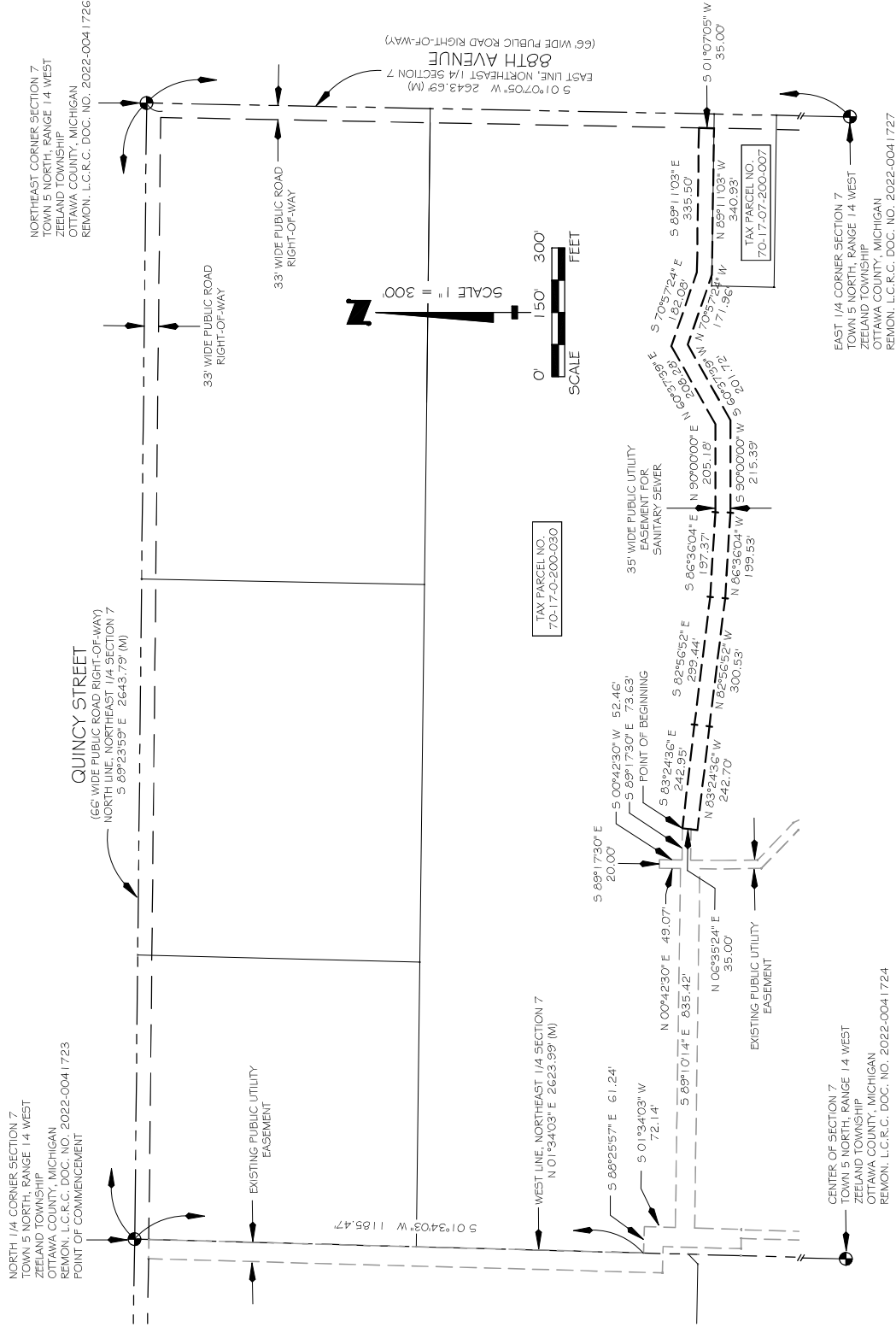
220 Hoover Boulevard  
Holland, Michigan 49423-3766  
www.hollandengineering.com  
T 616-392-5938 F 616-392-2116

|              |                  |            |        |
|--------------|------------------|------------|--------|
| Date         | 01-29-2025       | Sheet      | 1 of 2 |
| Drawn By     | JMR              | Checked By | JCD    |
| Surveyed By  | N/A              |            |        |
| 5-T-R        |                  |            |        |
| Section      | 7, T5N, R14W     |            |        |
| Twp. or City | ZEELAND TOWNSHIP |            |        |
| Job No.      | 21-08-048        |            |        |





EASEMENT EXHIBIT  
35' WIDE PUBLIC UTILITY EASEMENT FOR SANITARY SEWER



|              |    |
|--------------|----|
| Date revised | By |
| Date revised | By |

|                                    |                   |
|------------------------------------|-------------------|
| <b>LEGEND</b>                      |                   |
| ---                                | SECTION LINE      |
| ---                                | PARCEL LINE       |
| ---                                | RIGHT-OF-WAY LINE |
| ---                                | EASEMENT LINE     |
| (M) - MEASURED DIMENSION           |                   |
| REMON. - REMONUMENTATION           |                   |
| L.C.R.C. - LAND CORNER RECORDATION |                   |
| CERTIFICATE                        |                   |

|              |        |                |     |
|--------------|--------|----------------|-----|
| Horiz. Datum | HEI-96 | Vertical Datum | N/A |
|--------------|--------|----------------|-----|

**HOLLAND ENGINEERING**  
ENGINEERING | SURVEYING | PIPELINE SERVICES  
220 Hoover Boulevard  
Holland, Michigan 49423-3766  
www.hollandengineering.com  
T 616-392-5938 F 616-392-2116

|             |            |            |        |
|-------------|------------|------------|--------|
| Date        | 01-29-2025 | Sheet      | 1 of 2 |
| Drawn By    | JMR        | Checked By | JCD    |
| Surveyed By | N/A        |            |        |

|              |                      |
|--------------|----------------------|
| 5-T-R        | SECTION 7, T5N, R14W |
| Twp. or City | ZEELAND TOWNSHIP     |
| Job No.      | 21-08-048            |

EASEMENT EXHIBIT

35' WIDE PUBLIC UTILITY EASEMENT FOR SANITARY SEWER

DESCRIPTION OF 35' WIDE PUBLIC UTILITY EASEMENT FOR SANITARY SEWER:

A STRIP OF LAND SITUATED IN THE NORTHEAST 1/4 OF SECTION 7, TOWNSHIP 5 NORTH RANGE 14 WEST, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 7; THENCE SOUTH 01 DEGREES 34 MINUTES 03 SECONDS WEST 1185.47 FEET ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SECTION 7; THENCE SOUTH 88 DEGREES 25 MINUTES 57 SECONDS EAST 61.24 FEET; THENCE SOUTH 01 DEGREES 34 MINUTES 03 SECONDS WEST 72.14 FEET PARALLEL WITH THE WEST LINE OF THE NORTHEAST 1/4 OF SECTION 7; THENCE SOUTH 89 DEGREES 10 MINUTES 14 SECONDS EAST 835.42 FEET; THENCE NORTH 00 DEGREES 42 MINUTES 30 SECONDS EAST 49.07 FEET; THENCE SOUTH 89 DEGREES 17 MINUTES 30 SECONDS EAST 20.00 FEET; THENCE SOUTH 00 DEGREES 42 MINUTES 30 SECONDS WEST 52.46 FEET; THENCE SOUTH 89 DEGREES 17 MINUTES 30 SECONDS EAST 73.63 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 83 DEGREES 24 MINUTES 36 SECONDS EAST 242.95 FEET; THENCE SOUTH 82 DEGREES 56 MINUTES 52 SECONDS EAST 299.44 FEET; THENCE SOUTH 86 DEGREES 36 MINUTES 04 SECONDS EAST 197.37 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST 205.18 FEET; THENCE NORTH 60 DEGREES 37 MINUTES 39 SECONDS EAST 208.28 FEET; THENCE SOUTH 70 DEGREES 57 MINUTES 24 SECONDS EAST 182.08 FEET; THENCE SOUTH 89 DEGREES 11 MINUTES 03 SECONDS EAST 335.50 FEET TO THE WEST LINE OF 88TH AVENUE; THENCE SOUTH 01 DEGREES 07 MINUTES 05 SECONDS WEST 35.00 FEET ALONG THE WEST LINE OF 88TH AVENUE AND PARALLEL WITH THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 7; THENCE NORTH 89 DEGREES 11 MINUTES 03 SECONDS WEST 340.93 FEET; THENCE NORTH 70 DEGREES 57 MINUTES 24 SECONDS WEST 171.96 FEET; THENCE SOUTH 60 DEGREES 37 MINUTES 39 SECONDS WEST 201.72 FEET; THENCE SOUTH 90 DEGREES 00 MINUTES 00 SECONDS WEST 215.39 FEET; THENCE NORTH 86 DEGREES 36 MINUTES 04 SECONDS WEST 199.53 FEET; THENCE NORTH 82 DEGREES 56 MINUTES 52 SECONDS WEST 300.53 FEET; THENCE NORTH 83 DEGREES 24 MINUTES 36 SECONDS WEST 242.70 FEET; THENCE NORTH 06 DEGREES 35 MINUTES 24 SECONDS EAST 35.00 FEET TO THE POINT OF BEGINNING, CONTAINING 1.343 ACRES OF LAND (58,501 SQUARE FEET).

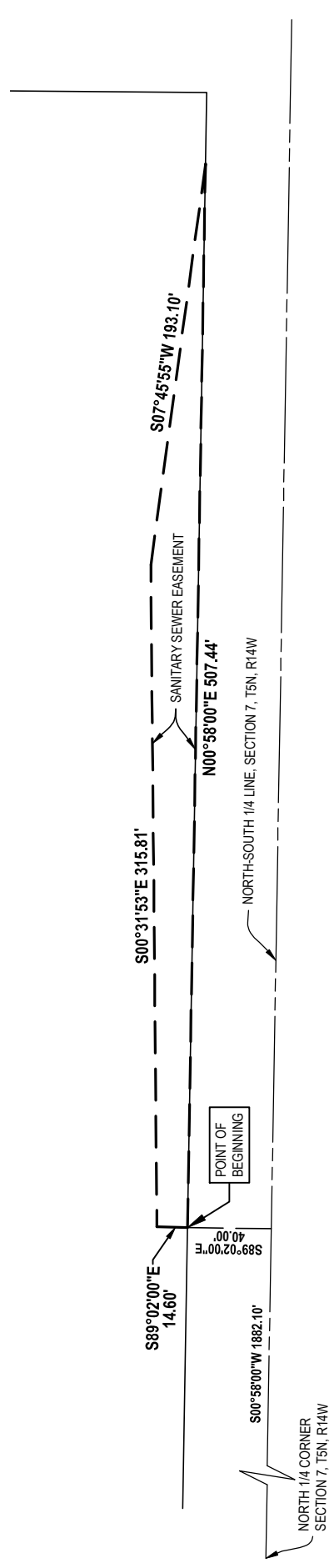
|                                                                                                                                                                                                                                             |  |                    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|--|
| Date revised<br>.                                                                                                                                                                                                                           |  | By<br>.            |  |
| Date revised<br>.                                                                                                                                                                                                                           |  | By<br>.            |  |
| LEGEND                                                                                                                                                                                                                                      |  |                    |  |
| ----- SECTION LINE                                                                                                                                                                                                                          |  |                    |  |
| ----- PARCEL LINE                                                                                                                                                                                                                           |  |                    |  |
| ----- RIGHT-OF-WAY LINE                                                                                                                                                                                                                     |  |                    |  |
| ----- EASEMENT LINE                                                                                                                                                                                                                         |  |                    |  |
| (M) - MEASURED DIMENSION                                                                                                                                                                                                                    |  |                    |  |
| REMON. - RECONSTRUCTION                                                                                                                                                                                                                     |  |                    |  |
| L.C.R.C. - LAND CORNER RECORDATION                                                                                                                                                                                                          |  |                    |  |
| CERTIFICATE                                                                                                                                                                                                                                 |  |                    |  |
| Horiz.<br>Datum                                                                                                                                                                                                                             |  | HEI-96             |  |
| Vertical<br>Datum                                                                                                                                                                                                                           |  | N/A                |  |
| <div><div>ENGINEERING</div><div>HOLLAND</div><div>ENGINEERING   SURVEYING   PIPELINE SERVICES</div></div> <div>220 Hoover Boulevard<br/>Holland, Michigan 49423-3766<br/>www.hollandengineering.com<br/>T 616-392-5938 F 616-392-2116</div> |  |                    |  |
| Date<br>01-29-2025                                                                                                                                                                                                                          |  | Sheet 2 of 2       |  |
| Drawn By<br>JMR                                                                                                                                                                                                                             |  | Checked By<br>JCD  |  |
| S-T-R                                                                                                                                                                                                                                       |  | Surveyed By<br>N/A |  |
| SECTION 7, T5N, R14W                                                                                                                                                                                                                        |  |                    |  |
| Twp. or City<br>ZEELAND TOWNSHIP                                                                                                                                                                                                            |  |                    |  |
| Job No. 21-08-048                                                                                                                                                                                                                           |  |                    |  |
|                                                                                                                                                                                                                                             |  |                    |  |

**Schedule 2.c.i to Addendum No. 1**  
**Sanitary Sewer System Expansion**

August 5, 2025

# SANITARY SEWER EASEMENT DESCRIPTION

An easement for Sanitary Sewer over a part of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West, Zeeland Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section; thence S00°58'00"W 1882.10 feet along the North-South 1/4 line of said Section; thence S89°02'00"E 40.00 feet to the Point of Beginning; thence S89°02'00"E 14.60 feet; thence S00°31'53"E 315.81 feet; thence S07°45'55"W 193.10 feet; thence N00°58'00"E 507.44 feet to the Point of Beginning.



SCALE: 1" = 60'

0' 30' 60'

N

NORTH

Gentex Corp.  
Greg Essenburg  
600 N. Centennial  
Zeeland, MI 49464

Gentex Distribution Center

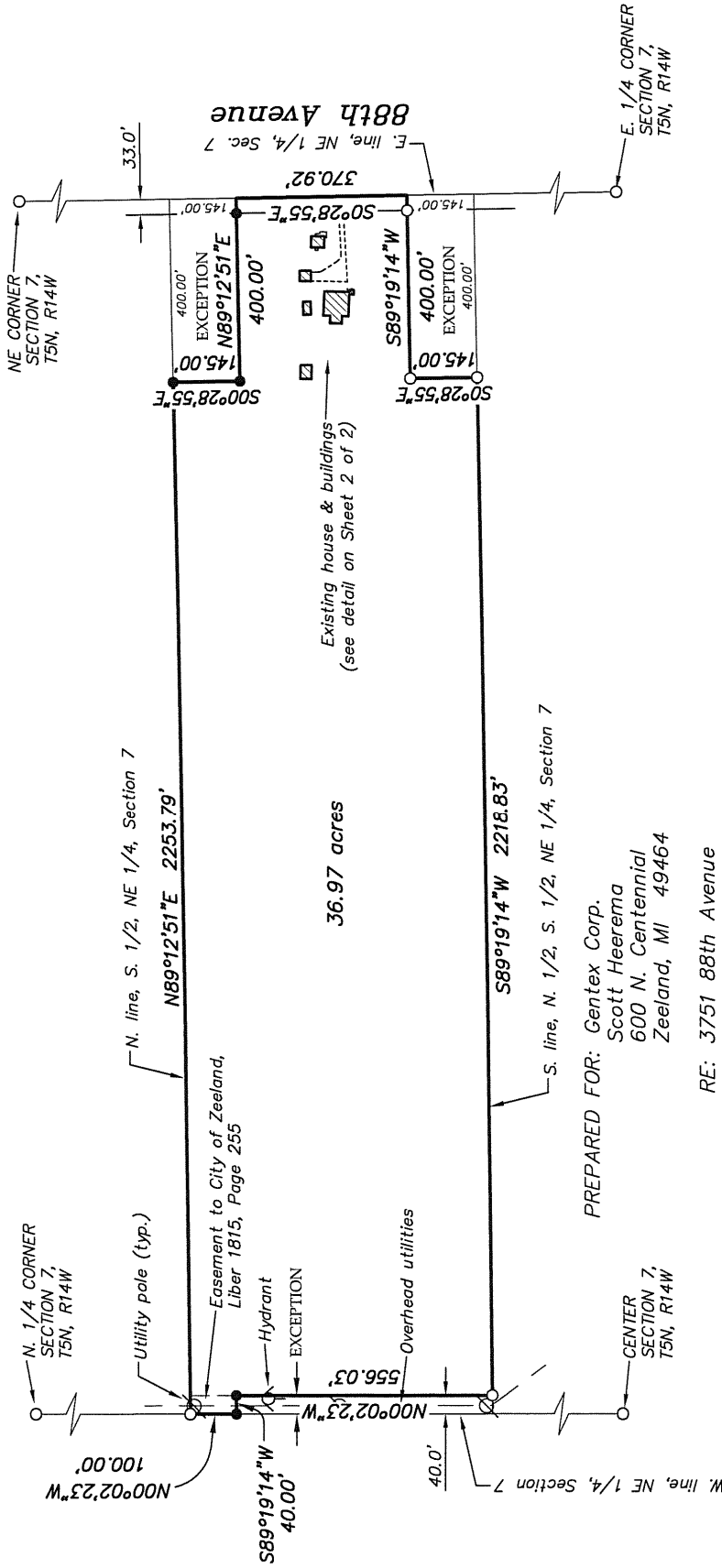
|              |                  |                     |
|--------------|------------------|---------------------|
| DRAWN BY: ED | DATE: 06.19.2018 | PRJ #: 17201434ESMT |
| REV. BY:     | REV. DATE:       | 1 OF 1              |
| REV.:        |                  |                     |

**NEDERVELD**  
www.nederveld.com • 800.222.1888

Grand Rapids, 302  
217 Grandville Ave., Suite 302  
Grand Rapids, MI 49503

Ami Arbor, Chicago, Columbus,  
Holland, Indianapolis, St. Louis

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



PREPARED FOR: Gentex Corp.  
 Scott Heerema  
 600 N. Centennial  
 Zeeland, MI 49464

RE: 3751 88th Avenue

PARTIAL DESCRIPTION: Part of the Northeast 1/4, Section 7, Town 5 North, Range 14 West, Zeeland Township, Ottawa County, Michigan. (See Sheet 2 of 2 for complete description).

EASEMENT NOTES:

- Easement to the City of Zeeland, Liber 1815, Page 255, affects the Subject property as plotted and shown hereon.
- We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.
- This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

- Scale 1" = 300'
- Asphalt
  - Concrete
  - D = Description dimension
  - M = Measured dimension
  - P = Platted Dimension
  - = Set Iron Stake
  - O = Found Iron Stake
  - x— = Fence Line
  - = Set wood stake



**NEDERVELD**

www.nederveld.com  
 800.222.1868

© 2012 Nederveld, Inc.

ANN ARBOR  
 920 N. Main St.  
 Ann Arbor, MI 48104  
 PHONE: 734.923.6963

CHICAGO  
 1082 National Parkway  
 Schaumburg, IL 60173  
 PHONE: 312.878.3897

GRAND RAPIDS  
 217 Grandville Ave., Suite 302  
 Grand Rapids, MI 49503  
 PHONE: 616.575.5190

HOLLAND  
 347 Hoover Boulevard  
 Holland, MI 49423  
 PHONE: 616.393.0449

By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 47953

11201019 CH 01/16/12 11:30

project no.: 11201019 date: 1-12-12 CH

PREPARED FOR: Gentex Corp.  
 Scott Heerema  
 600 N. Centennial  
 Zeeland, MI 49464

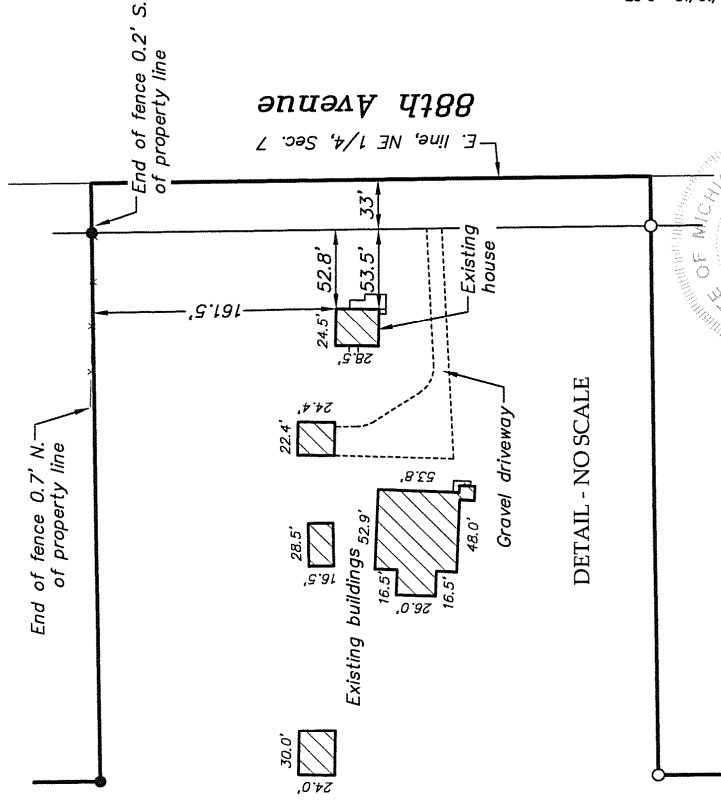
RE: 3751 88th Avenue

The land referred to in the Commitment, situated in the Township of Zeeland, County of Ottawa, State of Michigan, is described as follows:

The North 1/2 of the South 1/2 of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West; Except, commencing at the Northeast corner thereof, and running thence South 145 feet; thence West 400 feet; thence North 145 feet, and thence East 400 feet to the Point of Beginning; Also Except, commencing at the Southeast corner thereof, and running thence North 145 feet, thence West 400 feet, thence South 145 feet, and thence East 400 feet to the point of beginning. And Except, the West 40 feet of the North 1/2 of the South 1/2 of the Northeast 1/4 of Section 7, Town 5 North, Range 14 West, except the North 100 feet thereof.

(Lighthouse Title Commitment No. 11-12103648, dated December 20, 2011)

Sheet 2 of 2



DETAIL - NO SCALE

By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 47953



- Scale 1" = 300'
- = Asphalt
  - = Concrete
  - D = Description dimension
  - M = Measured dimension
  - P = Platted Dimension
  - = Set Iron Stake
  - O = Found Iron Stake
  - x— = Fence Line
  - = Set wood stake

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

**ANN ARBOR**  
 920 N. Main St.  
 Ann Arbor, MI 48104  
 PHONE: 734.929.6963

**CHICAGO**  
 1082 National Parkway  
 Schaumburg, IL 60173  
 PHONE: 312.578.3897

**GRAND RAPIDS**  
 217 Grandville Ave., Suite 302  
 Grand Rapids, MI 49503  
 PHONE: 616.575.5190

**HOLLAND**  
 347 Hoover Boulevard  
 Holland, MI 49423  
 PHONE: 616.393.0449

**NEDERVELD**  
 www.nederveld.com  
 800.222.1868  
 © 2012 Nederveld, Inc.

rev.: project no.: 11201019 date: 1-12-12 CH

**Schedule 3.b to Addendum No. 1**  
**City of Zeeland Standard Construction Specifications**

August 5, 2025



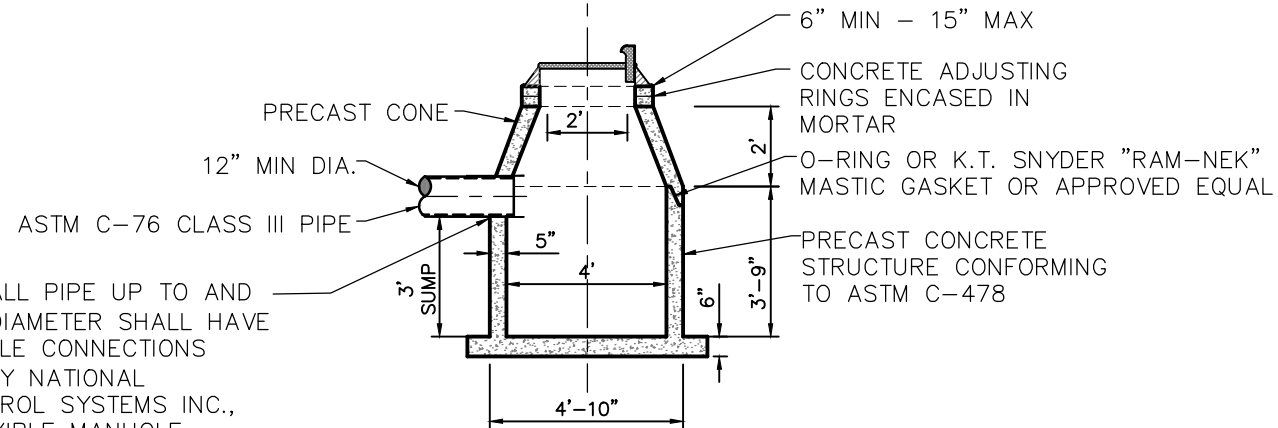
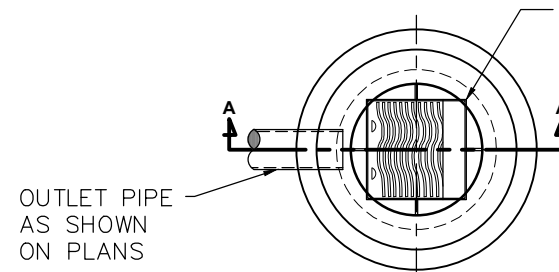
**City of Zeeland**  
**Standard Plans for Construction**  
Effective January, 2025



## **Index**

1. 4' Diameter Catchbasin
2. 2' Diameter Catchbasin
3. 2' Diameter Yard Basin
4. Storm Sewer Manhole
5. Main Line Sanitary Sewer Lateral Riser
6. Sanitary Sewer Lateral Property Line Riser
7. Sanitary Sewer Manhole
8. Sanitary Sewer Monitoring Manhole
9. Sanitary Sewer Oil and Grease Interceptor
10. 24" Curb and Gutter
11. Sidewalk
12. Commercial Drive Opening
13. Residential Drive Opening
14. Commercial Street Cross Section
15. Residential Street Cross Section 50' Right-of-Way
16. Residential Street Cross Section 66' Right-of-Way
17. Commercial/Industrial Cul-de-Sac
18. Residential Cul-de-Sac
19. Pavement Patch
20. Shared Use Path Cross Section

CASTING STANDARD — EJIW 7020 M2, OR  
APPROVED EQUAL  
SAGS — EJIW 7030 M2, OR APPROVED EQUAL  
GRADES >4% — EJIW 7030 M6, OR APPROVED  
EQUAL  
NO CURB — EJIW 7020 M3



OPENINGS FOR ALL PIPE UP TO AND  
INCLUDING 24" DIAMETER SHALL HAVE  
FLEXIBLE MANHOLE CONNECTIONS  
(KOR-N-SEAL BY NATIONAL  
POLLUTION CONTROL SYSTEMS INC.,  
LOCK JOINT FLEXIBLE MANHOLE  
SLEEVE BY INTERPACE CORP., OR BY  
A-LOK, OR APPROVED EQUAL).

SECTION A-A

- NOTES:  
1. INLET MUST INCLUDE DRAINS TO STREAM  
MESSAGING

## 4' DIAMETER CATCH BASIN

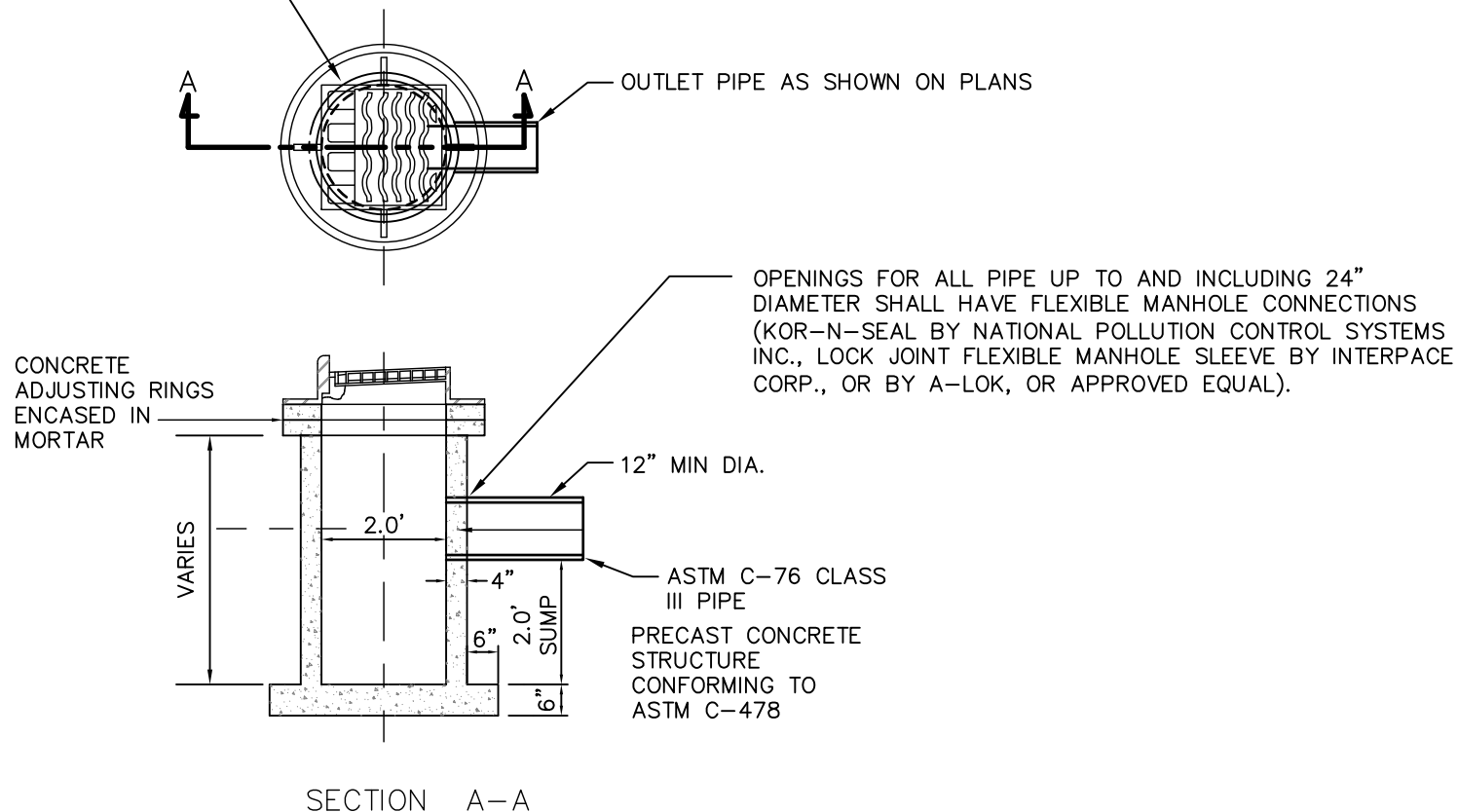


**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-1

CASTING STANDARD – EJIW 7020 M2, OR  
 APPROVED EQUAL  
 SAGS – EJIW 7030 M2, OR APPROVED EQUAL  
 GRADES >4% – EJIW 7030 M6, OR  
 APPROVED EQUAL  
 NO CURB – EJIW 7020 M3



NOTES:

1. INLET MUST INCLUDE DRAINS TO STREAM MESSAGING
2. 2' DIAMETER CATCH BASIN SHALL ONLY BE UTILIZED WHEN 4' DIAMETER CATCH BASIN DOES NOT FIT. SPECIAL APPROVAL REQUIRED BY CITY ENGINEER.

## 2' DIAMETER CATCH BASIN

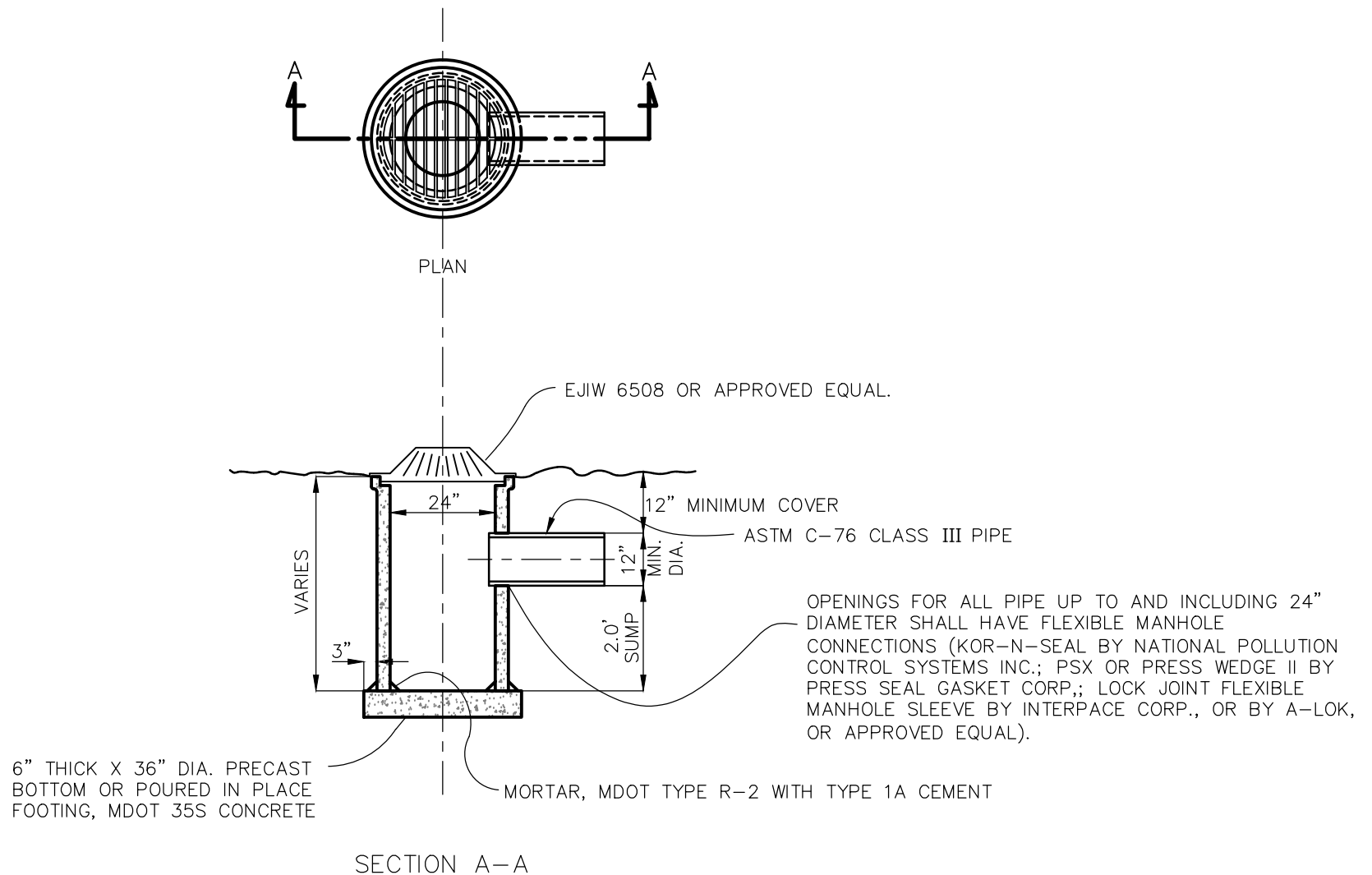


**Moore+Bruggink**  
 Consulting Engineers

2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-2**



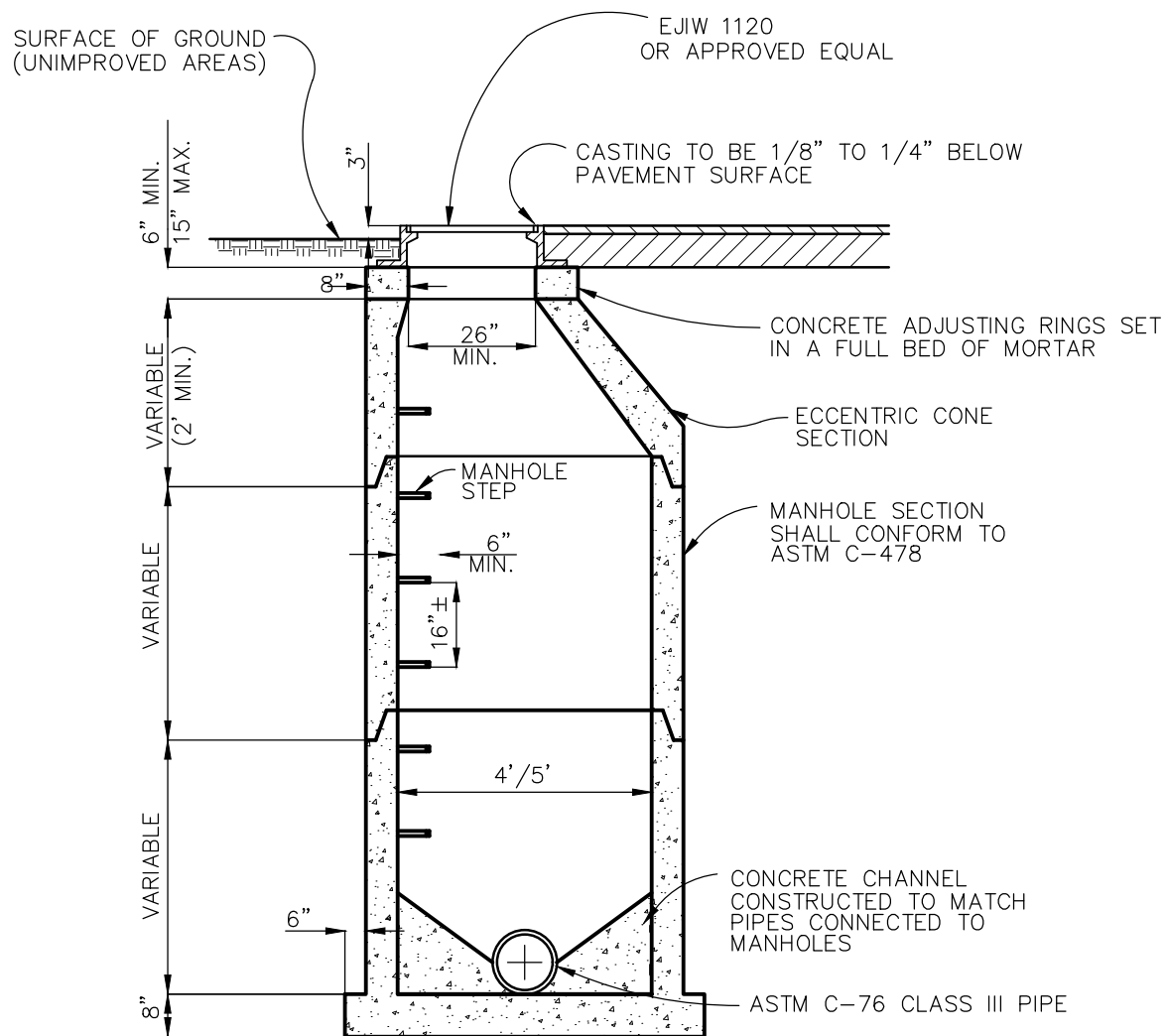
## 2' DIAMETER YARD BASIN



**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-3**



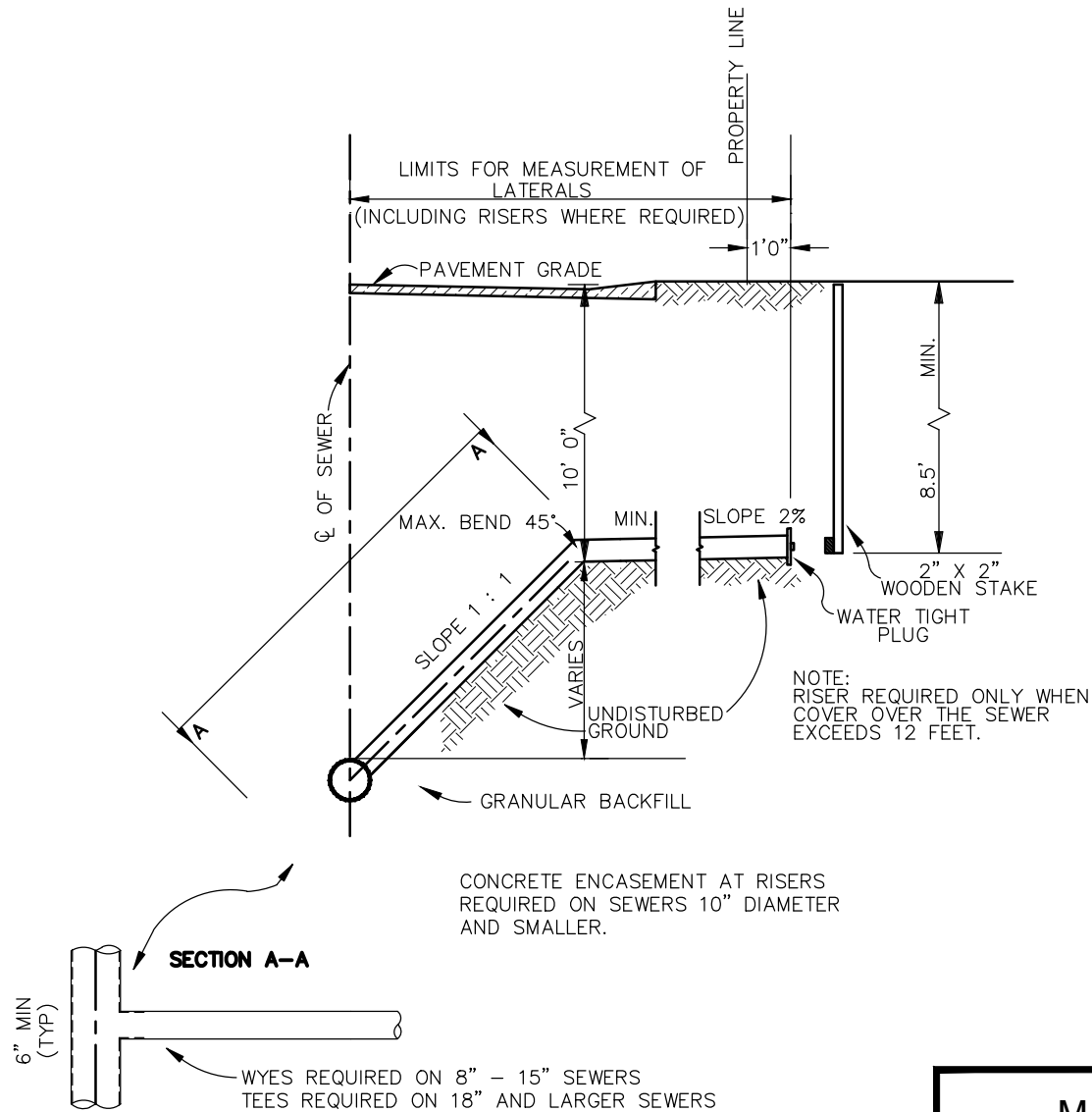
## STORM SEWER MANHOLE



**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-4**



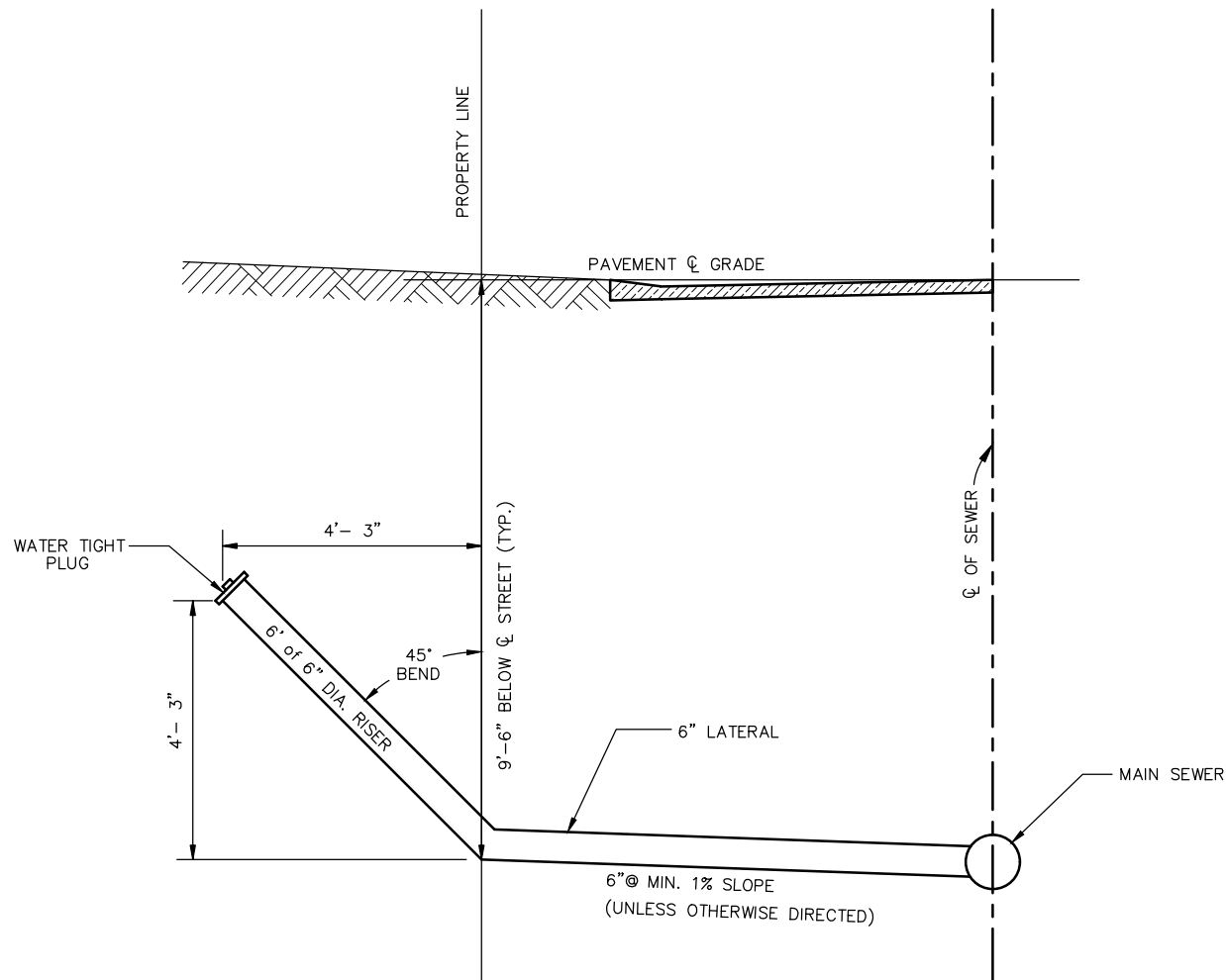
## MAIN LINE SANITARY SEWER LATERAL RISER



**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-5



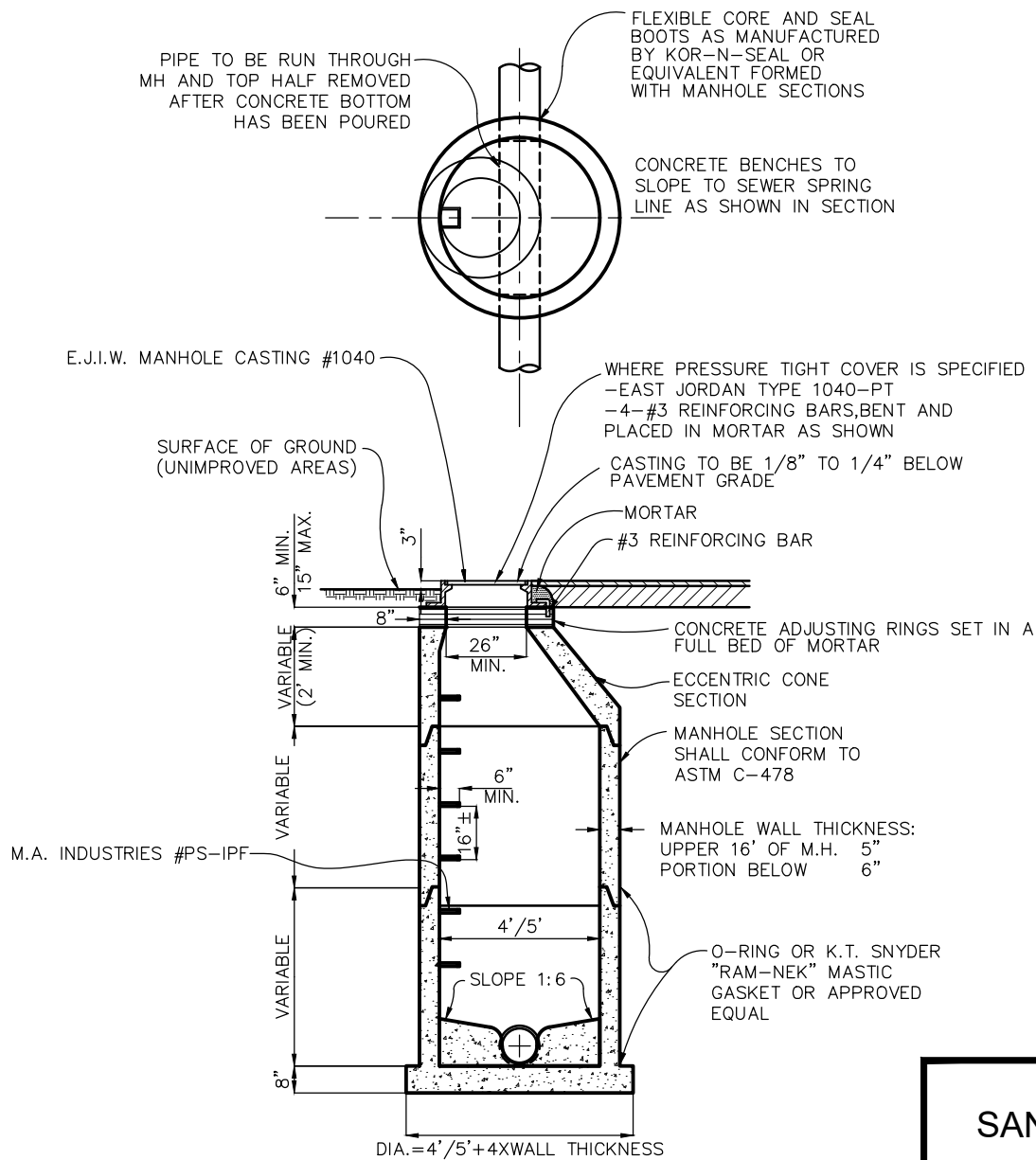
## SANITARY SEWER LATERAL PROPERTY LINE RISER



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-6



## SANITARY SEWER MANHOLE



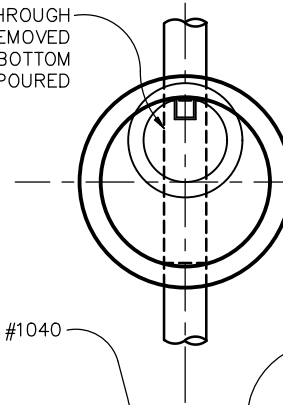
**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-7**



SEWER LATERAL TO BE RUN THROUGH  
MH AND TOP HALF REMOVED  
AFTER CONCRETE BOTTOM  
HAS BEEN POURED



CONCRETE BENCHES TO  
SLOPE TO SEWER SPRING  
LINE AS SHOWN IN SECTION

E.J.I.W. MANHOLE CASTING #1040

SURFACE OF GROUND  
(UNIMPROVED AREAS)

WHERE PRESSURE TIGHT COVER IS SPECIFIED  
-EAST JORDAN TYPE 1040-PT  
-4-#3 REINFORCING BARS,BENT AND  
PLACED IN MORTAR AS SHOWN

CASTING TO BE 1/8" TO 1/4" BELOW  
PAVEMENT GRADE

MORTAR

#3 REINFORCING BAR

6" MIN.  
15" MAX.  
3"  
8"  
26" MIN.  
VARIABLE (2' MIN.)  
VARIABLE  
VARIABLE  
8"

CONCRETE ADJUSTING RINGS SET IN A  
FULL BED OF MORTAR

ECCENTRIC CONE  
SECTION

MANHOLE SECTION  
SHALL CONFORM TO  
ASTM C-478

MANHOLE WALL THICKNESS:  
UPPER 16' OF M.H. 5"  
PORTION BELOW 6"

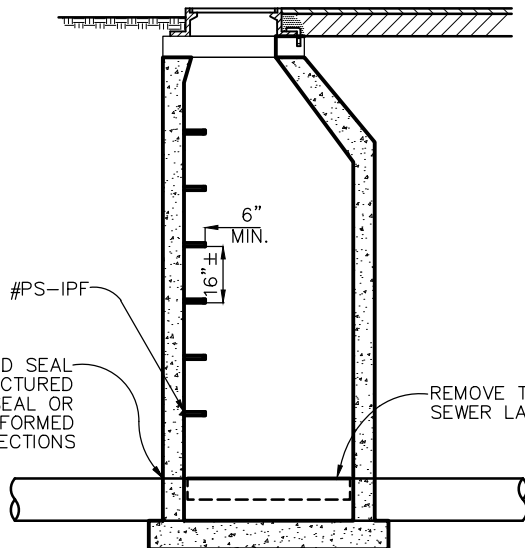
O-RING OR K.T. SNYDER  
"RAM-NEK" MASTIC  
GASKET OR APPROVED  
EQUAL

DIA. = 4'(MIN) + 4XWALL THICKNESS

M.A. INDUSTRIES #PS-IPF

FLEXIBLE CORE AND SEAL  
BOOTS AS MANUFACTURED  
BY KOR-N-SEAL OR  
EQUIVALENT FORMED  
WITH MANHOLE SECTIONS

REMOVE TOP HALF OF  
SEWER LATERAL



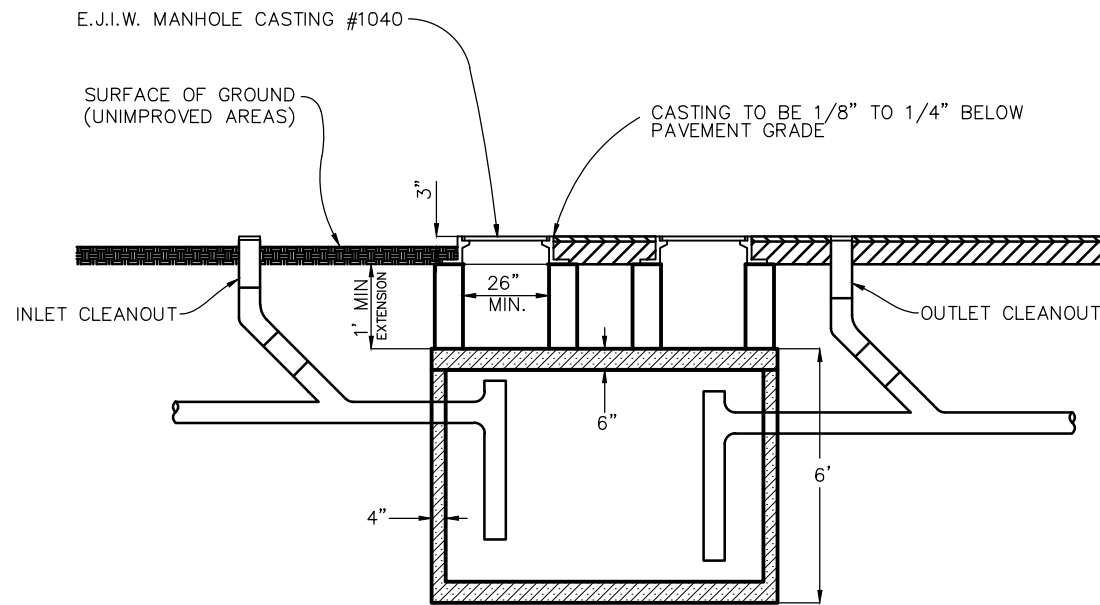
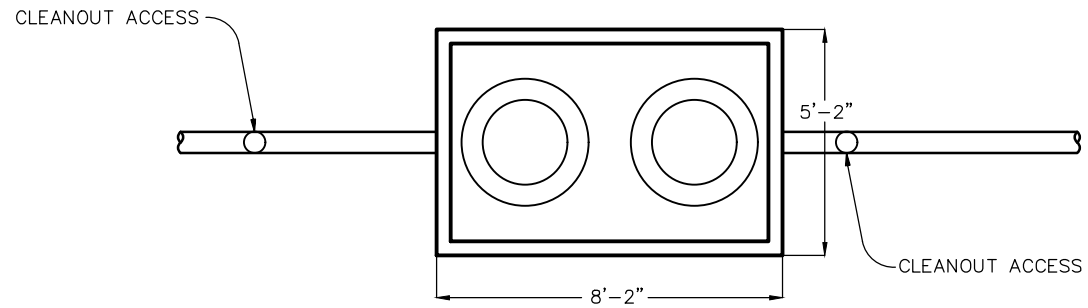
## SANITARY SEWER MONITORING MANHOLE



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-8



NOTES:

1. ACCESS COVERS MUST BE RATED FOR ANTICIPATED TRAFFIC LOAD
2. 1" X 1" BUTYL MASTIC OR APPROVED OTHER TO BE USED AT JOINT BETWEEN TOP AND TANK
3. FOR FLOWS EXCEEDING 100 GPM, LARGER INTERCEPTOR MUST BE USED

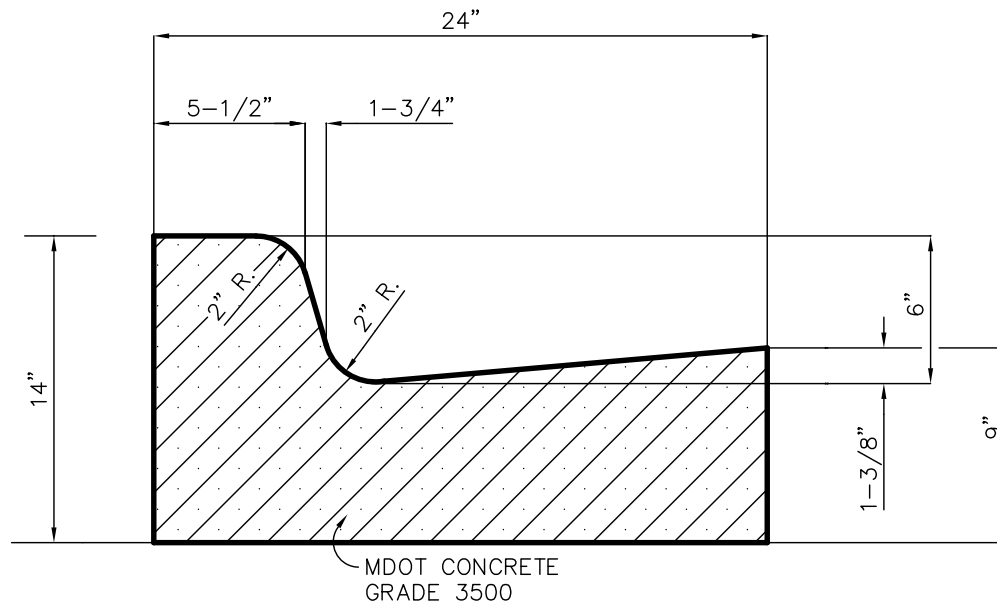
## 1000 GALLON SANITARY SEWER OIL AND GREASE INTERCEPTOR



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-9**



NOTES:

1. CURB AND GUTTER IS MDOT DETAIL F-4 WITHOUT STEEL REINFORCING
2. CONTRACTION JOINTS TO BE PLACED EVERY 10 FT.
3. EXPANSION JOINTS TO BE PLACED EVERY 300 FT AND AT THE SPRING POINTS OF RADII
4. DOWEL BARS REQUIRED FOR REPLACEMENT SECTIONS

## 24" CURB AND GUTTER

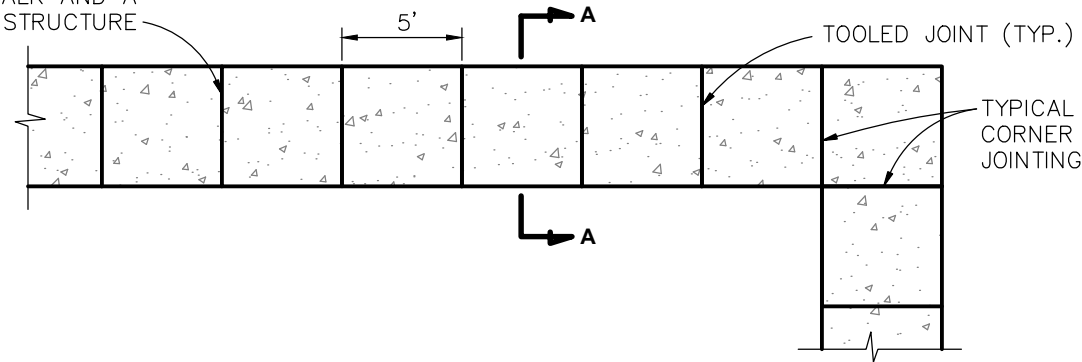


**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

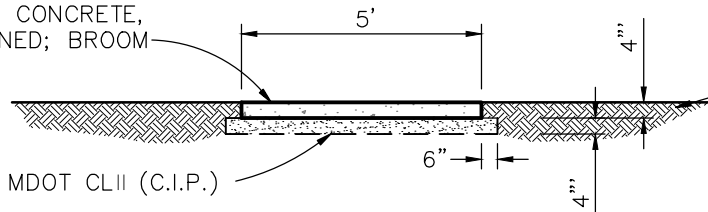
**ZEE-10**

½" EXPANSION JOINT EVERY  
50' AND/OR AT EACH JOINT  
BETWEEN SIDEWALK AND A  
STRUCTURE



MDOT GRADE 3500 CONCRETE,  
5%–7% AIR ENTRAINED; BROOM  
FINISH

4" MIN. SAND BASE MDOT CLII (C.I.P.)



4" TOPSOIL, MDOT CLASS A  
SEED, FERTILIZER AND MULCH ON  
ALL DISTURBED AREAS

**SECTION A-A**

NOTES:

1. MAX CROSS SLOPE IS 2%
2. MAX RUNNING SLOPE IS 5%
3. SIDEWALK AND CURB RAMPS TO BE CONSTRUCTED IN ACCORDANCE WITH MDOT R-28 DETAILS
4. 1' CLEAR ZONE TO BE PROVIDED FROM EACH EDGE OF SIDEWALK.
5. TOPSOIL TO BE SCREENED WITH NO STONES GREATER THAN ½" DIAMETER.
6. EROSION CONTROL BLANKET REQUIRED ON ALL SLOPES 1 ON 3 AND STEEPER

**SIDEWALK**

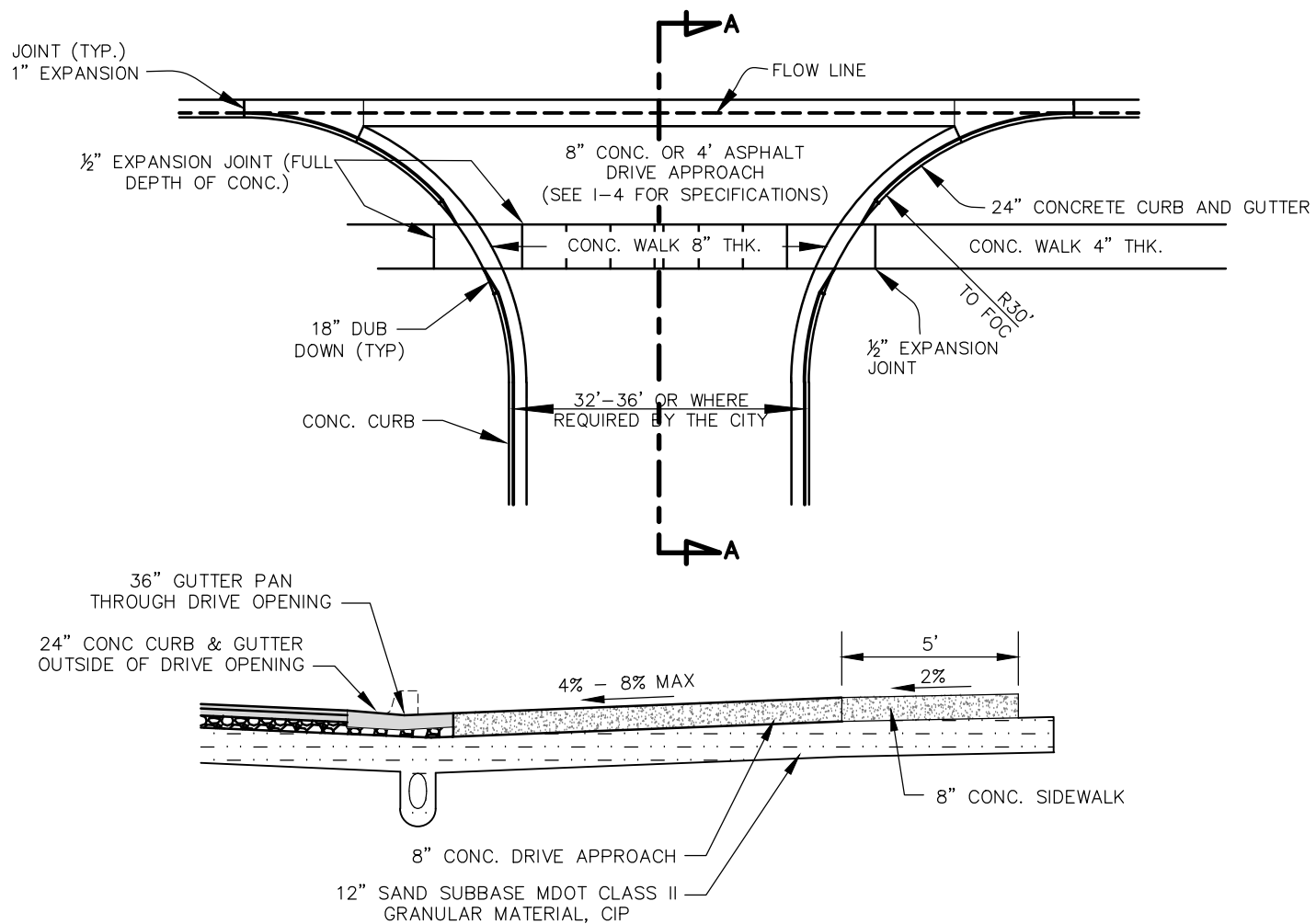


**Moore+Bruggink**  
Consulting Engineers

2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-11**



SECTION A-A

NOTES:

1. SAWING AND REMOVAL OF CURB HEAD IS NOT PERMITTED
2. THE STANDARD DIMENSION SHALL BE USED UNLESS ENGINEERING JUDGEMENT DETERMINES THAT ANOTHER DIMENSION WITHIN THE RANGE IS MORE SUITABLE FOR A PARTICULAR SITE OR SPECIAL CONDITION AND IS APPROVED BY THE CITY
3. 36' MAX DRIVE OPENING PERMITTED IF STRIPED FOR 2 EXIT LANES. STRIPING MUST BE MAINTAINED ANNUALLY.

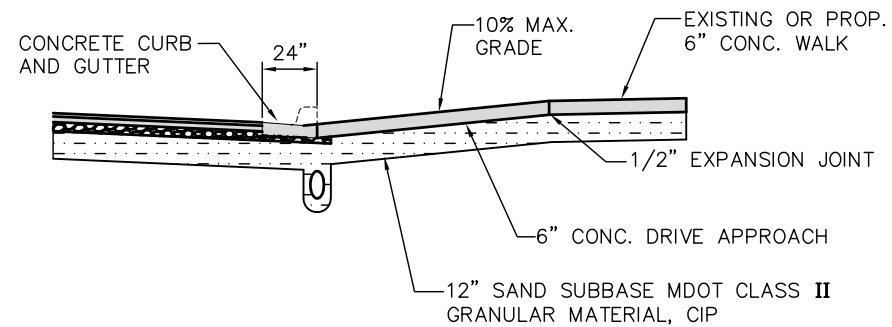
COMMERCIAL DRIVE OPENING



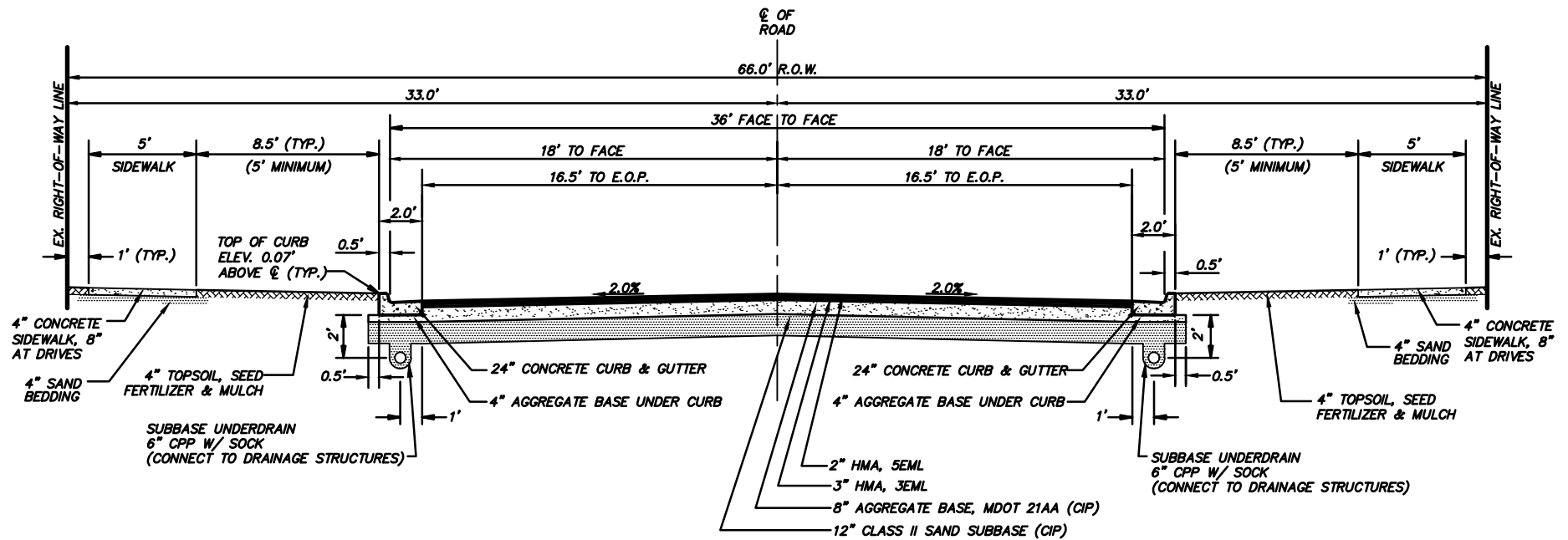
**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-12



## ZEE-13



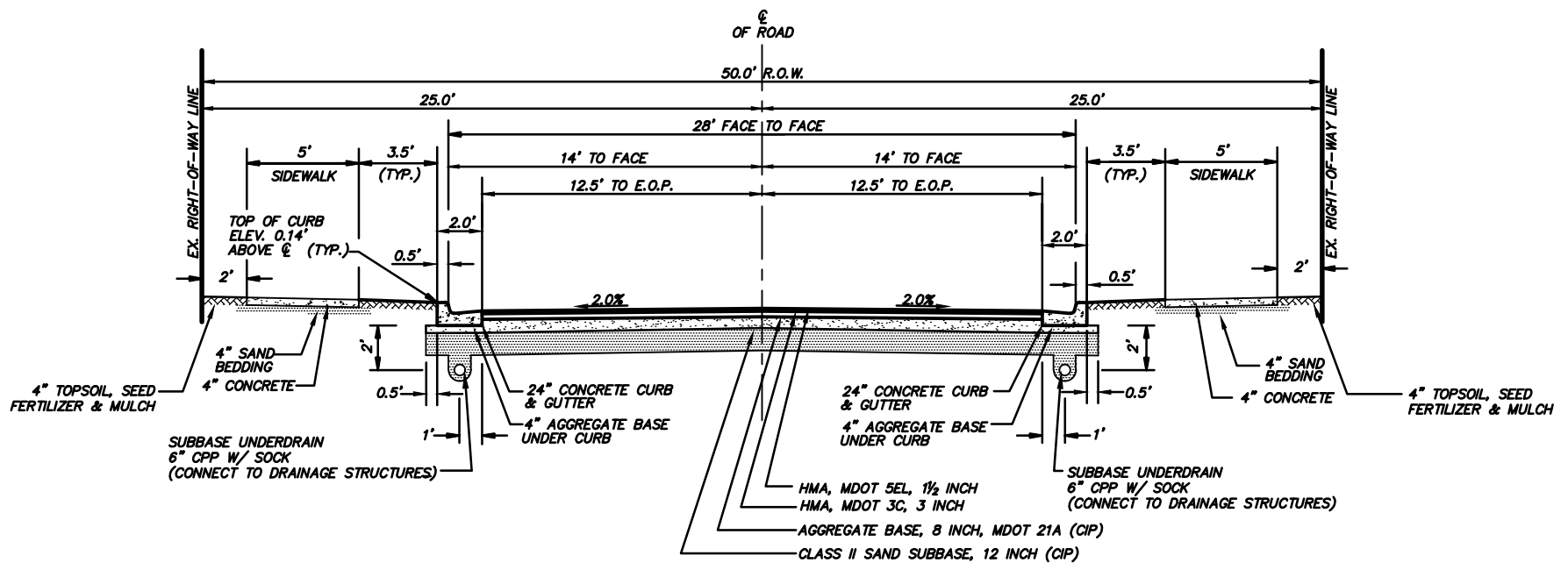
## COMMERCIAL STREET CROSS SECTION



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-14



## RESIDENTIAL STREET CROSS SECTION 50 FOOT RIGHT OF WAY

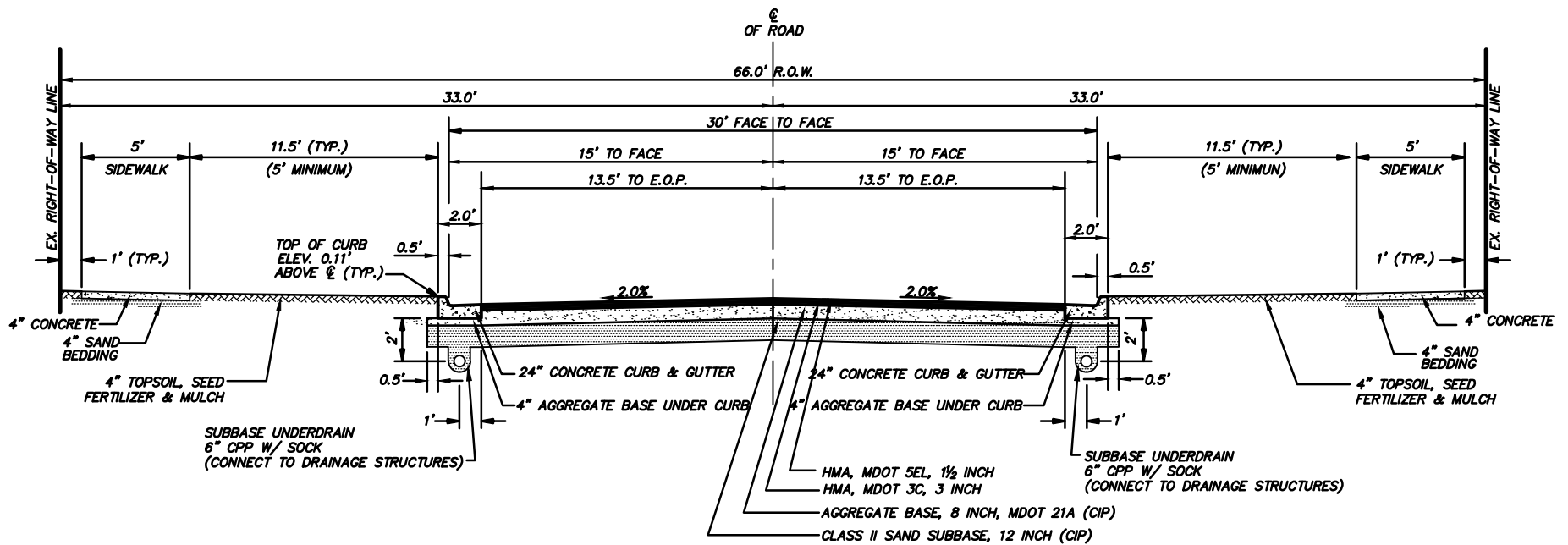


**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mail@mbce.com

SHEET NUMBER

**ZEE-15**





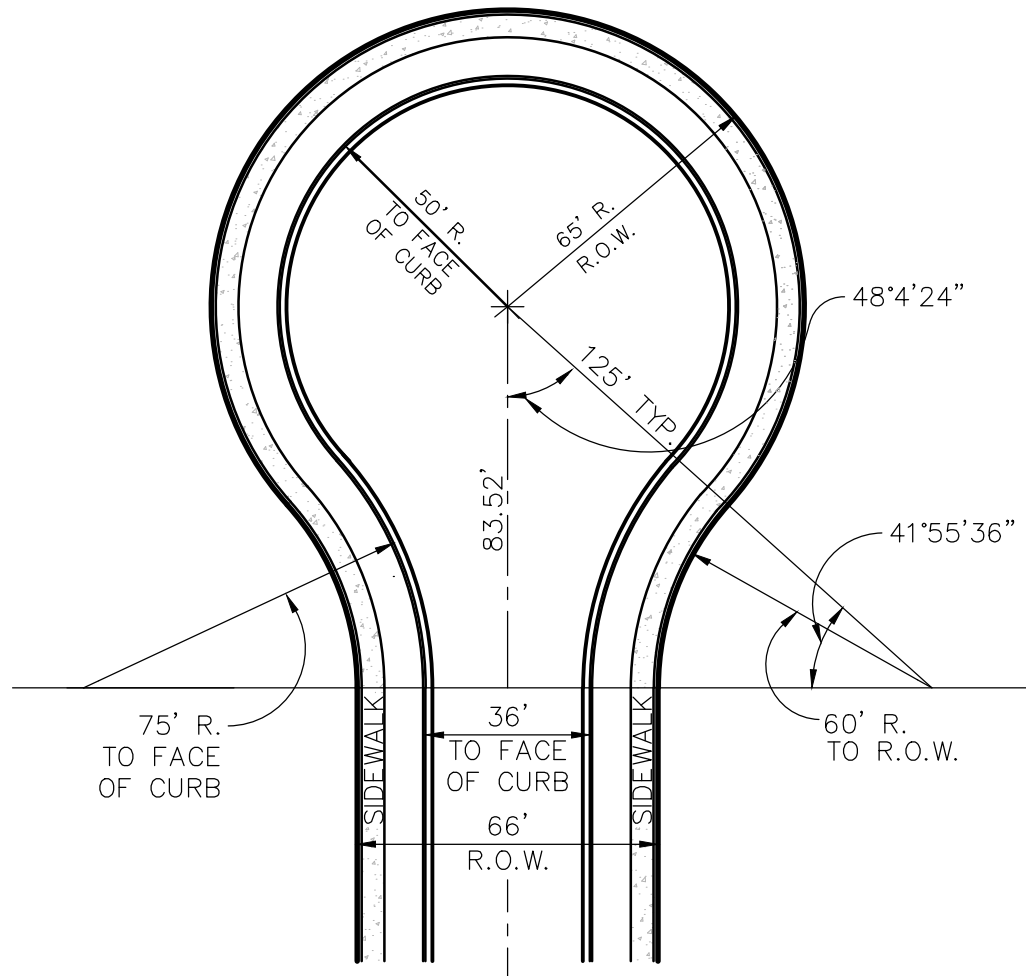
# RESIDENTIAL STREET CROSS SECTION 66 FOOT RIGHT OF WAY



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-16



COMMERCIAL/INDUSTRIAL CUL-DE-SAC

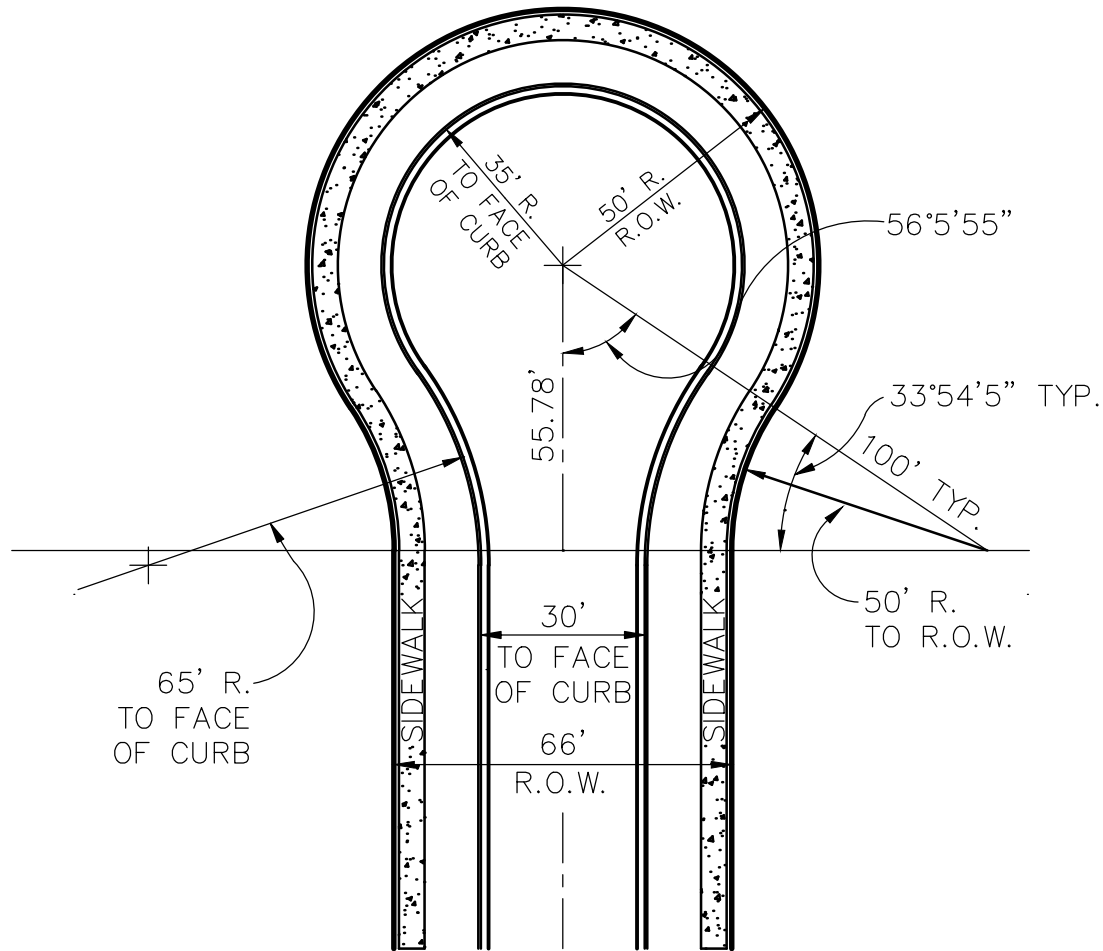
COMMERCIAL / INDUSTRIAL  
CUL-DE-SAC



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-17



## RESIDENTIAL CUL-DE-SAC

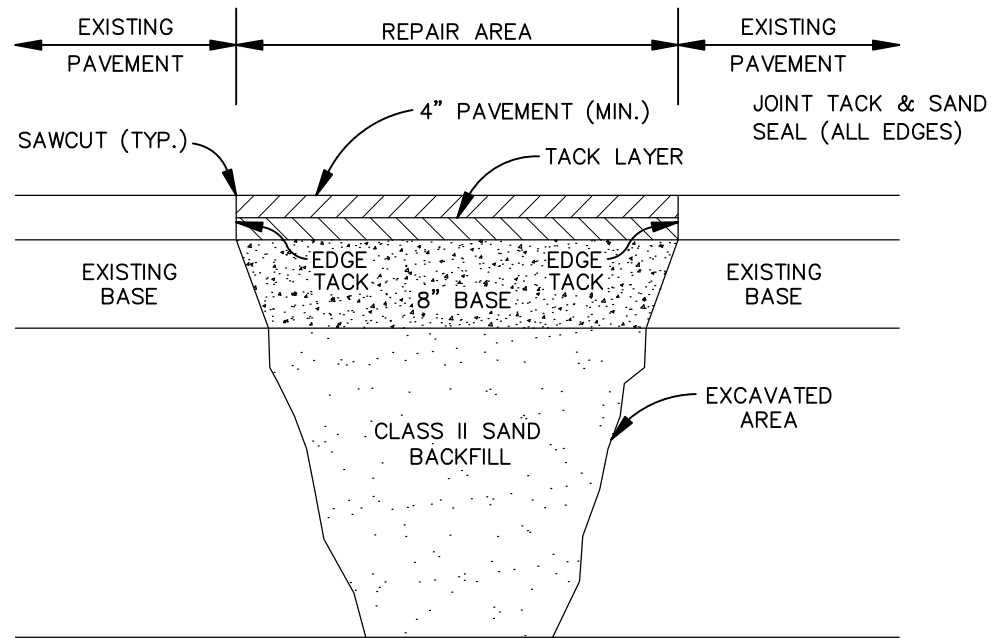
## RESIDENTIAL CUL-DE-SAC



**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-18



#### DESCRIPTION

1. BACKFILL
2. BASE
3. PAVEMENT
4. TACK (EDGE)
5. TACK (LAYER)

#### REQUIREMENT

CLASS II SAND BACKFILL (COMPACTED IN PLACE)  
 MDOT 21AA 8" THICK, 2 COURSE (COMPACTED IN PLACE)  
 MDOT 4EL, MATCH EXISTING PAVEMENT DEPTH (4" MIN), 2 COURSE  
 MDOT SS-1H, AGAINST EXISTING PAVEMENT EDGES  
 MDOT SS-1H OVER ALL JOINTS, SAND SEALED AND ROLLED

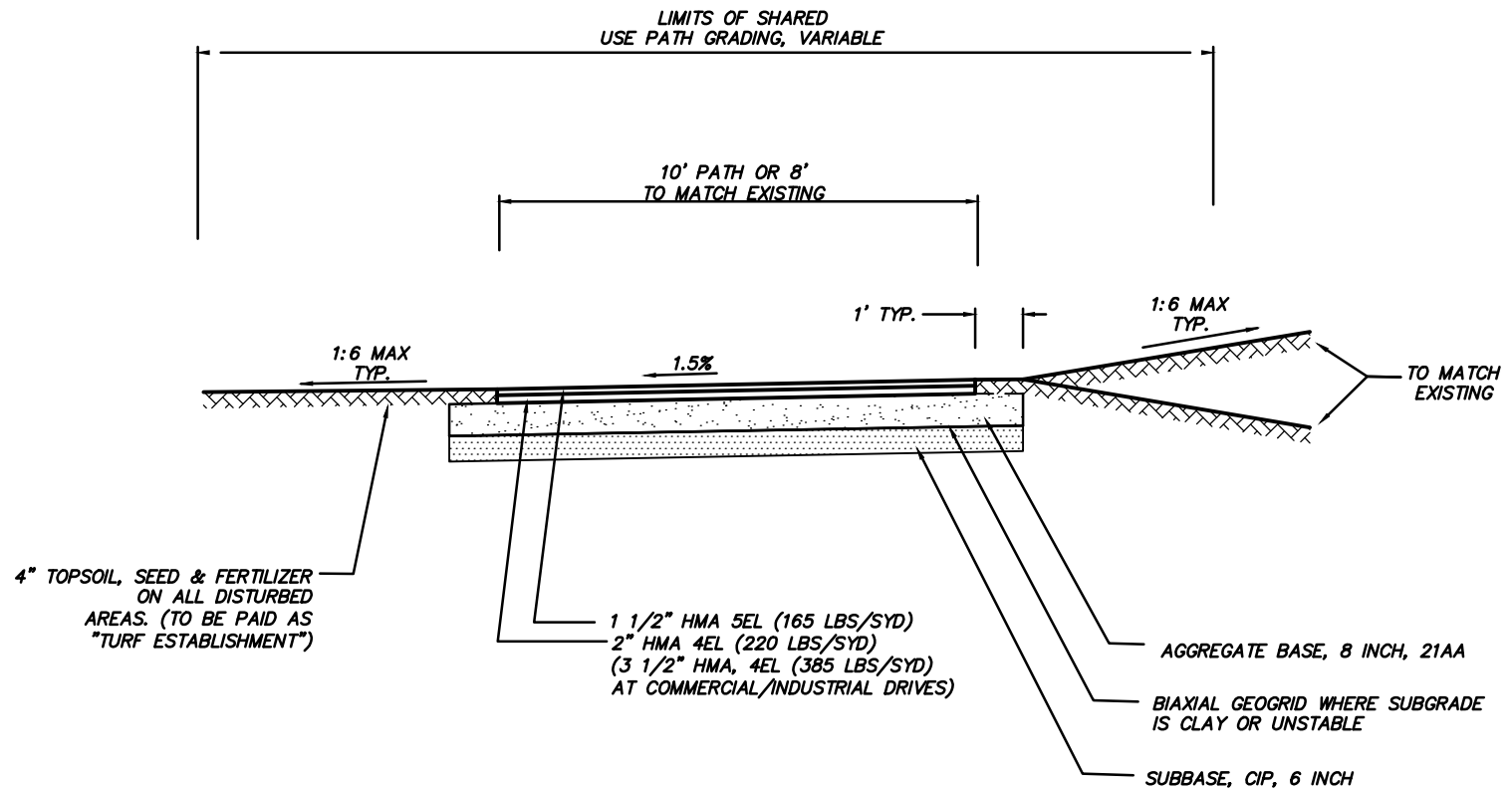
## PAVEMENT PATCH



**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

SHEET NUMBER

**ZEE-19**



TYPICAL PATH CROSS-SECTION

SCALE: 1" = 4'

## SHARED USE PATH CROSS SECTION



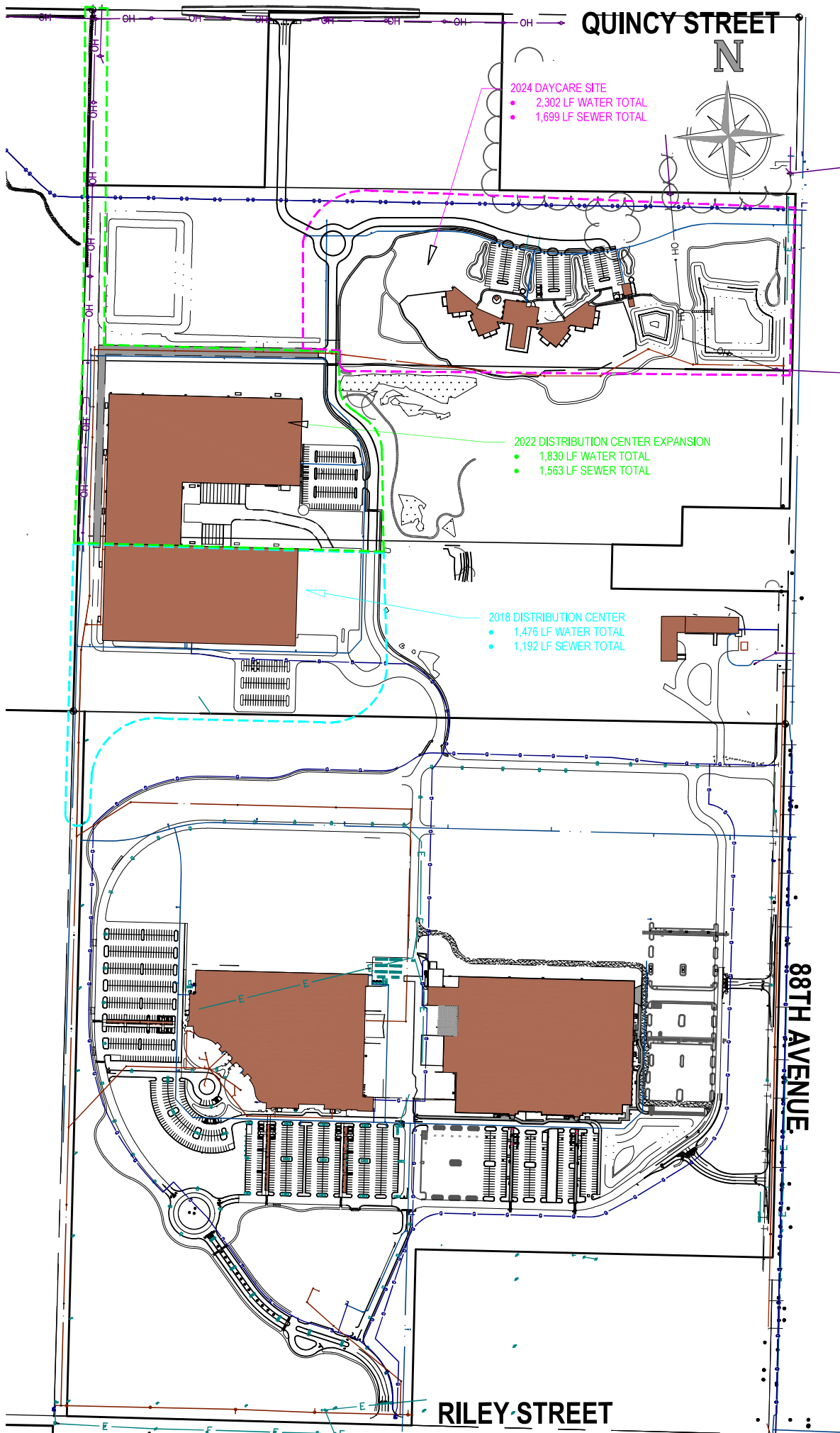
**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801 mailbox@mbce.com

SHEET NUMBER

ZEE-20

**Schedule B to Addendum No. 1**  
**General Location of Water and Sewer Projects**

August 5, 2025



**Schedule C to Addendum No. 1  
The GNRC Current Status**

| <b>Item – Responsible Party</b>                                                                                                | <b>Status/Action Plan</b> | <b>Balance Owed/Responsible Party</b>                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Water System Expansion<br>Township                                                                                             | Completed                 | No Reimbursement to Gentex                                                                                                                                                                                                                                     |
| Sanitary Sewer Expansion<br>Project A- West Utility Corridor Extension<br>Project B – Roosevelt Forcemain<br>Township and City | Completed                 | No Reimbursement to Gentex                                                                                                                                                                                                                                     |
| Sewer Pump Upgrade, Roosevelt Avenue<br>Project C – Roosevelt Lift Station<br>Sewer line expansion                             | In Progress               | Current estimates are:<br>\$2,800,000 for lift station replacement,<br>\$1,800,000 for downstream forcemain,<br>\$2,400,000 for Church Street Sewer<br>Contributions: To Be Determined<br>See also Section 2.8 – 2.10 of the original<br>Development Agreement |





21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## CITY COUNCIL MEMORANDUM

---

TO: Mayor Klynstra and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Church Street Sanitary Sewer Cost Share Agreement w/ Zeeland Charter Township

DATE: September 12, 2025

CC: September 15<sup>th</sup> Council Agenda

---

BACKGROUND: As City Council is aware, the City is planning to reconstruct Church Street from Washington to Lincoln in 2026. Per our typical practice, we would like to upgrade utility infrastructure with the street reconstruction project. Since 2024 we have been meeting with Zeeland Charter Township to discuss our proposed reconstruction of Church Street, our desire to address the underground sanitary sewer line on Church Street with the street reconstruction project, and consider taking the prudent steps to upsize the sanitary sewer line in order to provide for planned growth in the 425 Area within the Township. As you might recall, we also re-established a City Council Clean Water Plant Committee in the early part of 2025 so our administrative team could keep the committee abreast of our discussions with Zeeland Charter Township and seek feedback from the committee on those discussions.

In this particular instance, we have determined, with concurrence from the Township and our committee, that upsizing the sanitary sewer line from its 15" size to a 27" size from Washington to the Clean Water Plant would be prudent as it would provide for projected growth in the 425 Area (north of Riley) which we serve in Zeeland Charter Township. Per Section 2(r) of our 1993 Sewer Service Contract with Zeeland Charter Township, including the First Amendment to the Contract, *"when the City's sewer collector system lines downstream from and utilized by discharge from the Sewer Service Area (within the 425 Area of the Township) are at or near capacity, the parties agree to equitably share the cost of the improvements to such sewer collector system."*

FEEL THE ZEEL



---

Considering the desire to increase the size of the Church Street line to a 27" size and the provision of our 1993 Sewer Service Contract with Zeeland Charter Township to cost-share downstream sanitary sewer lines impacted by the 425 Area, the City and Township have reached an amicable Cost Sharing Agreement (attached) subject to City Council's and the Township Board's approval.

Current cost estimates have improvements to the Church Street sanitary line at \$2.4 million. As you will read in the attached proposed agreement, the City's share would be \$782,150 and the Township's share would be \$1,617,850. The City's share is a combination of an upfront contribution of \$500,000 (the estimated cost to re-line the existing 15" line which is what the City would do if we did not feel the line should be increased in size to accommodate growth) and then the remaining \$1.9 million was split based on future 2064 flow projections utilizing the Church Street line from the City (.564 mgd or 14.85%) and Township (3.235 mgd or 85.15%).

We appreciate the Township's receptivity to upsize the Church Street sanitary line while Church Street will be under reconstruction. This agreement is reflective of our mutual desire to have the ability to support growth opportunities in our area while doing so at a time that will bring cost efficiencies to this project given the street will be under reconstruction when we upsize the sanitary sewer line.

**RECOMMENDATION:** Approve the attached Cost Sharing Agreement with Zeeland Charter Township for the Church Street sewer line expansion per the provision of the 1993 Sewer Service Contract with Zeeland Charter Township.

---

Timothy R. Klunder, City Manager

## **COST SHARING AGREEMENT**

*(FOR SEWER LINE EXPANSION  
PER 1993 SEWER SERVICE CONTRACT)*

THIS COST SHARING AGREEMENT (“CSA”) is made and entered into as of \_\_\_\_\_, 2025 by and between the **CITY OF ZEELAND**, a Michigan municipal corporation and public body corporate, whose address is 21 South Elm Street, Zeeland, Michigan 49464 (the “**City**”), and the **CHARTER TOWNSHIP OF ZEELAND**, a Michigan charter township and public body corporate, whose address is 6582 Byron Road, Zeeland, Michigan 49464 (the “**Township**”), (collectively, the “**Parties**”).

### **RECITALS:**

WHEREAS, the City and the Township have previously entered into the 1993 Sewer Contract (the “Contract”) under the provisions of Act 425, Public Acts of Michigan, 1984, as amended (“Act 425”) for the purpose of granting the City jurisdiction over specific property in the Township (“Act 425 Service Area”) for the provision of public sanitary sewer service by the City; and

WHEREAS, the Parties amended such contract with a First Amendment on or about October 6, 2014; and,

WHEREAS, it is necessary to enlarge the Church Street Downstream Sanitary Sewer Improvements and the parties have met and have had their respective engineers review the plans and the estimated costs for such improvements; and,

WHEREAS, Paragraph (r) of Section 2 of the Contract provides that the Parties shall equitably share the cost of improvements for the sewer collector system; and,

WHEREAS, the Parties have reached an agreement as to the equitable sharing of the costs for the proposed Church Street Downstream Sanitary Improvements.

**NOW, THEREFORE**, the Parties hereto agree as follows.

1. Improvements. The City and Township agree that a 27” sewer main presents the best option to accommodate future wastewater flows for the Church Street sanitary sewer lines.
2. Funding of Improvements. The City and the Township agree on the following funding formula for Phase 1 and 2 of the Church Street Downstream Sanitary Sewer Improvements:

- A. The City will pay the base amount of \$500,000 which represents the projected cost to re-line the current line. Such amount shall not be required to be adjusted either upwards or downwards based upon the actual cost for such work. After the City's payment of the base amount for the re-lining costs, the additional costs shall be funded in accordance with the percentages which are provided in Sections 2-B and 2-C below.
  - B. City will pay an additional \$282,150 which is representative of the City's 14.85% share of the flows based upon 2064 calculations of 3.235 mgd for the Township and 0.564 mgd for the City
  - C. The Township will pay the amount of \$1,617,850 which is representative of the Township's 85.15% share of the flows based upon 2064 calculations for the costs of 3.235 mgd for the Township and 0.564 mgd for the City.
3. Cost Increase Adjustments. For the costs which are referenced in Sections 2-B and 2-C, supra, it is acknowledged that the agreed upon cost amounts will be adjusted upwards, if necessary, once the project is bid out and also after the Engineers have reviewed the projected flows to ensure that an 85.15%/14.85 flow allocation will remain an accurate flow estimation.
4. Cost Reduction Adjustments. For the costs which are referenced in Sections 2-B and 2-C, the City and the Township agree that any reduction in project cost from competitive bidding shall reduce each party's cost share in the same proportions as are utilized if the costs were to increase.
5. Cost Finalization. Once the project has been bid and a contract for the said improvements has been awarded, the cost sharing between the parties shall not be further adjusted either upwards or downwards. Neither shall the costs be adjusted in future years after the said improvements have been installed based upon actual sewer flows in the City of the Township.
6. Payments. The City shall submit an initial invoice on or after January 1, 2026 to account for project planning, design, administration costs proportionate to the cost share formulas delineated in Section 2 of this agreement. Thereafter, the City shall invoice the Township for its proportionate share of each approved project invoice from the contractor and engineer. When a project invoice is sent to the Township, the City shall provide supporting documentation for such payment request. The Township shall pay for its share of the costs within thirty (30) days of billing by the City.
7. Severability. If any provision of this CSA or its application to any person or circumstance is, for any reason and to any extent, invalid or unenforceable, the remainder of this CSA and the application of its provision shall not be affected by it, but rather shall be enforced to the greatest extent permitted by law.
8. Captions. Any section titles or captions contained in this CSA are for convenience only and shall not be deemed part of the context of this CSA.

9. Affected Parties. Except as otherwise expressly provided in this CSA to the contrary, this CSA shall be binding on and inure to the benefit of the Parties.
10. Modifying the Agreement. This CSA may be modified only by a written agreement which is signed by both Parties.
11. Counterparts. This CSA may be executed in multiple counterparts and each shall be deemed to be an original.
12. Effect. This CSA shall be interpreted in accordance with the laws for the State of Michigan. The undersigned hereby acknowledge that they have authority and have been authorized to sign this Agreement by the respective parties.
13. Entire Agreement. This CSA is the entire agreement between the Parties in regard to the subject matter of this agreement.
14. Effect. This CSA shall become effective upon approval by the City Council of the City and by the Board of Trustees of the Township, and when duly executed by the Mayor and Clerk of the City, and by the Supervisor and Clerk of the Township. This CSA may be executed in several counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the date and year first above written.

**CITY OF ZEELAND**

By \_\_\_\_\_  
Kevin Klynstra  
Its Mayor

By \_\_\_\_\_  
Sharon Lash  
Its Interim Deputy Clerk

**CHARTER TOWNSHIP OF ZEELAND**

By \_\_\_\_\_  
Tom Oonk  
Its Supervisor

By \_\_\_\_\_  
Kate Kraak  
Its Clerk



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## INTEROFFICE MEMORANDUM

---

TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance  
SUBJECT: Roosevelt and State Traffic Signal Contract Award and Budget Amendment  
DATE: September 12, 2025  
CC: City Council Work Study and Action Items September 15, 2025

---

Funds for upgrading the traffic signal at the intersection of State and Roosevelt were included in the Fiscal Year 2024–2025 budget. We first bid this project in February 2025; however, we rejected the sole bid received at that time because it was significantly over budget. At that time, we informed City Council that we would rebid the project, as the signal upgrade remains necessary.

On September 9, the project was rebid, and we received two proposals. Unfortunately, both came in over budget. The FY25 budget allocated \$45,000 for the work, while the low bid—from J. Ranck Electric—was \$76,100. Despite the higher cost, we recommend moving forward with this project, as the signal must be upgraded to avoid potential failure. To account for unforeseen issues that may arise during construction, we also recommend a contingency of \$5,000, bringing the total project budget to \$81,100.

Because funds for this project were not budgeted in FY26, City Council approval of a budget amendment will be necessary. As noted, the bids received demonstrate that we underestimated the true cost of the upgrade. To ensure timely completion and avoid further risk, we recommend approving the amendment.

### **Recommendations**

Award a contract in the amount of \$76,100 to J. Ranck Electric for the traffic signal modernization at State and Roosevelt and establish a project budget of \$81,100.

Approve a budget amendment for the project in the amount of \$81,100.

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

**BIDS ARE REQUESTED FOR THE  
FOLLOWING PROJECT:**

**TRAFFIC SIGNAL UPDATE  
INTERSECTION OF STATE STREET AND ROOSEVELT AVENUE  
CITY OF ZEELAND, MICHIGAN**

Sealed bids from contractors will be received at the Zeeland City Clerk's Office, 21 S. Elm St., Zeeland MI 49464 on or before **Tuesday September 9, 2025 at 11:00 AM.** Bids will be opened and read aloud at that time and location.

All bids must be submitted in a sealed envelope clearly marked Traffic Signal Bid.

The Owner reserves the right to waive informalities and to award bids in its own best interest.

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

**Bid Specifications**  
**Traffic Signal Update**  
**Intersection of State Street and Roosevelt Avenue**  
**City of Zeeland, Michigan**

General Information and Instructions

1. The City of Zeeland will receive proposals from qualified contractors for a traffic signal upgrade in Zeeland, MI 49464.
2. Proposals must be mailed or delivered in person to the Zeeland City's Clerk Office, 21 South Elm Street, Zeeland, MI 49464. All proposals must be sealed in envelopes, clearly marked "Traffic Signal Bid" and must be received prior to 11:00 AM, local time, on Tuesday, September 9, 2025. This will be a public bid opening. Evaluation of proposals and award will be at a later date; the contractor will receive a letter of intent prior to receipt of contract.
3. The schedule of Work Shall be as follows:

|                               |                       |
|-------------------------------|-----------------------|
| September 9, 2025 at 11:00 AM | Bids Due              |
| September 15, 2025            | Anticipated Award     |
| May 15, 2026                  | Final Completion Date |
4. Performance and Labor and Material Bonds will be required for the project.
5. Provide Liability Insurance and a Certificate of Insurance showing the City of Zeeland as additional insured with a liability coverage of at least \$2,000,000. As is such, the successful bidder shall be required to hold the City of Zeeland harmless from any liability in connection with the required work.
6. Funding for the project is by the City of Zeeland and project does not require the payment of prevailing wages.

FEEL THE ZEEL





21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

7. The successful bidder shall comply with all ordinances of the City of Zeeland in conjunction with the performance of the project.
8. Please direct all questions to Mike Schreur at 616-772-0870 or [mschreur@cityofzeeland.com](mailto:mschreur@cityofzeeland.com).
9. The owner reserves the right to accept or reject any or all bids and to waive all irregularities in proposals. Proposals remain firm for sixty (60) days from the date of the Bid Opening.

### Project Specifications

1. The City of Zeeland is looking to update the traffic signal at the corner of State Street and Roosevelt Avenue per the attached sales quote from Carrier and Gable. In addition to the work outlined on the sales quote, the contractor is to supply and install replacement wires and conduit on the poles.
2. Contractor is to furnish the materials per the quote and any other misc. materials necessary to complete the work.
3. Furnish Traffic Control for both Vehicular Traffic and Pedestrian Traffic as necessary.
4. Contractor is responsible for removing the necessary components and reinstall the new components as required.
5. All material, labor, trucking, equipment, insurance, and other project expenses are the responsibility of the contractor.
6. Contractor is responsible for to contact miss dig and locate utilities as necessary.



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

## Traffic Signal Upgrade Bid

Total Bid to Supply and Install the traffic signal components as outlined in the specifications:

\$ 76,100.00

All work will be performed in accordance with the specifications as prepared and furnished by the City of Zeeland.

### Bidder:

J. Ranck Electric, Inc.

*Printed Name of Bidder*

Dated: September 8, 2025

By: 

*Signature of Authorized Representative*

Adam Ranck, President

*Printed Name of Signer and Title*

1993 Gover Parkway

*Street Address*

Mt. Pleasant, MI 48858

*City, State, and Zip*

FEEL THE ZEEL



# CARRIER & GABLE, INC.

24110 Research Drive  
Farmington Hills, MI 48335  
(248) 477-8700 (248) 473-0730 • FAX

[www.carriergable.com](http://www.carriergable.com)

## SALES QUOTE

Page: 1

Sales Quote 68072  
Sales Quote Date: 1/7/2025  
Expires On: 6/30/2025  
Customer ID: 9999  
SalesPerson: Scott Greiner  
Terms: SEE BOTTOM OF QUOTE/ORDER FOR TERMS

Sell  
To: CONTRACTORS

Ship  
To: CONTRACTORS

### ALL VALUES STATED IN U.S. DOLLARS

Bid Item No.:  
Shipment Within: 8 WEEKS  
Shipping Terms:  
Project No.:  
Intersection: ROOSEVELT AND STATE  
Project City: ZEELAND  
Project County: OTTAWA  
Sheet:  
Project Misc.:

| Item No.         | Description                                                                    | Cross-Reference No. | Qty. | Unit Price | Total Price |
|------------------|--------------------------------------------------------------------------------|---------------------|------|------------|-------------|
|                  | THANK YOU FOR THE OPPORTUNITY TO PROVIDE<br>THE BELOW BUDGETARY COSTS<br>+++++ |                     |      |            |             |
| 103TS12D4LED     | 4-WAY 3-COLOR 12"SWTS D4 LED                                                   |                     | 2    | 2,300.00   | 4,600.00    |
| 101-4802X        | SIGNAL POLY 12" RYG YYY TNL                                                    |                     | 8    |            |             |
| 101-7011         | SPAN WIRE CLAMP, KA63 UNF                                                      |                     | 2    |            |             |
| 103-7015         | BRACKET, WIRE ENTRANCE UNIVERSAL YEL                                           |                     | 2    |            |             |
| 103-7419         | BRACKET, 4-WAY SW 12" TOP BK19                                                 |                     | 2    |            |             |
| 103-7420         | BRACKET, 4-WAY SW 12" BOT BK20                                                 |                     | 2    |            |             |
|                  | ***** END of KIT *****                                                         |                     |      |            |             |
| 18024304WHT2400L | CASE SIGN, 24X30 4W HT LED                                                     |                     | 1    | 2,200.00   | 2,200.00    |
| 180-9925         | HOUSING, 24X30 4W HT SUB ASSY                                                  |                     | 1    |            |             |
| 196-2415         | RETROFIT KIT, 24 X 30 4 WAY                                                    |                     | 1    |            |             |
| 144-2430FACE     | SIGN FACE, 24X30 PER PLANS                                                     |                     | 4    |            |             |
|                  | ***** END of KIT *****                                                         |                     |      |            |             |
| 103PS12D2MLED    | 2-WAY 2-COLOR 12"PMPS D2M LED                                                  |                     | 2    | 1,200.00   | 2,400.00    |
| 101-6801X        | SIGNAL POLY 12" PED LED H/M FILLED ITE                                         |                     | 4    |            |             |
| 103-7612         | BRACKET, 2-W PT 12" TOP BK06Z-B                                                |                     | 2    |            |             |
| 103-7636         | BRACKET, 1-WAY ARM 12" BK36-B                                                  |                     | 4    |            |             |
| 103-7669         | FOOT, 4" POLE (U1169) BLACK                                                    |                     | 4    |            |             |
|                  | ***** END of KIT *****                                                         |                     |      |            |             |
| 103PS12B3LED     | 2-WAY 2-COLOR 12"BAPS B3 LED                                                   |                     | 2    | 1,400.00   | 2,800.00    |
| 101-6801X        | SIGNAL POLY 12" PED LED H/M FILLED ITE                                         |                     | 4    |            |             |
| 103-7638W        | BRACKET, 2-WAY 16" "T" BK38-B WIDE                                             |                     | 4    |            |             |



# CARRIER & GABLE, INC.

24110 Research Drive  
Farmington Hills, MI 48335  
(248) 477-8700 (248) 473-0730 • FAX

[www.carriergable.com](http://www.carriergable.com)

## SALES QUOTE

Page: 2

Sales Quote 68072  
Sales Quote Date: 1/7/2025  
Expires On: 6/30/2025  
Customer ID: 9999  
SalesPerson: Scott Greiner  
Terms: SEE BOTTOM OF QUOTE/ORDER FOR TERMS

Sell  
To: CONTRACTORS

Ship  
To: CONTRACTORS

### ALL VALUES STATED IN U.S. DOLLARS

Bid Item No.:  
Shipment Within: 8 WEEKS  
Shipping Terms:  
Project No.:  
Intersection: ROOSEVELT AND STATE  
Project City: ZEELAND  
Project County: OTTAWA  
Sheet:  
Project Misc.:

| Item No.       | Description                                                | Cross-Reference No. | Qty. | Unit Price | Total Price |
|----------------|------------------------------------------------------------|---------------------|------|------------|-------------|
| 103-FOOT       | MOUNTING FOOT<br>***** END of KIT *****                    |                     | 4    |            |             |
| 146PBMDOT      | POLARA PUSHBUTTON W/SIGN                                   |                     | 4    | 400.00     | 1,600.00    |
| 146-1002       | PUSHBUTTON, BULL DOG III YEL LATCH & MMTRY                 |                     | 4    |            |             |
| 146-2001       | ADAPTER, PUSHBUTTON WOOD YEL                               |                     | 4    |            |             |
| ITEM           | SIGN                                                       |                     | 4    |            |             |
| 146-3205       | PBCU, CARD, W/12' HRNS AC<br>***** END of KIT *****        |                     | 1    |            |             |
| 101ACM368P12LS | CABINET ASSY, M36, 8PH, 12LS, NR                           |                     | 1    | 23,000.00  | 23,000.00   |
| 101-2345       | CABINET M36 8PH POLE BIU WR MDOT PGW                       |                     | 1    |            |             |
| 460-2017       | BUS INTERFACE UNIT, BIU700                                 |                     | 1    |            |             |
| 160-3001       | POWER SUPPLY, SHELF, 12VDC, 5A, PS-250                     |                     | 1    |            |             |
| 100-1010       | C&G TECH SERVICES                                          |                     | 1    |            |             |
| 105-2312       | CONTROLLER, COBALT-C, EOS                                  |                     | 1    |            |             |
| 160-2111       | MONITOR, TS2 MMU2-16LEIP                                   |                     | 1    |            |             |
| 149-1001       | LOAD SWITCH I/O DISCRETE 200-OI                            |                     | 10   |            |             |
| 460-1000       | FLASHER EDI MDL810-2 CIRCUIT                               |                     | 1    |            |             |
| 166-1002       | FLASH TRANSFER RELAY MGCRAFT, 21XBXPL-                     |                     | 4    |            |             |
| 103-3127       | CABINET BRACKET, ALUMINUM                                  |                     | 2    |            |             |
| 207-2410       | HARDWARE, CAB POLE MOUNT BANDING<br>***** END of KIT ***** |                     | 1    |            |             |
| 160-4401       | DETECTOR, 4 CH RACK ORACLE 4E                              |                     |      |            |             |

Amount Subject to Sales Tax 36600.00  
Amount Exempt from Sales Tax 0.00

**Subtotal: 36,600.00**  
Invoice Discount: 0.00  
Total Sales Tax: 2,196.00  
**Total: 38,796.00**



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## INTEROFFICE MEMORANDUM

---

TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance  
SUBJECT: Snowplow Bid – Contract Award  
DATE: September 12, 2025  
CC: City Council Work Study and Action Items September 15, 2025

---

While it may feel early to be talking about winter, it is right around the corner. On September 9, we accepted bids for snowplowing services for the downtown parking lots for the 2025–2026 season. We received two bids (see attached document) with the following results:

- **Countryside Snowplowing** – Truck Rate: \$75/hour, Loader Rate: \$140/hour
- **Hollandia Outdoors** – Truck Rate: \$90/hour, Loader Rate: \$130/hour

Based on our experience, we recommend selecting Countryside Snowplowing. Our usage of truck and loader hours is typically balanced, and although Hollandia offered a lower loader rate, Countryside's overall pricing will likely be more cost-effective. In addition, we contracted with Countryside last year and were satisfied with the quality of their services.

**Recommendation:**

Accept the bid from Countryside Snowplowing and contract with them for downtown parking lot plowing for the 2025–2026 season.

FEEL THE ZEEL

**REQUEST FOR BIDS ON 2025/2026 SNOWPLOWING CONTRACT FOR  
THE CITY OF ZEELAND, MICHIGAN**

Please quote on snowplowing services for the City of Zeeland municipal parking lots per the guidelines and locations listed below.

**BID GUIDELINES**

The City of Zeeland reserves the right to refuse or accept any or all proposals, or portions of those proposals.

One **SIGNED** copy of the bid proposal should be submitted by **TUESDAY, SEPTEMBER 9 at 11:00 am** to:

CITY CLERK'S OFFICE  
ZEELAND CITY HALL  
21 SOUTH ELM ST., ZEELAND MI 49464

All bids will be submitted on the enclosed forms.

The contractor will submit a written certificate of insurance indicating that he carries Worker's Compensation Insurance.

The contractor will submit a written certificate of insurance for protection of public liability and property damage.

If the bidder does not have insurance to meet City standards, they may submit a bid and supply the proper insurance certificate after the opening of the bids and before the award of the contract.

## BODILY INJURY AND PROPERTY DAMAGE-OTHER THAN AUTOMOBILES

The minimum limits shall be:

| Bodily Injury Liability                   |               | Property Damage Liability |           |
|-------------------------------------------|---------------|---------------------------|-----------|
| Each Person                               | Each Accident | Each Accident             | Aggregate |
| \$500,000                                 | \$500,000     | \$500,000                 | \$500,000 |
| OR A COMBINED SINGLE LIMIT OF \$1,000,000 |               |                           |           |

Policies shall be written on a comprehensive form to include hired and non-hired vehicles. Bidder hereby agrees to furnish labor and equipment for the rate stated in accordance with the specifications stated.

### SECTION 1. REQUIRED SERVICES

Snow will be removed from the designated parking lots and service driveways within the following specifications:

1. Snow plowing will be required during the early morning hours if snow has accumulated to a depth of two (2) inches or more.
2. If snow accumulated to two (2) inches or more during the hours of 7:00 AM to 6:00 PM, then snow should be plowed from open areas of parking lots and service driveways as practical with consideration to parked vehicles.
3. Snow will be plowed to a location within the designated site that is determined by the city. SEE ATTACHED MAPS.

### SNOW PLOWING SITES

#### Municipal Parking Lots:

| SITE      | LOCATION        | APPROX. SQ. FT. | TIME COMP. |
|-----------|-----------------|-----------------|------------|
| NORTH LOT | N. OF MAIN AVE. | 87,200          | 6:00 AM    |
| SOUTH LOT | S. OF MAIN AVE. | 63,700          | 6:00 AM    |

#### ALSO PLEASE GIVE PRICES ON THESE FOLLOWING PARKING LOTS:

|                                                                                                     |                                     |        |         |
|-----------------------------------------------------------------------------------------------------|-------------------------------------|--------|---------|
| 1 <sup>ST</sup> CRC LOT                                                                             | CORNER OF E. MAIN<br>AND CHURCH ST. | 40,425 | 6:00 AM |
| (1 <sup>ST</sup> CRC LOT MUCH BE PLOWED WITH EITHER A PICKUP OR ONE-TON TRUCK - NO FRONT<br>LOADER) |                                     |        |         |

#### BID ALTERNATE (MAY or MAY NOT BE PART OF CONTRACT):

|                          |                  |                               |         |
|--------------------------|------------------|-------------------------------|---------|
| 2 <sup>ND</sup> REFORMED | CORNER OF CHERRY | 24,300 (including east drive) | 6:00 AM |
|--------------------------|------------------|-------------------------------|---------|

(2<sup>ND</sup> REFORMED LOT MUST BE PLOWED WITH EITHER A PICKUP OR ONE-TON TRUCK - NO  
FRONT LOADER)

## QUOTATION FOR SERVICES

### PARKING LOTS

We agree to furnish labor and equipment necessary to perform the specified services in return for the payment plan outlined. Anything over two inches of snow will be plowed. This extension will be for the 2025-2026 winter season.

|                                                         |        |                  |               |
|---------------------------------------------------------|--------|------------------|---------------|
| Snow Plowing of Municipal Lots (north and south)        | Truck  | \$ <u>75.00</u>  | Rate per hour |
|                                                         | Loader | \$ <u>140.00</u> | Rate per hour |
| Snowplowing for 1 <sup>st</sup> CRC lots                | Truck  | \$ <u>75.00</u>  | Rate per hour |
| Alternate: Snowplowing for 2 <sup>nd</sup> Reformed Lot | Truck  | \$ <u>75.00</u>  | Rate per hour |

List of Equipment Owned:

---

see attached

---

List of Equipment Contracted:

---

N/A

---

Contractor will invoice the City of Zeeland one time per month for services rendered. Invoices will identify services performed on each parking lot and include the dates of services performed, the hours at the specified rate, and the amount of payment due for the city. The City of Zeeland agrees to make payment to the contractor within 30 days of receipt of invoicing for services that were performed.



ATTENTION: BIDS THAT ARE RETURN UNSIGNED WILL NOT BE VALID BIDS. PLEASE SIGN AND DATE YOUR BID. BID OPENING WILL BE AT ZEELAND CITY HALL ON TUESDAY, SEPTEMBER 9 AT 11:00 AM. YOU ARE NOT REQUIRED TO ATTEND THE BID OPENING.

SIGNATURE: \_\_\_\_\_

COMPANY NAME: Countryside Snowplowing LLC

ADDRESS: 190 E 8th St Unit 1405 Holland MI 49422

BUSINESS PHONE: 616-396-1577



**Legend**  
 Parcels

**Notes**  
 North Municipal Parking Lot  
 (North of Main Place retail stores)

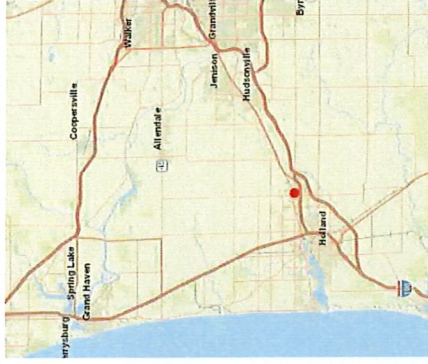


1: 1,128

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

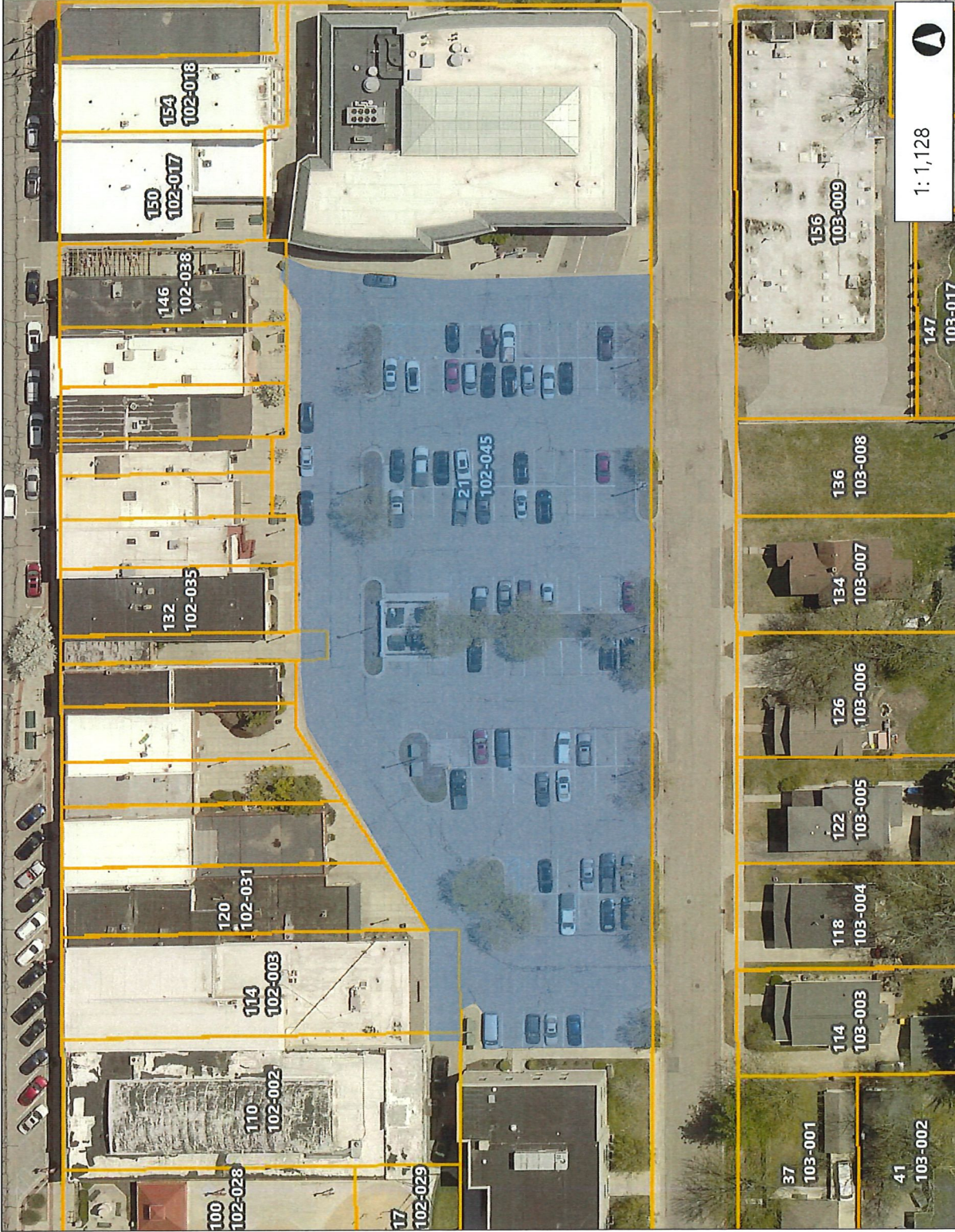
188.1 0 94.04 188.1 Feet





Legend  
 Parcels

Notes  
 South Municipal Parking Lot  
 (South of Main Place)

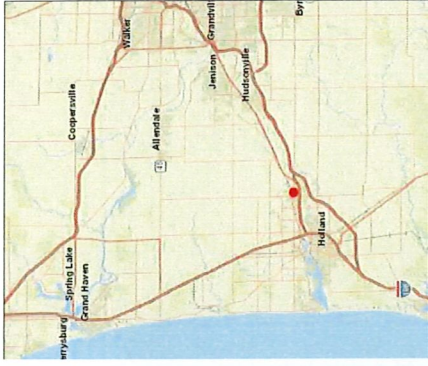


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

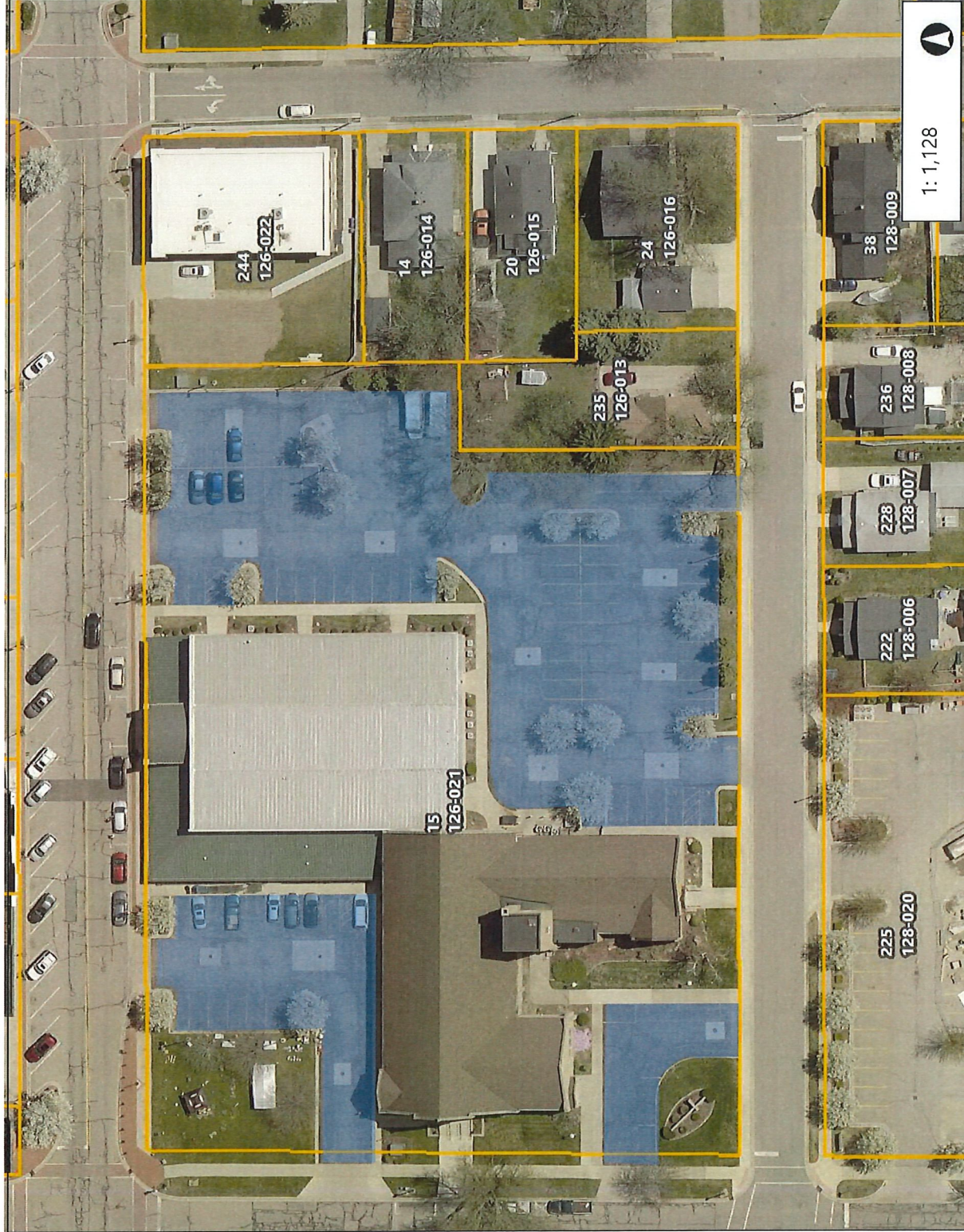
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
 © Latitude Geographics Group Ltd.





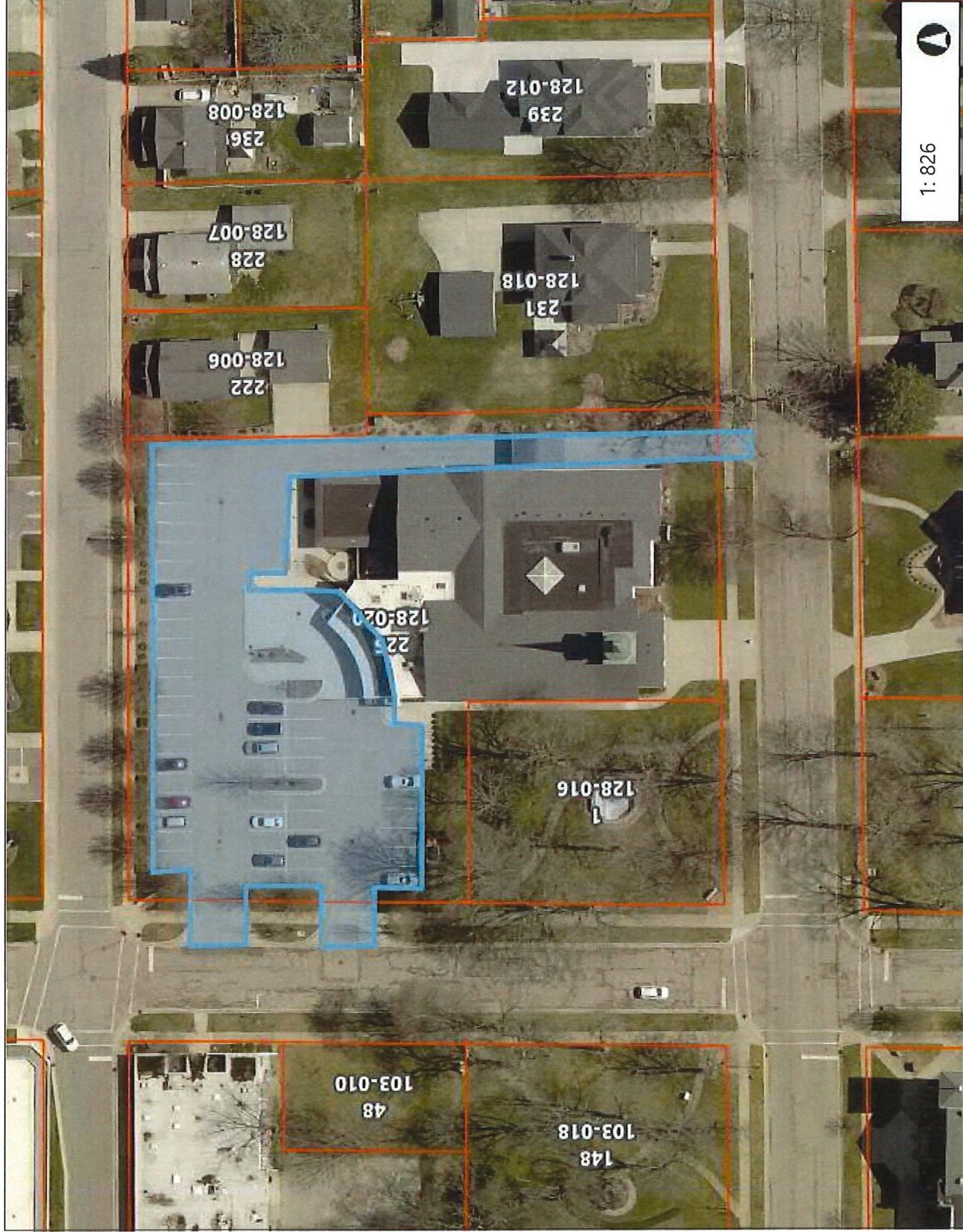
Legend  
 Parcels

Notes  
 1st CRC Lot (all 3 lots)



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.





Legend  
 Parcels

Notes



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## INTEROFFICE MEMORANDUM

---

TO: Mayor Klynstra and City Council Members  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance  
SUBJECT: Vande Luyster Square Gazebo Design Contract Award  
DATE: September 12, 2025  
CC: City Council Work Study and Action Items September 15, 2025

---

As part of the FY26 budget, funds were allocated for the design of a new gazebo at Vande Luyster Square. The existing gazebo is nearing the end of its useful life and needs to be replaced. The Cemetery and Parks Commission has emphasized the importance of preserving the gazebo's historical charm while ensuring the new structure is durable and long-lasting. To achieve this, the Commission wishes to explore alternative materials beyond wood that may provide greater longevity.

To assist with the design process, we solicited a proposal from the MCSA Group. Their proposal, in the amount of \$11,190, is attached to this memo. This figure is very close to the \$10,000 allocated in the FY26 budget. We are eager to begin this project and are confident that the MCSA Group has the expertise to meet both the aesthetic and durability goals for the new gazebo and would recommend awarding this contract.

### **Recommendation**

Award a contract in the amount of \$11,190 to the MCSA Group for design services for the Vande Luyster Square Gazebo.

---

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL



Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

July 18<sup>th</sup>, 2025

Kevin Plockmeyer  
City of Zeeland  
Assistant City Manager/Finance Director  
21 South Elm Street  
Zeeland MI, 49464

**Re: Vande Luyster Square Gazebo Design**

Dear Kevin,

Pursuant to our conversation, I want to provide you with this proposal for the professional services of MCSA Group, Inc. for schematic design of the Vande Luyster Square Gazebo. MCSA Group has previously master planned the park in 2021. The city is now interested in proceeding with the replacing the existing gazebo.

MCSA Group, Inc. will provide professional services in a traditional step-by-step process based upon the following outline:

**1. TOPOGRAPHIC SURVEY**

- Previous master plans were created using GIS and aerial photograph for base information. We will obtain current base information by obtaining a topographic survey from Moore and Bruggink Inc. This will be a benefit, because we can generate more accurate cost estimates and be more prepared for final engineering drawings.

**2. Schematic Design**

- Site plans shall be updated to reflect the current site program. The site plans will be drafted on the current topographic survey.
- During the Design process MCSA Group shall also work with Poligon Structures to obtain updated equipment renderings and costing for the gazebo.
- These plans will be reviewed with City Staff. MCSA Group will also attend up to two Parks and Cemetery Commission meetings.
- Following these meetings MCSA Group will make updates necessary to plans. We will also prepare an updated order of magnitude cost estimate.





Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

Kevin Plockmeyer  
Vande Luyster Square Gazebo Design  
Page 2 of 3

- Final documents will included a rendered site plan and site cross sections with associated manufacturer provided graphics.

Our Fixed Fee will be billed according to an estimated percent complete on a monthly basis. Our professional fees will be as following:

|                    |                    |
|--------------------|--------------------|
| Topographic Survey | \$1,750.00         |
| Schematic Design   | \$9,440.00         |
| <b>Total</b>       | <b>\$11,190.00</b> |

Following this process, we are available to assist the city with final engineering drawings, bidding, and construction administration.

As always, we appreciate the opportunity to assist you and the City of Zeeland. If you would please acknowledge and send me an email with your authorization to proceed it would be greatly appreciated.

Sincerely,

MCSA Group, Inc.  
Melinda Whitten  
Vice-President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

---

Kevin Plockmeyer  
City of Zeeland  
Assistance City Manager/Finance Director