



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
October 20, 2025, 6:00 p.m.

DISCUSSION ITEMS:

1. Mead Johnson Rezoning – 515, 549 & 553 E. Main
2. Alcohol and Parks Ordinance Amendments
3. Brownfield Development and Reimbursement Agreement – 17 E. Main
4. City Clerk Appointment
5. Bid Award – Boardwalk Rehabilitation
6. Brownfield Redevelopment Authority Re-appointments
7. Deputy City Clerk Appointment

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, 2nd Floor, 21 South Elm
October 20, 2025, 7:00 p.m.

CALL TO ORDER:

Invocation – Reverend Dr. Miriam Barnes
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
Communications
City Manager's Report

PUBLIC HEARING

7:10 P.M. – Sunday Alcohol Sales and Alcohol Sales at a Park located within the Social District

ACTION ITEMS:

1. Ordinance 1040, Rezoning of 515 E. Main
2. Ordinance 1041, Rezoning of 549 & 553 E. Main
3. Brownfield Development and Reimbursement Agreement – 17 E. Main
4. City Clerk Appointment
5. Bid Award – Boardwalk Rehabilitation
6. Brownfield Redevelopment Authority Re-appointment – Beth Blanton
7. Brownfield Redevelopment Authority Re-appointment – Jeff Roon
8. Deputy City Clerk Appointment

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 October 6, 2025,
2. Approve minutes of the City Council Work Study meeting of October 6, 2025,
3. Receive for information draft minutes of the October 14, 2025 BPW Board meeting,
4. Ratify BPW Action #25.047, Approve Cash Disbursements and Regular Monthly Transfers,
5. Ratify BPW Action #25.048, Approve Padmount Switchgear Dry Ice Cleaning Contract Professional Services,
6. Ratify BPW Action #25.049, Award Bid for Washington Substation Preventative Maintenance and Equipment Testing Professional Services,
7. Ratify BPW Action #25.050, Award Bid for Padmount Switchgear,
8. Ratify BPW Action #25.051, Award Bid for Intrusion Detection System Installation,
9. Ratify BPW Action #25.052, Approve Mutual Aid Resolutions,
10. Ratify BPW Action #25.053, Approve the General Manager Job Description.

Council Meeting
Common Council
October 6, 2025

Call to Order

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday October 6, 2025. Mayor Pro-Tem called the meeting to order at 7:00 p.m.

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

ABSENT: Mayor Klynstra

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, and Interim Deputy City Clerk Sharon Lash

The Invocation was offered by Mayor Pro-Tem Gruppen

The Pledge of Allegiance to the Flag

Consent Agenda

1. Approve minutes of the Regular City Council meeting of September 15, 2025
2. Approve minutes of the City Council Work Study meeting of September 15, 2025
3. Receive for information, draft minutes of the Cemetery-Parks Commission meeting of September 10, 2025.

Communications

- No Communications were reported.

City Manager's Report

BPW Integrated Resource Plan- The Board of Public Works will host a public meeting on October 16, 2025, at 6:00 PM at the Howard Miller Community Center. The meeting will share more details regarding the upcoming Integrated Resource Plan (RP) process.

For more information, please visit the BPW's webpage dedicated to this initiative:

<https://zeelandbpw.com/power-generation-supply>.

Planning Commission – At their regular meeting on October 2, 2025, the Planning Commission approved a rezoning for Gentex. This involved a small piece of an existing parking lot at the Corporate Headquarters that they have been leasing from ODL.

They also approved the final reading of rezoning request from Mead Johnson for 515, 549 and 553 E. Main. These rezoning requests will likely come before City Council at the October 20, 2025, meeting. The Planning Commission also approved a temporary parking lot along E. Main for Mead Johnson. This accompanies the properties along E. Main up to the Townhomes.

Human Resource Specialist – We are happy to report that our first HR Specialist will start with the city on October 20. This part-time position will provide much needed HR Support to both the City and Board of Public Works.

Brownfield Redevelopment Authority – The Board will meet on Monday, October 13 @ 4 p.m. The tentative agenda includes approval of allowable brownfield reimbursement expenditures for the Sligh Apartments project, a Reimbursement Agreement with 17 E. Main consistent with the terms of their approved Brownfield Redevelopment Plan, first review of proposed amendments to the Brownfield Tax Increment Financing Policy and new Community and Economic Development Financial Incentive Policy, an update on the temporary transfer of property from JR Automation to the Ottawa County Land Bank which would make the site brownfield eligible, and selection of Officers for '25/'26.

Local Officers Compensation Commission – Held their initial meeting September 25, At the meeting they requested Kristi DeVerney to gather information on elected officials pay from surrounding communities. Per the city's ordinance, the Commission shall set the salaries within 45 days of their initial meeting. Then the City Council has 30 days to reject the salary recommendations filed by the City Clerk by a two-thirds majority of City Council, otherwise the new salaries become effective.

Pumpkinfest – A big thank you to the Zeeland Festivals Committee, our city departments, and everyone else behind the scenes that helps put an amazing Fall Festival.

Action Items:

25.143 Ordinance 1039, Amend Building Rates and Fees.

Motion was made by Councilmember Broersma and seconded by Councilmember VanDorp to Adopt City Ordinance 1039 to amend Chapter 10 of Volume I of the Zeeland Cit Code – Building and Building Regulations to remove specific fee amounts and instead reference the City's annually adopted rates and fee schedule for building related fees.

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

No Votes: None

Absent: Mayor Klynstra

25.144 Clean Water Plant Service Truck Bid Award

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve the purchase of the bid service truck submitted by DeNooyer Chevrolet in the amount of \$42,419, and to approve a budget amount not to exceed \$45,000 to allow for the installation of equipment for safety and alarms. The funding comes from the Zeeland Clean Water Plant 2025-2026 CWP CIP fund.

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

No Votes: None

Absent: Mayor Klynstra

25.145 84th Street Engineering Design Proposal

Motion was made by Councilmember Kass and seconded by Councilmember Timmer to approve the 84th Street Engineering Design proposal with Moore and Bruggink in the amount of \$150,000 for the paving of 84th Street, the reopening of the railroad crossing at 84th and Washington, and the construction of a bike path on the south side of Riley from Fairview to 84th Street.

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

No Votes: None

Absent: Mayor Klynstra

25.146 84th Street Design Engineering Budget Amendment, FY 25/26

Motion was made by Councilmember Timmer and seconded by Councilmember Kass to approve the 84th Street Design Engineering Budget Amendment, FY 25/26 in the amount of \$150,000 to fund the design contract for the 84th Street project.

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

No Votes: None

Absent: Mayor Klynstra

25.147 Fiscal Year Budget Amendment – Brownfield Redevelopment Fund

Motion was made by Councilmember Lam and Seconded by Councilmember Timmer to approve a budget amendment in the amount of \$25,000 for the Brownfield Plan Administration expenses and for General Fund transfer into the Brownfield Fund.

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

No Votes: None

Absent: Mayor Klynstra

25.148 **Set 2025 Trick or Treat Hours**

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve the set hours for Trick -or- Treating in the City of Zeeland on Friday, October 31, 2025, from 5:00 P.M. to 7:00 P.M and to approve the “Downtown Business Trick -or- Treating” For Friday, October 31, 2025, from 3:00 P.M. to 5:00 P.M.

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

No Votes: None

Absent: Mayor Klynstra

There being no further business, motion was made by Councilmember Kass and seconded by Councilmember Timmer to adjourn the meeting. Motion carried all voting aye. Time called at 7:29 p.m.

Sally Gruppen, Mayor Pro-Tem

Sharon Lash, Interim Deputy City Clerk

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

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

ABSENT: Councilmember - Mayor Klynstra

Staff present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Tim Maday, CWP Superintendent Doug Engelman and Recording Secretary Sharon Lash.

Mayor Pro-Tem Gruppen called the meeting to order at 6:00 P.M.

Amendments to Chapter 10 of Volume I of the Zeeland City Code

Time Maday, Community Development Director, states that Chapter 10 of Volume I of the Zeeland City Code regulates buildings and related activity, including the construction, alteration, and maintenance of structures, in addition to including provisions for fences, pools, and similar improvements. This chapter also, adopts the Fire Code and Property Maintenance Code, and it establishes the framework for the City's Residential Rental Registration and Inspection Program. In addition, it contains fee schedules for permits (building, plumbing, mechanical, electrical, and land use), the residential rental inspection program, plan reviews, and the Board of Construction Appeals.

Staff Recommendation: Adopt City Ordinance 1039 to amend Chapter 10 of Volume I of the Zeeland City Code – Building and Building Regulations to remove specific fee amounts and instead reference the City's annually adopted rates and fee schedule for building related fees.

Clean Water Plant Service Truck Bid Award

Doug Engelman, CWP Superintendent, states that CWP has three service vehicles with one being a 2017 Ford Escape.

The 2017 Ford Escape was originally scheduled for replacement in 2027 (after 10 years of service). However, during service work recently performed, it was discovered that the vehicle has a cracked engine block. The estimated repair cost was approximately \$10,000. Given the age of the vehicle and cost of repairs, staff determined it would be more fiscally responsible to advance the replacement timeline to the current fiscal year.

Staff requests approval for the purchase of the bid service truck submitted by DeNooyer Chevrolet in the amount of \$42,419 and to approve an additional \$1800 to cover installation of

safety and alarm systems in the amount to not exceed \$45,000. The funding will come from the Zeeland Clean Water Plant 2025-26 CWP CIP fund.

84th Street Engineering Design Proposal

Kevin Plockmeyer, Assistant City Manager/Finance Director states that JR Automation has suggested several infrastructure improvements: paving 84th Street, opening the railroad crossing from 84th Street to Washington, and constructing a bike path along Riley from Fairview to 84th Street.

JR Automations intends to use Brownfield Tax increments to offset some site development costs, and the city can also leverage this mechanism to fund the proposed infrastructure Improvements.

Attached is the proposal from Moore and Bruggink in the amount of \$150,000 for design work related to paving 84th Street (including storm sewer, curb and gutter, and bike path), opening the railroad crossing (MDOT has approved), and constructing the bike path along the south side of Riley.

Staff requests to approve a design contract with Moore and Bruggink in the amount \$150,000 and approve a budget amendment in the amount \$150,000 to fund the design contract for the 84th Street project.

84th Street Design Engineering Budget Amendment, FY 25/26

Kevin Plockmeyer, Assistant City Manager/Finance Director states that over the past couple of years, the Brownfield Fund has become more active. Since the beginning of the Sligh Building project, we now have three active brownfield plans (Sligh Building, 17 East Main, and 16 South Elm). In addition to these active plans, we continue to receive requests for new brownfield plans and are developing new policies related to brownfields. Because we are not fully versed in the laws and procedures governing brownfields, we have relied on the expertise of Fleis and Vandenbrink, Miller Canfield, and others to ensure that everything is handled properly. This assistance comes at a cost that was not factored into the Fiscal Year 2026 budget. To cover these costs for FY2026 and likely future years, we are requesting allocation of \$25,000 in the FY 2026 budget.

Staff recommend a budget amendment in the amount of \$25,000 for brownfield plan administration expenses and for a General Fund transfer into the Brownfield Fund.

Set 2025 Trick or Treat Hours

Tim Klunder, City Manager, recommends that to set the hours for Trick or Treating on Friday, October 31, 2025 from 5:00 P.M. to 7:00 P.M. with the hours for City of Zeeland business Trick or Treating 3:00 P.M. to 5:00 P.M.

Closed Session to Review Pending Litigation

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to enter into Closed Session at 6:20 P.M.

Roll call:

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

No Votes: None

Absent: Mayor Klynstra

City Council reconvened to Open Session of the Work Study at 6:40 P.M.

There being no further items to discuss, the Work Study was adjourned at 6:41P.M.

Sharon Lash, Interim Deputy City Clerk

Regular Meeting
Board of Public Works
Water Warehouse
October 14, 2025

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, October 14, 2025. Chairperson Boerman called the meeting to order at 3:31 p.m.

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

ABSENT: Commissioners – VanAst

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

Guests Present: Mark Beauchamp, Utility Financial Solutions; Kurt Wassink, HR Solutions

Motion was made by Commissioner Walters and seconded by Commissioner Query to approve the minutes of the September 9, 2025 Regular Meeting. Motion carried. All voting aye.

Public Comment

No public comment given.

Safety Minute

The Safety Minute this month was “October is National Pedestrian Safety Month.”

25.047 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of : August 30, 2025

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 3,640,487	\$ 817,417
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	12,833,910	12,081,834
Bond and Interest Payment Reserve*	-	-
Totals	<u>\$ 16,474,397</u>	<u>\$ 12,899,250</u>

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: August-25

	<u>Electric</u>	<u>Water</u>
Receiving	(57,645)	(345,200)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	345,200
General Fund (per charter provision)	57,645	-

Motion carried. All voting aye.

Water Department Report

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

Transmission and Distribution Operations Report

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

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

For several years, the BPW has had our pad-mounted switchgear and metering cabinets cleaned by Premier Line Services with excellent results. Premier Line Services also cleans equipment for neighboring municipal utilities, such as the Holland Board of Public Works and the Grand Haven Board of Light and Power. However, Premier Line Services has disclosed not coming to Michigan to perform the dry ice cleaning. It was stated that this was due to other large projects tying up their available resources.

Finding a utility dry ice cleaning contractor has been somewhat challenging due to the niche job being performed. Staff found a Michigan based outfit that specializes in dry ice cleaning for both utility and industrial products. References were provided by Strength H2O Industrial Solutions to confirm their track record in working in the utility space. The budgeted professional service has been included in the FY 2026 Operations and Maintenance budget for utility lines professional and contracted services. We estimated the cost to be approximately \$30,000 for three days of switchgear and equipment dry ice cleaning.

25.048 Approve Padmount Switchgear Dry Ice Cleaning Contract Professional Services

Motion was made by Commissioner Query and seconded by Commissioner Walters that a not-to-exceed professional services contract totaling \$29,500 be awarded to Strength H2O Industrial Solutions to perform padmount switchgear dry ice cleaning. Motion carried. All voting aye.

Manager Coots explained as part of our transmission and five-year substation system maintenance schedule, the BPW is planning for equipment testing and maintenance to be performed at Washington Substation. This maintenance and testing ensure compliance with all manufacturer and NETA guidelines for proper operation of equipment and utility best practice. Also, maintenance and testing identify equipment that may be nearing failure that can be replaced before it creates outages or hazards. The following recommendation is for preventive maintenance and equipment testing at Washington Substation.

Bidder Name	Quote	Meets Specification	Comments
Shermco	\$62,812	YES	Recommendation
Premier Power Maintenance	\$69,357	YES	
Electric Power Systems	\$64,500	YES	

25.049 Award Bid for Washington Substation Preventative Maintenance and Equipment Testing Professional Services

Motion was made by Commissioner Walters and seconded by Commissioner Query to award the bid for Washington Substation Preventative Maintenance and Equipment Testing to Shermco Industries, Inc. for a total price of \$62,812. Motion carried. All voting aye.

Manager Coots explained that padmount switchgears have many uses on our system ranging from circuit sectionalizing, load transfers, and looping electrical feeds to customers. Currently our system has 178 pad-mounted switchgear cabinets, and with our continued growth and increased exposure, keeping a proper supply of switchgear in inventory is imperative. The following bid award recommendation was submitted for Board approval:

Zeeland Board of Public Works Medium Voltage Switchgear Bids				
<u>Switchgear</u>	<u>QTY.</u>	<u>IRBY</u>	<u>Border States</u>	<u>PLS</u>
PMH-9 or PSI/II-9	5	\$ 105,205	\$ 128,967	\$ 134,915
PMH-10 or PSI/II-10	2	\$ 48,438	\$ 54,748	\$ 57,273
PMH-11 or PSI/II-11	3	\$ 68,061	\$ 72,955	\$ 76,319
PMH-12 or PSI/II-12	1	\$ 19,651	\$ 28,516	\$ 29,829
<u>Total Cost:</u>		\$ 241,355	\$ 285,186	\$ 298,336
*IRBY lead times for all units to be roughly 30 weeks, Border States & PLS roughly 40 weeks				

25.050 Award Bid for Padmount Switchgear

Motion was made by Commissioner Query and seconded by Commissioner Walters to award the bid for padmount switchgear to Stuart C. Irby Co. in the amount of \$241,355.00. Motion carried. All voting aye.

Commissioner Cooney joined the meeting at 4:10 p.m.

Electric Cost of Service Study Presentation

Mark Beauchamp, President of Utility Financial Solutions, presented the results of the Electric Cost of Service Study. The study's findings were reviewed with the Board of Commissioners. Staff listened to Commissioner input which will be used to guide the next phase of the process - rate design. After thoughtful discussion, the Commissioners directed staff and Consultant Beauchamp to proceed with rate design based on a 1.5 percent overall average rate increase and a \$1.00 per month increase in the customer charge for the Residential customer classification.

Accounting, Finance & Customer Service Report

ACM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects. Director Plockmeyer also provided a review of FY 2025 financials as well as an update on the anticipated rate adjustment for the Water Utility effective January 1, 2026.

Electric Power Supply & Market Operations Report

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

Manager Mulder explained that in conjunction with the BPW Office expansion and remodel project, staff have identified the need to upgrade the current security system from a few basic motion detectors to a modern security / intrusion detection system. This upgrade includes a centrally located security panel, keypad displays for control, numerous door contacts, and motion/glass-break sensors throughout, along with an auto-dialer for remote notification.

Quotes were requested from several local contractors, one of which chose to sub-contract a portion of these services. The results are provided below.

Bidder	Quoted System	Bidder Location	Bid Amount	Monitoring Service (Monthly)	Notes
Inline Electric / Riverside	DMP XR150	Holland / GR, MI	\$12,800.00	\$30.00 / \$75.00 (Intrusion Only / Fire & Intrusion)	*Bid includes 10% mark-up through Inline Electric *Does not include Lakewood's 8% CM fee
Inline Electric / Total Fire & Security	DMP XR150	Holland / GR, MI	\$11,700.00	\$55.00 (Fire & Intrusion)	Recommendation *Bid includes 10% mark-up through Inline Electric *Does not include Lakewood's 8% CM fee
Parkway Electric & Comm.	Honeywell Vista 128bpt	Holland, MI	\$11,850.00	\$35.00 (Intrusion Only)	
Town & Country Group	Honeywell Vista 128FBPT	Zeeland, MI	\$11,717.00	\$39.99 (Intrusion Only)	

As shown above, the bid spread was narrow with three of the bids falling within \$150. The low bidder was Inline Electric sub-contracting the services of Total Fire & Security. Inline Electric is currently contracted through Lakewood Construction to perform installation of the general electrical, data, and fire systems associated with the office remodel and expansion project. The proposals provided by Inline represent combining the fire and security systems and installing them using a single provider, rather than installing separate systems. Because Inline Electric is already under contract with Lakewood Construction, staff recommend that this service be added to Lakewood's scope of work, adding an additional 8% construction management fee to the bid for a total estimated cost of \$12,636.00. While this service could be contracted directly, the additional cost to include it with the overall project managed through Lakewood seems prudent on a project of this scale. Staff believe this method is preferred, in addition to being the most cost-effective. A \$12,000 allocation in the office remodel and expansion project's amended construction budget was included for this upgrade.

25.051 Award Bid for Intrusion Detection System Installation

Motion was made by Commissioner Walters and seconded by Commissioner Query to include the installation of the intrusion detection system by Inline Electric/Total Fire & Security in Lakewood Construction's scope of work for a total estimated cost of \$12,636.00, including 8% construction management fee. Motion carried. All voting aye.

Other Business

Approve Mutual Aid Resolutions

General Manager Boatright requested Board approval of four resolutions recognizing and commending the Holland Board of Public Works, Lowell Light & Power, Coldwater Board of Public Utilities, and the City of Niles for their exceptional assistance following the September 20, 2025 straight-line wind event.

25.052 Mutual Aid Resolutions 2025-01, 2025-02, 2025-03, and 2025-04

Motion was made by Commissioner Walters and seconded by Commissioner Walters to approve Resolutions 2025-01 through 2025-04. Motion carried. All voting aye.

Informational – Michigan West Coast Chamber Inspire Award to Yellow Lime Creative

General Manager Boatright shared that Zeeland BPW's marketing consulting firm, Yellow Lime Creative, was recognized with the Inspire Award at the Michigan West Coast Chamber of Commerce Annual Awards Celebration held on September 18, 2025. This award honors organizations that exemplify creativity, innovation, and community connection. Yellow Lime Creative, an all-female marketing agency, was commended for its contagious energy, bold ideas, and strong community relationships that inspire others to think differently and take bold risks that foster growth and connection.

General Manager Job Description

The Commissioners discussed key considerations and potential decisions related to the General Manager recruitment process. The discussion included the review of the updated General Manager job description, the proposed recruitment approach and timing thereof, and selection panel structure.

Kurt Wassink, HR Solutions, was on-hand at this meeting to participate in the discussion. Mr. Wassink will also facilitate the recruitment process and provide support throughout.

The Commissioners agreed by consensus that the General Manager recruitment process is to begin with an internal-only recruitment. It was further agreed that there would be a two-stage interview process beginning with a panel made up of a cross-section of Commissioners and external stakeholders and the second interview stage would consist of the full Board of Commissioners. The Commissioners agreed by consensus that Commissioners Cooney and Van Ast would serve on the initial interview panel. The Commissioners directed consultant Wassink to recruit additional external members of the initial panel to include City Manager Klunder, a representative from the large industrial class of ZBPW customers, Executive Coach Jeff Boersma, and a representative from the public power utility community. The Commissioners further directed consultant Wassink to target an internal recruitment posting by no later than mid-November 2025 and that the initial and second interviews are targeted for completion on or around the December 9, 2025 regular Board of Commissioners meeting.

25.053 Approve the General Manager Job Description

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the General Manager Job Description dated September 2025. Motion carried. All voting aye.

Upcoming Events

- Next Regular ZBPW Board Meeting, Tuesday, November 11, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland
- Power Supply Strategic Planning and Stakeholder Engagement Initiative Public Meeting, Thursday, October 16, 6:00 p.m., Howard Miller Community Center Banquet Room
- MPIA Fall Board Meeting, Tuesday, October 28, 2025, 1:00 p.m., Grand Haven Board of Light and Power
- New Utility Billing System Go-Live Date, Monday, November 17, 2025
- Holiday Power Dollars Distribution, Monday, December 1 – Friday, December 12, 2025
- Zeeland Magical Christmas Parade, Monday, December 1, 2025, 6:30 p.m., Downtown Zeeland

Motion was made and supported that the regular meeting be adjourned at 6:11 p.m. Motion carried. All voting aye.

Andrew Boatright, General Manager



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: October 17, 2025
CC: October 20th Council Agenda

Board of Public Works Integrated Resource Plan (IRP) – The Board held their first public engagement meeting on Thursday, October 16 at the Howard Miller Community Center. At the information meeting, the Board was able to explain the current state of our system, challenges/opportunities that lie ahead, and the opportunity to plan to meet those challenges/opportunities through the development of an IRP. Subsequent to the presentation, a number of good questions from the public were asked. As I attended the meeting, I was again reminded of what a tremendous community asset we have with ownership of our electric utility. If you haven't already completed the anonymous survey, please find a link to it, along with other information on the IRP Strategic Planning process at the following link: <https://zeelandbpw.com/power-plan/>

Brownfield Redevelopment Authority – Held a meeting this past Monday. At the meeting they approved the Development and Reimbursement Agreement for 17 E. Main (on CC's agenda for 10/20), reimbursement amounts for the Sligh Apartment project, reviewed an amended Brownfield Tax Increment Financing policy and a new Economic Development Financial Incentive policy (both will come before CC at your 11/3 work/study session), heard an update on the Ottawa County Land Bank's proposed involvement with the JR Automation project, and selected officers for '25/'26 – Chair Rick VanDorp, Vice-Chair Beth Blanton, Treasurer Andy Boatright and Secretary Tim Klunder.

HR Specialist – We are excited that Melanie Hellenthal will be starting with the city as our new HR Specialist on Monday, October 20. Melanie will work for the city and BPW on a part-time basis. Please welcome Melanie when you get the opportunity.

FEEL THE ZEEL



Personnel Committee – The committee will meet on Wednesday, October 22 @ 7 a.m. to review a recommendation to renew the city's health insurance with the Western Michigan Health Insurance Pool for 2026. Any recommendation from the Personnel Committee regarding health insurance will come before City Council for final action.

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.

Timothy R. Klunder, City Manager

CITY OF ZEELAND

NOTICE OF PUBLIC HEARING

**Regarding the Sale and Consumption of Alcohol on Sundays and
The Possession and Consumption of Alcohol in City Parks if a Park is in the Social District**

PLEASE TAKE NOTICE that the 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 (616) 772-6400 will hold a public hearing on and at:

Monday, October 20, 2025

7:10 P.M.

Council Room of City Hall

For the purpose of hearing the public and all interested persons concerning the amendment of Chapter 4 of Volume I of the Zeeland City Code, the Alcoholic Liquors Ordinance of the City of Zeeland. The following changes to Zeeland City's ordinance are being considered:

- a. Whether alcohol may be sold and served by an on-premises establishment and may be sold by an off-premises establishment on Sundays after 12:00 noon until 2:00 a.m. on Monday, if permitted by state law, or during a special event during the time period that was approved by the City Council; and,
- b. Whether alcohol may be possessed and consumed in a City Park, such as the Splash Pad or in a Vande Luyster Square Park, if the alcohol is purchased from a Social District license holder and if all Social District guidelines are followed.

Any resident or tax payer or property owner in the City of Zeeland may appear at this hearing and give testimony. Written communications regarding the possible changes to the City of Zeeland's Alcoholic Liquors Ordinance may also be sent to the Zeeland City Clerk at 21 S. Elm Street, Zeeland, Michigan 49464, or may be emailed to the City at Clerk@cityofzeeland.com

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.

Dated: September 18, 2025

Sharon Lash, Interim Deputy Clerk



CITY COUNCIL MEMORANDUM

TO: Kevin Klynstra and Zeeland City Council Members

CC: Tim Klunder, City Manager

FROM: Abby deRoo, City Marketing Director

SUBJECT: Consideration of Ordinance Amendment to Permit Sunday Alcohol Sales / Consideration of Ordinance Amendment to Permit Alcohol in City Parks within the Social District

DATE: October 16, 2025

Background:

Via the 2025 Strategic Action Plan, City Council directed staff to investigate interest in Sunday alcohol sales in the City of Zeeland.

Action Step: Sunday Alcohol Sales

Outcome Indicator: *By May 2025, gather the level of interest from license holders and engage City Council in a conversation about potential ordinance changes; if interested, prepare draft ordinance amendments by September 2025.*

In doing so, staff found that one license holder was very interested in Sunday sales, as an economic development tool to expand business from six days a week to seven. Other license holders were neutral on the suggested change – supportive of their fellow license holder, but not actively interested for their own regular use. However, license holders did see an opportunity to use permitted Sunday sales hours to hold private events for their own business – a selective way to increase revenue and opportunity for business growth. With this information in hand, staff has asked City Council to consider the following ordinance amendment:

The proposed language to the Zeeland City Code, Vol. I, Section 4-22 is as follows:

“Sec. 4-22. Hours of sale; Sunday sales and Prohibition on Christmas Sales.

a. All hours other than those which are prohibited shall be the legally established times for alcohol sales within the city, unless such hours of operation are further limited or prohibited by the state. Alcohol may be served on a Sunday after 12:00 noon until 2:00 a.m. on Monday, if permitted by state law. In addition, alcohol may be sold during a special event during the time period that was approved by the City Council.

b. No licensee shall sell or serve any alcoholic liquors between the hours of 2:00 a.m. and 7:00 a.m. on any day, except that on January 1, alcohol may be served until 4:00 a.m. No licensee shall sell or serve any alcoholic liquors between the hours of 9:30 p.m. on December 24 to 7:00 a.m. on December 26.”

Although changes to the social district are handled administratively, and not via ordinance amendment, if the addition of Sunday alcohol sales is approved by City Council, it would be staff's intent to not include Sundays in the Social District hours of operation. Therefore, Sunday on-premise sales would be limited to licensed establishments and not public spaces.

Modifications to the official Social District Maintenance and Management Plan do not need to be made until action is taken on the aforementioned ordinance changes. Staff will return with final plan edits at a later date.

City Parks within the Social District

In 2023, City Council expanded the boundaries of the Social District. Part of that expansion included the inclusion of the city parks that fall within the Social District boundary. The parks that fall within the footprint of the Social District include Elm Street Park, the NE and NW corners of Vande Luyster Square, and the Splash Pad. At that time, staff asked Council to incorporate the Elm Street Park and Vande Luyster Park as permanently active locations within the Social District but to keep the Splash Pad as a special use, only when specifically approved by City Council. This request was approved, and it was noted that staff would return with language to update the Parks Ordinance to formally incorporate these changes. The permanent use of these locations, within the social district, have been in practice. At this time staff is asking City Council to formalize the language within the Parks Ordinance.

The proposed language to the Zeeland City Code, Vol. I, Paragraph 33 of Section 1 4-3 is as follows:

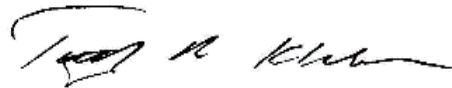
“Sec. 14-3. Activities by persons in cemeteries and parks.

No person in a cemetery or park shall:

(33) *Intoxicating beverages*. Be under the influence of intoxicating beverages or controlled substances in any park, or consume or possess any intoxicating alcohol, provided that alcohol may be possessed and consumed in a City park if the park is located within Zeeland’s Social District, and further provided that the alcohol which is being possessed or consumed in a city park is purchased on the day of consumption from a Social District license holder and that the possession and consumption of alcohol complies with Zeeland’s Social District regulations.”



Abigail deRoo, City Marketing Director



Tim Klunder, City Manager

CITY OF ZEELAND

ORDINANCE NO. _____

(An ordinance to Amend Section 4-22 of
Volume II of The Code of the City of Zeeland, Michigan
To Permit Sunday Alcohol Sales)

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

PRESENT: Council Members _____

ABSENT: Council Members _____

The following preamble and ordinance were offered by Council Member

_____ and supported by Council Member _____:

WHEREAS, the Zeeland City Code currently prohibits the sale of alcohol on Sundays within the
Cit of Zeeland;

AND WHEREAS, a restaurant has requested that the City of Zeeland permit the sale of alcohol
on Sundays so that a better business environment will be present for businesses that sell alcohol;

AND WHEREAS, it has been the experience in Zeeland that the consumption of alcohol which
has been sold within the City of Zeeland has not resulted in disorderly conduct;

AND WHEREAS, it is proposed that alcohol sales not be permitted before 12:00 noon on
Sundays;

AND WHEREAS, city staff and the City Council have studied the possible ramifications for the sale of alcohol on Sundays;

AND WHEREAS, the public has been given the opportunity to comment on the sale of alcohol on Sundays;

AND WHEREAS, it is believed that the sale of alcohol after 12:00 noon on Sundays will not be detrimental to the public.

THE CITY OF ZEELAND ORDAINS.

Section 1. That Zeeland City Code, Vol. I, Section 4-22 is hereby amended and approved to read in its entirety as follows:

“Sec. 4-22. Hours of sale; Sunday sales and Prohibition on Christmas Sales.

a. All hours other than those which are prohibited shall be the legally established times for alcohol sales within the city, unless such hours of operation are further limited or prohibited by the state. Alcohol may be served on a Sunday after 12:00 noon until 2:00 a.m. on Monday, if permitted by state law. In addition, alcohol may be sold during a special event during the time period that was approved by the City Council.

b. No licensee shall sell or serve any alcoholic liquors between the hours of 2:00 a.m. and 7:00 a.m. on any day, except that on January 1, alcohol may be served until 4:00 a.m. No licensee shall sell or serve any alcoholic liquors between the hours of 9:30 p.m. on December 24 to 7:00 a.m. on December 26.”

Section 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 3. This Ordinance is not an Emergency Ordinance. This Ordinance shall take effect twenty-one days after the date of publication of this Ordinance.

This Ordinance is hereby adopted on the ____ day of _____, 2025, at a Regular Meeting of the Zeeland City Council, with the following vote:

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

City of Zeeland

By: _____

Kevin Klynstra, Mayor

By: _____

Sharon Lash, Interim Deputy City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. _____ which was duly adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on _____, 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. I hereby certify that the above Ordinance known as Ordinance No. _____ or a summary of such Ordinance was published in the Zeeland Record on the _____ day of _____, 2025.

_ Sharon Lash, Interim Deputy City Clerk

CITY OF ZEELAND

ORDINANCE NO. _____

(An ordinance to Amend Paragraph 33 of Section 14-3 of
Volume I of The Code of the City of Zeeland, Michigan
To Permit Alcohol Sales in a Park in the Social District)

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

PRESENT: Council Members _____

ABSENT: Council Members _____

The following preamble and ordinance were offered by Council Member
_____ and supported by Council Member _____:

WHEREAS, the Zeeland City Code currently prohibits the sale and consumption of alcohol in
Zeeland city parks;

AND WHEREAS, it has been proposed that alcohol sales be permitted within a city park if a park
is located in the Social District of the City of Zeeland;

AND WHEREAS, it has been the experience in Zeeland that the consumption of alcohol which
has been sold within the City of Zeeland has not resulted in disorderly conduct;

AND WHEREAS, city staff and the City Council have studied the possible ramifications of the
sale and consumption of alcohol in city parks which are located within Zeeland's Social District;

AND WHEREAS, the public has been given the opportunity to comment on the sale and consumption of alcohol in a city park which is located within the Zeeland Social District;

AND WHEREAS, it is believed that the sale and consumption of alcohol in a city park within Zeeland's Social District will not be detrimental to the public.

THE CITY OF ZEELAND ORDAINS.

Section 1. That Zeeland City Code, Vol. I, Paragraph 33 of Section 1 4-3 is hereby amended and approved to read in its entirety as follows:

“Sec. 14-3. Activities by persons in cemeteries and parks.

No person in a cemetery or park shall:

- (33) *Intoxicating beverages.* Be under the influence of intoxicating beverages or controlled substances in any park, or consume or possess any intoxicating alcohol, provided that alcohol may be possessed and consumed in a City park if the park is located within Zeeland's Social District, and further provided that the alcohol which is being possessed or consumed in a city park is purchased on the day of consumption from a Social District license holder and that the possession and consumption of alcohol complies with Zeeland's Social District regulations.”

Section 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 3. This Ordinance is not an Emergency Ordinance. This Ordinance shall take effect twenty-one days after the date of publication of this Ordinance.

This Ordinance is hereby adopted on the ____ day of _____, 2025, at a Regular Meeting of the Zeeland City Council, with the following vote:

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

City of Zeeland

By: _____
Kevin Klynstra, Mayor

By: _____
Sharon Lash, Interim Deputy City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. _____ which was duly adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on _____, 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. I hereby certify that the above Ordinance known as Ordinance No. _____ or a summary of such Ordinance was published in the Zeeland Record on the _____ day of _____, 2025.

_ Sharon Lash, Interim Deputy City Clerk



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

MEMORANDUM

DATE: Friday, October 17, 2025

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: October 20th City Council meeting agenda - Rezoning ordinances for 515, 549 & 553 E Main Ave

Background: The Planning Commission has been considering an application from Mead Johnson & Company to rezone the parcels at 515, 549, and 553 E Main Avenue from their existing zoning designations to the I-2 – General Industrial District. If approved, the parcels would be incorporated into the adjacent I-2–zoned Mead Johnson site.

The Commission’s review included a public hearing with public comment and deliberation at a special meeting held on September 23, 2025. Following deliberation that evening, the Commission took an initial action directing the City Attorney to prepare resolutions recommending that the parcels be rezoned to the I-2 Zone District, in part based on the reasons outlined in the City Planning Consultant’s September 16, 2025 report. The minutes of the September 23 meeting, which include a summary of the Commission’s discussion and the Planning Consultant’s report, are enclosed with this memo.

Those resolutions returned to the Commission for consideration at its October 2 regular monthly meeting and were subsequently adopted. The completed resolutions, which include the Commission’s findings and reasons for recommending approval of the rezonings, are also enclosed. Adoption of these resolutions was the Commission’s final action on the rezoning request.

Proposed City Ordinances 1040 and 1041, which would formally rezone the properties, will come before City Council for consideration and action on Monday, October 20, 2025. If adopted, the parcels would be rezoned to the I-2 Zone District and incorporated into the larger Mead Johnson campus on East Main Avenue.

Staff acknowledges that rezoning requests in the East Main Avenue area—including the rezonings before Council on October 20—have generated resident interest and concern. While the requested rezonings represent a departure from the parcels’ historical land uses, staff believes the changes align with the broader goals of the City’s Master Plan.

This recommendation is based on several factors, including:

- The predominance of industrial zoning and land use in the surrounding area;
- The inconsistency of residential zoning within that context; and
- Alignment with Master Plan objectives for industrial growth.

The City’s planning consultant also noted that issues raised during the public hearing—such as traffic and buffering—can be addressed during the site plan review process.

Recommendation: Staff recommends that City Council adopt City Ordinance 1040 to rezone the parcel at 515 E Main Ave (PIN 70-17-18-470-021) to the I-2 – General Industrial District, and City Ordinance 1041 to rezone the parcels at 549 E Main Ave (PIN 70-17-18-470-010) and 553 E Main Ave (PIN 70-17-18-470-011) to the I-2 – General Industrial District.

Staff hopes this memo is helpful in outlining the current status of the rezoning application and the ordinances scheduled for Council consideration on October 20. Please feel free to reach out with any questions regarding this memo, the enclosed documents, or any other related matters.



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
CITY HALL – 21 SOUTH ELM STREET
SEPTEMBER 23RD, 2025
6:00PM**

-6:00PM – Chairman Elhart called the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners Rebecca Perkins, Sheri Holstege, Glenn Kass, Dan Klompmaker, Kevin Klynstra, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioners Amanda Cooper, and Bob Blanton.

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, Planning Consultant Paul Leblanc, and Recording Secretary Nadine Hopping.

- Staff confirmed there were no additional items beyond those listed in the agenda packet. Maday noted that a bus has been secured for the 2025 Capital Improvement Project Development list.

-6:00PM Chairman Elhart opened the public hearing for Rezoning Application for 515, 549. And 553 E Main Ave.

Aaron Holder of Mead Johnson presented the request to rezone the parcels at 515, 549, and 553 E Main Ave from its existing zoning of PF Public Facilities / R-2 Residential to I-2 General Industrial. Holder noted that this request is in part of the broader modernization effort and is a thoughtful reconfiguration of their existing footprint to be evolving regulatory needs and operational needs. Holder added that Mead Johnsons goal is to continue serving their customers as a stable, longstanding manufacturer of high quality and in some cases – lifesaving and good formula right here in Zeeland, MI. While also, remaining a strong and committed community partner and neighbor in the City of Zeeland for many generations to come.

Holder highlighted that Mead Johnson has proudly operated in Zeeland, MI, for over 100 years. Their facility provides many jobs—450 direct employees as well as hundreds of local contractors and suppliers. He further noted that Mead Johnson makes a significant annual contribution in local property taxes, is one of the City's largest utility users, and actively supports local nonprofits, schools, and community events. Holder added that the properties at 515, 549, and 553 e Main are essential to their modernization pan. Furthermore, noting that the parcels are located on a block that is predominantly zoned I-2 General industrial.

Holder went on to say that in the development plan, they are taking proactive steps to minimize potential community impacts and enhance community benefits with their project. He noted things like re-routing truck traffic away from Main Ave. and Fairview Rd., separating logistics flows to reduce congestion, and improve safety, and relocating contractor parking off site to preserve neighborhood character. Holder mentioned that in addition to that they're investing in a variety of public amenities, one of which being a new park at E Main Ave and Carlton St, as well as an upgraded playground in partnership with Bethel Church. Holder respectfully requested the

Commissioners support in rezoning the parcels at 515, 549, and 553 E Main Ave. Holder noted that rezoning would be a practical step forward, one that would honor Zeeland's legacy and will help secure its future.

Chairman Elhart then requested staff's comments regarding the rezoning. Maday noted that staff obtained a report from the City's Planning Consultant, Paul Leblanc, addressing this application, the Master Plan, and previous actions taken by the Commission on the matter. All of this information, along with a memo prepared by Maday regarding the rezoning, was included in the Commissioners' meeting packet.

Maday noted that a piece of correspondence had been received on September 22nd from Mr. Thomas Humbert, which will be attached to the meeting record. The letter had been emailed to Commissioners earlier in the day. He then provided a brief overview of his memo and highlighted actions taken by the Commission in recent months regarding this matter. Maday stated that staff finds the proposed rezoning appropriate, viewing it as an opportunity for the City to resolve longstanding land use conflicts by rezoning the parcels to industrial. He further emphasized that staff supports the application, given the predominance of industrial zoning in the area, the inconsistency of mixing residential with industrial uses, and the alignment with the Master Plan's objectives for industrial growth.

Maday reviewed the next steps in the process if the Commission were to move forward with the recommendation to rezone 515, 549, and 553 E Main Ave. Maday noted that rezoning is a three step process, where initially the Planning Commission would take an action to direct the City Attorney to produce a resolution with findings that would come back before the Commission for final action, which would then be the recommendation to City Council at the next scheduled Planning Commission meeting, and then City Council ultimately has the final action in this matter.

Chairman Elhart invited Planning Consultant Paul LeBlanc to provide comments on the rezoning. LeBlanc gave a brief overview of his memo and recommended approval of the rezoning for each parcel. He explained that the proposal is consistent with the Master Plan, noting that both the 2011 and 2020 updates identified these parcels as inconsistent with the surrounding zoning and land uses, and in conflict with the area's existing character. He also pointed out that the 2011 and 2002 Master Plan updates similarly recognized these inconsistencies and recommended changes. LeBlanc emphasized that the rezoning aligns with actions previously taken by the Commission earlier this summer. While acknowledging residents' concerns regarding traffic, noise, and other impacts, he clarified that such issues are typically addressed during the site plan review process. He further noted that the bulk of the property has long been zoned I-2 and used for major general industrial purposes, directly across from R-1 residential properties on the opposite side of Main Avenue. As such, he concluded that rezoning these parcels would not alter the character of the neighborhood, as it has already been shaped by the surrounding industrial uses. LeBlanc closed by formally recommending approval of the rezoning for 515, 549, and 553 E. Main Avenue.

Chairman Elhart then called for public comment.

Sue Vanden Beldt of 40 S. Division spoke in opposition to the rezoning. She referenced a special Planning Commission meeting held on October 27, 2021, where citizens' concerns had been

raised regarding the new parking lot and entrance at 725 E. Main Avenue. Vanden Beldt referred to comments made by staff member Tim Maday in relation to Mead Johnson and the Master Plan, and she provided a brief overview of the timeline of events. She highlighted that a landscape waiver had been granted to eliminate parking islands in order to create additional spaces, and that a traffic study waiver had also been approved on the basis that no new jobs were being added. She further noted that while a pollution study had been completed, it was not included in the report. Vanden Beldt urged commissioners to view this as a second chance to carefully consider the rezoning and to ask the important questions. She requested that a new pollution study be completed and cited multiple reports from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) as well as records from the EPA regarding Mead Johnson's environmental impact. She also called for a traffic study, noting that multiple tandem trucks carrying 30,000–40,000 pounds of gravel had traveled down her street, despite signage indicating that trucks exceeding 10,000 GVW were prohibited.

Vanden Beldt further recalled that at the previous meeting, Andrew Smith of Mead Johnson had stated the parking lot would only be accessed from the company's existing driveway due to security requirements, and that the temporary lot would be constructed during typical business hours under controlled conditions. She questioned Mead Johnson's long-term plans and expressed distrust toward both the company and the Planning Commission's decision-making. In closing, Vanden Beldt urged the Commissioners to require additional landscaping buffers, with no further waivers, and encouraged them to take a more active role in the projects they approve.

Thomas Humbert of 532 E Main Ave read from his submitted correspondence, which is attached to this official record.

Commissioner Holstege asked LeBlanc how the Master Plan could be interpreted so differently by those opposing the rezoning compared to those in favor, and sought clarification on how each side may be applying their interpretations.

Leblanc replied that it would be usual to receive two different view points, but added that the 2011 Master Plan, including the 2002 update clearly discuss the importance of preserving the neighborhoods and providing more housing -in which he is not opposed to, but added that the Master Plan is specific in regard to this block, showing the inconsistent land uses and how they are not compatible. Furthermore, Leblanc noted how the Master Plan outlines the importances of industrial growth in the City, for tax base, economic development, and more.

Commissioner Perkins asked Mead Johnson whether, if the parcels were rezoned and developed as anticipated, the City's public facilities would be able to support the necessary infrastructure.

Aaron Holder of Mead Johnson responded that the company has held numerous discussions with public utility providers, including Zeeland BPW and SEMCO Energy. He explained that plans are already in place for the necessary utilities and added that, based on these conversations, everything appears to be feasible.

Commissioner Klunder stated that he, along with Assistant City Manager Kevin Plockmeyer, had been present for those meetings and could confirm their accuracy. Staff Liaison Tim Maday

added that the City has a Site Development Team, a group of employees representing departments such as electric, water, and wastewater, who meet with prospective and existing property owners upon request. He explained that meetings had been held with Mead Johnson regarding their site utilities and reported that staff had no concerns from their perspective.

Commissioner Perkins asked whether, following the expansion, employment and contractor traffic would be greater, less, or about the same on weekends compared to weekdays.

Holder confirmed that Commissioner Perkins was referring to conditions after construction is completed and explained that the company is still reviewing its modernization plan. He noted that current projections show employment to be similar to what it is today. He added that with some of the new assets, efficiencies could be achieved that may reduce the need for certain contracted support. Holder also mentioned that the new assets could alter shift patterns, with some operations running less and resulting in less employee traffic. He emphasized, however, that these details remain subject to asset capacity and other factors still being evaluated as part of the planning process.

Commissioner Perkins referred to the rezoning request filed by Art Pike of Mead Johnson with staff member Tim Maday, noting a statement that the rezoning would be consistent with Michigan's Zoning Enabling Act by promoting public health, safety, and welfare, while also reducing nuisance conditions. Perkins then asked, if the rezoning were approved to extend further into the residential area, how Mead Johnson planned to ensure that those health and safety measures would be achieved.

Art Pike of Mead Johnson explained that the company is required to comply with all environmental regulations. He noted that if any audit findings arise, they are given a set period of time to address the issues before a reinspection takes place. He further explained that when new assets are added, they undergo inspection, and if any gaps are identified, the company is allotted time to make the necessary corrections. Pike emphasized that Mead Johnson is fully committed to meeting the expectations of all regulatory bodies and is routinely inspected at the highest level, given their responsibility for producing formula for populations with specific needs.

Perkins then referenced Sue Vanden Beldt's earlier comment regarding code violations from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) as well as records from the EPA regarding Mead Johnson's environmental impact, and asked if the information is accurate.

Art pike of Mead Johnson replied that he was unaware of violations, and ensured commissioners that they do meet all the standards set by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) as well as standards from the EPA.

Commissioner Klunder added that he had noticed comments regarding concerns about a traffic study, landscaping, and utility usage. He explained that although no site plans have yet been submitted, the City's traffic consultant has been involved in the related meetings, giving input and working Mead Johnson to address concerns raised by residents in the community. Klunder also noted that while Mead Johnson is not located directly within the downtown area, it is considered connected to that portion of the City. Klunder noted that they have not received

or seen a full site plan, but that discussions are underway as they are a current developer in the City.

Commissioner Perkins referenced 515 E. Main Avenue and asked whether the Blue Park Tot-Lot was planned to be located on Mead Johnson's site. She also referred to renderings that had been presented at previous Planning Commission meetings and inquired about the size of the greenspace proposed for the corner of Main Avenue and Carlton Street.

Pike explained that the corner of Main Avenue and Carlton Street will include 15,000 square feet dedicated for community use. He noted that the company is currently evaluating the best location for the playground and is considering three potential sites, with the intention of keeping the Blue Park Tot-Lot within the immediate area. Pike added that they hope to finalize a location by mid to late October.

Perkins questioned if there was anything listed regarding the purchase agreement or deed restriction in relation to the Blue Park Tot-Lot.

Pike confirmed that the playground is directly tied to the purchase agreement.

Perkins expressed her concern in rezoning 515 E Main Ave due to its current use, and discussed the potential possibility a partial rezoning. She also questioned the possibility of adding deed restrictions regarding the greenspace for Blue Park. Perkins referenced Hoogland Park in relation the size of the blue Park Tot-Lot, pointing out that she would prefer a larger green space.

Commissioners and City Attorney Jim Donkersloot discussed the different options available if the Commission wished to pursue a partial rezoning or a conditional rezoning. Donkersloot provided a brief overview of how each approach functions, outlining the potential risks they could pose to the community. He further explained that in the case of a conditional rezoning, any conditions would need to be initiated by the applicant rather than by Commissioners.

Commissioner Klunder suggested the use of a development agreement that could be put in place by City Council. Klunder noted that City has utilized development agreements in past with Gentex at their N Riley campus regarding their water lines and sewer lines, and now JR Automation as they begin construction for their new facility at 800 E Riley.

Commissioner Perkins expressed her desire to keep an area of green space or a public facility in this neighborhood and furthermore expressed her concern in demolishing a church. Perkin emphasized her goal of keeping that portion of the parcel restricted to only PF Public facilities or greenspace welcome to the public for use.

Pike responded they have yet to see a development agreement from the City in relation to the Blue Park Tot Lot, but would be more than happy and willing to work through that agreement with the City.

Commissioner Klompmaker questioned if Maday's office has received any complaints regarding the ongoing work at Mead Johnson, while referencing a complaint made regarding the 24/7 trucks operations, and questioned what follow up has taken place to alleviate these concerns and complaints.

Maday responded that his office received concerns regarding the trucks that were constructing the parking lot, where he then followed up with Mead Johnson who advised that they have used that gate a number of times and it was their understanding that the parking lot was to be accessed through the interior of the site after it was constructed, Maday stated that at the time he spoke with Mead Johnson, they advised they were done running trucks up and down those streets. He further noted concerns regarding parking on the lawn and are working with their team to remedy the situation.

Commissioner Klompmaker asked whether Mead Johnson had ever opposed any of the corrections provided by staff member Tim Maday. Maday responded that Mead Johnson has been very responsive throughout the process and referenced a recent concern about evening work at the site. He explained that he had reached out to Mead Johnson regarding the issue, and the company acknowledged that the work had been loud and had already stopped evening operations before his call.

Commissioners, staff, and City Attorney Donkersloot discussed the options of partial or conditional rezoning. Donkersloot explained that conditional rezoning requires the property owner to propose conditions for negotiation. With support from Maday, he also noted that partial rezoning can create inconsistencies within the district and lead to future conflicts. The commissioners then considered the possibility of incorporating a development agreement into the site planning process.

Chairman Elhart questioned if anyone else wished to make a comment.

Sue Vanden Beldt of 40 S. Division urged commissioners to review information available through the EPA and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). She expressed concern that Mead Johnson was not providing straightforward answers and stated that she felt a conflict already existed. Vanden Beldt asked the commissioners to take a step back and carefully review the information before making a decision on the rezoning.

Chairman Elhart requested that Sue Vanden Beldt of 40 S. Division submit the reports that were referenced in her statements during public comment tonight.

Ericka Humbert of 532 E. Main Avenue addressed Commissioner Holstege's earlier question about how the Master Plan has been interpreted differently by those opposing and supporting the rezoning. Humbert responded by asking the Commissioners when they had last read the entire Master Plan from beginning to end, stressing that residents rely on them to understand its contents. She emphasized the significance of the commission's decisions, noting their impact on residents' daily lives and property investments. She questioned the data used in previous recommendations. She added that he did not believe his neighborhood was included in the Master Plan map referenced during this process. Humbert concluded by questioning how the Master Plan could be interpreted so differently when reviewing the maps, lines, and drawings it contains.

LeBlanc referred to the map on page 27 of the Master Plan and identified areas of inconsistent zoning. He explained that no specific boundary is shown around the area, but the map indicates that most of it is industrial with some inconsistent uses within it.

Vanden Beldt questioned where the encroachments stops and cautioned Commissioners to be careful in their decision making. Vanden Beldt expressed her concern for relocating families after rezoning properties for industrial property.

Collin Ebels of 19 S. Park Street stated that he felt 15,000 square feet was too small for a green space or park and urged the Commissioners to prioritize protecting the neighborhood block by ensuring a larger green space area is provided as a buffer.

-6:58 PM moved by Commissioner Klynstra to close public hearing. Supported by Commissioner Klompmaker. All voted aye.

Motion 2025.19

Moved by Klompmaker to approve the rezoning of the parcels at 549, and 553 E Main Ave into the I-2 General Industrial District.

Supported by Holstege

Roll Call Vote on Motion 2025.19

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

Motion Passes.

Motion 2025.20

Moved by Perkins to approve the rezoning of the parcel at 515 E Main Ave into the I-2 General Industrial District, with a provision in the development agreement to dedicate one acre of the parcel be used as green space

Motion not supported.

Roll Call Vote on Motion 2025.20

Ayes: None.

Nays: None.

Absent: Cooper, Blanton.

Motion not completed.

The Commissioners, together with Planning Consultant Paul LeBlanc and City Attorney Jim Donkersloot, discussed the possibility of tabling action on 515 E Main Ave, noting that Commissioner Perkins's comments suggested a conditional rezoning. Donkersloot explained that if the commission chose to table the rezoning, it would give Mead Johnson time to consider pursuing a conditional rezoning.

Commissioner Klunder noted that he, along with other staff members and City Council representatives, were present at the meeting and had heard Perkin's request. He assured that the development agreement would include a requirement for public green space at the corner. Commissioner Perkins responded that she would like the greenspace to be larger than 15,000 square feet and expressed her desire to table the rezoning of 515 E. Main Avenue.

Commissioners then discussed adding the provision to the development agreement in the site planning review phase.

Motion 2025.21

Moved by Perkins to table the decision to rezone the parcel at 515 E Main Ave from PF Public Facilities to I-2 General Industrial until the next scheduled Planning Commission meeting were more discussion can take place.

Supported by Klompmaker

Roll Call Vote on Motion 2025.21

Ayes: Perkins, Klompmaker.

Nays: Holstege, Kass, Klynstra, Klunder, and Chairman Elhart.

Absent: Cooper, Blanton.

Motion Fails.

Motion 2025.22

Moved by Klunder to approve the rezoning of the parcel at 515 E Main Ave into the I-2 General Industrial District

Supported by Holstege

Roll Call Vote on Motion 2025.22

Ayes: Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: Perkins.

Absent: Cooper, Blanton.

Motion Passes.

Commissioner Klunder noted that staff, City Council representatives, and Mead Johnson had all heard the concerns regarding the Blue Park Tot Lot and the desire for public green space in that corridor, and he assured that these details would be addressed during the site plan review phase and through the development agreement. He expressed hesitation about adding restrictions at this stage, explaining that he was unsure how such measures might affect utility placement, stormwater management, parking, green space setbacks, and other site elements. Klunder stated with confidence that these issues would be fully considered during the site plan review process. He further emphasized that the City, the commissioners, and City Council all have the public's best interests and safety in mind and are working diligently to ensure those priorities are met.

-Moved by Commissioner Klompmaker to approve the Planning Commission meeting minutes from the September 4th, 2025 meeting. Supported by Commissioner Holstege. All Commissioners voted aye.

-7:09 PM Moved by Commissioner Klompmaker to adjourn. Supported by Commissioner Holstege. All voted aye.

Respectfully submitted,

Nadine Hopping
Recording Secretary

City of Zeeland

SEP 22 2025

Received

To whom it may concern:

My name is Thomas Humbert, I live at 532 E Main Avenue.

Each morning, I look out my window and watch the sun rise over the "Feel the Zeel" water tower. To me, that view represents Zeeland at its best: a community that has always balanced industry with the integrity of its neighborhoods. That balance is what makes Zeeland special — and it is now at a crossroad.

The request to rezone 515, 549, and 553 E Main Avenue is more than a technical change on paper. It means tearing down three well-maintained family homes. It means demolishing a church, removing its playground, wiping out community gardens, and eliminating a seasonal ice rink, one of the few off-season attractions provided to the community. In one decision, Zeeland would not only lose housing stock it says it needs more of — it would erase community institutions and amenities that make this corridor livable and connected.

This directly contradicts Zeeland's Master Plan. That plan doesn't just exist for show; it is the city's roadmap for responsible growth and neighborhood protection. It calls for preserving viable housing even in sensitive areas, protecting neighborhood facilities, and prioritizing the stability of existing neighborhoods. Those aren't suggestions — they are obligations under state law. The Michigan Zoning Enabling Act and Planning Enabling Act require rezonings to be consistent with an adopted plan. Courts have repeatedly struck down rezonings that ignore this principle.

To approve this rezoning would send the opposite message: that Zeeland's vision for its future can be rewritten any time it becomes inconvenient. That the homes families trusted would remain part of a neighborhood can be swept aside for private development. That a church can be bulldozed without a second thought. And still, it's not clear where Mead Johnson intends to relocate the playground which currently serves neighborhood children.

Traffic and safety only add to the stakes. Main Avenue already carries significant volumes of local and commuter traffic. More intensive industrial use here means more turning conflicts, more congestion, and more risk for children who walk or bike this corridor to access the soccer fields near Fairview. We cannot claim to value safe neighborhoods while funneling industrial traffic directly past homes and school bus stops.

And I have to ask plainly: is my home not part of the same neighborhood as the parsonage across the street? I have always considered that family my neighbor. When did Main Avenue become a dividing line between who counts as a "neighborhood" and who counts as an "industrial district"? Neighborhoods are not just blocks on a map. If you travel further down Main Avenue, are Public and Franks no longer neighbors? How does that make sense in front of my house? In future Master Plans, block utilization should not be the sole rationale for considering rezoning. Let's fix this definition in future planning. Neighborhoods are not solely defined by blocks. The 2020 Master Plan itself promises to "promote orderly development of Zeeland's

neighborhoods through the encouragement of adjacent compatible land uses." This rezoning does the opposite.

For these reasons, I urge you in the strongest possible terms: deny the rezoning request for 515, 549, and 553 E Main Avenue. Protect the integrity of Zeeland's Master Plan. Protect the homes and institutions that define this neighborhood. Protect the trust that residents have placed in your leadership. Even though Mead Johnson's application tries to make the claim, the parcels before you tonight were never part of a land-use conflict. According to the 2011 Master Plan, these parcels did *not* fall within the region labeled as a land use conflict on Main Avenue. The area West of Carlton and East of N Division are outside that label:



Pg. 27, CITY OF ZEELAND MASTER PLAN 2011

If, despite these facts, the rezoning is approved, then it is your duty to require every safeguard possible: no less than 150' setbacks from Main Ave not including parking lots, layered, mature landscape buffers, strict access limitations on Main Avenue only east of Sanford, and real enforcement tools with consequences.

But the better path — the right path — is simple: uphold Zeeland's Master Plan. Protect its neighborhood and refuse to cash in on our community's character.

Thank you.

Sincerely,
Thomas Humbert
532 E Main Avenue

TO: Zeeland Planning Commission
FROM: Paul LeBlanc, AICP
DATE: September 16, 2025
SUBJECT: Mead Johnson Rezoning

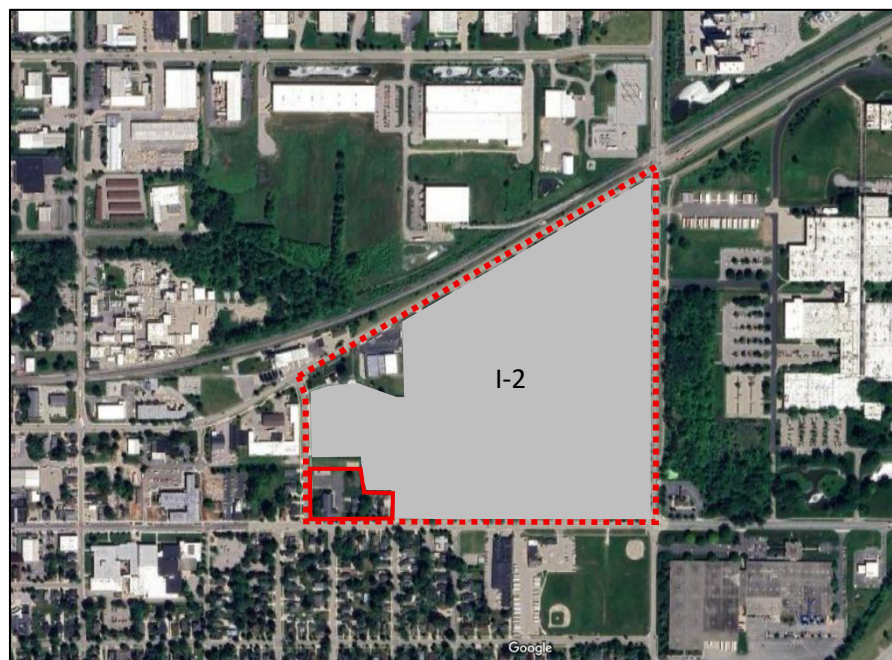
Request

This is a request to rezone two properties from R-2, Single and Two-Family Residential, and one from PF, Public Facilities, to I-2, General Industrial.

Existing Conditions

The parcels comprise approximately three acres total and abut the north side of E. Main Street. One two acre parcel, occupied by a church, is at the northeast corner of Main and Carlton. The two smaller properties are occupied by residential uses.

Land to the north and east of the subject properties is zoned I-2, General Industrial. The two subject parcels currently zoned R-



2 are the only remaining residentially zoned properties within the confines of E. Main, E. Washington, N. Fairview, and N. Carlton. The remaining land in this “block” is nonresidential and predominantly zoned I-2, General Industrial (see map).

On the south side of E. Main St., the lots directly across the street are zoned R-1, Single-Family Residential.

Considerations

In June of this year, two residential properties fronting Main Street and immediately east of the subject properties were rezoned to I-2. The location of the properties across Main Street from a single-family residential neighborhood aroused significant interest from those residents. Opponents of the rezoning mostly expressed concern about traffic, noise, odor, and property values. While these are legitimate and understandable concerns, they are issues that can and should be addressed through appropriate site design and are not related to rezoning.

Unlike the review provisions related to site plans, the Zoning Ordinance does not contain specific review criteria for rezoning requests. However, the Michigan Zoning Enabling Act does require that zoning be based on a plan. Therefore, it is important to look to the City's 2011 Master Plan and its 2020 amendment for guidance.

Elements of the 2011 plan note the incompatibility of the land use pattern within this particular block. The three subject properties, like the prior two parcels that were rezoned, are included within an area labelled as a "land use conflict" on page 27 and described as an area "where established single family homes are surrounded by intensive industrial or commercial uses." Likewise, pages 52 and 53 of that plan designate the entire block as an "inconsistent land use area" in which the plan recommends "residential uses are proposed to be redeveloped into the surrounding non-residential use".



Planning goals expressed in the 2020 Master Plan amendment further support the 2011 plan's recognition of incompatible land use locations.

"Provide for continued industrial growth in the City, using appropriate local tools and mechanisms." [Goal 4, p. 16, 2020 Master Plan]

"Evaluate areas of inconsistent land uses and determine the best long-range use of these areas, consistent with the Future Land Use Map. Where appropriate, rezone accordingly." [Action 14, p. 30, 2020 Master Plan]

Finally, both the 2011 and 2020 documents, while stressing the importance of following the plan, acknowledge that change is inevitable and unforeseen conditions may arise that, for good reason, necessitate zoning changes that deviate from the plan.

Recommendation

I recommend that the Planning Commission recommend **approval** of the proposed rezoning to the City Council for the following reasons:

- The entire block bounded by E. Main, E. Washington, N. Fairview, and N. Carlton is almost entirely zoned I-2 and occupied by industrial uses.
- Approval of the rezoning request is consistent with the recent rezoning of two adjacent residential properties along the north side of E. Main Street.

- Land use along the north side of E. Main is essentially non-residential from Chicago Drive to State Street.
- The request is consistent with the 2011 Master Plan which identifies this location and this block as having conflicting and incompatible land uses due to the residential uses in the midst of a predominant industrial area.
- The request is consistent with both the 2011 Master Plan and 2020 amendment which stress the importance of industrial growth in the City.
- The existing Mead Johnson facility and other I-2 properties are currently located across the street from the R-1 zoned neighborhood on the south side of E. Main St. and, therefore, the character of the area will not change.
- Likely concerns relative to traffic impact and compatibility expressed previously in regard to the earlier rezoning request can be addressed during the site plan review process, if warranted. Others related to existing operational noise and odor may be lessened or fully resolved by the construction of the proposed new facilities.
- The proposed rezoning is consistent with the Michigan Zoning Enabling Act in promoting the public health, safety, and general welfare of the City by enabling continuation of a vibrant industrial economy, retention and growth of a significant employment base, reduction or elimination of current nuisance conditions, using the land in accordance with its predominant character and adaptability, meeting the needs of the City's and state's residents for industry, and ensuring that the use is situated in an appropriate location and relationship.

Maday commented that the City's marketing team has an excellent eye for the creative aspects of the City and its downtown. He added that, if they are willing, staff would appreciate having them involved in the creative process.

-6:52 PM moved by Commissioner Klompmaker to close public hearing. Supported by Commissioner Holstege. All voted aye.

Motion 2025.24

Moved by Klompmaker to approve the Temporary Land Use Application for 633, 637, 641, 649, 658, 701, & 725 E Main Ave for the construction of a 54,000 square foot, 175 – space, temporary parking lot. Finding that the requirements outlined in Section 9.107 (f) of Volume II of the Zeeland City Code have been met.

Supported by Klynstra

Roll Call Vote on Motion 2025.24

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

Motion Passes.

-Moved by Commissioner Klompmaker to approve the Planning Commission meeting minutes from the September 23rd, 2025 meeting. Supported by Commissioner Holstege. All Commissioners voted aye.

Maday presented the resolutions to rezone the properties located at 515, 549, and 553 E Main Avenue and reviewed the actions previously taken by the Planning Commission at its last meeting. He noted that two actions were taken: approval of the rezoning of the PF zoned property at 515 E Main Ave and approval of the residentially zoned properties at 549 and 553 E main Ave. That initial action was to direct the City Attorney to prepare resolutions recommending approval to City Council. Maday stated that those resolutions have been completed and are being presented to the Commission for consideration this evening.

He further explained that, if approved by the Commission, the resolutions will be forwarded to City Council for review at its regular meeting on October 20, 2025. Maday concluded by noting that staff finds the proposed rezonings appropriate, based on the factors outlined by City Planning Consultant Mr. LeBlanc and supported through staff analysis.

Motion 2025.25

Moved by Klompmaker to adopt the resolution to recommend the parcel at 515 E Main Ave be rezoned into the I-2 General Industrial zoned district.

Supported by Klynstra

Commissioner Perkins stated that, in reference to her previous comments, she is in favor of the proposed expansion but would like to see a portion of the parcel zoned as Public Facilities. She acknowledged that this option was not supported at the last meeting but noted that both the general public and several commissioners have expressed concerns regarding the need for additional greenspace. Perkins added that she is hesitant to support rezoning the property to I-2 General Industrial without assurance that the inclusion of greenspace will be guaranteed.

Roll Call Vote on Motion 2025.25

Ayes: Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: Perkins.

Absent: Cooper, Blanton.

Motion Passes.

Motion 2025.25

Moved by Klompmaker to adopt the resolution to recommend the parcel at 549 & 553 E Main Ave be rezoned into the I-2 General Industrial zoned district.

Supported by Klynstra

Roll Call Vote on Motion 2025.25

Ayes: Perkins, Holstege, Kass, Klompmaker, Klynstra, Klunder, and Chairman Elhart.

Nays: None.

Absent: Cooper, Blanton.

Motion Passes.

Maday discussed the Capital Improvement Projects bus tour that took place prior to the meeting and directed Commissioners to review the 2025 Capital Improvement Projects list to identify items they believe should be carried forward or added to the 2026 list. He encouraged Commissioners to bring new ideas for discussion at the upcoming Planning Commission meeting scheduled for November 6, 2025.

Additionally, Maday highlighted that City Council will be holding a public hearing on October 20th, 2025 regarding Sunday Alcohol Sales.

-7:02 PM Moved by Commissioner Klompmaker to adjourn. Supported by Commissioner Holstege. All voted aye.

Respectfully submitted,

Nadine Hopping
Recording Secretary

RESOLUTION

(To Approve Rezoning for 515 E. Main Avenue)

City of Zeeland County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the Planning Commission of the City of Zeeland, County of Ottawa, Michigan, held at 21 S. Elm Street in said City on October 2, 2025, at 5:45 o'clock p.m., Local Time.

PRESENT: Commissioners Rebecca Perkins, Sheri Holstege, Glenn Kass, Bill Elhart, Dan Klompmaker,
Kevin Klynstra, and Tim Klunder.

ABSENT: Commissioners Amanda Copper, and Robert Blanton.

The following preamble and resolution were offered by Commissioner Klunder and supported by Commissioner Holstege.

WHEREAS, Mead Johnson & Company, LLC has requested a zoning change for 515 E. Main Avenue to change the zoning from PF, the Public Facility Zone District to I-2, the General Industrial District;

AND WHEREAS, if rezoned, the subject parcel will be consolidated with the adjacent Mead Johnson properties to accommodate an expansion and a complete upgrade of existing industrial facilities;

AND WHEREAS, the subject parcel abuts I-2 zoned properties on its North side and on its East side;

AND WHEREAS, the City of Zeeland's Planning Consultant has recommended the rezoning of the parcel for the following reasons:

- The entire block bounded by E. Main, E. Washington, N. Fairview, and N. Carlton is almost entirely zoned I-2 and occupied by industrial uses;
- Approval of the rezoning request is consistent with the recent rezoning of two adjacent residential properties along the north side of E. Main Avenue;

- Land use along the north side of E. Main is essentially non-residential from Chicago Drive to State Street;
- The request is consistent with the 2011 Master Plan which identifies this location and this block as having conflicting and incompatible land uses due to the residential uses in the midst of a predominant industrial area;
- The request is consistent with both the 2011 Master Plan and 2020 amendment which stress the importance of industrial growth in the City;
- The existing Mead Johnson facility and other I-2 properties are currently located across the street from the R-1 zoned neighborhood on the south side of E. Main St. and, therefore, the character of the area will not change; and,
- Likely concerns relative to traffic impact and compatibility expressed previously in regard to the earlier rezoning request can be addressed during the site plan review process, if warranted. Others related to existing operational noise and odor may be lessened or fully resolved by the construction of the proposed new facilities.

AND WHEREAS, a community-wide opinion survey conducted in conjunction with the preparation of the 2011 Master Plan found that over 78 percent of those expressing an opinion agreed or strongly agreed with the statement that more industrial employers are needed and when asked how much effort should be directed toward attracting manufacturing to the City, 82 percent of those offering an opinion indicated either great effort or some effort;

AND WHEREAS, both the 2011 Master Plan and the 2020 amendment to that Plan stress the importance of following the Master Plan when making zoning decisions but also acknowledge that change is likely over time and may warrant deviations from the Plan;

AND WHEREAS, reasonable consideration has been given to the character of the expanded I-2 district, its peculiar suitability for the uses, the conservation of property values, and the general and appropriate trend and character of the land and future building development;

AND WHEREAS, a public hearing was held on this matter on September 23, 2025;

AND WHEREAS, the Planning Commission has considered and weighed the comments, communications and testimony of those who have objected to the rezoning of the said parcel compared to the comments, communications and testimony of those who requested the rezoning or who supported the rezoning of the said parcel;

AND WHEREAS, after considering the information which has been received by the Planning Commission, it is believed that the rezoning of such property will not significantly adversely affect the property interests of the adjacent property owners and that the rezoning will not be detrimental to adjacent property owners since traffic will be reduced on Main Avenue and since it is believed that the modernization of the Mead Johnson production facilities will reduce and/or eliminate odors and other nuisances which previously had been present;

AND WHEREAS, the proposed rezoning is consistent with the Michigan Zoning Enabling Act in promoting the public health, safety, and general welfare of the public by enabling continuation of a vibrant industrial economy, retention and growth of a significant employment base, reduction or elimination of current nuisance conditions impacting surrounding properties, using the land in accordance with its predominant character and adaptability, meeting the needs of the City's and state's residents for industry, and ensuring that the use is situated in an appropriate location and relationship.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Planning Commission hereby recommends that the property at 515 E. Main Avenue Zeeland, Michigan, that is owned by Mead Johnson & Company, LLC, be rezoned from PF, the Public Facility Zone District to I-2, the General Industrial District. The said parcel is legally described as follows:

PART OF SW 1/4 OF SE 1/4 COM SE SEC COR, TH S 89D 55M 55S W 1660.25 FT TO PT OF BEG, TH N 03D 05M 52S W 354.87 FT ALG EXTENDED W LI OF NAGELKIRK ADD, TH S 88D 30M 57S W 296.36 FT, TH S 0D 02M 20S E ALONG E LI OF CARLTON ST TO S SEC LI, TH N 89D 55M 55S E TO PT OF BEG. SEC 18 T5N R14W, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-021. (515 E. Main Parcel)

2. This resolution, the Planning Consultant's Report and the attached comments from the public hearing of this rezoning constitute the final report of the Planning Commission.

This Resolution is hereby adopted on the 2nd day of October, 2025, at a Regular Meeting of the Zeeland Planning Commission, with the following votes:

AYES: Commissioners Sheri Holstege, Glenn Kass, Dan Klompmaker, Kevin Klynstra,
Tim Klunder, and Bill Elhart

NAYS: Commissioners Rebecca Perkins

ABSENT: Commissioners Amanda Cooper, and Robert Blanton

CITY OF ZEELAND

By: 

William Elhart, its Chairman

By: 

Nadine Hopping, its Clerk

RESOLUTION

(To Approve Rezoning for 549 and 553 E. Main Avenue)

City of Zeeland County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the Planning Commission of the City of Zeeland, County of Ottawa, Michigan, held at 21 S. Elm Street in said City on October 2, 2025, at 5:45 o'clock p.m., Local Time.

PRESENT: Commissioners Rebecca Perkins, Sheri Holstege, Glenn Kass, Bill Elhart, Dan Klompmaker
Kevin Klynstra, and Tim Klunder

ABSENT: Commissioners Amanda Cooper, and Robert Blanton

The following preamble and resolution were offered by Commissioner Klompmaker and supported by Commissioner Holstege.

WHEREAS, Mead Johnson & Company, LLC has requested a zoning change for 549 E. Main Avenue and 553 E. Main Avenue to change the zoning from R-2, the Single-Family and Two-Family Residential District to I-2, the General Industrial District;

AND WHEREAS, if rezoned, the subject parcels will be consolidated with the adjacent Mead Johnson properties to accommodate an expansion and a complete upgrade of existing industrial facilities;

AND WHEREAS, the subject parcels abut I-2 zoned properties on their North side and on their East side;

AND WHEREAS, the City of Zeeland's Planning Consultant has recommended the rezoning of the parcels for the following reasons:

- The entire block bounded by E. Main, E. Washington, N. Fairview, and N. Carlton is almost entirely zoned I-2 and occupied by industrial uses;

- Approval of the rezoning request is consistent with the recent rezoning of two adjacent residential properties along the north side of E. Main Avenue;
- Land use along the north side of E. Main is essentially non-residential from Chicago Drive to State Street;
- The request is consistent with the 2011 Master Plan which identifies this location and this block as having conflicting and incompatible land uses due to the residential uses in the midst of a predominant industrial area;
- The request is consistent with both the 2011 Master Plan and 2020 amendment which stress the importance of industrial growth in the City;
- The existing Mead Johnson facility and other I-2 properties are currently located across the street from the R-1 zoned neighborhood on the south side of E. Main St. and, therefore, the character of the area will not change; and,
- Likely concerns relative to traffic impact and compatibility expressed previously in regard to the earlier rezoning request can be addressed during the site plan review process, if warranted. Others related to existing operational noise and odor may be lessened or fully resolved by the construction of the proposed new facilities.

AND WHEREAS, a community-wide opinion survey conducted in conjunction with the preparation of the 2011 Master Plan found that over 78 percent of those expressing an opinion agreed or strongly agreed with the statement that more industrial employers are needed and when asked how much effort should be directed toward attracting manufacturing to the City, 82 percent of those offering an opinion indicated either great effort or some effort;

AND WHEREAS, both the 2011 Master Plan and the 2020 amendment to that Plan stress the importance of following the Master Plan when making zoning decisions but also acknowledge that change is likely over time and may warrant deviations from the Plan;

AND WHEREAS, the proposed rezoning of the subject parcels will remove two existing dwelling units, but such loss is offset by the City of Zeeland's aggressive pursuit of expanding residential opportunities within the community through various amendments to the Zoning Ordinance and approval of nearly 90 new dwelling units within the downtown area;

AND WHEREAS, reasonable consideration has been given to the character of the expanded I-2 district, its peculiar suitability for the uses, the conservation of property values, and the general and appropriate trend and character of the land and future building development;

AND WHEREAS, a public hearing was held on this matter on September 23, 2025;

AND WHEREAS, the Planning Commission has considered and weighed the comments, communications and testimony of those who have objected to the rezoning of the said parcel compared to the comments, communications and testimony of those who requested the rezoning or who supported the rezoning of the said parcel;

AND WHEREAS, after considering the information which has been received by the Planning Commission, it is believed that the rezoning of such property will not significantly adversely affect the property interests of the adjacent property owners and that the rezoning will not be detrimental to adjacent property owners since traffic will be reduced on Main Avenue and since it is believed that the modernization of the Mead Johnson production facilities will reduce and/or eliminate odors and other nuisances which previously had been present;

AND WHEREAS, the proposed rezoning is consistent with the Michigan Zoning Enabling Act in promoting the public health, safety, and general welfare of the public by enabling continuation of a vibrant industrial economy, retention and growth of a significant employment base, reduction or elimination of current nuisance conditions impacting surrounding properties, using the land in accordance with its predominant character and adaptability, meeting the needs of the City's and state's residents for industry, and ensuring that the use is situated in an appropriate location and relationship.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Planning Commission hereby recommends that the property at 549 E. Main Avenue and 553 E. Main Avenue, Zeeland, Michigan, that are owned by Mead Johnson & Company, L.L.C, be rezoned from R-2, the Single-Family and Two-Family Residential District to I-2, the General Industrial District. The said

parcels are legally described as follows:

PART OF SW 1/4 OF SE 1/4 COM 960.75 FT E OF S 1/4 COR, TH N 183 FT, E 69.5 FT, S 183 FT, W 69.5 FT TO BEG. SEC 18 T5N R14W, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-010. (549 E. Main Parcel)

PART OF SW 1/4 OF SE 1/4 BEG 1030.25 FT E OF S 1/4 COR, TH N 183 FT, E 69.5 FT, S 183 FT, W 69.5 FT TO BEG. SEC 18 T5N R14, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-011. (553 E. Main Parcel)

2. This resolution, the Planning Consultant's Report and the attached comments from the public hearing of this rezoning constitute the final report of the Planning Commission.

This Resolution is hereby adopted on the 2nd day of October, 2025, at a Regular Meeting of the Zeeland Planning Commission, with the following votes:

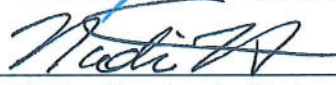
AYES: Commissioners Rebecca Perkins, Sheri Holstege, Glenn Kass, Bill Elhart, Dan Klompmaker,
Kevin Klynstra, and Tim Klunder

NAYS: Commissioners None

ABSENT: Commissioners Amanda Cooper, and Robert Blanton

CITY OF ZEELAND

By: 
William Elhart, its Chairman

By: 
Nadine Hopping, its Clerk

CITY OF ZEELAND

ORDINANCE NO. 1040

(To Approve Rezoning for 515 E. Main Avenue)

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the Zeeland City Hall in said City on October 20, 2025, at 7:00 o'clock P.M., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

The following preamble and ordinance were offered by Council Member
_____ and supported by Council Member _____:

An ordinance concerning the zoning of certain real property in the City of Zeeland, Michigan.

WHEREAS, notice was given to the property owner regarding a hearing for the rezoning of the property hereafter described;

AND WHEREAS, notice as to the proposed rezoning was given to Consumers Power Company, CSX Transportation, Semco Energy Gas Company, Michigan Bell Telephone Company, the Zeeland Board of Public Works, and Charter Communications Holding Company, L.L.C. on August 25, 2025;

AND WHEREAS, notice on the public hearing for the proposed rezoning was published in accordance with Michigan Law;

AND WHEREAS, a public hearing on the proposed rezoning was held before the Planning Commission on September 23, 2025;

AND WHEREAS, the Planning Commission has held public hearings on the proposed rezoning in accordance with MCL 125.3202 and has prepared its preliminary and final reports;

AND WHEREAS, the City Council concurs with the Planning Commission's recommendation.

THE CITY OF ZEELAND ORDAINS:

1. That the following described parcel which is commonly known as 515 E. Main Avenue, Zeeland, Michigan be zoned as property within the I-2, General Industrial District:

PART OF SW 1/4 OF SE 1/4 COM SE SEC COR, TH S 89D 55M 55S W 1660.25 FT TO PT OF BEG, TH N 03D 05M 52S W 354.87 FT ALG EXTENDED W LI OF NAGELKIRK ADD, TH S 88D 30M 57S W 296.36 FT, TH S 0D 02M 20S E ALONG E LI OF CARLTON ST TO S SEC LI, TH N 89D 55M 55S E TO PT OF BEG. SEC 18 T5N R14W, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-021. (515 E. Main Parcel)

2. A copy of this ordinance as well as a map designating such zoning area as is herein established are available for purchase or inspection in the office of the City Clerk at 21 S. Elm Street, Zeeland, Michigan, and will be available during normal business hours.

3. No other areas within the City of Zeeland are rezoned as a result of the zoning herein, but all ordinances or parts thereof in conflict with the provision of this Ordinance are to the extent of such conflict hereby repealed.

4. This Ordinance is adopted as an emergency ordinance. In accordance with MCL 125.3401, this Ordinance shall take effect seven (7) days after publication of a notice of the adoption of this ordinance.

This Ordinance is hereby adopted on the 20th day of October, 2025, at a Regular Meeting of the Zeeland City Council, with the following vote:

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

City of Zeeland

By: _____
Kevin Klynstra, Mayor

By: _____
Sharon Lash, Interim Deputy Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. _____ which was duly adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on October 20, 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. I hereby certify that the above Ordinance known as Ordinance No. _____ or a summary of such Ordinance was published in the Zeeland Record on the _____ day of October, 2025.

Sharon Lash, Interim Deputy Clerk

CITY OF ZEELAND

ORDINANCE NO. 1041

(To Approve Rezoning for 549 AND 553 E. Main Avenue)

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the Zeeland City Hall in said City on October 20, 2025, at 7:00 o'clock P.M., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

The following preamble and ordinance were offered by Council Member
_____ and supported by Council Member _____:

An ordinance concerning the zoning of certain real property in the City of Zeeland, Michigan.

WHEREAS, notice was given to the property owner regarding a hearing for the rezoning of the parcels hereafter described;

AND WHEREAS, notice as to the proposed rezoning was given to Consumers Power Company, CSX Transportation, Semco Energy Gas Company, Michigan Bell Telephone Company, the Zeeland Board of Public Works, and Charter Communications Holding Company, L.L.C. on August 25, 2025;

AND WHEREAS, notice on the public hearing for the proposed rezoning was published in accordance with Michigan Law;

AND WHEREAS, a public hearing on the proposed rezoning was held before the Planning Commission on September 23, 2025;

AND WHEREAS, the Planning Commission has held public hearings on the proposed rezoning in accordance with MCL 125.3202 and has prepared its preliminary and final reports;

AND WHEREAS, the City Council concurs with the Planning Commission's recommendation.

THE CITY OF ZEELAND ORDAINS:

1. That the following described parcels which are commonly known as 549 and 553 E. Main Avenue, Zeeland, Michigan be zoned as property within the I-2, General Industrial District:

PART OF SW 1/4 OF SE 1/4 COM 960.75 FT E OF S 1/4 COR, TH N 183 FT, E 69.5 FT, S 183 FT, W 69.5 FT TO BEG. SEC 18 T5N R14W, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-010. (549 E. Main Parcel)

PART OF SW 1/4 OF SE 1/4 BEG 1030.25 FT E OF S 1/4 COR, TH N 183 FT, E 69.5 FT, S 183 FT, W 69.5 FT TO BEG. SEC 18 T5N R14, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN. PPN: 70-17-18-470-011. (553 E. Main Parcel)

2. A copy of this ordinance as well as a map designating such zoning area as is herein established are available for purchase or inspection in the office of the City Clerk at 21 S. Elm Street, Zeeland, Michigan, and will be available during normal business hours.

3. No other areas within the City of Zeeland are rezoned as a result of the zoning herein, but all ordinances or parts thereof in conflict with the provision of this Ordinance are to the extent of such conflict hereby repealed.

4. This Ordinance is adopted as an emergency ordinance. In accordance with MCL 125.3401, this Ordinance shall take effect seven (7) days after publication of a notice of the adoption of this ordinance.

This Ordinance is hereby adopted on the 20th day of October, 2025, at a Regular Meeting of the Zeeland City Council, with the following vote:

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

City of Zeeland

By: _____
Kevin Klynstra, Mayor

By: _____
Sharon Lash, Interim Deputy Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. _____ which was duly adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on October 20, 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. I hereby certify that the above Ordinance known as Ordinance No. _____ or a summary of such Ordinance was published in the Zeeland Record on the _____ day of October, 2025.

Sharon Lash, Interim Deputy Clerk



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: Development and Reimbursement Agreement – 17 E. Main, LLC

DATE: October 14, 2025

CC: October 20th Council Agenda

BACKGROUND: We are in the final stages of completing the brownfield plan process for the 17 E Main LLC project. Final procedural steps, prior to the financial reimbursement process, include (1) approval of the Act 381 Work Plan by the Michigan State Housing Development Authority (MSHDA) with respect to the use of incremental state education taxes and school operating taxes for eligible activities and (2) consideration by the Brownfield Redevelopment Authority and City Council to approve a Development and Reimbursement Agreement which details the terms and conditions for reimbursement of eligible activities with tax increment revenue – both school (subject to MSHDA approval) and non-school taxes. At the October 13, 2025 Brownfield Redevelopment Authority meeting, the Authority approved the attached Development and Reimbursement Agreement with 17 E Main, LLC. We are asking City Council for the same action at the October 20, 2025 CC meeting.

The agreement is consistent with the 17 E Main, LLC Brownfield Plan Amendment that was approved by the Zeeland City Council on March 3, 2025 and the Brownfield Redevelopment Authority on January 21, 2025. (Please let us know if you would like a copy of that plan.) The agreement was originally drafted by Kirk Perschbacher, Fishbeck Consultants, on behalf of the applicant. The agreement has been reviewed by Pat McGow, Miller Canfield attorney, and Samantha Mariuz, Economic Development Manager from Fleis and VandenBrink (city's brownfield consultant) on the city's behalf. We thank Mr. Perschbacher, Mr. McGow, and Ms. Mariuz for their assistance in getting this agreement drafted.

FEEL THE ZEEL



The agreement states that the developer plans for a new mixed-use, three-story building with a total of 27,461 square-feet. The first floor will be for office/mixed use (a restaurant was recently announced) and is 8,933 square-feet. The second and third floors will consist of a total of 22 residential 1-bedroom units.

The project focuses on providing affordable housing for individuals and couples. The developer is eligible for “housing development activities” under the Act based on the developer’s commitment to reserve a portion of the rental units at or below 120% of the area median income (AMI). Specifically, the project includes reserving 6 income qualified units for tenant households earning 80% AMI at rents equivalent to the 80% AMI or less for the term of this agreement (30 years). Currently, that would put the rents at approximately \$1,500 per month. The agreement does require the developer to submit annual verification of controlled rents.

For the city’s benefit, the project will have the effect of assisting in the redevelopment of the property, increasing housing inventory, increasing the tax base, and otherwise enhancing the economic vitality and quality of life in the city. The total private capital investment for the project is expected to be \$7 million.

Over the life of the 30-year Brownfield Plan, it is projected that the development will generate approximately \$2.9 million of tax increment revenue (including \$214k retained by the State for its brownfield fund). Beyond the State retaining tax increments for its brownfield fund, the Brownfield Plan and the Reimbursement Agreement’s terms and conditions outline the tax increment uses and reimbursements in the following manner.

The Brownfield Redevelopment Authority will reimburse the developer in an amount not-to-exceed \$671,900 (unless approved by the parties) for eligible activities such as environmental assessment, demolition, Brownfield Plan amendment and implementation, infrastructure to support housing, site preparation, housing gap activities and contingencies. It is estimated that the developer will be reimbursed in approximately 14 years. As a reminder, the project did receive a Commercial Rehabilitation Tax incentive which basically freezes the taxes (other than State Education Tax and School Operating Taxes) for the first 10 years of the project. Thus, given there is no tax increment to collect for brownfield reimbursement, other than State Education Tax and School Operating, for the first 10 years of the project, that does contribute to the estimated reimbursement period of 14 years to the developer.



Beyond the developer's reimbursement, to help support the project, the city is eligible to capture tax increments for public infrastructure. Per the plan, the city estimates the collection of \$2,000,000 in tax increments (years 14 – 30) to largely fund a snowmelt boiler system (estimated at \$2.6 million) we plan to install in the basement of the 17 E. Main site. This boiler system will provide capabilities for the city to expand our public snowmelt sidewalk system.

Finally, in addition to reimbursing the developer and largely funding public infrastructure to support the site, the Brownfield Plan does also provide for the collection of \$65,097 over the life of the plan for the Brownfield Redevelopment Authority's administration of the plan. Again, terms and conditions within the agreement detail how tax increment revenue is actually disbursed to the respective parties over the life of the agreement.

We again thank 17 E Main, LLC for their investment project in the city and recommend that the Zeeland City Council approve the agreement.

RECOMMENDATION: City staff recommends that City Council approve the attached Development and Reimbursement Agreement with 17 E. Main, LLC as presented.

Timothy R. Klunder, City Manager

DEVELOPMENT AND REIMBURSEMENT AGREEMENT

This Development and Reimbursement Agreement (the “Agreement”) is made this 20th day of October, 2025, between the **City of Zeeland Brownfield Redevelopment Authority**, a Michigan public body corporate (the “Authority”), whose address is 21 South Elm Street, Zeeland, Michigan 49464, the **City of Zeeland**, a Michigan municipal corporation (the “City”), whose address is 21 South Elm Street, Zeeland, Michigan 49464 and **17 E Main LLC**, a Michigan limited liability company, whose address is 16 South Elm Street, Zeeland, Michigan 49464 (the “Developer”).

RECITALS

A. The Authority was created by the City of Zeeland (the “City”) pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996, as amended (“Act 381”). Pursuant to Act 381, the Developer has prepared a Brownfield Plan, which was duly approved by the City Council and the Authority (the “Brownfield Plan”).

B. The Developer has an agreement to construct, operate, and manage a mixed-use development on approximately 0.72 acres of property in the City at street address 3 East Main Street (the “Property”), which is legally described in the attached Plan for 17 E Main Redevelopment (the “Project”) attached as Exhibit A, and which is “housing property” as defined in Act 381.

C. The Plan was recommended for approval by the Authority on January 21, 2025, and approved by the City on March 3, 2025.

D. The proposed redevelopment will include a new mixed-use, three-story building with a total of 27,461 square-feet. The first floor will be for office/mixed use and is 8,933 square-feet. The second and third floors will consist of a total of 22 residential 1-bedroom units. The total capital investment for the Project is expected to be \$7 million. The Project focuses on providing affordable housing for individuals and couples, serving an important public purpose in the City. The Project will have the effect of assisting in the redevelopment of the Property, increasing housing inventory, increasing the tax base, and otherwise enhancing the economic vitality and quality of life in the City.

E. Subject to the Michigan State Housing Development Authority (“MSHDA”) approval of the Act 381 Work Plan for the Project (the “Work Plan”), with respect to the state education tax and taxes levied for school operating purposes (the “Educational Taxes”), Act 381 permits the Authority to capture and use the property tax revenues generated from the incremental increase in property value of a redeveloped brownfield site constituting an “eligible property” under Act 381 to pay or to reimburse the payment of costs of conducting activities that meet the requirements under Act 381 of “eligible activities” (hereinafter the “Eligible Costs”).

F. By undertaking the Project, the Developer has incurred and will incur Eligible Costs, which include costs associated with demolition, housing development activities, site preparation activities, infrastructure improvements to support housing activities and property, and brownfield plan preparation and implementation, all as defined in the Brownfield Plan.

G. Additionally, by the Developer undertaking the Project, the City will incur Eligible Costs, which include costs associated with infrastructure improvements to support housing development activities, as defined in the Brownfield Plan Amendment.

H. The Developer is eligible for “housing development activities” under the Act based on the Developer’s commitment to reserve a portion of the Project’s rental units as income restricted units for income qualified households, i.e. household incomes at or below one hundred-twenty percent (120%) area median income AMI (the “Annual Unit Income Restriction”). The Annual Unit Income Restriction for the Project includes reserving 6 income qualified units for tenant households earning 80% AMI at rents equivalent to the 80% AMI (as specified and updated yearly by MSHDA) or less for the Term of this Agreement.

I. The Authority has incurred and will incur certain eligible administrative costs associated with the Amendment (the “Administrative Costs”), for which it seeks reimbursement from Local Tax Increment Revenue (“Local TIR”), including brownfield plan and work plan implementation.

J. Act 381 provides that during the period up to the first twenty-five (25) years that the Developer/City are reimbursed for Eligible Costs the amount of Tax Increment Revenues (as defined below) captured annually shall be reduced by fifty percent (50%) of the state education tax levy (the “SET

SBRF Tax Increment Revenues”), which is required to be paid to the Michigan Department of Treasury (“Treasury”) for deposit in the state brownfield redevelopment fund (the “SBRF”).

K. Following reimbursement of all amounts due to the Developer, the City and all amounts payable to the Authority as Administrative Costs from applicable Tax Increment Revenues (as defined below) and payment to Treasury of the SET SBRF Tax Increment Revenues for deposit in the SBRF, the Brownfield Authority may decide to collect additional tax increment revenues and deposit them into the local brownfield revolving fund which is in accordance with Section 13(5) of Act 381, which limits such deposits to be made for no more than five (5) years after the time that capture is required to pay the Eligible Costs.

L. In accordance with Act 381 and subject to the terms of this Agreement, the parties desire to use the property tax revenues that are generated from an increase in the taxable value of the real and personal property resulting from the redevelopment of the Property to which the Authority is entitled to receive (the “Tax Increment Revenues”) to reimburse the Developer for the Eligible Costs, to pay the Authority for Administrative Costs, to pay Treasury the SET SBRF Tax Increment Revenues [and to fund a local brownfield revolving fund pursuant to Act 381].

M. The parties are entering into this Agreement to establish the procedure for such reimbursement and funding.

Terms and Conditions

Therefore, in exchange for the consideration in, and referred to, by this Agreement, the parties agree as follows:

1. **Capture of Taxes:** During the Term of this Agreement, the Authority shall capture all Tax Increment Revenues from the Property and use those Tax Increment Revenues as provided in this Agreement.

2. **Submission of Costs:** For those Eligible Costs for which the Developer & City seek reimbursement from the Authority, the Developer & City shall submit to the Authority:

(a) a written statement detailing the costs;

(b) a written explanation as to why they are Eligible Costs;

(c) copies of invoices from contractors, engineers or others who provided such service, or, for the Developer's personnel for whose services reimbursement is being sought, detailed time records showing the work performed by such individuals;

(d) copy of occupancy permit, as applicable;

(e) copies of local required building permits, inspection reports, and any other information which may be required by the Authority or its auditors.

3. **Payments:**

- a. The Tax Increment Revenues received by the Authority shall be paid to the Developer and/or City to reimburse the parties for Eligible Costs. Local TIR generated from the Property shall first be retained by the Authority in an amount equal to five percent (5%) of the annual Tax Increment Revenues up to the maximum amount allowed annually for Administrative Costs under Act 381 for all Authority projects and the SET SBRF Tax Increment Revenues realized from the Property during the period up to the first twenty-five (25) years that the Developer/City are reimbursed for Eligible Costs shall be paid to Treasury for deposit in the SBRF. After retention of such Local Tax Increment Revenues and payment to Treasury of the SET SBRF Tax Increment Revenues, Project Tax Increment Revenues shall be used to reimburse the Developer/City for Eligible Costs; *provided, however*, if Developer has not paid any applicable professional fees and costs (legal, environmental, etc.) incurred by the Authority related to the Developer's request to use Project Tax Increment Revenues to reimburse it for Eligible Costs within thirty (30) days of being invoiced for such costs, then the Authority is authorized to pay such costs from Project Tax Increment Revenues before such Project Tax Increment Revenues are used to reimburse the Developer/City. The amount of Project Tax Increment Revenues used to pay such costs shall be subtracted from the Developer/City total Eligible Costs and Developer shall not be entitled to reimbursement of such amount. The Authority shall have no obligation to reimburse the Developer/City for Eligible Costs from Tax Increment Revenues captured and received by the Authority after December 31, 2055, unless otherwise authorized under the Act. The amount of taxes levied as Educational Taxes that

will be used to reimburse the Eligible Costs of implementing eligible activities at the Property will be limited to the Eligible Costs of eligible activities approved by MSHDA. Tax Increment Revenues shall be distributed according to the Cost Table included as Exhibit B.

- b. Unless the Authority disputes whether such costs are Eligible Costs or the accuracy of such costs, the Authority shall, after review by City the Community Development Director and Finance Director, or the City's designated Brownfield Redevelopment Authority consultant, and approval by the Authority Board, pay to the Developer/City the amounts for which submissions have been made pursuant to Section 2 of this Agreement within thirty (30) days after the Authority Board has approved such payment provided Tax Increment Revenues have been received from which the submission may be wholly or partially paid and provided, further, an occupancy permit shall have been issued for those portions of the Project for which there are Eligible Costs. Tax Increment Revenues will be used to first reimburse the Developer for the total Eligible Costs incurred by the Developer. Once the Developer is fully reimbursed, the City will be reimbursed for the total Eligible Costs incurred by the City. If a partial payment is made by the Authority because of insufficient Tax Increment Revenues, then the Authority shall make additional payments toward the remaining amount within thirty (30) days of its receipt of additional Tax Increment Revenues until all of the amounts, for which submissions have been made, have been fully paid to the Developer/City or to December 31, 2055, whichever occurs first.

4. **Adjustments:** If, due to an appeal of any tax assessment or reassessment of any portion of the Property or for any other reason, the Authority is required to reimburse any Tax Increment Revenues to the City, or any other tax levying unit of government, the Authority may deduct the amount of any such reimbursement, including interest and penalties, from any amounts due and owing the Developer/City. If all amounts due the Developer/City under this Agreement have been fully paid or the Authority is no longer obligated to make any further payments to the Developer/City, then the Authority shall invoice the Developer/City for the amount of such reimbursement. Further, the Developer/City shall pay the Authority such invoiced amount within thirty (30) days of the receipt of the invoice. Amounts invoiced and paid to the Authority by the Developer/City pursuant to this paragraph shall be reinstated as Eligible Costs for which the Developer/City shall have the opportunity to be reimbursed in accordance with the terms,

conditions and limitations of this Agreement. Nothing in this Agreement shall limit the right of the Developer to appeal any tax assessment.

5. **Development:** The Developer commenced work on this project in the Winter 2024. The Developer will use its reasonable best efforts to complete the Project no later than spring of 2026. Units held to the Annual Unit Income Restriction shall be comparable in overall quality of construction and maintenance, and with equal access to amenities (including parking), to a typical and similarly situated market-rate unit.

6. **Reporting:**

- a. The Developer shall submit a written report in a form provided by the Authority to the Authority within 90 days of the Project's completion date indicating the total private investment, the number of permanent full-time or equivalent full-time jobs retained and created, and such other information as shall be required by such form.
- b. Income and Rent Documentation and Reporting:
 - i. No later than May 15 annually, the Developer shall monitor and provide to the Authority and/or a third-party providing verification services to the Authority sufficient evidence to demonstrate its compliance with the Annual Unit Income Rent Restriction.
 - ii. Prospective renters, at the time of move in, must verify eligibility to the Developer or their designee at the time of initial occupancy by self-certifying using the MSDHA Household Income Self-Certification Form or as otherwise approved by MSHDA. Income verification is not necessary past the move in date
 - iii. If, after the Authority's review of Developer's Annual Unit Income/Rent Restriction report, Authority determines that the Developer did not meet the Annual Unit Income/Rent Restriction for the previous twelve (12) month period based on occupied units, then the Authority may withhold a pro-rata share of the total Tax Increment Revenues received from the Development in an amount equal to the

percentage of the total units of the Project determined to not be in compliance with the Annual Unit Income/Rent Restriction. If the Developer returns to compliance at the time of the next Annual Unit Income/Rent Restriction report, then the Authority shall reimburse the Developer/City using all available Tax Increment Revenues available to the Authority, including any amounts previously withheld. If, based on the formula outlined above, and the Authority has any Tax Increment Revenues withheld at the end of the Term, then the Authority may retain such funds for deposit in the local brownfield revolving fund, as provided under the Act, or remit such funds to the respective taxing jurisdictions.

iv. No later than May 15 of each year during the Term of reimbursement under this Agreement, the Developer shall provide to the Authority a report of the following, as applicable, for the preceding calendar year pursuant to reporting requirements under Section 16 of Act 381:

1. Total investment and new capital investment since the prior year's report.
2. Square footage of new construction or renovation, whether residential, commercial, or other use, and use of new or renovated space.
3. New jobs created.
4. Total number of housing units and total number of Annual Unit Income/Rent Restriction units, indicating the number rented at rates at or below the applicable AMI ranges subject to this Agreement.
5. Annual Unit Income/Rent Restriction units' rental rates.
6. Other information required to be reported to the State of Michigan to verify compliance with Act 381 unless that information is readily available to the City Treasurer.

7. **Prohibition of Short-Term Rentals**

- a. During the Term of Tax Increment Revenues capture and reimbursement and in accordance with Section 15(12)(m)(iv) of the Act, no short-term rentals are allowed in any of the income qualified residential units.
- b. Short-term rentals in non-income qualified residential units must comply with all provisions of the City's Ordinances. Leases shall be consistent with the City's zoning.
- c. The Developer agrees to include notice of the short-term rental prohibition in any lease and is responsible for monitoring compliance with this provision.

8. **Interpretation:** This is the entire agreement between the parties as to its subject. It shall not be amended or modified except in writing signed by the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

9. **Assignment - Binding Effect:** This Agreement and the rights and obligations under this Agreement shall not be assigned or otherwise transferred by any party without the consent of the other parties, which shall not be unreasonably withheld; *provided, however*, the Developer may assign its interest in this Agreement to an affiliate without the prior written consent of the Authority; *provided*, any such assignee shall acknowledge to the Authority in writing on or prior to the effective date of such assignment its obligations upon assignment under this Agreement; *provided, further*, that the Developer may make a collateral assignment of the Tax Increment Revenues after review of such assignment and consent by the Authority's legal counsel and approval by the Authority. As used in this paragraph, "affiliate" means any corporation, company, partnership, limited liability company, trust, sole proprietorship or other individual or entity which (a) is owned or controlled by the Developer, (b) owns or controls the Developer, or (c) is under common ownership or control with the Developer. This Agreement shall be binding upon any successors or permitted assigns of the parties.

10. **Indemnification:** The Developer agrees to indemnify, defend, and hold City, the Authority, as well as all officers, agents, employees, and assigns thereof harmless against (a) any and all claims by any person claiming for personal or property injuries or damage due to the Developer's redevelopment of the Property pursuant to the terms of this Agreement, and/or (b) claims by any third parties which may arise out of, or be related to, the Developer's redevelopment of the Property pursuant to this Agreement. The Developer shall not be obligated to indemnify any persons under this section if the liability arises out

of the person's negligence, willful misconduct, or breach of this Agreement or the negligence or willful misconduct of any person or entity acting by, through or under any such persons.

11. **Term:** This Agreement shall terminate when all reimbursements and payments contemplated under this Agreement have been paid or December 31, 2055, whichever occurs first.

WHEREFORE, this Agreement has been executed as of the date first written above.

17 E MAIN, LLC

By: _____
Scott Geerlings, Managing Partner

CITY OF ZEELAND

By: _____
Tim Klunder, City Manager

**CITY OF ZEELAND BROWNFIELD
REDEVELOPMENT AUTHORITY**

By: _____
Kevin Klynstra Chairperson

By: _____
Rick VanDorp, Vice Chair

EXHIBIT A
Brownfield Plan

EXHIBIT B

Financial Consideration Between the Parties

Summary of approved Eligible Costs

Eligible Activities	Cost
To the Authority	\$65,097
Administration (5%)	\$65,097
To the Developer	\$671,900
MSHDA	\$671,900
To the City	\$2,000,000
MSHDA	\$2,000,000
Total approved costs	\$2,736,997



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 Clerk Appointment
DATE: October 16, 2025
CC: October 20th City Council Agenda

BACKGROUND: It is still difficult to comprehend that Pam Holmes is no longer with us. And with that, it is also a delicate situation to be discussing a replacement for our City Clerk position. But, after consultation with a number of people, it is also understood that the city needs to continue to provide services to our citizens and functionally operate as an organization. To that end, at Monday's meeting I would like to recommend that City Council appoint Kristi DeVerney as the next City Clerk – Kristi has accepted the position subject to City Council appointment.

During the interim period that Kristi has helped the city, Kristi has proven to be knowledgeable, displayed a willingness to take on difficult tasks, and has operated well with our leadership team and City Council. Simply put, Kristi has proven to be the right fit for our organization, during and following, unusual circumstances. And I would note, Pam had direct involvement with recommending Kristi for the Interim Chief Deputy Clerk role.

Under the terms of the offer, Kristi will be paid a starting annual salary of \$80,000. This is a full-time exempt (salaried, no overtime) position. This is slightly above the midpoint for the position (\$79,035) and it is based on her proven performance the past several months and her 18 years of experience in the local government field (elections, administration and community development). Additionally, she would start with three weeks of vacation as allowed under the Employee Handbook. All other benefits would also be consistent with the Employee Handbook. Subject to City Council appointment, her first day as the full-time City Clerk would be December 1, 2025.

FEEL THE ZEEL



For your information, attached is an updated “red-line” version of the City Clerk’s job description. This job description has been updated to reflect that the position will no longer be the Personnel Assistant, and it clarifies roles/responsibilities of the position that are also consistent with the Charter provisions for the City Clerk. Kristi and I have reviewed this job description and discussed the expectations for the position moving forward.

RECOMMENDATION: I recommend that City Council appoint Kristi DeVerney to the position of City Clerk effective October 21, 2025.

Timothy R. Klunder, City Manager

City of Zeeland Job Description

CITY CLERK/~~PERSONNEL ASSISTANT~~

Supervised By: City Manager

Supervises: Deputy Clerk and election workers

General Summary:

Under the general supervision of the City Manager, conducts national, state, school and local elections, is responsible for the maintenance of all official City records and ordinances, and provides administrative support to the City Manager, Mayor and City Council. ~~Assists City Manager in the administration of personnel policies and procedures relative to personnel functions.~~

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as administrator for the safe keeping and management of all City records and papers, including actions of the City Council, all ordinances, resolutions and oaths of office, bonds and resignations of officials.
2. Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records. Coordinates voter record information with other agencies.
3. Conducts all elections held in the City in accordance with federal, state, and local laws. Prepares legal notices, absentee ballots, voter machine information, and polling places for operation on election day. Hires, trains and schedules election workers.
4. Prepares agenda items, takes meeting minutes, oversees the publication of the minutes, and maintains records of City Council meetings. Publishes all legal notices as required by law.
5. Assists other Boards/Commissions with the distribution of meeting packets and publication of meeting notices, mailings, etc.
6. Provides notice to proper officials of the city of the expiration or termination of any franchise, contract, insurance certificates, or agreement which the city is a party, and to city officers personally of the expiration of any official bonds required of them.
- 4.7. Notifies various Boards/Commissions on the expiring terms of office for members of the Boards/Commissions; and works with the Mayor/Council and Department Heads on the identification of citizens interested in serving on the various Boards/Commissions for appointment or re-appointment.
- 5.8. Responds to public complaints, and inquiries regarding City services and projects, election processes, Council meeting issues, administrative policies and related information. Works with the City Manager to Assigns actions to other staff members for necessary action, coordination or resolution.

- ~~6-9.~~ Composes and types correspondence, reports, and proclamations. Works closely with the Manager, Mayor, and City Council members in support of administrative duties. Advises City staff on all matters pertaining to administrative procedures.
- ~~7-10.~~ Sells and maintains records of licenses according to City Charter/Code.
- ~~8-11.~~ ~~Administers and maintains employee personnel records, insurance program participation, and benefit accrual levels.~~
- ~~9-12.~~ ~~Coordinates and administers~~ Receives liability claims against the city and as necessary helps file insurance claims policies, coverages, records and claims with insurance carriers.
- ~~10-13.~~ Serves as Recording Secretary for the Board of Public Works Commission; Planning Commission; Zoning Board of Appeals; Shopping Area Redevelopment Board; Local Officers Compensation Commission; Local Development Finance Authority; Brownfield ReDevelopment Board; Clean Water Plant Technical Committee, and Zeeland Hospital Finance Authority, and other Boards/Commissions as necessary.
- ~~12-14.~~ Serves as FOIA Coordinator; ~~HIPAA Privacy Officer;~~ and Title VI Non-Discrimination Coordinator.
- ~~11-15.~~ Develops annual budget proposals for the Clerk's Department, Mayor, and City Council, and Personnel. Ensures compliance with approved budgets.
16. Co-signatory on checks issued by the city.

12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include an Associate's degree in public or business administration, secretarial science, office management or related field. Experience requirements include three years of public administration, office management or business. Certification with the Michigan Association of Municipal Clerks (MAMC) or International Institute of Municipal Clerks (IIMC) preferred.
- Thorough knowledge of the laws, ordinances and related legislation pertaining to records management and elections in a municipal government.
- Thorough knowledge of the policies and procedures of municipal operations.
- Good knowledge of the City Charter and official City policies.
- Skill in the management and provision of administrative support services.

- Skill in maintaining and updating records and documents.
- Ability to maintain records and prepare comprehensive reports on the operation of the Clerk's office, and other issues regarding municipal operations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City Council members and other officials, voters, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to operate, set up, and store voting equipment.
- Ability to work effectively under stress and changes in work priorities.
- Ability to record meeting minutes and utilize word processing programs to produce official documents.
- Ability to oversee and direct the work of clerical and election workers.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move objects of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate.



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INTEROFFICE MEMORANDUM

TO: Mayor Klynstra and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Northside Pathway Boardwalk Railing and Decking Replacement Contract Award
DATE: October 17, 2025
CC: City Council Work Study and Action Items October 20, 2025

Over the past three budget cycles, we have allocated funds to repair and maintain sections of our bike paths. In the past two years alone, we have repaved approximately 4,000 feet of bike path using these funds. For this budget cycle, our focus remains on bike path maintenance; however, we recognized the need to shift attention from repaving to addressing maintenance issues on the boardwalks along the bike path.

Accordingly, we have allocated \$100,000 to replace the railings and decking on the boardwalk along the northside pathway adjacent to Gentex's parking lot. After evaluating the understructure of the boardwalk, we determined that it remains in good condition, but the decking and railings require attention. As part of the update, we plan to transition from the existing cable railings to the fence fabric and rail system used on the East Side pathway. This system has proven to be significantly more durable and requires far less maintenance.

We solicited bids for the project on October 14 and are pleased to report that six bids were received. The lowest bid came from Midwest Construction in the amount of \$77,250, with the second-lowest bid at \$78,661. Given the competitive pricing and our positive working relationship with Midwest Construction, we recommend awarding the contract to Midwest. In addition to the contract amount, we propose setting a total project budget of \$85,000 to account for any unforeseen items that may arise during construction.

Recommendation:

Award a contract in the amount of \$77,250 to Midwest Construction for the decking and railing replacement project and establish a project budget of \$85,000.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

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

**BOARDWALK DECK AND RAILING REPLACEMENT
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 October 14, 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 Boardwalk Bid.

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

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Bid Specifications
Boardwalk Deck and Railing Replacement
City of Zeeland, Michigan

General Information and Instructions

1. The City of Zeeland will receive proposals from qualified contractors for boardwalk deck and railing replacement on the northside pathway 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 "Boardwalk Bid" and must be received prior to 11:00 AM, local time, on Tuesday, October 14, 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:

October 14, 2025 at 11:00 AM	Bids Due
October 20, 2025	Anticipated Award
May 16, 2025	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.

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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 Kevin Plockmeyer at 616-772-0871 or kplockmeyer@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. Provide all materials, equipment, and labor necessary to replace existing decking and railings for approximately 316 feet of boardwalk along parking lot at Southwest intersection of North Centennial Street and Cooperation Drive.
2. All lumber on the project is to be treated No. 1 Southern Yellow Pine suitable for ground contact.
3. Existing carriage bolts can be reused. Contractor is responsible for determining the number of bolts that can be reused and providing additional bolts as necessary to complete the work.
4. Additional bolts required beyond what can be reused to be grade 5, hot dipped galvanized.
5. Deck Screws to be #10, 3" in length, suitable for pressure treated lumber.
6. Chain Link Fence Fabric:
 - a. Fabric Height: 36"
 - b. Mesh Size: 2"
 - c. Polymer-Coated Fabric: ASTM F668, Class 1 over aluminum-coated steel wire
 - d. Color: Black, according to ASTM F934

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e. Selvage: Knuckled at both selvages

7. Fence Framework

- a. Size: 1 5/8" Diameter
 - i. Top Rail SS40
 - ii. Intermediate Rails SS20
- b. Type A: Not Less than minimum 2.0-oz/sq. ft. average zinc coating according to ASTM A123/A123M or 4.0-oz/sq. ft. zinc coating according to ASTM A653/A653M
- c. Coating: Black, according to ASTM F934

8. Furnish Traffic Control for both Vehicular Traffic and Pedestrian Traffic as necessary. Contractor to arrange staging areas necessary for project.

9. Contractor is responsible for disposal of all excess materials associated with the project.

10. Place 4" of leveled topsoil to finished grade in disturbed areas. Topsoil shall be of good quality free of sticks, debris, rocks, etc. and suitable for the growing of grass.

11. Restoration of disturbed areas including fine grading, seed, and mulch. Seed to be MDOT Class A or approved equal.

12. All material, labor, trucking, equipment, insurance, and other project expenses are the responsibility of the contractor.

13. Contractor is responsible for to contact miss dig and locate utilities as necessary.



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Boardwalk Decking and Railing Bid

I hereby submit the following bid for the removal and replacement of approximately 316 lineal feet of boardwalk decking and railings:

Total Bid: \$ 77,250.00

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

Bidder:

Midwest Construction Group, Inc.
Printed Name of Bidder

Dated: 10/14/2025

By: 
Signature of Authorized Representative

Andy Yamaoka Business Development
Printed Name of Signer and Title

16 S Elm
Street Address

Zeeland, MI 49464
City, State, and Zip

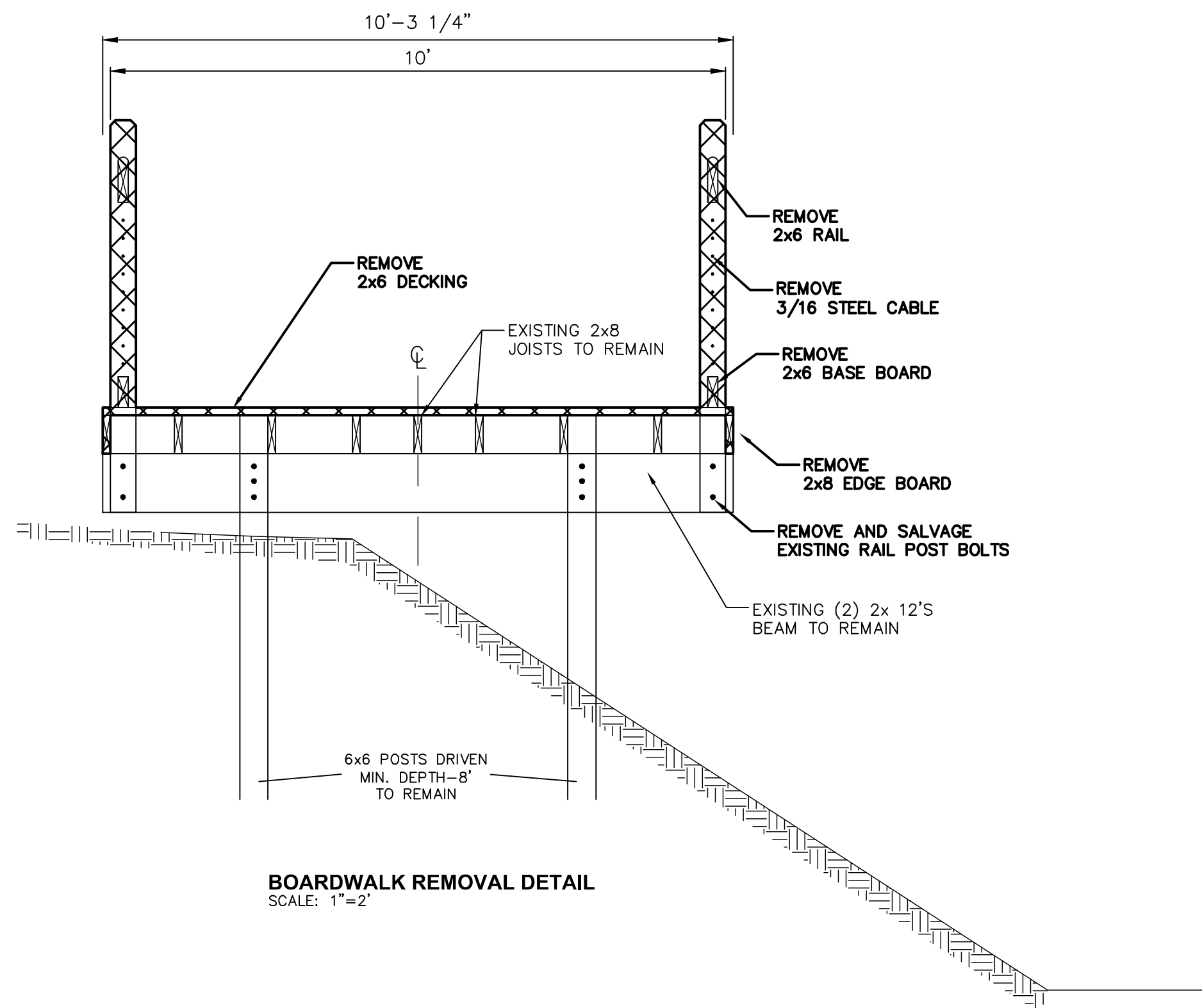
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Boardwalk Location

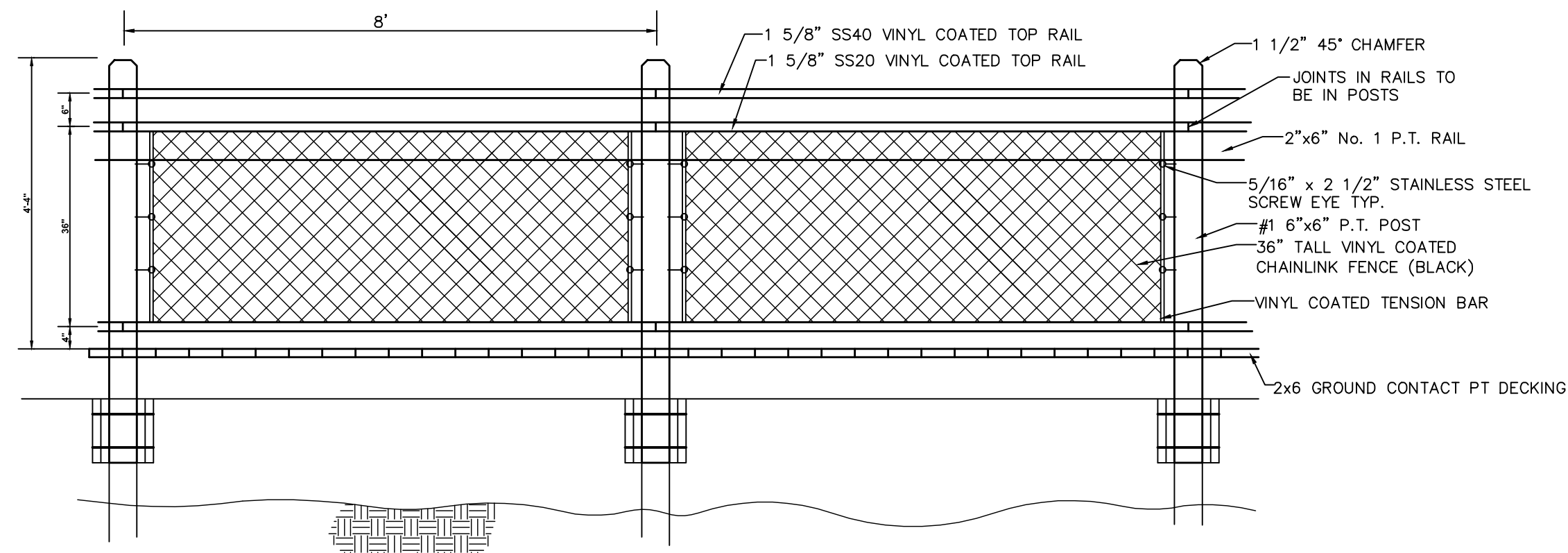


03/29/2024

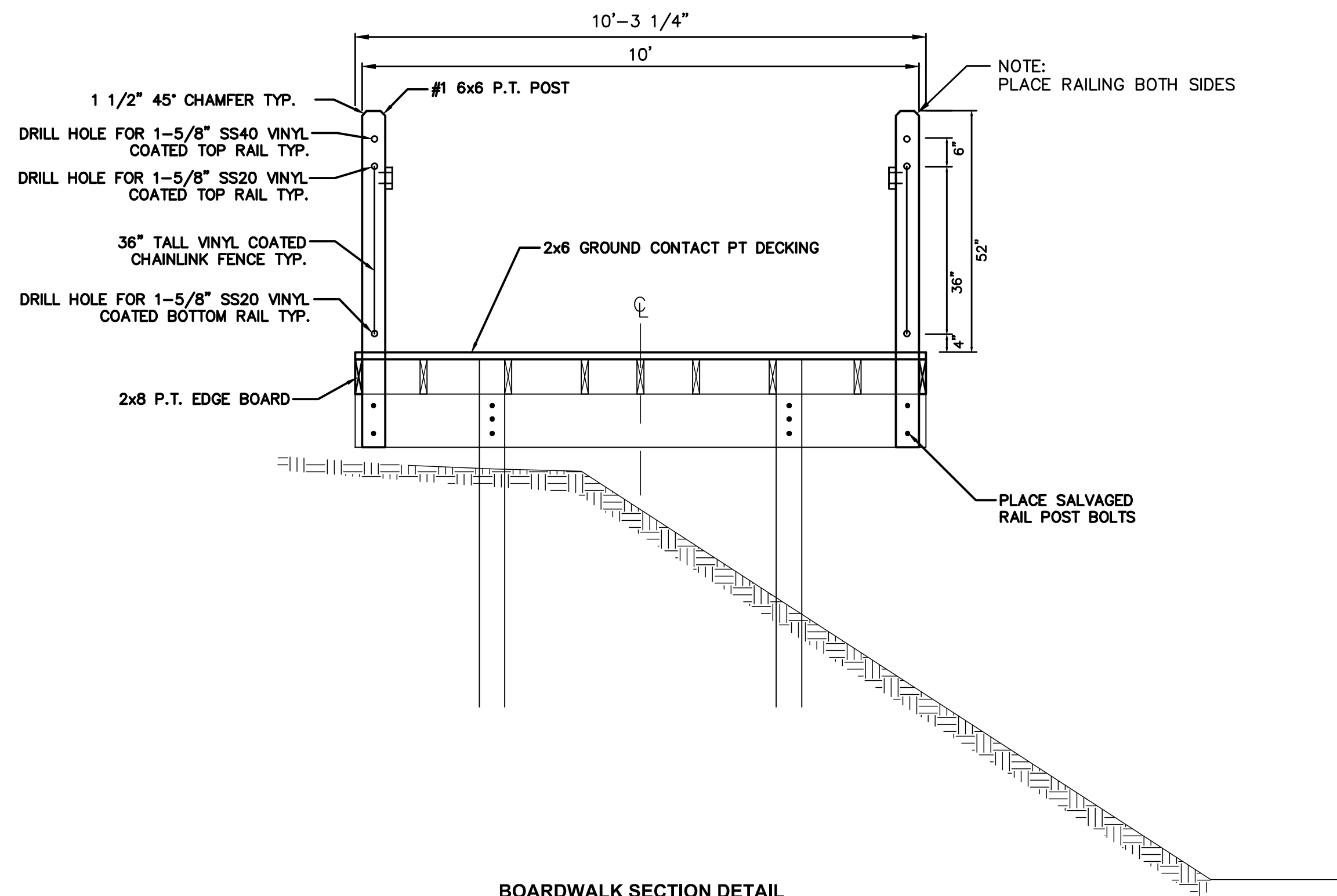
P:\250107.01 Zealand Miscellaneous 2025\CAD\DWG\Boardwalk Details.dwg, 9/17/2025 10:34:50 AM, JACOB BUTT



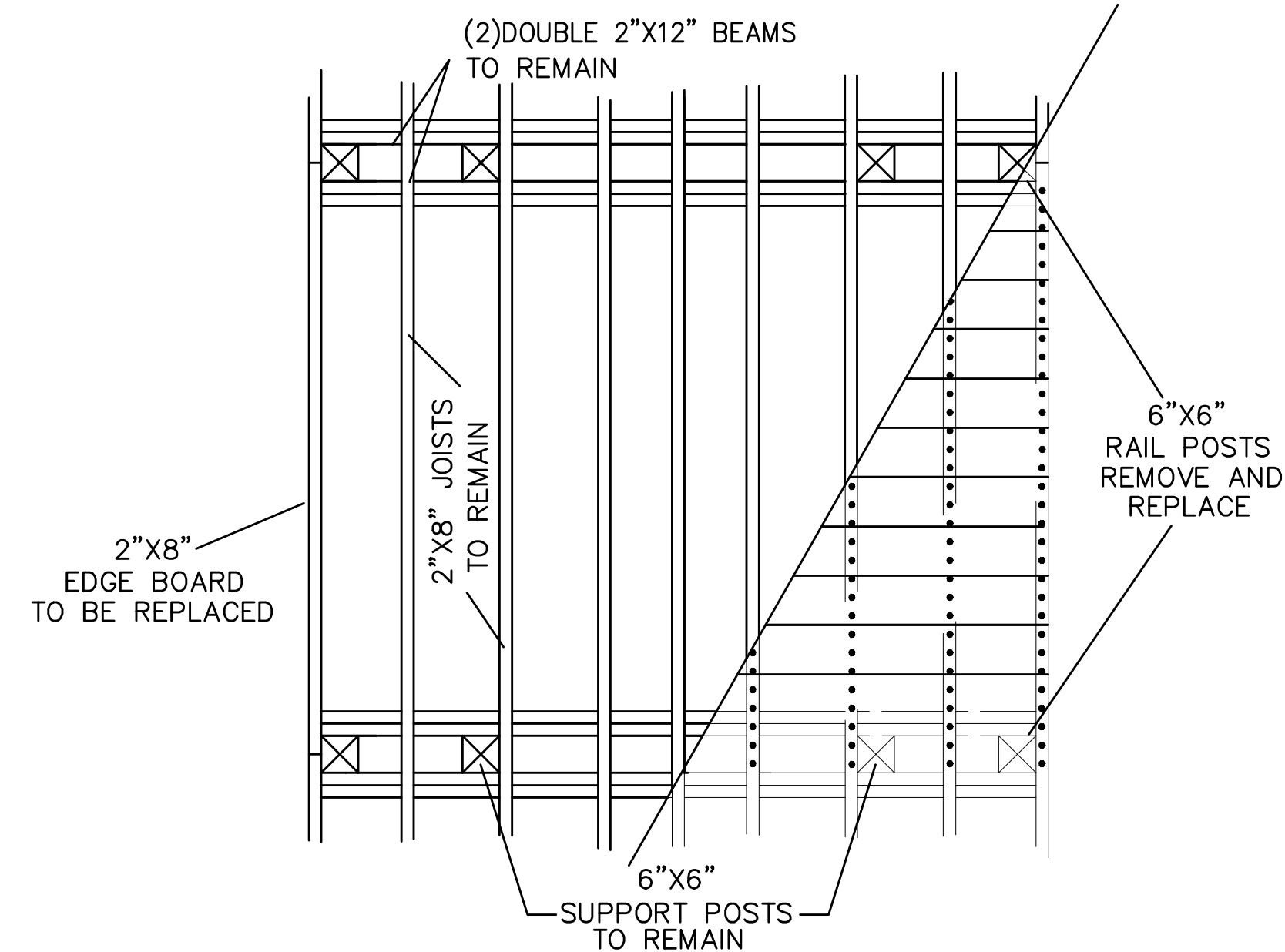
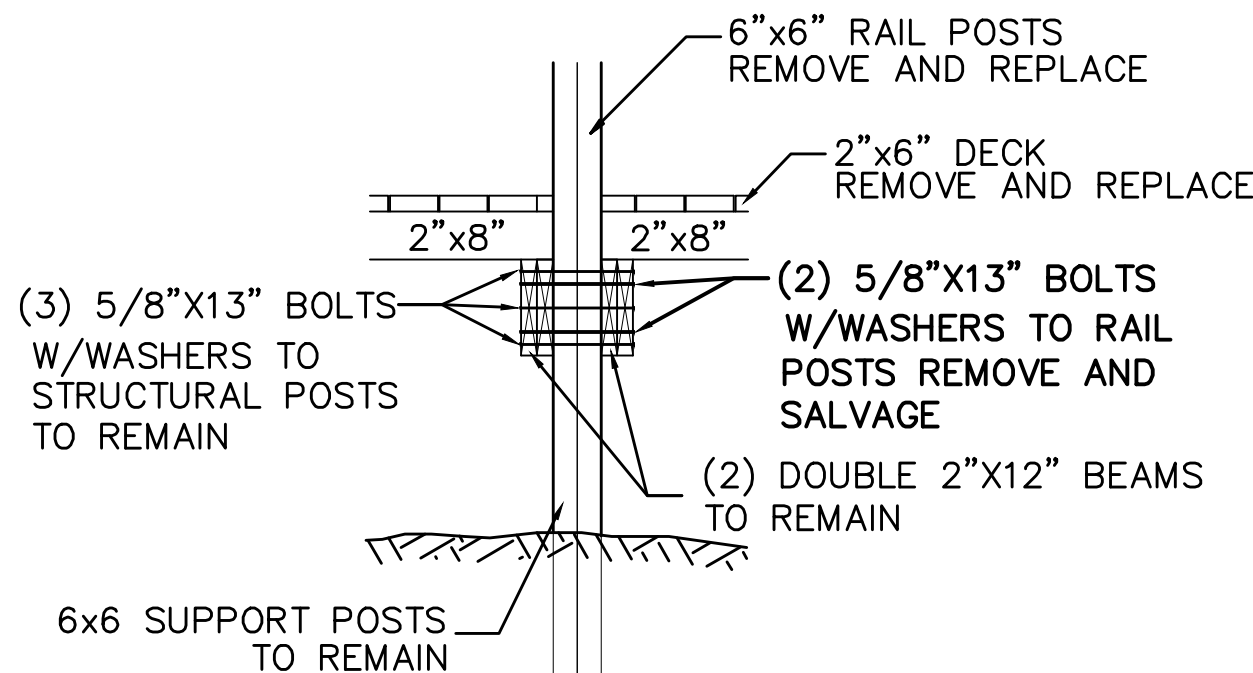
BOARDWALK REMOVAL DETAIL
SCALE: 1"=2'



BOARDWALK FENCE & RAIL DETAIL
SCALE: 1"=2'



BOARDWALK SECTION DETAIL
SCALE: 1"=2'



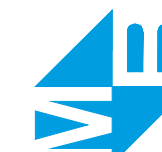
0 20 40
PLAN SCALE: 1" = 40'



Know what's below.
Call before you dig.

PLAN REVISIONS

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



BOARDWALK REDECKING DETAILS
FOR
NORTHSIDE PATHWAY
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

FIELD SURVEY / DATE
M&B

PROJECT NO.
250107.01

DESIGN DRAWN BY:
JJB

DESIGNED BY:
AP

CHECKED BY:
AP

PLAN DATE:
September 16, 2025

SHEET NUMBER

1 OF 1



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CITY COUNCIL MEMORANDUM

TO: Mayor Klynstra and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Brownfield Redevelopment Authority Board Re-Appointments

DATE: October 14, 2025

CC: October 20th City Council Agenda

BACKGROUND: The terms of Brownfield Redevelopment Authority Board Members Beth Blanton and Jeffrey Roon will end on October 31, 2025. Both Ms. Blanton and Mr. Roon are willing to serve an additional three-year term. It is recommended that City Council approve Mayor Klynstra's recommendation to re-appoint Beth Blanton and Jeffrey Roon. If the appointments are approved, the Brownfield Redevelopment Authority will consist of the following individuals:

- Mayor Klynstra (term ending 11/1/2027)
- Councilman Rick VanDorp (term ending 11/1/2026)
- Beth Blanton, VP of Engagement at Lakeshore Advnt. (pending term ending 11/1/2028)
- Tim Maday, Community Development Director (term ending 11/1/2026)
- Andy Boatright, ZBPW General Manager (term ending 11/1/2026)
- Tim Klunder, City Manager (term ending 11/1/2027)
- Jeffrey Roon, (pending term ending 11/1/2028)

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RECOMMENDATION: Our leadership team recommends that City Council accepts Mayor Klynstra's recommendations to re-appoint Beth Blanton and Jeffrey Roon to the Zeeland Brownfield Redevelopment Authority as follows:

1. Beth Blanton with a term expiring 10/31/2028
2. Jeffrey Roon with a term expiring 10/31/2028

Timothy R. Klunder, City Manager



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CITY COUNCIL MEMORANDUM

TO: Mayor Klynstra and City Councilmembers
FROM: Tim Klunder, City Manager
SUBJECT: Deputy Clerk Appointment
DATE: October 14, 2025
CC: October 20th City Council Agenda

BACKGROUND: With the unfortunate passing of City Clerk Pamela Holmes, we have encountered a situation of not being able to issue city checks. Per Section 10.12 of the Charter, a check is required to be countersigned by the Clerk. While we have appointed several Deputy Clerks in the past couple of months, none of the appointees are signatories on our bank accounts.

Attorney Donkersloot has advised that in order to address this situation, City Council could confirm my appointment as a Deputy City Clerk. Please note, the City Charter does allow the combination of appointive positions under Section 4.2. And, as a general reminder, per Section 7.8 of the City Charter, *"Deputies of the Clerk and Treasurer: Section 7.8. The Clerk and the Treasurer may appoint their own deputies, subject to confirmation by the Council. The Clerk and the Treasurer may terminate the status of their deputies at their pleasure, upon written notice to the Mayor. Such deputies shall, in each case, possess all the powers and authorities of their superior officers, except as the same may be from time to time limited by their superiors or by the Council. Deputies need not be residents of the city."* By appointing me as a Deputy Clerk, I would then meet the Charter provision of Section 10.12 that checks be countersigned by the Clerk.

Please note that we foresee this as a temporary measure. Upon the designation of a new City Clerk, and the updating of our bank signatories (must be approved by Council Resolution), we will then return to our City Clerk co-signing city issued checks. Please help me extend a thank you to City Attorney Donkersloot for offering this innovative solution during our transition period.

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RECOMMENDATION: Move to confirm the appointment of Timothy R. Klunder as a Deputy City Clerk.

Timothy R. Klunder, City Manager