



CITY OF ZEELAND
City Council Work-Study Session
Agenda

City Hall – Council Chambers, 2nd Floor, 21 South Elm
October 6, 2025, 6:00 p.m.

DISCUSSION ITEMS:

1. Ordinance 1039, Amend Building Rates and Fees
2. Clean Water Plant Service Truck Bid Award
3. 84th Street Engineering Design Proposal
4. 84th Street Design Engineering Budget Amendment, FY 25/26
5. FY 25/26 Budget Amendment – Brownfield Redevelopment Fund
6. Set 2025 Trick or Treat Hours
7. Closed Session – Pending Litigation

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 6, 2025, 7:00 p.m.**

CALL TO ORDER:

Invocation – Mayor Pro-Tem Sally Gruppen
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

ACTION ITEMS:

1. Ordinance 1039, Amend Building Rates and Fees
2. Clean Water Plant Service Truck Bid Award
3. 84th Street Engineering Design Proposal
4. 84th Street Design Engineering Budget Amendment, FY 25/26
5. FY 25/26 Budget Amendment – Brownfield Redevelopment Fund
6. Set 2025 Trick or Treat Hours

REPORTS FROM CITY COUNCIL MEMBERS

ANNOUNCEMENTS

CONSENT AGENDA

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

1. Approve minutes of the Regular City Council meeting of September 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.

Council Meeting

Common Council

September 15, 2025

Call to Order

The regular meeting of the Common Council was held at 21 S Elm Street, Zeeland MI 49464 on Tuesday September 15, 2025. Mayor Klynstra called the meeting to order at 7:00 p.m.

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

ABSENT: Council member: – None.

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

The invocation was offered by City Attorney Jim Donkersloot

The Pledge of Allegiance to the Flag

Consent Agenda

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

Communications

- Farmland Preservation Update, Ottawa County AG Preservation Board

City Manager's Report

Farmland Preservation report update letter in packet.

South Downtown Parking Lot – The milling and resurfacing of the lot will start the week of September 15. The Parking lot will be inaccessible during September 17-21.

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

HR Specialist - Progress is being made to find an individual for our new HR Specialist position. Three candidates to date have been interviewed with a fourth interview next Thursday.

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

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

Fire/Rescue Department Oaths of Office

Firefighter Brian Hopper has sworn to uphold his Oath of Office given by Sharon Lash Interim Deputy Clerk.

Firefighter Kira Klomparens has sworn to uphold her Oath of Office given by Sharon Lash Interim Deputy Clerk.

Firefighter Thomas Woltjers has sworn to uphold his Oath of Office given by Sharon Lash Interim Deputy Clerk.

Public Comment/Visitors

Jacob Bonnema, County Commissioner, gave update on the hiring process of new County Administrator Patrick Waterman.

Action Items:

25.134 Industrial Development District, JR Automation Technologies, LLC

Motion was made by Mayor Pro-Tem Gruppen and seconded by Councilmember VanDorp to approve the 45.5-acre site as an Industrial Development District.

Ayes: Broersma, Gruppen, Kass, Timmer, VanDorp, Lam and Mayor Klynstra

No Votes: None

Absent: None

25.135 BPW Administrative Office Expansion & Renovation Budget Amendment

Motion was made Councilmember Broersma and seconded by Councilmember Kass to approve the Amended budget from \$2.5 million to \$2.75 million to help offset the cost of the Administrative Office expansion.

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

No Votes: None

Absent: None

25.136 MPPA Retail Energy Improvement Program Project Participation Agreement.

Motion was made by Councilmember VanDorp and seconded by Councilmember Timmer for approval to sign the MPPA Retail Energy Improvement Program Project Participation with an increase to the budget of \$450,000.

25.137 Gentex Development Agreement Addendum #1

Motion was made by Councilmember Kass and seconded by Councilmember Broersma to approve the Addendum to the Gentex Development Agreement.

Ayes: Timmer, VanDorp, Lam, Broersma, Gruppen, Kass and Mayor Klynstra

No Votes: None

Absent: None

25.138 Zeeland Charter Township Cost Sharing Agreement – Sanitary Sewer Church Street

Motion was made by Councilmember Timmer and seconded by Councilmember Broersma to approve the agreements with Zeeland Charter Township for the Cost Sharing of the Sanitary Sewer reconstruction on Church St. in the amount of \$782.000.

Ayes: Vanorp, Lam, Broersma, Gruppen, Kass, Timmer and Mayor Klynstra

No Votes: None

Absent: None

25.139 Roosevelt Traffic Signal Bid & Budget Amendment

Motion made by Councilmember Lam and seconded by Councilmember VanDorp to approve a bid to J. Ranck Electric to replace the stop light at State and Roosevelt St in amount of \$76,100 and budget has been amended to reflect and increase of \$5000 for a contingency in the total amount of \$81,100.

25.140 Snowplow Contract 2025/2026 Winter Season

Motion was made by Mayor Pro-Tem Gruppen and seconded by Broersma to award Countryside Snowplowing the contract for snowplowing of City parking areas in the amount of \$75/hr for truck and \$140/hr Loader.

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

No Votes: None

Absent: None

25.141 Vande Luyster Square Gazebo Design Contract

Motion was made by Councilmember Broersma and seconded by Councilmember Timmer to approve MCSA Group the contract for the Vande Luyster Gazebo Design in the amount of \$11,190.

Ayes: Gruppen, Kass, Timmer, VanDorp, Lam, Broersma and Mayor Klynstra

No Votes: None

Absent: None

25.142 Alcohol Ordinance and Parks Ordinance Amendments Public Hearing

Motion was made by Councilmember VanDorp and seconded by Councilmember Broersma to approve a Public Hearing set for 10-20-25 at 7:10 pm in City Hall Council Chambers.

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 7:53 pm.

Kevin Klystra, Mayor

Sharon Lash, Interim Deputy

MEMORANDUM OF WORK-STUDY SESSION
Zeeland City Hall Council Chambers
Monday, September 15, 2025
6:00 P.M.

PRESENT: Councilmembers – Mayor Klynstra, Gruppen, VanDorp, Broersma, Timmer, Lam, and Kass.

ABSENT: Councilmembers – None.

Staff Present: City Attorney Donkersloot, City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Community Development Director Tim Maday and Recording Secretary Sharon Lash

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

Industrial Development District, JR Automation Technologies, LLC

Tim Maday, Community Development Director, stated that the Industrial Development of JR Automation Technologies, LLC at 800 E. Riley St is a 45.5-acre site that was purchased by JR Automation for their World Headquarters and a large industrial plant along with related site improvements.

JR Automation is seeking an Act 198 Industrial facilities tax exemption but to do so, the district needs to be in an Industrial Development District. As a vacant parcel this has not been established in the past. JR Automation is seeking City Council approval for this area as an Industrial Development District and to adopt a resolution to establish the area for JR Automation to move forward with the Act 198 tax exemption.

BPW Administrative Office Expansion & Renovation Budget Amendment

Robert Mulder, Electric Power Supply & Market Operations Manager of the BPW stated due to cost increase, BPW is requesting an amended budget from \$2.5 million to \$2.75 million to help offset the cost of the Administrative Office expansion.

MPPA Retail Energy Improvement Program Project Participation Agreement

Andrew Boatright, BPW Manager stated that in November 2023 Legislature established new Energy waste reduction requirements for all utilities in the State of Michigan. We must comply with this. It will increase annual savings from 1% to 1.5%. Also, the program requires dedicating 25% of the program budget to low-income initiatives. BPW is asking for City Council approval to sign on to the MPPA Retail Energy Improvement Program Project with an increase to the budget of \$450,000.

Gentex Development Agreement Addendum #1

Tim Klunder, City Manager stated in 2013 Gentex started development of the North Riley St. Campus site in Zeeland Charter Township within the 425 area. A Development Agreement was entered into for water, electric and sanitary sewer. Since that time there's been several extensions

to sanitary and water. This addendum will memorialize those extensions. The extensions have primarily been between Gentex and Zeeland Charter Township. However, the BWP and City of Zeeland were a party to that original agreement, and all those services are ultimately turned over to the City of Zeeland, that is why the City is part of Addendum #1.

City staff is requesting that the City Council approve the Addendum to the Gentex Development Agreement.

Zeeland Charter Township Cost Sharing Agreement-Sanitary Sewer Church Street

Tim Klunder, City Manager stated in 2026 the Church Street reconstruction project will be done. As part of that project, the city would like to improve the sanitary sewer main in Church. If the line only served city customers, we would reline the existing 15" line. Current estimate to re-line is \$500,000. However, this line services the North Riley St Campus of Gentex which continues to see significant growth in the area plus other areas of growth are expected within the city needs to increase because of the township flows, the parties will equitably share in the cost. The city and township have reached an agreement that will have the city contribute \$782,150 and the township will pay \$1,617,850 to increase the sanitary sewer line from 15" to 27".

City staff is requesting the City Council approve the agreement with Zeeland Charter Township for the Cost Sharing of the Sanitary Sewer reconstruction on Church St.

Roosevelt Traffic Signal Bid Award & Budget Amendment

Kevin Plockmeyer, Asst. City Manager/Finance Director stated the Traffic Signal on State and Roosevelt are the oldest stop light on the rotation of City traffic lights. Lowest bid for replacement came back at \$76,100 by J.Ranck Electric.

City staff is asking the City Council for the approval of the lowest bid of \$76,100 to J. Ranck Electric to replace the stop light at State St and Roosevelt St. and for a \$5,000 contingency for a total budget of \$81,100.

Snowplow Contract – 2025/2026 Winter Season

Kevin Plockmeyer, Asst. City Manager/Finance Director stated 2 bids have come in for snowplowing services for the downtown parking lots for the 2025/2026 season.

Countryside Snowplowing – Truck Rate \$75/hour and Loader Rate \$140/hour
Hollandia Outdoors – Truck Rate \$90/hour and Loader Rate \$130/hour

Countryside Snowplowing has been used in the past due to their cost-effective rates.

It is recommended that the bid from Countryside Snowplowing and contract with them for the downtown parking lot plowing for the 2025/2026 season be accepted.

Vande Luyster Square Gazebo Design Contract

Kevin Plockmeyer, Asst City Manager/Finance Director stated that as part of the FY 2026 budget, funds were allocated for the design of a new gazebo at Vande Luyster Square. The existing gazebo is nearing the end of its life and needs to be replaced.

MCSA Group has given a proposal, in the amount of \$11,190, to replace the gazebo and preserve the gazebo's historical charm.

It is recommended the contract be awarded to MCSA Group in the amount of \$11,190 for design and services for the Vande Luyster Square Gazebo.

Alcohol Ordinances and Parks Ordinances Amendments Public Hearing

Tim Klunder, City Manager, stated that City Council has requested to hold a Public Hearing regarding Sunday alcohol sales within the City of Zeeland and in the parks in the Social District.

It is recommended a Public Hearing be held 10-20-25 at 7:10 pm at the City Hall Council Chambers

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

Sharon Lash-Interim Deputy Clerk

MEETING MINUTES

DATE: Wednesday, September 10, 2025

COMMISSION MEMBERS: Sally Gruppen, Mayor Pro Tem
John Query, Commission Chair
Thom Parker, Commissioner
Amy Langeland, Commissioner

ABSENT: Lynette Lam, Commissioner
Ashley Kiekintveld, Commissioner
Sue Lucas, Commissioner

CITY STAFF: Kevin Plockmeyer, Assistant City Manager/Finance Director
Susan Moore, Administrative Assistant

I. Approval of June 11, 2025, Meeting Minutes

Motion: Amy Langeland

Support: Thom Parker

All in favor, motion approved.

II. General Updates

Kevin Plockmeyer provided updates to the commission on the following projects:

- **Hoogland Park Reconstruction:** A ribbon cutting ceremony is scheduled for Tuesday, October 28th @ 10:30 AM. Commissioners will receive formal invitations along with City Council, contractors, some city staff, etc. A good portion of the contingency budget (@ \$50,000) has been spent to address unstable soil issues (i.e., digging out & hauling away of material, modified restroom building foundation, among others) stemming from the old dump that lies underneath the park. Overall, the project is going well & should be wrapped up by the end of October.
- **Huizenga Park Pickleball Court Lighting:** Kevin Plockmeyer is looking to re-up this project & engage the services of MC Smith (the previous vendor proposed lighting that was not what the city is looking for or would typically do.) Amy Langeland asked if landscaping (i.e., arbor vitae to help as a sound barrier) is still being looked at putting into place – Kevin Plockmeyer responded that yes, that should probably be done this fall. He is hoping to do the lighting itself next fall as funds are not currently worked into the budget; the design needs to be done first.
- **Paw Paw Park Vegetation Management:** While it may not look like anything is happening with the overgrowth, work is currently ongoing. Outdoor Discovery Center is taking a very structured approach to tackling the issue (sumac, vines, etc.) and that this is a long-term project.
- **Vande Luyster Square Tree Management:** Staff are becoming concerned with limb drops from a few trees at this park and there have also been issues with vegetation establishment in some areas due to dense canopy shade. After meeting with consultant Save a Tree, who did an evaluation of all the trees in the park, they recommended that dead-wooding/clean-up & raising the canopy be done on trees to address the issues. They also recommended the removal of 3 trees (Kevin Plockmeyer showed the commissioners what trees these would be). Commission was not opposed to staff moving ahead with these recommendations.
- **Vande Luyster Square Gazebo Replacement:** Kevin Plockmeyer reported that he has a proposal from MC Smith to start design work on replacement of this structure. The plan is to pursue a metal structure that maintains the ornateness of a wood structure; the parks master plan also called for a slightly raised gazebo (i.e., a couple of steps) and they will look to see how that could fit in. Amy Langeland recommended asking the city's Marketing Department/Zeeland Festivals staff if they have a preference on this (raised structure) as they use it a lot for events. Kevin will check in with them. She also asked if we would consider updating the

landscaping. Kevin Plockmeyer said that it could be considered as well. He estimates \$150-200K for this project. He will also take size into consideration (check with library staff-they use it for story hour events.) Thom Parker noted that most of the neighborhood houses have a Victorian-like setting, so something (gazebo) that fits in with the neighborhood.

- **Lincoln Cemetery Irrigation System Repair:** Two irrigation pumps had to be replaced due to damage from lightning strikes right before Labor Day. John Query asked if there was anything that could be done to protect pumps from that, staff will check with Shoreline.
- **Church Street Reconstruction Project:** This 2026 project will be bid out in 2 phases-the first phase (Clean Water Plant to Central). Hoping to bid/award in October. The goal would be for the contractor to work through the winter with work completed by Memorial Day. The block from Lincoln to Central would likely still be under construction, depending on winter. The second phase of the project is Central to Washington (MDOT funds). MDOT environmental review noted the cemetery that was located in this area in the 1850's and as such, a requirement of the funding will be to have a certified archeologist on site when digging in the vicinity of the cemetery. This will probably be one of the biggest infrastructure projects from a streets perspective the city will do for the foreseeable future (main trunkline for a large majority of sanitary & storm water for the city) and it does impact the cemetery & parks facilities.
- **Other Updates from the Commission:** Kevin Plockmeyer answered questions from commissioners on several items/projects including 1) Felch Street Cemetery trees: Amy Langeland said there are 2 that are dead, Kevin Plockmeyer will mention to Cemetery Supervisor Mike Bronkorst. 2) Amy also asked if there is a rule that new fencing would be black (i.e., around parks, etc.)-there is a section of fence behind the CWP along the Business Loop that is old, galvanized-would it be upgraded? Kevin will have to look at it. 3) Kevin Plockmeyer informed the commission that as part of the transitions that have taken place in the Clerk's Office, Susan Moore is now taking care of cemetery record keeping (plot sales, burials, etc.) 4) Sally Gruppen asked if there would be a Wreaths of Honor ceremony again at the cemetery? Staff will follow up on this.

III. Burial Report since June 2025:

Burials: Lincoln: Residents – 4, Non-Residents – 9

Felch: Residents – 1, Non-Residents – 2

Columbarium – Resident - 1

Sales: Lincoln: Residents – 0, Non-Residents – 0

Felch: Residents – 9, Non-Residents – 4

Columbarium: Residents - 4

The meeting was adjourned @ 5:35 PM.

NEXT MEETING: Next regularly scheduled meeting is Wednesday, October 8, 2025, at 5:00 PM, however, Kevin Plockmeyer did not anticipate meeting again until December unless there are significant agenda items.

RECORDED BY:

Susan Moore, Administrative Assistant



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 2, 2025

CC: City Management Team

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 (IRP) process as well as provide community members with a chance to ask questions, share feedback, and engage in shaping the City's energy future. This public discussion is a key step in the BPW's Power Supply Strategic Planning process, intended to ensure Zeeland's electric supply remains reliable, affordable, and sustainable for years to come. The current planning effort accounts for significant shifts in energy markets, new technologies, evolving policy, and community expectations. In addition to the public meeting, the BPW intends to form a working group of stakeholders representing a diversity of perspectives to help shape the IRP. For more information, please visit the BPW's webpage dedicated to this initiative: <https://zeelandbpw.com/power-generation-supply/>. Andy also encourages anyone who may be interested or has questions to contact himself or Bob Mulder.

Planning Commission – At their regular meeting on October 2, 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 the rezoning requests from Mead Johnson for 515, 549 and 553 E. Main. These rezoning requests will likely come before City Council at your 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. The need for this temporary parking lot is the result of losing some existing parking that will be impacted while they make improvements on the site. This temporary parking lot may be incorporated into their overall site plan, but that would have to receive separate approval, and be subject to landscape buffers, setbacks, etc., during their site



plan review process. Finally, the Planning Commission also took a bus tour of the city to start their Capital Improvement Planning process for the 2027 Fiscal Year and ahead of City Council's 2027 Strategic Action Planning process.

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 – This 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 on 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. City Council then has 30 days to reject the salary recommendations filed with the City Clerk by a two-thirds majority of City Council, otherwise the new salaries become effective.

Pumpkifest – A big thanks to the Zeeland Festivals Committee, our city departments, and everyone else behind the scenes that helps put on this amazing Fall Festival. Partially thanks to some great weather, the sidewalks were bustling with many people on Thursday evening. I look forward to seeing all of you throughout the weekend and at the parade on Saturday which I am sure will be very well attended.

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. Thank you.

A handwritten signature in black ink, appearing to read "Timothy R. Klunder".

Timothy R. Klunder, City Manager

FEEL THE ZEEL



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

MEMORANDUM

DATE: Tuesday, September 30, 2025

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: October 6th City Council meeting agenda – Ordinance 1039 - Amendments to Chapter 10 of Volume I of the Zeeland City Code – Buildings and Building Regulations

Background: 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.

In recent years, staff has worked to remove specific fee amounts from City Ordinances. Instead, ordinances reference the annually reviewed and adopted rates and fees schedule, which contains all current fee amounts. This approach avoids the need for ordinance amendments each time a fee is updated and ensures that all City fees are located in one document, reducing redundancy and confusion.

At the October 6, 2025, City Council meeting, staff will present proposed City Ordinance 1039. This ordinance would amend Chapter 10 of Volume I of the Zeeland City Code to remove specific dollar amounts for fees and instead reference the City's annually adopted rates and fees schedule.

It is important to note that the fees currently listed in Chapter 10 are already included in and approved as part of the annual rates and fees schedule. Therefore, no additional Council action is required to establish or maintain these fees once they are removed from the ordinance. Staff believes adoption will eliminate outdated fee listings and ensure that all building-related fees are maintained in the City's annually adopted rates and fees schedule.

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.

Please do not hesitate to contact me regarding this memo, the enclosure or anything else you may have questions about.



Timothy Maday, Community Development Director

CITY OF ZEELAND

ORDINANCE NO. 1039

(An ordinance to Amend Sections 10-24, 10-26, 10-27, 10-28, 10-29,
10-30, 10-32, 10-65, 10-210 and 10-278 of
Volume I of The Code of the City of Zeeland, Michigan)

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, Chapter 10 of Volume I of the Zeeland City Code establishes buildings and building regulations;

AND WHEREAS, fees for various buildings and building regulations were established in Chapter 10 of Volume I of the Zeeland City Code by ordinance;

AND WHEREAS, fees that were adopted by ordinance are available for review by the public in a published book, Volume I of the Zeeland City Code, but it is necessary to manually update, from time to

time, the published code book and the fees are found in a number of different sections and pages of the Zeeland City Code;

AND WHEREAS, it is recommended that fees for Chapter 10 of Volume I of the Zeeland City Code be set by resolutions which may be adopted from time to time by the City Council;

AND WHEREAS, fees which are adopted by will be available in the future for review by the public on the website of the City of Zeeland in a consolidated format and location;

AND WHEREAS, if fees are adopted by a resolution, the updating of fee schedules will be more convenient from an administrative standpoint and at the same time, the public will more readily have access to the fees of the City of Zeeland on the City's website;

AND WHEREAS, the public welfare will be promoted if fees are more readily available on the City website.

THE CITY OF ZEELAND ORDAINS.

Section 1. Sections 10-24, 10-26, 10-27, 10-28, 10-29, 10-30, 10-32, 10-65, 10-210 and 10-278 of Volume I of The Code of the City of Zeeland, Michigan are hereby amended to read in their entirety as follows:

“Sec. 10-24. Construction board of appeals designated; membership and terms of office; filing of appeals.

A construction board of appeals, as prescribed in Section 14 of Public Act No. 230 of 1972 (MCL 125.1514), is hereby constituted, consisting of five members who shall be appointed by the city council for terms of three years; provided, however, that for the initial appointment the city council shall provide for staggered terms. Appeals to the board of construction of appeals shall be filed with the city clerk on forms provided by the clerk and shall be accompanied by an application fee as shall be established from time to time by the City Council.”

Sec. 10-26. Building permit fees.

- (a) *At the time of making application for a building permit, the owner or builder shall pay to the building official for such permit a building permit fee as shall be established from time to time by the City Council.*
- (b) *No fee shall be required for work not exceeding \$500.00 when done by the homeowner on property that a homeowner owns and that a homeowner alone occupies as his principal residence, if the work does not involve structural changes or alterations, and also does not involve changes of any mechanical systems, such as heating, plumbing and electrical systems.*
- (c) *A building permit fee is applicable for new construction, alterations, additions, repairs, signs, swimming pool installations and demolitions.*
- (d) *Some projects may require a plan review by someone who is not an employee of the city or an inspection from a special inspector. Such an outside plan review or special inspector will require additional fees. The outside plan review fee shall be equal to the costs which are billed by a third party to conduct a plan review. The fee for a special inspector shall be equal to the costs which are billed by a third party for a special inspection. The building official is empowered to determine whether an outside plan review or whether a special inspector is required.*
- (e) *A building permit fee is also required for work that is started before a permit was issued.*
- (f) *The fee for a building permit shall be based upon the estimated value of the work proposed, including costs of plumbing, heating, electrical, wiring and similar building fixtures. In the event that there is a difference in the estimated value as computed by the applicant and as computed by the building official, the difference will be resolved by the building official using current assessing data and building cost data, applied to a formula using square and/or cubic measurements as its base. Permit fees for construction shall be based upon the contract price but in no case shall it be less than the value as determined by the building official.”*

“Sec. 10-27. Electrical permit fees.

- (a) *At the time of making application for an electrical permit, the owner or builder shall pay to the building official a fee as shall be established from time to time by the City Council.*
- (b) *Some projects may require a plan review by someone who is not an employee of the city or an inspection from a special inspector. Such an outside plan review or special inspector will require additional fees. The outside plan review fee shall be equal to the costs which are billed by a third party to conduct a plan review. The fee for a special inspector shall be equal to the costs which are billed by a third party for a special inspection. The building official is empowered to determine whether an outside plan review or whether a special inspector is required.*
- (c) *An annual electrical permit fee is available for manufacturing facilities who comply with the provisions of Section 10-86.”*

“Sec. 10-28. Plumbing permit fees.

- (a) *At the time of making application for a plumbing permit, the owner or builder shall pay to the building official a fee as shall be established from time to time by the City Council.*
- (b) *Some projects may require a plan review by someone who is not an employee of the city or an inspection from a special inspector. Such an outside plan review or special inspector will require additional fees. The outside plan review fee shall be equal to the costs which are billed by a third party to conduct a plan review. The fee for a special inspector shall be equal to the costs which are billed by a third party for a special inspection. The building official is empowered to determine whether an outside plan review or whether a special inspector is required.”*

“Sec. 10-29. Mechanical permit fees.

- (a) *At the time of making application for a mechanical permit, the owner or builder shall pay to the building official a fee as shall be established from time to time by the City Council*
- (b) *Some projects may require a plan review by someone who is not an employee of the city or an inspection from a special inspector. Such an outside plan review or special inspector will require additional fees. The outside plan review fee shall be equal to the costs which are billed by a third party to conduct a plan review. The fee for a special inspector shall be equal to the costs which are billed by a third party for a special inspection. The building official is empowered to determine whether an outside plan review or whether a special inspector is required.*
- (c) *Fire suppression systems are subject to a plan review fee.”*

“Sec. 10-30. Land use permit fees.

- (a) *At the time of making application for a land use permit, the owner or builder shall pay to the building official a fee as shall be established from time to time by the City Council. Examples of items which require a land use permit are accessory buildings less than 200 square feet in area, fences, parking lots, above-ground water storage tanks in excess of 20 gallons, and retaining walls.*
- (b) *Some projects may require a plan review by someone who is not an employee of the city or an inspection from a special inspector. Such an outside plan review or special inspector will require additional fees. The outside plan review fee shall be equal to the costs which are billed by a third party to conduct a plan review. The fee for a special inspector shall be equal to the costs which are billed by a third party for a special inspection. The building official is empowered to determine whether an outside plan review or whether a special inspector is required.*
- (c) *A fee shall also be required for work that is started before a permit was issued.”*

“Sec. 10-32. Plan review and inspection fees.

- (a) *In addition to any other authorized permit and inspection fees, the building official is hereby authorized to charge a fee for plan review and inspections as shall be established from time to time by the City Council for plan reviews and inspections.*

(b) *In addition to the amounts established in Subsection (a) of this section, the building official is authorized to collect a fee or charge from a property owner which is equal to the hourly rate or set charges of outside consultants and inspectors for large projects for plan reviews and for the associated inspection charges for such projects. The building official is hereby empowered to determine when a plan review and inspection is to be referred to an outside consultant and inspector.”*

“Sec. 10-65. Fees.

The fee for inspections and other charges covered by this article shall be as set forth in a resolution which has been approved by the City Council.”

“Sec. 10-210. Permit to move building exceeding eight feet in width and ten feet in height.

(a) *Required fee. No person shall move any building, the exterior dimensions which exceed eight feet in width or 16 feet in length or ten feet in height, without first having obtained a permit for the building to be moved and having paid a fee as shall be established from time to time by the City Council. No permit shall be issued except to a licensed building mover or his authorized agent.*

(b) *Application; approval.*

(1) *Application for the permit required by this article shall be made to the city clerk upon a form provided by the city clerk. Such application shall describe the condition of the building to be moved, shall specify the location from and to which such building is to be moved, the route over which it is proposed to move such building, evidence that the provisions of Section 10-212 have been met and such other information as the city council or the building official may require. The city clerk shall submit such application to the building official for his approval of the compliance of the building to be moved with the state construction code and the provisions of this code in relation to zoning and fire districts, to the chief of police for his written approval of the proposed route over which the building is to be moved, to the utilities manager of the city for approval of the provisions made for the temporary removal of all city electrical wires and cables and the arrangements for the payments of the cost thereof, and to the city manager for making arrangements for the blocking of streets and for such other actions as may be necessary, and for the payment of the cost thereof. In the event of a disagreement as to the costs to be imposed by the utilities manager or by the city manager, such disagreement may be appealed respectively to the city board of public works or to the city council. In addition to the costs imposed for the assistance of municipal personnel, the applicant shall be liable for any damage to public or private property which occurs as a result of the move.*

(2) *Upon compliance with these requirements, the city clerk shall refer the application to the city council for its review and final approval. The city council may refuse to grant such permit whenever it determines, from available facts, that the proposed moving would involve the violation of any provisions of this article or other ordinance of the city or otherwise adversely affect the public health, safety or general welfare. A moving permit shall not be approved by the city council if the property from which a dwelling is to be removed is zoned for residential use, if the master plan provides that the property is to be used for a single-family dwelling, and if the applicant fails to provide assurances that he will replace the dwelling to be moved with another single-family dwelling within one year of the moving of the*

existing dwelling. The city council may require that a bond, letter of credit, cash deposit, or other security be provided so as to guarantee that a single-family dwelling is replaced with a single-family dwelling. The city council may also refuse to grant such permit whenever it determines that the building involved, at its new location, would be offensive, unsightly, ruinous or otherwise objectionable.”

“Sec. 10-278. Rental inspection fee, lien, and charges on tax bills.

- (a) *The annual registration fee shall be established from time to time by the City Council. The annual registration fee shall be owing as of June 1 of each year and/or at the time that a dwelling unit is first rented. Property owners who have dwelling units which are being rented at the time of this article or who are seeking to renew the annual registrations shall be billed at least 30 days prior to the due date of the annual registration fee. The annual registration fee shall not be prorated for any partial rental year.*
- (b) *In addition to the annual registration fee, a rental inspection fee shall be charged. The rental inspection fee for the certificate of compliance shall be a fee as shall be established from time to time by the City Council. The rental inspection fee shall be due at the time that a property owner is required to apply for a certificate of compliance and also at the time that a property owner is required to apply for a renewal of a certificate of compliance. The rental inspection fee shall be owing in accordance with the following:*
 - (1) *For one reinspection following the initial inspection or the initial notice of deficiency, no additional fee shall be owing;*
 - (2) *If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the owner of the inspected rental unit in compliance;*
 - (3) *If an inspection is initiated by a complaint and if a violation is found to exist, a fee shall be paid as shall be established from time to time by the City Council. ;*
 - (4) *For the second additional inspection following the initial inspection and notice of deficiency, an additional fee shall be paid as shall be established from time to time by the City Council ; and*
 - (5) *For all inspections after the second additional inspection and notice of deficiency, an additional fee shall be paid as shall be established from time to time by the City Council.*
- (c) *All rental inspection fees shall be paid within 30 days of billing. If the rental inspection fees are not paid within such time period, then at the option of the city, the certificate of compliance shall be suspended, and the dwelling unit for which the rental inspection fee is not paid is to be vacated by the tenant.*
- (d) *All registration fees, inspection fees, and other charges authorized by this article shall be a lien upon the real property on which a rental unit is located until such items have been paid. In the event that any registration fee, inspection fee, and/or other charge authorized by this article are not paid on or before 30 days after its having been invoiced, the assessor shall place such unpaid amount on the next property tax bill which is issued by the city, and such unpaid amount shall be collected in the same manner as ad valorem taxes are collected, provided that the city council has first approved a resolution to place such unpaid items on a real property tax bill. The remedies provided by this section are cumulative to the other remedies of this article”*

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 shall take effect immediately upon publication thereof and is hereby declared to be an Emergency 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: _____
Pamela Holmes, 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.

Pamela Holmes, City 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: Doug Engelsman, CWP Superintendent

SUBJECT: Purchase of new Service Truck

DATE: September 26, 2025

CC: October 6, 2025, Council Agenda

Background: The Clean Water Plant utilizes three service vehicles: (1) 2017 Ford Escape – used for administrative travel (including statewide meetings), IPP, MISS DIG, collection inspections, stormwater inspections, and other related tasks. (2) 2020 Ford F-150 – used for plant and collection purposes and (3) 2025 Ford F-150 – used for IPP, MISS DIG activities, and snow removal.

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.

Bid Process: On September 5, 2025, bid requests and specifications were posted on the City's website, with email notifications sent to local auto dealers. Bids were due by Thursday, September 25, 2025, at 10:00 a.m., when sealed proposals were publicly opened. Three (3) bids were received, the lowest bid was submitted by DeNooyer Chevrolet (Holland) at \$42,419.00, meeting all listed requirements.

Staff is requesting an additional \$1,800 to cover installation of necessary safety equipment, including strobe lights, a backup alarm, and other accessories.

Recommendation: Staff respectfully requests that City Council 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 such as safety strobe lights, back up alarm, etc. with the funding come from the Zeeland Clean Water Plant 2025-26 CWP CIP fund.

Doug Engelsman
Clean Water Plant Superintendent



DENOoyer
C H E V R O L E T

Experience the DeNooyer Difference

600 E 8th Street Holland MI 49423 • 616-396-2333
denooyerchevy.com

Name:

Address: 29 W Main
Zeeland Mi 49464

Phone:

Email:

Sales Manager: ANDY KLAASEN

Salesperson: MIKE OSTERHAVEN

Cash

\$42,419.00



ROBERT DENOOYER CHEVROLET INC.

MIKE OSTERHAVEN
Fleet Sales Professional

T (616) 396-2333 Ext 279
F (616) 396-3240
mosterhaven@denooyerchevy.com
C (616) 299-3955

MARK OF EXCELLENCE
AWARD WINNER

600 E 8TH ST
HOLLAND, MI 49423
denooyerchevy.com

New 2026 CHEVROLET SILVERADO 1500

Stock:

VIN:

Trim: CREW CAB SHORT BOX WORK TRUCK 4WD (1WT) (CK10543)

Odometer:

DELIVERY DATE

DETAILS

MSRP/Retail Price	\$48,830.00
Savings	\$1,830.00
Selling Price	\$47,000.00
Rebates and Incentives	-\$4,900.00
Price After Rebates	\$42,100.00
Adjusted Sales Price	\$42,100.00
MI DOC Fee	\$280.00
Electronic Filing Fee	\$24.00
Title Fee	\$15.00
Fees	\$319.00
Sales Tax	\$0.00
Tax	\$0.00
Trade Estimate	\$0.00
<i>Trade Tax Credit</i>	\$0.00
Sales Sub Total	\$42,419.00
Trade Payoff	\$0.00
Final Sale Price	\$42,419.00

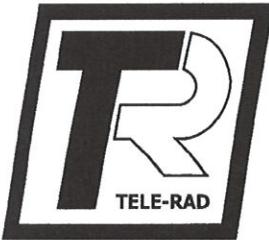
Understanding of NEGOTIATION: I agree to the above estimated terms and understand that all were and are negotiable, including interest rate of which dealer may receive/retain a portion, price, down payment, trade allowance, term, accessories, and value adds and that all are subject to execution of contract documents and financing approval. I understand actual credit terms may vary depending on my credit history and that I may be able to obtain financing on different terms from others.

X

Customer Signature

X

Sales Signature



511 E. 8th St.

Holland MI 49423-3759
 (616) 396-3541 Fax: (616) 392-9707

QUOTATION

QUOTE NO.: 63614 - 00 EC

DATE: 9/24/25

TERMS: NET 15 DAYS

DELIVERY:

Please reference Quote No. on

Correspondence & purchase orders.

Quote expires: 10/24/2025

1ZEEAO

TO: ZEELAND, CITY OF
 21 SOUTH ELM STREET
 ZEELAND, MI 49464

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	AT-FORD-F ACARI AT SERIES LOW PROFILE LIGHTBAR MNT F-150	300.00		300.00
1	EPL71PDAC SOS PINNACLE MINI LIGHTBAR PERM MNT CLEAR DOME AMBER LED	340.00		340.00
4	EMPS1QMS1A MPOWER 3" FASCIA LGHT W/QCKMNT BLCK HSNG, 4 LED, SNGL - AMBER	95.00		380.00
1	ETBUALM03 SOS OFF BCK UP ALRM WT100	42.00		42.00
1	MISC200 MISCELLANEOUS HARDWARE	25.00		25.00
1	VI INSTALLATION - VEHICLE ***** * Please email all Invoices to: * * sdaniels@cityofzeeland.com * * mschreur@cityofzeeland.com * Continued on following page	650.00		650.00

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE.

TERMS SUBJECT TO CREDIT REVIEW

*Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.

*Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).

*Your purchase of MOTOTRBO radios includes a 5 year essential services warranty and software support package. Additional investment may be required to extend essential service after 5 years.

BY ANDY STOKES 9219

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

LEGAL NAME OF PURCHASER

P.O. No.

AUTHORIZED SIGNATURE

Date

QUOTE NO. 63614-00
ZEELAND, CITY OF

PAGE 2
DATE 9/24/25

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
	***** Item summary Subtotal Inbound Ship Sales Tax GRAND TOTAL: 1,737.00 1,737.00 50.00 .00 1,787.00			

CWP Truck Bid Opening

Bid Tab Sheet

Thursday, September 25, 2025 @ 10:00 AM

10:05 AM

Bidder	Bid Quote
Spirit Ford -	\$49,443
Bob Maxey Ford	\$46,880
DeNooyer Chevrolet	\$42,419



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INTEROFFICE MEMORANDUM

TO: Mayor Klynstra and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: 84th Street Design Proposal Contract Award
DATE: October 3, 2025
CC: City Council Work Study and Action Items October 6, 2025

Over the past several months, we have communicated to City Council that a large-scale manufacturing facility was considering construction at the corner of Riley and 84th Street. That possibility has now become a reality: JR Automation (JR) has announced plans to build its global headquarters on this site. We are very excited that JR has chosen Zeeland for this world-class facility.

As part of this development, JR 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. We believe this investment by JR presents the right opportunity to make these improvements—both to support traffic flow in and out of the new campus and to benefit the greater community.

JR intends to use Brownfield Tax Increment Financing (TIF) to offset some site development costs, and the city can also leverage this mechanism to fund the proposed infrastructure improvements. Because of this opportunity to capture tax revenues across multiple jurisdictions, we believe now is the right time to move forward on these projects.

We are still working through the brownfield process and developing an agreement with JR that will define our ability to use brownfield funding for these improvements. From a timing perspective, however, we recommend beginning project design work now so we are ready to proceed when the agreement is finalized. The design phase will likely take several months, and we hope to begin construction as early as summer of next year. While there is some risk in beginning design before the development agreement and brownfield plans are finalized, we are confident in the project's success. The development agreement will include provisions requiring JR to cover any costs if the project does not move forward as anticipated.

Typically, we do not seek City Council approval for design costs separately, as they are included in overall project costs at the time of award. However, due to the potential risk, we are deviating from that practice in this case. Staff is confident in the project and believes beginning the design now is the right move. Attached is a proposal from Moore and Bruggink in the amount of \$150,000 for design work related to paving 84th Street (including storm sewer, curb
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and gutter, and bike path), opening the railroad crossing (MDOT has approved this), and
constructing the bike path along the south side of Riley. We are seeking City Council approval of
this design proposal at your meeting Monday evening.

As noted, staff does not see significant risk in moving forward. The development agreement will
ensure design costs are reimbursed if necessary. Closer to construction, we will return to Council
to discuss project funding, including the use of brownfield revenues and potential bonding.

Finally, this project was not included in the Fiscal Year 2026 budget. Staff therefore recommends
a budget amendment to cover these design fees. We are very excited for this transformative
project and for the city's role in its success.

Recommendations:

1. Approve a design contract 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.
2. Approve a budget amendment in the amount of \$150,000 to fund the design contract
for the 84th Street project.

A handwritten signature in black ink, appearing to read 'Kevin Plockmeyer'.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



October 1, 2025

Proposal – Reconstruction of 84th Avenue and Riley Avenue Bike Path Engineering

Mr. Kevin Plockmeyer
Assistant City Manager
City of Zeeland
21 South Elm Street
Zeeland, Michigan 49464

Dear Mr. Plockmeyer:

As requested, we are submitting this proposal for professional services for the Reconstruction of 84th Avenue from Washington Avenue to Riley Avenue, along with a Bike Path on the south side of Riley Avenue from Fairview Avenue to 84th Avenue. The scope includes survey and design services as follows:

- Topographical and right-of-way surveys and base plans
- Pavement cores and soil borings
- Utility coordination
- Railroad coordination and permits
- Storm water management plan
- Road design on 84th Avenue
- Bike path design on Riley Avenue

Below are our estimated fees and a breakdown of hours and associated costs is attached.

Design

Labor Cost \$144,000.00

Reimbursables

Mileage, permit fees..... \$6,000.00

Total **\$150,000.00**

We will invoice for this work using our standard hourly rates plus out-of-pocket expenses not to exceed the amount listed above. Please review this proposal and call me with any questions or comments. Thank you for the opportunity to continue to work with the City of Zeeland on this transformative project.

Sincerely,

A handwritten signature in blue ink that reads "Alan Pennington".

Alan Pennington, P.E.
President

Attachment

Design Engineering Man Hours/ Level of Effort



Moore+Bruggink
Consulting Engineers

Reconstruction of 84th Avenue and Bike Path on Riley Avenue



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INTEROFFICE MEMORANDUM

TO: Mayor Klynstra and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Brownfield Fund Budget Amendment
DATE: October 3, 2025
CC: City Council Work Study and Action Items October 6, 2025

Over the past couple of years, our Brownfield Fund has become much 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 an allocation of \$25,000 in the FY2026 budget.

In addition to this allocation, we request a transfer from the General Fund in the same amount to replenish the Brownfield Fund. Historically, the Brownfield Fund was self-sustaining until last fiscal year, when the majority of its resources were used for the purchase of 303 East Main. Until the Fund becomes self-sustaining again (which may take several years), we may continue to require transfers from the General Fund. We will monitor these needs during future budget years.

Although the need for ongoing monitoring costs may come as a surprise, staff remains strongly supportive of the Brownfield program. Without it, these redevelopment projects would likely not be feasible. We have seen firsthand how impactful these projects can be for the City overall and therefore recommend the proposed amendments to the budget.

Recommendations:

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



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A handwritten signature in black ink, appearing to read "K. Plockmeyer".

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

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CITY COUNCIL MEMORANDUM

To: Mayor Klynstra and City Councilmembers

From: Tim Klunder, City Manager

Date: October 2, 2025

Re: Set hours for Trick-or-Treating

CC October 6 City Council Agenda

BACKGROUND: At this time of the year, we begin to receive telephone calls from citizens inquiring if the City of Zeeland has set hours for Trick-or-Treating. Our practice has been that City Council sets the hours as recommended by the Police Chief. For the past several years, Chief Jungel has recommended setting the hours for Trick-or-Treating in the City from 5:00 p.m. to 7:00 p.m. Additionally, Events Coordinator, Kerri VanDorp, has scheduled the downtown business Trick-or-Treating on Friday, October 31, from 3:00 p.m. – 5:00 p.m.

RECOMMENDED ACTION: To approve the recommendation to set the hours of 5:00 P.M. to 7:00 P.M. for Trick-or-Treating in the City of Zeeland on Friday, October 31, 2025 and to approve the “Downtown Business Trick-or-Treating” scheduled for Friday, October 31, 2025 from 3:00 p.m. to 5:00 p.m.

Timothy R. Klunder, City Manager