



**CITY OF ZEELAND**  
**City Council Work-Study Session**  
**Agenda**

**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm**  
**February 2, 2026, 6:00 p.m.**

**DISCUSSION ITEMS:**

1. Employee Handbook Amendments
2. Employee Appreciation Policy Amendment
3. Snowmelt Special Assessment – Resolution #2
4. 17 E. Main Boiler Design Contract Amendment
5. Paw Paw Park Vegetation Management Contract Award
6. 2025 Performance Incentive Program Approval
7. 2026 Goal Setting Follow-Up

**UPCOMING BUSINESS:**

**OLD BUSINESS:**

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

**ANNOUNCEMENTS:**



**CITY OF ZEELAND  
City Council Regular Meeting  
Agenda**

**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm  
February 2, 2026, 7:00 p.m.**

**CALL TO ORDER:**

Invocation – Council Member Perkins  
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  
• Zeeland Historical Society  
Communications  
City Manager's Report

**PUBLIC HEARING:**

**ACTION ITEMS:**

1. Employee Handbook Amendments
2. Employee Appreciation Policy Amendment
3. Snowmelt Special Assessment – Resolution #2
4. 17 E. Main Boiler Design Contract Amendment
5. Paw Paw Park Vegetation Management Contract Award
6. 2025 Performance Incentive Program Approval

**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 City Council Work Study of January 20, 2026.
2. Approve minutes of the Regular City Council meeting of January 20, 2026.
3. Approve minutes of the Goal Setting Sessions of January 26 & 27, 2026.
4. Receive for information draft minutes of the January 22, 2026, Shopping Area Redevelopment Board meeting.
5. Receive for information draft minutes of the January 28, 2026, Personnel meeting,

Council Meeting  
Common Council  
January 20, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Tuesday, January 20, 2026. Mayor Rick VanDorp called the meeting to order at 7:02 P.M.

PRESENT: Councilmembers - Mayor VanDorp, Mayor Pro-Tern Gruppen, Timmer, Lam, Langeland, Perkins, Bult

ABSENT: None

Staff Present: City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, Marketing Director Abby deRoo, and City Clerk Kristi DeVerney

The Invocation was offered by Councilmember Lam.

The Pledge of Allegiance to the Flag

### **Consent Agenda**

Motion was made by Councilmember Timmer and Supported by Mayor Pro-Tem Gruppen to approve the Consent Agenda.

1. Approve minutes of the City Council Work Study and Regular meeting of January 5, 2026,
2. Receive for information draft minutes of January 8, 2026, Shopping Area Redevelopment Board meeting
3. Receive for information draft minutes of January 13, 2026, Board of Public Works meeting,
4. Ratify BPW Action #25-072 – Approve Kennedy Industries for spare pump rebuild.
5. Ratify BPW Action #25-073 – Approve Three (3) 2026 Ford F150s.
6. Ratify BPW Action #25-074 – Approve Yellow Line Creative LLC Budget Amendment.
7. Ratify BPW Action #25-075 – Approve Lead 24/7 Leadership Development Training for Brian Coots.
8. Ratify BPW Action #25-076 – Approve Leadership Coaching Proposal from Discover Coaching Services, LLC.

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

## **Communications**

None

### **City Managers Report**

#### *City Manager Klunder reported:*

*Fire/Rescue Chief Search Committee* – Our Fire/Rescue Chief Search Committee met this past week to interview three (3) candidates for our open Fire/Rescue Chief position. They will interview one (1) more candidate this week before they determine the next step which may include 2<sup>nd</sup> round interviews.

*Council Goal Setting* – Our departments continue to compile information to share with City Council about their department's accomplishments, challenges, opportunities, capital needs, etc. Our administrative team will share that information with City Council on January 26 following a review of our 2025 Strategic Action Plan Assessment at the beginning of that evening. On Tuesday, January 27, Council and the administrative team will then consider the strategic action steps for 2026.

*Economic Outlook* - The Chamber held their annual economic outlook presentation by hosting Dr. Paul Isely from Grand Valley State University. While things were slow in 2025, there is slight optimism for 2026 (particularly the 2nd half) in our area.

*Representative Slagh* – Last Friday, Representative Slagh took some time to meet with some of our administrative team to hear about potential projects the city may soon have and the possibility/process of pursuing State funding support. While we have some projects in mind, the Council goal setting session will be a nice opportunity to identify which project(s) Council particularly desires to pursue. In addition to this discussion, we also had the opportunity to share other updates that Representative Slagh may be able to help with at some point in time.

*Personnel Committee* – Wednesday, January 28, at noon, is their next committee meeting date. The primary item on their agenda will be consideration of Employee Handbook amendments.

### **Public Hearing – El Rancho, Inc. #8, LLC Liquor License Application**

Mayor VanDorp called the public hearing to order at 7:10 P.M. Alfredo Melemedez Aquirre, introduced himself as the new owner of El Rancho (17 E Main Ave.). He has submitted his Liquor License Application for City Council approval. City Manager Klunder and Marketing Director deRoo provided an overview of staff's review of the liquor license application. Staff recommends approval of the liquor license application. The public hearing was closed at 7:19 P.M.

### **Action Items**

#### **26.008 El Rancho, Inc. #8, LLC Liquor License Application**

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to approve the City Resolution that supports the El Rancho, Inc. #8 liquor licenses and approves the operating contract with El Rancho, Inc. #8.

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

No Vote: None

Absent: None

#### **26.009 El Rancho, Inc. #8, Michigan Liquor Control Commission (MLCC)**

Motion was made by Councilmember Timmer and Supported by Mayor Pro-Tem Gruppen to approve the Michigan Liquor Control Commission (MLCC) Resolution recommending the El Rancho, Inc. #8 Class C, DDA/Redevelopment and SDM licenses “above all others”.

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

No Vote: None

Absent: None

#### **26.010 Board of Public Works Utilities Manager Contract – Robert Mulder**

Motion was made by Councilmember Lam and Supported by Pro-Tem Gruppen to approve the Board of Public Works Utilities Manager Contract for Robert Mulder.

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

No Vote: None

Absent: None

#### **26.011 Ottawa County Election Publishing Agreement**

Motion by Councilmember Langeland and Supported by Councilmember Lam to authorize the City Clerk to enter into the attached Agreement for Election Publishing Services with Ottawa County, subject to City Attorney approval.

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

Absent: None

#### **26.012 Ottawa County Early Voting Printing/Mailing Agreement**

Motion by Councilmember Perkins and Supported by Councilmember Bult to authorize the City Clerk to enter into the attached Agreement for Early Voting Printing/Mailing Agreement

with Ottawa County, subject to City Attorney approval.

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

No Vote: None

Absent: None

#### **26.013 2026 Poverty Guidelines**

Motion by Councilmember Bult and Supported by Councilmember Lam to adopt the Federal Poverty guidelines as stated in State Tax Commission Bulletin Number 15 of 2025 for use by the Board of Review when considering 2026 Poverty Exemption applications.

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

No Vote: None

Absent: None

#### **26.014 Lincoln Cemetery String Trimming Bid Award**

Motion by Mayor Pro-Tem Gruppen and Supported by Councilmember Langeland to award a three-year contract, for Lincoln Cemetery string trimming services, for the 2026 through 2028 growing seasons to Near Shore Property Solutions in the amount of \$125,000.

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

No Vote: None

Absent: None

#### **Reports from City Councilmembers**

Mayor Pro-Tem Sally Gruppen noted that Al Dannenberg, one of the city representative on the Airport Authority, resigned his position from the Airport Authority. Mayor Pro-Tem Gruppen thanked Al Dannenberg for his faithful service to the Airport Authority.

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Bult to adjourn the meeting at 7:28 p.m. Motion carried. All voting aye.

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Mayor Richard Van Dorp III

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Kristi DeVerney City Clerk

**MEMORANDUM OF-STUDY SESSION**  
Zeeland City Hall Council Chambers Monday, January 20, 2026  
5:30 P.M.

**PRESENT:** Councilmembers - Mayor VanDorp, Mayor Pro-Tern Gruppen, Lam, Timmer, Perkins, Langeland and Bult (arrived at 5:42 p.m.)

**ABSENT:** None

**Staff Present:** City Attorney Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Maday, Marketing Director, and City Clerk Kristi DeVerney

Mayor VanDorp called the Study Session to order at 5:30 P.M.

**Board of Public Works Utilities Manager Contract – Robert Mulder**

BPW Chair Linda Boerman noted with current General Manager Andy Boatright having announced his intent to retire in September 2026, the Board of Public Works has undertaken a deliberate succession planning and selection process to ensure continuity of leadership for the Zeeland Board of Public Works.

Following a competitive internal selection process that included highly qualified internal candidates, the Board of Commissioners has voted to offer the position of Utilities Manager to Robert Mulder, currently serving as BPW Power Supply and Market Operations Manager. This offer reflects the Board's confidence in Mr. Mulder's leadership, institutional knowledge, and demonstrated ability to manage complex utility operations. He brings a strong combination of technical expertise, utility operations experience, and organizational leadership.

Pursuant to the City of Zeeland Charter, the Board is authorized, subject to City Council approval, to appoint a Utilities Manager and establish the terms and conditions of employment. To facilitate an orderly transition, the proposed Employment Agreement provides for Mr. Mulder to serve initially as Utilities Manager Designee, followed by appointment as Utilities Manager upon the retirement of the current General Manager Andy Boatright.

The proposed agreement is consistent with prior BPW executive employment structures, reflects competitive market compensation, and is intended to support leadership continuity and organizational stability during this planned transition period. City Attorney Donkersloot has reviewed and approved the proposed agreement for execution. During their regular meeting held on January 13, 2026, the Board of Commissioners voted unanimously to forward the Utilities Manager Employment Agreement to City Council for consideration.

**El Rancho, Inc. #8 Liquor License Application**

City Manager Klunder noted that on December 17, 2025, the City of Zeeland received a Class "C" DDA/Redevelopment and SDM liquor license application from El Rancho, Inc. #8 to serve on-premises and off-premises alcohol at 17 East Main Avenue. Per the City's Alcoholic Liquors Ordinance, our city team investigated the applicant

and the proposed use of the license. In addition to the application itself, there are some sections of our ordinance we like to bring specific attention to.

#### Section 4-8 Location where prohibited and Section 4.10 Compliance with Zoning

This property is properly zoned for alcohol sales. The applicant has obtained the necessary special land use and site plan approval from the Planning Commission (9.4.25) as required by the Alcoholic Sales Overlay District.

The proposed location is not more than 500' from a church or school. In this instance the proposed location is within 500' of North Street CRC. Under the city's ordinance, the sale of alcoholic liquors for consumption on the premises shall be prohibited within 500 feet of a church. However, the ordinance does provide that this provision may be waived by City Council where it is deemed to be in the best interests of the city. Our city team does believe it is in the best interest of the city for City Council to consider waiving the 500' requirement. This recommendation is based on several factors. (1) The properties zoned within the Alcohol Sales Overlay District were established by the Planning Commission and City Council after careful consideration was given to only zone properties that did not appear to have an immediate negative impact on a church or school. (2) Under the city's Alcoholic Liquors Ordinance, Section 4-16 lists the priorities to be considered by City Council in license approval. Priority #2 is for a restaurant in the C-2 District (downtown) with a seating capacity of 100 or more people.

#### Section 4-9 Seating Capacity

Our ordinance requires a dining seat minimum of 25. Per the restaurants special use submittal to the Planning Commission on 9.4.25, they do exceed this requirement by providing a capacity of 132 seats.

#### Section 4-11 Application fee and payment of obligations to the City

The applicant did pay the \$400 application fee, and they do not have any outstanding taxes, utility bills, etc. owed to the city.

#### Section 4-13 Inspection of premises prior to license issuance

The construction plans for the project have been reviewed and approved by the Community Development Department. Appropriate permits have been obtained and inspections are being conducted. A certificate of occupancy will not be granted until all work is complete and compliant with codes/ordinances.

#### Section 4-14 Mandatory grounds for license denial

Mandatory grounds for license denial include such things as the applicant had a previous license revoked, the applicant does not own the premises or does not have a lease; the applicant has been convicted of a violation of any federal or state law concerning the manufacture or sale of liquor, or violations of appropriate building codes. At this time, staff have not identified grounds for mandatory license denial as outlined in our ordinance.

#### Section 4-15 Discretionary grounds for license denial

Discretionary grounds for license denial includes such things as alcohol sales would not be incidental or subordinate to other permitted uses on the premises; the location is inappropriate due to such

things as inadequate parking, traffic concerns, etc.; the applicant does not appear to have the appropriate financial capability to run an establishment; they have made false representations on their application; or they have been convicted of misdemeanor alcohol possession and/or alcohol driving offenses. For this establishment, they are required to have at least fifty percent of the gross revenue derived from food and non-alcoholic beverage sales. Additionally, as City Council is aware, concerns about inadequate parking availability for the restaurant have been expressed at recent Planning Commission and City Council meetings. In both cases we have determined that there is adequate parking in our immediate downtown parking area, in addition to on-site parking, to serve the restaurant.

#### Section 4-16 Priorities to be considered by City Council in license approval

It has been previously noted in this report that the proposed establishment meets priority #2 of license considerations by City Council.

#### Section 4-17 Term of licenses; license approval granted subject to certain conditions

License term will coincide with the State. Our ordinance does provide that City Council may provide for certain conditions with the approval of a license. Please note however that these conditions are with the applicant as the LCC will not allow the city to approve a license with conditions other than such things as compliance with final building, health, and local law enforcement inspections. The city is proposing an Alcohol License and Business Operations Contract with El Rancho, Inc. #8. It covers such things as timely payment of obligations to the city, compliance with ordinances of the city, etc.

#### Section 4-19 Dancing and Entertainment on Licenses Premises

According to the applicant's city application, they do not intend to have dancing and/or entertainment on the site. However, should they desire to do so, under our ordinance they must obtain the appropriate permits from the State (and Police Chief) and there are various facility requirements in our ordinance that must be met.

#### Section 4-22 Hours of Sale

The applicant does propose Sunday hours from 11 a.m. – 9 p.m. Per the city's recent ordinance change, alcohol sales are allowed on Sundays after 12 p.m. (noon).

### **Snowmelt Operation and Maintenance Special Assessment District Report**

Asst. City Manager Kevin Plockmeyer noted City Council authorized Snowmelt Operation and Maintenance Special Assessment Resolution No. 1 at the January 5, 2026 City Council meeting that directs *the City Manager to prepare a report which shall include necessary plans, profiles, specifications, and detailed estimates of the cost, an estimate of the life of the improvement, a description of the assessment district, recommendations as to what portion of the project must be borne by the Special Assessment District and the portion, if any, to be borne by the City, and such other pertinent information as will permit the City Council to decide the cost, extent, and necessity of the improvement proposed.*

#### Plans, Profiles, and Specifications

This project involves the operation and maintenance of several systems that have either been constructed or will be constructed in the very near future. As such the plans, profiles, and specifications have been approved by City Council over the past number of years. These projects include:

Elm Street Reconstruction – Awarded by City Council on 3/20/2017

City Hall Boiler Replacement Project – Awarded by City Council on 6/28/2017 Howard Miller  
Boiler Replacement Project – Awarded by City Council on 3/16/2020 Library Alley and  
Cherry Street Project – Awarded by City Council on 2/26/2021 Main Avenue Snowmelt and  
Streetscape – Awarded by City Council on 2/4/2023

Church Street Reconstruction Project – Affirmed by City Council on 12/1/2025

### Project Phasing

As has been noted, some of the systems have already been completed and portions have yet to be completed. Because this is the case, we would expect the following phasing as to when it is expected that the system will be operational for specific parcels:

South of Main along Elm – Currently Operational

North Side of Cherry – Currently Operational

Area Surrounding the Howard Miller Library – Currently Operational South of Main between 146 and 150 East Main – Currently Operational

Area along Main from State to approx. 180' east of Maple – Currently Operational

East Side of Church from Central to Washington – Anticipating 2026-2027 Heating Season West Side of Church from Central to Cherry – Anticipating 2026-2027 Heating Season West Side of Church from Main to Washington – Anticipating 2026-2027 Heating Season

### Detailed Estimates of Cost

The original goal of City Council, as outlined in the 2023 special assessment report, was to establish a sustainable funding model for the snowmelt system by accounting for both ongoing operating costs and long-term maintenance and replacement needs. To achieve this, the report outlined an approach that proposed dividing the annual fee into two components: a commodity or heating charge to cover the cost of natural gas used to heat the glycol, and a readiness to serve or capital charge to fund future maintenance and replacement of system infrastructure.

The commodity charge was calculated using historical average gas usage, the prior year's average gas cost, and the total square footage served by the system. Using average system usage of 36,636 THM, a 2022–2023 gas cost of \$0.92 per THM, and 36,527 square feet of snowmelt area, the resulting commodity charge was calculated at \$0.92 per square foot on an annual basis. This amount was intended to remain fixed during an assessment cycle and adjusted in future cycles as conditions changed.

The readiness to serve or capital charge was developed by evaluating the major system components, their useful life, and the total investment made in each. Based on the investments and estimated lifespans identified in 2023, the annual capital cost was calculated at approximately \$123,200, which equated to \$1.19 per square foot when the system was fully built out to 103,479 square feet. For 2026, that amount is projected at \$1.10 per square foot. As part of the current 2026 special assessment cycle, staff intends to levy only the commodity or heating charge at a rate of \$0.92 per square foot.

### Estimated Life of the Improvement

The life of a snowmelt system is a function of the useful life of its individual parts. While the piping and tubing may have a life greater than 60 years, the useful life of the pumps and boilers is anticipated to be between 20 and 30 years. In a normal application, the useful life of the sidewalk which contains the snowmelt tubing may be 20 to 30 years, but because it is not exposed to the traditional freeze/thaw cycle of a normal sidewalk neighboring communities have experienced useful lives eclipsing the 30-year useful life cycle. Because this is the case, as included in the detail estimates of cost, the useful life of the system is estimated to be as follows:

Snowmelt Boilers, Pumps, Heat Exchangers, Etc. – useful life of approximately 20 years.

Snowmelt Piping, Tubing, Insulation – useful life of approximately 50 years.

Valves, Manifolds, Glycol, and Sensors – useful life of approximately 25 years.

### Special Assessment District

The assessment district is described as the properties abutting the following areas:

- Main Avenue from State Street east through the parcel at 421 East Main Avenue
- Elm Street from Main Avenue to Cherry Avenue
- Church Street from Central Avenue to Washington Avenue
- The North Side of Cherry Avenue from Elm Street to Church Street.

### Cost of the Project to be borne by the Special Assessment District

Each parcel in the special assessment district will be billed the \$.92 commodity charge and will not be charged the \$1.10 capital charge per square foot of snowmelt with the following considerations:

Parcels exempt from a special assessment will be paid for by the city at large. This includes the following parcels:

- Zeeland Public Schools – 320, 405, and 410 East Main Avenue
- United States Postal Service – 155 East Main Avenue and 20 North Church

Square footage of snowmelt on each parcel will be calculated using the following assumptions. Areas that are outside the areas outlined will be considered the responsibility of the city:

- will be the responsibility of the city.
- Crosswalks Bump outs are the responsibility of the city.
- Corner lots are calculated to the lot line. Corner sidewalks are only calculated in instances where the snowmelt connects to the snowmelt in an adjacent parcel. Corner lots are charged for the frontage with the least amount of assessable square footage of snowmelt.
- Square footage is calculated from the back of curb (or inferred back of curb) to edge of snowmelt nearest the face of building.
- Sidewalk square footage along Elm Street is calculated based on a sidewalk width of 9' (based on similar sidewalk widths in the district Cherry, Main west of Church, etc.). Public passageways are the responsibility of the city, aside from areas reserved for private use.

In addition to the considerations listed above, entities for which we have a shared-use parking agreement (North Street CRC, First CRC, and Second Reformed) will be modified to reflect that sidewalks with snowmelt that abut a leased parking lot will be paid for by the city at large.

Finally, snowmelt systems on private property not included in an easement or other such operating agreement will be charged both the commodity charge and the capital charge.

The estimated cost to operate and maintain the snowmelt system for the term of this special assessment cycle is \$245,920.86 per year which is calculated based on a total of 121,743 square feet of snowmelt at \$2.02 per square foot (\$.92 operating charge plus \$1.10 capital charge). The City is proposing to pay for \$202,759.96 of this total cost or 82% of the operating costs. This \$202,759.96 is broken down as follows:

- \$49,395.50 represents the capital charge that will be covered by the “endowment” within the Snowmelt Operations Fund.
- \$24,282.42 represents the amount of the special assessment within district that cannot be specially assessed (United States Postal Service and Zeeland Public Schools).
- \$34,622.80 represents the special assessment on the City of Zeeland parcels and passageways not included in the special assessment.
- \$94,459.24 represents the square footage on specific parcels that has been excluded from the special assessment (both capital and commodity charge) per the exceptions listed above.

The remaining \$43,160.90 will be assessed to benefitting parcels.

#### Special Assessment Term

While special assessment resolution no. 1 authorizes a special assessment period of up to 10 years, staff would recommend a period of 2 years.

#### Next Steps

At your next meeting (February 2<sup>nd</sup>), we will likely bring forth Special Assessment Resolution No. 2, which will set a public hearing likely on February 16 to gather feedback from the general public about the proposed special assessment.

#### **Lincoln Cemetery String Trimming Bid Award**

Asst. City Manager Kevin Plockmeyer reported that for the past two years, the City has privatized the string trimming work at Lincoln Cemetery. This approach was taken after the elimination of the SWAP program with Ottawa County, which resulted in the City no longer being able to perform this work in-house. Outsourcing this service has allowed staff to maintain expected service levels while addressing staffing limitations.

Bids were solicited for string trimming services at Lincoln Cemetery for the growing seasons of 2026 through 2028. In an effort to attract more competitive pricing and provide cost stability, staff elected to bid this work as a three-year contract rather than a single season. Bids were opened on January 13, 2026, and two bids were received.

Based on the bid tabulation, Near Shore Property Solutions submitted the lowest responsible bid in the amount of \$125,000 for the full three-year term. Staff have reviewed the bid and confirmed it meets the specifications outlined in the bid documents. While the City has not previously worked with Near Shore

Property Solutions, staff have spoken with the company and believe they can perform the work and have a clear understanding of what will be required to successfully complete the contract.

## **Ottawa County Election Publishing Services**

City Clerk Kristi DeVerney reported that Ottawa County has prepared an agreement with the City Clerk for Council to approve as these are statutory responsibilities that the Clerk is responsible for and have already budgeted for. Additionally, the contract was formulated on concepts that Ottawa County believes will not be easily altered based on a few different reasons surrounding the simplicity of the contract overall:

- Publishing Contract – this is something our jurisdiction and Ottawa County already do. Ottawa County simply put these services in a contract as they realized that they likely should have been under contract for these already but were missed.

## **Ottawa County Early Voting Printing/Mailing Agreement**

City Clerk Kristi DeVerney reported that Ottawa County has prepared an agreement with the City Clerk for Council to approve as these are statutory responsibilities that the Clerk is responsible for and have already budgeted for. Additionally, the contract was formulated on concepts that Ottawa County believes will not be easily altered based on a few different reasons surrounding the simplicity of the contract overall:

- Early Voting Notice – this is something that happens once every two (2) years and is strictly guided by statute already. The language follows what statute already indicates but just labels who will be doing what.

## **2026 Poverty Guidelines**

Community Development Director Tim Maday reported that the State Tax Commission has amended the guidelines to be used by Michigan Boards of Review in 2026 for determining eligibility of property owners that may request a poverty property tax exemption.

State Tax Commission Bulletin No. 15 of 2025 requires local government approval of guidelines and an asset level test to be used by the Board of Review when considering applications for poverty exemptions. Bulletin No. 15 also states that the local governing body shall not set the poverty guidelines lower than the federal poverty guidelines which are listed below. Example: The income level for a household of 3 people **shall not** be set lower than \$26,650; however, the local governing body may set the income level for a family of 3 people **higher than** \$26,650.

Below are the federal poverty guidelines proposed for use by the Board of Review in considering poverty exemption applications for **2026**:

<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>
1	\$ 15,650
2	\$ 21,150
3	\$ 26,650
4	\$ 32,150
5	\$ 37,650
6	\$ 43,150
7	\$ 48,650
8	\$ 54,150
For each additional person	\$5,500

Poverty Guideline Schedule

**Closed Session**

Motion was made by Mayor Pro-Tem Gruppen and supported by Councilmember Timmer to enter into Closed Session at 6:15 P.M. for purposes of reviewing pending litigation and an attorney's opinion. Motion carried by all voting aye.

City Council reconvened from Closed Session at 7:01 p.m.

There being no further items to discuss, Work study was adjourned at 7:02 P.M.

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Kristi DeVerney, City Clerk

MEMORANDUM OF GOAL SETTING SESSION  
City Hall Council Chambers  
21 S. Elm St., Zeeland MI  
Monday, January 26, 2026, and Tuesday, January 27, 2026  
5:30 P.M.

PRESENT: Council members – Mayor VanDorp, Gruppen, Lam, Timmer, Bult, Langeland, Perkins

ABSENT: Council members – None

Staff present: City Manager Klunder, Asst. City Manager/Finance Director Plockmeyer, Police Chief Jungel, Marketing Director deRoo, Community Development Director Maday, Clean Water Plant Superintendent Engelsman, Library/Community Center Director Hanson, IT Director Maloney, ZBPW General Manager Boatright, ZBPW Electric Power Supply and Market Operations Manager Mulder, and City Clerk DeVerney.

**Monday, January 26, 2026**

Mayor VanDorp called the meeting to order at 5:30 p.m. Opening comments were made by Mayor VanDorp and Klunder.

Klunder provided a review of the 2025 Strategic Action Plan Scorecard Assessment. Staff earned 77 points on the 2025 Strategic Action Plan Scorecard.

Each department gave a presentation on the goals accomplished in 2025, and what opportunities/challenges they foresee in 2026.

The meeting adjourned at 8:56 p.m.

**Tuesday, January 27, 2026**

Mayor VanDorp called the meeting to order at 5:30 p.m. City Manager Klunder thanked City Council for their attentiveness at last night's meeting and discussed the process that will be utilized this evening to review the City's Vision, Commitments, Core Values and identifying strategic action steps for 2026.

Klunder reviewed the Vision Statement, the seven Commitments (Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Infrastructure and City Services; Culture, Parks & Recreation; Financial Sustainability; and Organizational Culture) and Core Values of the City. City Council agreed that these items are still relevant to the City.

The group listed potential action steps for 2026. After gaining a general understanding of what each proposed action step would generally achieve, the group ranked proposed new action steps for 2026. Voting results were as follows:

**Potential New Ideas for 2026**

Washington Avenue Development	13
Mead Johnson Implementation	12
JR Automation Implementation	12
Park & Rec Master Plan Update	12
Roundabout at Main and Fairview	11
Feel the Zeel 20th Anniversary Planning	11
Facility Improvement Plan	10
Regional Biosolids Facility	9
Master Plan Rewrite	9
Funding Mechanisms for Facility Improvements	9
Underground Utilities - State, Washington, Lincoln	9

Future Visioning with Schools	9
Second Exit From Public Safety Building	9
Legal Succession Planning	9
Snowmelt Expansion Phase 3	8
Business Loop I-196 Beautification	7
Finance Staffing	7
Succession Planning	7
Concrete Rec Games at Parks	7
Business Loop I-196 Crossing	6
Expand Parking Options	6
Purchase Property for Washington Ave Redevelopment	6
Main Street Auto Redevelopment	6
Parking Ordinance Review	6
Implementation Plan for New Electric Generation	5
Aggressively Pursue Filling Empty Buildings	5
Cherry Ave Medical Office Building Redevelopment	5
Fire/Rescue Staffing	5
Additional Murals	5
Name Recognition Policy	5
Parking Deck	4
Permanent Story Walking	4
Recreation Center	3
Single Refuse Hauler	3
Greater Transparency - Stream Meetings	3
Washington Avenue Beautification	2
Lincoln Avenue Improvements	2
474 W Main Ave Redevelopment	2
Howard Miller Site Reuse	2
HMCC as Welcome Center	2
Huizenga Park Pickleball Court Lighting	2
Unhoused Population Plans	2
Maple St Two-Way Conversion	2
Employee Retention	1
Small Footprint Housing	1
More Pickleball Courts	0
Overnight On street Parking	0
More EV Chargers	0

Preliminary, City Council felt that items with 8 votes or more would remain on the 2026 strategic action plan. City Council did suggest maintaining BL196 pedestrian bridge funding, expanding parking options, and the Main Street Auto redevelopment which each received 6 votes.

The City's administrative team will work with City Council to further refine the list, define action steps, and organize the overall 2026 Strategic Action Plan over the next several weeks.

The meeting adjourned at 8:09 p.m.

---

Kristi DeVerney, City Clerk

**MEMORANDUM OF MEETING**  
Shopping Area Redevelopment Board (SARB)  
Thursday, January 22, 2026 at 9:00 A.M.

**PRESENT:** Board members, Vos, Barnes, Bult, Gentry, VanHoven, VanKampen

**ABSENT:** Dick

**Staff:** Marketing Director deRoo, City Clerk DeVerney

**Guest:** Jessica Hurst

The meeting was opened at 9:00 A.M. by Board Member Vos.

**1. PUBLIC HEARING – 51 E MAIN ST – REPLACE EXTERIOR BUILDING SIGNAGE**

Chairman Vos opened the public hearing at 9:00 A.M.

deRoo introduced Jessica Hulst, representing Holland Custom Signs, and the tenant at 51 E. Main. Coldwell Banker is changing real estate firms and will now be MI Real Estate Management. She stated they would be using the same shape sign with existing sign mounting holes being filled and repainted by the tenant. Holland Custom Signs team will handle the demolition. Installation should be in March or April.

A motion was made by Barnes and supported by VanHoven to approve removing existing "Coldwell Banker" sign and replace with new business identification signage for MI Real Estate Management of the same size, scale, and installation method. All present voting aye, Motion Carried.

A motion was made by Barnes & supported by Gentry to close the public hearing at 9:09 A.M.

**2. PUBLIC HEARING – 152 E MAIN ST – REPLACE EXTERIOR BUILDING SIGNAGE**

Chairman Vos opened the public hearing at 9:16 A.M.

deRoo stated that the applicant, representing Annie Lane Bridal, is only refacing the existing projecting sign so the applicant was not in attendance. Annie Lane Bridal is updating the artwork on their projecting sign, but using the existing sign frame and mounting bracket. The board was pleased with the design of the new signage artwork.

A motion was made by Barnes and supported by Gentry to approve refacing an existing projecting sign. All present voting aye, Motion Carried.

A motion was made by Barnes and supported by VanHoven to close the public hearing. All present voting aye. Motion Carried.

A motion was made by Barnes and supported by VanHoven to close the meeting at 9:20 A.M. All present voting aye, Motion Carried.

---

Kristi DeVerney, City Clerk

DRAFT

## MEMORANDUM OF MEETING

Personnel Committee

January 28, 2026 – 12:00 PM

City Hall Main Floor Conference Room

**PRESENT:** Mayor VanDorp, Mayor Pro-Tem Gruppen, BPW Chair Boerman, Council Member Lam

**ABSENT:** BPW Vice Chair Cooney

**Staff Present:** City Manager Klunder, Assistant City Manager/Finance Director Plockmeyer, HR Specialist Hellenthal, BPW General Manager Boatright, and City Clerk DeVerney

**Also Present:** One City of Zeeland Streets Employee: Austin Lubbers and IT Manager Maloney

Mayor VanDorp called the meeting to order at 12:03 PM

### Employee Comments

City of Zeeland Streets employee, Austin Lubbers, asked the Personnel Committee to consider the following things regarding benefits:

- Leave for both parents, suggesting 1 month off
- Expansion of compensation time
  - Limit is 40 hours/year. Suggested an increase to 80 hours/year
  - Currently only allow a certain amount to be carried over to the next year
- Wages during holiday time
  - He would like similar holiday time pay to compare to the pay that the BPW workers receive – triple time on holidays

### Approval of November 25, 2025, Meeting Minutes

*A motion was made by Gruppen and seconded by Boerman to approve the November 25, 2025, meeting minutes. All in favor, minutes approved.*

### Employee Handbook Amendments

Klunder and Hellenthal gave an overview of the proposed updates to the Employee Handbook.

- Overall: Updated terminology to replace City Clerk/Personnel Assistant with Human Resources
- Exemption Status: Clarified language to better define exempt vs non-exempt positions
- Promotions and Transfers: Removed requirement to send all open positions to each department for posting. Instead allow flexibility to post based on position and departmental needs.
- Paid Vacation:
  - Aligned with 2025 Union Contracts, adding 6 weeks of vacation for 29 years of service.
  - Clarified qualified overtime to align with tax changes for 2025-2028
  - Defined distribution of paid time off upon separation
- Alternate Paid Vacation: Added 6 weeks after 23 years of service, consistent with 2025 Union Contract changes.
- Paid Personal Leave: Reduced years of services required to receive an additional day, in line with 2025 Union contracts
- Holidays: Added holiday benefit guidelines for part-time employees

- Tuition Reimbursement Program: Updated approval process and adjusted reimbursement amount to match IRS standards.
- Longevity Pay: Increased amounts to align with 2025 Union Contracts
- When You Leave: Clarified that group insurance ends on the day active employment ends
- Travel Appendix F: Added guidance on carpooling for cost savings and developed guidelines outside of the policy for paid travel time
- Health Appendix G: Increasing the opt-out health amount from \$1,000 to \$2,500
- Fire Provisions Appendix H:
  - Updated to ensure employees attending required training or certification are paid for their time.
  - Adjusted work period to align with FLSA standards for overtime exemption.
  - Matched vacation benefits (6th week) to regular employees.

*Motion was made by Boerman and seconded by Gruppen to approve the Employee Handbook Amendments. All in favor, motion passed.*

### **Employee Appreciation Policy Amendment**

Klunder stated the following amendments to the Employee Appreciation Policy are as follows:

- Updated U.S. General Services Administration's meals and incidentals rate to \$74
- Changed the period date, for the M&E rate, to October 2025 through September 2026.
- Changed all references for City Clerk/Personnel Assistant to Human Resource Department

*Motion was made by Boerman and seconded by Lam to approve the Employee Appreciation Policy Amendment. All in favor, motion passed.*

### **FY '26/'27 Budget Discussion**

Klunder stated that Hellenthal is examining what the general scale increase for non-union positions should be for Fiscal Year 2026 – 2027. We do not have a recommendation at this time. However, initial preliminary indications are 2.8% - 3.5%. Klunder noted that at a recent West Coast Chamber Economic Outlook presentation, it was shared that the average across all sectors, is estimated at 3.2%.

### **Fire/Rescue Chief Vacancy**

Klunder informed committee members that the process to hire a new Fire/Rescue Chief was going well. Four (4) candidates had been interviewed and on February 9<sup>th</sup>, the management team will be able to meet one (1) of the finalists. The goal is to have a decision made and hire a new Fire/Rescue Chief by March 1<sup>st</sup>.

*Motion was made by Gruppen and seconded by Boerman to adjourn the meeting at 12:28 p.m. All in favor, meeting adjourned.*

---

Kristi DeVerney, City Clerk

# Zeeland Historical Society

Dekker Huis Museum  
New Groningen Schoolhouse  
Zeeland Welcome Center



Tim Klunder, City Manager  
Kevin Plockmeyer, Assistant City Manager  
City of Zeeland  
21 South Elm Street  
Zeeland, MI 49464

Mayor Van Dorp and Members of the Zeeland City Council,

Thank you for your continued investment in the Zeeland Historical Society and for your longstanding support of preserving and sharing Zeeland's history. We are deeply grateful for the City's partnership and were especially honored to be recognized this past year for fifty years of service to the community.

The City's 2025 donation of \$12,000 has been instrumental in sustaining our core operations and ensuring that residents and visitors alike can engage meaningfully with Zeeland's history. As we look ahead to 2026, we respectfully request consideration of a **renewed donation of \$12,000, or a 5% increase** in municipal support, bringing the City's investment to **\$12,600**.

This incremental increase would help offset rising fixed operational costs while allowing us to maintain our current level of exhibits, educational programming, and engagement. The City's support continues to play a vital role in stabilizing our operations and leveraging additional earned revenue and grant funding.

## 2025 Highlights

This year brought significant accomplishments that reflect both fiscal responsibility and strong community impact:

- **Exhibits:**

- *Civic Legacy Exhibit:* A major project honoring the people and institutions that have guided Zeeland's growth, highlighting the enduring impact of public service and collaborative leadership.
- *Veterans Memorial Exhibit:* An exhibit honoring local veterans and military service members, recognizing Zeeland's contributions to national military efforts from the Civil War to the present.
- *Foundations Exhibit:* A comprehensive exhibit examining the people, materials, and infrastructure that shaped Zeeland's built environment.

- **Collections Stewardship**

In 2025, the Historical Society accessioned more than 1,200 items into the permanent collection, continuing to serve as a trusted repository for Zeeland's historical materials. Notably, we received over 600 historic photographs from the archives of The Zeeland Record, significantly enriching our visual record of the community.

- **Major Grant Secured:** \$25,000 awarded by the America250MI Committee (with \$12,500 allocated to the Zeeland Historical Society) in support of a multi-site collaborative exhibit and oral history project with the Holland Museum, connecting America's 250th anniversary to local stories of citizenship, belonging, and identity.
- **Community Recognition:** Honored by the City of Zeeland for fifty years of service—an especially meaningful recognition shared with Dorothy Voss, one of the founders of the Zeeland Historical Society.
- **Educational Programming:** Continued success of kids' camps, school visits, and the annual Home Tour, engaging residents of all ages

### **Looking Ahead to 2026**

We are excited about the upcoming year and the opportunities it presents:

- **New Exhibit:** We the People: Roots of Belonging
- **Enhanced Interactives:** Updates to the Pioneer Room
- **Expanded Youth Programming:** New kids' camps, including World War II Camp and Civic Camp, alongside continued offerings such as Settlers Camp and Museum Boot Camp
- **Community Tours:** A fall Church Tour focused on stained glass and architectural history
- **New Permanent Exhibit:** Made in Zeeland, highlighting the city's furniture and manufacturing legacy
- **Field Trips:** More than 500 students expected to visit the museum
- **Seasonal Programming:** Including Sinterklaas, Civil War reenactors during Pumpkin Fest, and participation in community events

### **Why This Increase Matters**

We are proud to share that the Zeeland Historical Society has increased its earned and contributed revenue by approximately 20% annually, reflecting strong donor confidence and community support. At the same time, inflationary pressures have increased the strain on day-to-day operational costs.

While we continue to grow individual giving and pursue grant funding aggressively, municipal support remains uniquely important. It provides **predictable, stable funding** that allows us to plan responsibly, maintain public access, and serve the community year-round. The City's investment also signals confidence in our work and helps leverage additional private and philanthropic support.

We are also grateful for the City's downtown investments, including the snowmelt system, which has significantly improved accessibility and the visitor experience. We are enthusiastic about the redevelopment at the corner of Main Street and believe it will further increase foot traffic and engagement at the west end of downtown.

Thank you for considering this request and for your continued partnership with the Zeeland Historical Society. I would welcome the opportunity to discuss our work and plans in greater detail.

With sincere appreciation,



Audrey Rojo  
Interim Director  
Zeeland Historical Society



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

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## CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: City Manager's Report

DATE: January 28, 2026

CC: February 2<sup>nd</sup> Council Agenda

---

Citizen's Academy – The opportunity to apply for the 2026 Citizen's Academy is open from February 2 – February 13. Citizens can apply via the city's website at [www.cityofzeeland.com](http://www.cityofzeeland.com). As a reminder, I have attached "frequently asked questions" about our Citizen's Academy and the 2026 itinerary.

Planning Commission – The Planning Commission will hold their regular meeting on Thursday, February 5. The primary item on the agenda will be consideration of selecting a consultant for the proposed master plan re-write. Assuming the Planning Commission offers a recommendation, this item would be on your February 16 agenda.

Lakeshore Advantage – The Lakeshore Advantage team held their annual meeting this past Thursday where they highlight accomplishments from the past year and outline their plans for the year ahead. Of note, the recruitment and decision by JR Automation to locate in Zeeland was one of the primary success stories in 2025 that Lakeshore Advantage highlighted and shared with the attendees.

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.



---

Timothy R. Klunder, City Manager



## WHAT: What is Zeeland's Citizen's Academy?

- Zeeland's Citizen's Academy is designed to provide Zeelanders an opportunity to expand their knowledge of the structure and functions of their city government. Sessions will offer an in-depth look at the fundamentals of the City's administration, elections, local history, library, finance, IT, streets, parks, cemeteries, utilities, public safety, community development, downtown and marketing.
- Graduates of the Academy will be honored at a City Council meeting following the completion of the program.

## WHY: Why was this program created?

- The purpose of Zeeland's Citizen's Academy is to: educate residents, encourage new leaders and volunteers & spread the ZEEL!
- The Citizen's Academy is an ideal program for community leaders, current or potential future appointed or elected officials, or curious residents with an interest in local affairs. Participants will increase their knowledge of City operations while demonstrating their commitment to the community, networking with fellow community members, engaging with City staff and becoming better equipped to help shape the future of the community.

## WHO: Who can participate?

- Participants must be one of the following:
  - City of Zeeland residents (*preferred*).
  - Utility customer of the Zeeland Board of Public Works.
  - Work at an employer within the Zeeland City limits.
- Participants must be 18 years of age & pass a background check.

## WHEN: When is it? What other dates do I need to know?

- The 2026 Zeeland's Citizen's Academy will take place on the following dates:
  - Session 1: Wed., April 15 - 5:45-9:00 PM (*dinner is included*)
  - Session 2: Wed., April 22 - 5:45-9:00 PM (*dinner is included*)
  - Session 3: Wed., April 29 - 5:45-9:00 PM (*dinner is included*)
  - Session 4: Wed., May 6 - 5:45-9:00 PM (*dinner is included*)
  - Session 5: Wed., May 13 - 5:45-9:00 PM (*dinner is included*)
  - Session 6: Wed., May 20 - 5:45-9:00 PM (*dinner is included*)
  - Graduation: Mon., June 1 - 6:00 PM
- It is the expectation of the program that participants will attend at least 5 out of 6 full sessions.
- The application window will remain open from February 2 - February 13.

## WHERE: Where will the sessions be held?

- Sessions will be held at a variety of City of Zeeland / Board of Public Works facilities as well as walking and bus tours through the city. Location information will be provided with the program itinerary.

## HOW: How do I apply? How will I know if I am accepted?

- Apply online [www.cityofzeeland.com/citizens-academy](http://www.cityofzeeland.com/citizens-academy)
- Or visit City Hall (21 S. Elm Street) during business hours and request a paper application.
- Applicants will be notified by March 3 if they have been accepted into the program.

## MORE: What else do I need to know?

- ATTIRE: There is no dress code, however, we recommend business casual attire (jeans are ok!) and comfortable shoes for walking. Sessions will be in and out of doors, so please dress comfortably for air conditioning and the outside heat.
- FOOD: Dinner will be provided at 5:45 PM for each of the six sessions. We will celebrate with cake at graduation!
- ZEEL GEAR: Participants will receive a Citizen's Academy T-shirt upon completion of the program!
- COST: Free!



## **SESSION 1: Participating in Local Government & Get to Know Your Library**

Wednesday, April 15 / City Hall Council Chambers, 2nd Floor (21 S. Elm Street) / 5:45-9 PM, includes dinner

- Learn about the City's organizational structure, administration, and elections, find out how you can be informed and participate!
- Hear the story of how historic Zeeland was founded.
- Get an insider's tour of the Howard Miller Public Library and gain an understanding on how local libraries are managed.

## **SESSION 2: Board of Public Works**

Wednesday, April 22 / BPW North Warehouse (347 E. Washington Avenue) / 5:45-9 PM, includes dinner

- Take a behind-the-scenes tour of the Board of Public Works facilities.
- Understand the power of Zeeland's locally controlled utilities.

## **SESSION 3: Parks & Cemetery, Streets and Finance**

Wednesday, April 29 / City Hall Council Chambers, 2nd Floor (21 S. Elm Street) / 5:45-9 PM, includes dinner

- Take a bus tour through the City's park system and beautifully manicured cemeteries.
- Become familiar with the City's future infrastructure plans and the operations of the Streets Department.
- Learn about the City's budget and finance process, funding sources and millage rates.

## **SESSION 4: Meet Your Public Safety Team : Police, Fire/Rescue**

Wednesday, May 6 / Public Safety Building (29 W. Main Avenue) / 5:45-9 PM, includes dinner

- Understand the City's approaches to public safety through policing, fire protection and emergency rescue.

## **SESSION 5: Information Technology & Clean Water Plant**

Wednesday, May 13 / Clean Water Plant Facility (144 E. Lincoln Avenue) / 5:45-9 PM, includes dinner

- Realize the importance of the City's in-house IT Department.
- Witness the functions of the City's Clean Water Plant and tour the facility.

## **SESSION 6: Marketing, Community Development & Downtown Zeeland**

Wednesday, May 20 / City Hall Council Chambers, 2nd Floor (21 S. Elm Street) / 5:45-9 PM, includes dinner

- Gain an understanding of how the City plans and implements a vision for the future. Including information on planning & zoning.
- Take a bus tour through Zeeland's industrial sector and downtown development projects.
- Learn more about the City's FEEL THE ZEEL brand and community events.

## **GRADUATION CEREMONY @ City Council Meeting**

Monday, June 1 / City Hall Council Chambers, 2nd Floor (21 S. Elm Street) / 6PM, includes cake

- Participants who have completed at least 5 out of 6 Citizen's Academy sessions will be recognized at a Zeeland City Council Meeting.
- Participants are invited to bring their families!

CONTACT US: Susan Moore [smoore@cityofzeeland.com](mailto:smoore@cityofzeeland.com) or 616-772-6400 x1215



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

---

## CITY COUNCIL MEMORANDUM

---

TO: Mayor Van Dorp and City Councilmembers

FROM: Tim Klunder, City Manager and Melanie Hellenthal, HR Specialist

SUBJECT: Employee Handbook Amendments

DATE: January 30, 2026

CC: February 2<sup>nd</sup> CC Agenda

---

**BACKGROUND:** Subsequent to some handbook changes in March 2025 due to the Earned Sick Time Act (ESTA), we have been noting additional changes we wanted to bring for consideration to the Personnel Committee and City Council. At the January 28, 2026, Personnel Committee meeting, these changes were presented to the Committee with the Committee subsequently recommending that they be brought to City Council for approval.

Below is a summary of recommended changes for the Employee Handbook.

- Overall: Updated terminology to replace City Clerk/Personnel Assistant with Human Resources
- Exemption Status: Clarified language to better define exempt vs non-exempt positions
- Promotions and Transfers: Removed requirement to send all open positions to each department for posting. Instead allow flexibility to post based on position and departmental needs.
- Paid Vacation:
  - Aligned with 2025 Union Contracts, adding 6 weeks of vacation for 29 years of service.
  - Clarified qualified overtime to align with tax changes for 2025-2028
  - Defined distribution of paid time off upon separation
- Alternate Paid Vacation: Added 6 weeks after 23 years of service, consistent with 2025 Union Contract changes.

FEEL THE ZEEL

- Paid Personal Leave: Reduced years of services required to receive an additional day, in line with 2025 Union contracts
- Holidays: Added holiday benefit guidelines for part-time employees
- Tuition Reimbursement Program: Updated approval process and adjusted reimbursement amount to match IRS standards.
- Longevity Pay: Increased amounts to align with 2025 Union Contracts
- When You Leave: Clarified that group insurance ends on the day active employment ends
- Travel Appendix F: Added guidance on carpooling for cost savings and developed guidelines outside of the policy for paid travel time
- Health Appendix G: Increasing the opt-out health amount from \$1,000 to \$2,500
- Fire Provisions Appendix H:
  - Updated to ensure employees attending required training or certification are paid for their time.
  - Adjusted work period to align with FLSA standards for overtime exemption.
  - Matched vacation benefits (6th week) to regular employees.

In addition to this cover memo, we have attached a red-lined version of the Employee Handbook that notes these suggested changes. As mentioned at the beginning of this memo, the Personnel Committee did review the changes at their January 28, 2026, meeting and they did unanimously recommend that City Council approve the changes.

**RECOMMENDATION:** City leadership recommends City Council accept the Personnel Committee's recommendation to approve updates to the Employee Handbook as presented.




---

Timothy R. Klunder, City Manager

FEEL THE ZEEL



## *Working Together*

**Your Employee Handbook at City of Zeeland**

*Updated Feb 2026*

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This Employee Handbook supersedes all previous Employee Handbooks and management memos, which may have been issued on subjects covered herein.

#### **RESERVATION OF RIGHTS CLAUSE**

The policies and procedures contained in this Handbook may be modified, amended, or cancelled by the City of Zeeland/Zeeland Board of Public Works at any time, and with or without notice.

# Welcome to the City of Zeeland

Welcome! We want to thank you for joining our team. People spend many hours at work, and we want you to understand that our goal is to create a place where you enjoy coming each day. One of our major goals is to communicate well in order to help you understand what to expect from us. We also want to share what we expect from you as a member of our team. We hope your time with us will provide exciting opportunities to learn and grow. We are excited to have you as a part of our team, and we hope you share this excitement in being here each day.

This Handbook is intended to be a guide for all employees. Throughout this Handbook, the word "City" refers to the City of Zeeland and the Zeeland Board of Public Works. The policies detailed or summarized in this Handbook, including the requirement to arbitrate all claims based on violations of State or Federal law, apply to employees represented by a union, unless there is specific language in the union contract to the contrary. This Handbook is written in plain English, without a lot of "legalese." We would like to emphasize that nothing in this Handbook is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon any of your legal rights, which we respect and will protect regardless of any interpretation of the general language of this Handbook. This Handbook is not a contract, nor is it an exhaustive list of protocols or policy. There is simply no way any book can cover every situation and practice, so we are providing you this Handbook and a request for you to keep your line of communication with your supervisor open. The world and our business are always changing and evolving, and while we are committed to keeping our Handbook current, there may be situations where things change faster than this Handbook. We are all on the same team, so ask questions freely and without fear – you will learn more quickly that way.

By working together, we are confident that the future will be both productive and prosperous for all of us. Again, we want to thank you for joining our team and providing your time, dedication, and talent to our City and community.

Welcome and Feel the Zeel!

Tim Klunder  
Zeeland City Manager

Andrew Boatright  
General Manager  
Zeeland Board of Public Works

# What You Can Expect from Us

Working here is simple: come to work each day on time, be prepared, and provide your best effort. Throughout the day, focus on exceeding community expectations, work well with your co-workers, observe safety rules, and create the type of workplace we all enjoy. As one of our team, you can expect us to work hard to allow each person to strive to reach their potential, as we strive to meet the goals of the City. Here are some other things you can expect from us:

## Orientation Period

The first six (6) months of employment are considered a period of adjustment for both you and the City. It is a time for you to evaluate the job and the work environment and provides the City a time to evaluate your skills and performance. If upon completion of this six-month period, it is determined by management that additional time is needed for evaluation purposes, the City, as its discretion, may extend the orientation period for an additional six-month period. During this period, you have the right to terminate your employment and compensation with or without reason and with or without notice, at any time, and the City retains the same right.

## You Will Be Paid Fairly and Accurately

We will pay each person fairly for the work they perform on a regular schedule. It is our policy to be in compliance with Federal and State wage laws and we prohibit any improper deductions. Bring any discrepancies, questions, or lost checks to the Finance Department's attention as soon as possible. We will correct any improper deductions promptly and will take steps to ensure future compliance.

If your job requires completing timesheet reports, doing them on time and accurately is critical to being paid properly. Our payroll runs on a bi-weekly cycle with paydays on Thursday. Employees are paid two weeks in arrears. For overtime calculations, our workweek is defined as Sunday - Saturday. From time to time, on a discretionary basis, some or all employees may receive a performance incentive. All performance incentive payments are considered discretionary and will not be counted in overtime payment calculations.

Please note, any time away from work should be properly recorded on your timesheet and designated with approved paid or unpaid time off. Employees are required to record their time per the City's guidelines on a daily basis. If hours are not reported by the deadline, you may not have your check until a later date to ensure that it is correct.

We follow the law relating to payroll practices, meaning you will:

- Know if you are Regular Full-time, Regular Part-time, Seasonal, or Contract employee.
- Know your rate of pay and whether your job is eligible for overtime or not.
- Have access to pay statements that show all deductions (taxes, etc.), so please review your pay stubs to ensure accuracy.
- Have the ability to direct deposit your paychecks – it is faster and more efficient for everyone.
- Be held accountable for accuracy and timely submission of time reports.

## Types of Employment Relationships

We strive to staff the City for maximum efficiency and performance. We use different types of employment relationships to do so. We offer positions in the following employment statuses:

- Regular Full-time – Regularly scheduled 40+ hours per week and eligible for our benefits.
- Regular Full-time Fire Department, Hourly Non-Exempt – Regularly scheduled for the 9-hour shift. Eligibility and accrual for paid personal leave days, holidays, bereavement leave, vacation time, jury duty, and compensatory time off will be adjusted to align with the average hours worked per week. See your supervisor or Appendix H for details.
- Regular Part-time – Regularly scheduled less than 40 hours per week, not eligible for any benefits other than those specifically provided for them in this Employee Handbook.

- Seasonal Part-time – An employee typically hired for a specific duration, not eligible for our benefits other than those specifically provided for them in this Employee Handbook.
- Contractor – Not an employee, paid via contract for services, not eligible for our benefits, but must abide by our workplace guidelines.

## Exemption Status

We are committed to want to fairly compensating you fairly for the time you workyour time worked. Employees will receive pay from the City either on an hourly or a salary basis, depending on their classification. You may receive pay from the City based on the hours worked or on a salary basis. We have These classification – Exempt and Non-Exempt(Hourly)--two types of classifications: Exempt and Hourly Non-Exempt. These classifications determine whether or not you qualify for overtime pay under the Fair Labor Standards Act.

### Non-Exempt (Hourly) Employees

- Non-exempt employees are eligible for overtime pay at one and one-half times their regular hourly rate or compensatory time off for total hours that exceed 40 hours in a 7-day workweek.
- For payroll purposes, total hours include:
  - Actual time worked
  - Approved paid time off (such as sick leave, vacation, call-out, jury duty, and holidays).
  - Important: Only actual hours worked beyond 40 in a workweek qualify as overtime under FLSA. Paid time off does not count toward “qualifying overtime.”
- All time must be accurately recorded on the provided timecards to ensure proper payment or compensatory time off.

\*\*All Regular Full time Hourly Non-Exempt positions are paid overtime pay which is calculated at time and a half, or compensatory time off for actual hours worked (including approved time off on sick leave, vacation, call-out, jury duty, and holidays) that exceed 40 hours in a workweek or over 8 hours in one day. All other hourly employees authorized to work overtime are paid overtime pay which is calculated at time and a half, or compensatory time off for work performed (including approved time off on sick leave, vacation, call-out, jury duty, and holidays) in excess of forty (40) hours per workweek.

*Please note there is an exception for Hourly Non-Exempt Fire Department employees regarding overtime pay and full details can be found in Appendix H in this Employee Handbook.*

- If you think you need to work overtime, please talk to your supervisor first to get approval.
- On-call hours are not included as eligible time for overtime pay.

### Exempt (Salary) Employees

- Exempt employees are not eligible for overtime pay, regardless of hours worked in a workweek.
- Exempt status is determined by set criteria outlined by the Fair Labor Standards Act, if you are in an Exempt position, typically involving duties that require discretion, judgement and specialized knowledge.
- you will be paid your salary but are expected to maintain the agreed upon schedule. For payroll purposes, Exempt employees must complete a timecard indicating whether they worked or used approved leave.

*As a reminder, if you are a Non-Exempt employee, you will need to report hours worked over 40 in a work week for proper payment of overtime or for compensatory time off. On-call hours are not included as hours worked for overtime pay.*

## You Will Receive Performance Feedback

Feedback will come from your supervisor, co-workers, and community, so be ready. The best feedback is timely and acknowledges both your accomplishments and opportunities to improve. We encourage our leaders to provide their team members with feedback on a formal and informal basis. Informal feedback should be given throughout the day.

You should hear feedback from your supervisor in a formal process at a minimum of once per year. At that time you will set specific personal goals. You may have formal feedback sessions more often if you and your supervisor feel that it is a good investment of time.

If you feel you are not receiving enough feedback, it is appropriate to request more from your supervisor. Likewise, if you want to provide feedback to a co-worker or supervisor, ask them before you do. Set up a time to talk and share your feedback. You are always encouraged to take time to show appreciation in the form of a simple “thank you” or by providing a specific compliment.

## Your Performance Matters

We believe that job performance has many dimensions, including: our annual review, attendance, and working relationships with colleagues and the community. Your job performance matters. Many of the decisions that we will make during our working relationship will be based in some, or large part upon, your performance as a member of our team. This includes items such as determining pay raises, promotions, training opportunities, etc.

## Promotions and Transfers

The City offers employees the opportunity for career advancement within the City. Open positions will be made available through job postings sent to each department to give employees the opportunity to apply for any position they may be qualified to perform. As appropriate HR may send internal communication to all employees regarding new openings. Checking the City's HR website is also a good practice to review current openings. You should check the following for information concerning job openings:

- Bulletin Board
- City internet sites

Applications or information can be obtained from the Human Resource's office or on-line.

## Salary Increase Plan

A Salary Increase Plan has been established and approved for use within all departments. This plan provides a pay range for each position. The City Council reviews the pay plan annually and may make necessary adjustments based on economic conditions. Please refer to Appendix C for details of this policy.

## Pay Goes Beyond Your Paycheck

There are a lot of ways that we invest in your “pay” that go beyond what you see in your paycheck. For many employees, the value of these other forms of pay can be more than a third of what you are being paid – increasing your total compensation to a much higher level than you initially thought.

Based on your regular schedule, you may be eligible for benefits such as:

Medical Insurance	Deferred Compensation Plan (457)
Dental Insurance	Retirement Health Savings
Short-Term Disability Insurance	401(a) Plan
Long-Term Disability Insurance	Employee Assistance Program
Life Insurance & AD&D	Longevity Pay
Health Savings Account (HSA)	Child Adoption Benefit
Flexible Spending Account	Tuition Reimbursement
Paid Vacation Time	Paid Personal Time
Paid Sick Leave (Michigan Earned Sick Time Act)	

If you are a new hire, the details for which of these benefits apply are explained at the time of the offer. Some of these programs have legal documents that define how they work, and if present, a legal document is always the deciding factor.

in how a Plan operates. We also make the Summary Plan Documents (SPDs) available to you – just contact the Human Resources and ask for them or if you have questions on how these Plans work.

## Paid Time Off and Unpaid Leaves

Whether it is for a much-needed beach trip, long weekend, family commitment, or illness, we know that everyone needs a little time away. We offer paid time off and unpaid time off as outlined below.

### Paid Vacation Time

Depending on your role and employment status, you may receive paid vacation time. The amount of paid vacation time you receive is explained at the time of offer and increases according to our Regular Full-time Employee Vacation schedule below:

Upon Hire	2 Weeks
Upon completion of six (6) years of service	3 Weeks
Upon completion of thirteen (13) years of service	4 Weeks
Upon completion of twenty-three (23) years of service	5 Weeks
<u>Upon completion of twenty-nine (29) years of service</u>	<u>6 Weeks</u>

When you need time away from work, you need to obtain prior approval from your supervisor and properly record it on your timesheet for accurate record keeping. Please keep in mind we will make our best effort to accommodate requests, but your supervisor needs to balance other demands such as community needs and your co-worker's requests before final approval can be granted. There may be certain times when a "black-out" period may be necessary for certain departments in which vacation time may not be granted due to projects, events, or deadlines that need to be met.

For hourly employees, vacation time is paid at your straight time hourly rate at the time the vacation time is taken, excluding any premiums. For a salaried employee, vacation time is paid at their regular salary rate. Please note, vacation time is awarded each anniversary year for full-time employees. Up to 80 hours of paid vacation time can be rolled over into the next anniversary year for unique circumstances approved in advance by the City Manager or the Board of Public Works General Manager. Paid vacation time is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

When leaving employment, any earned and unused vacation time will be paid , provided that you give an official two-weeks' notice and work the full notice as scheduled without using any paid or unpaid leave during this period. For employees retiring, there is an option to receive the vacation payout as a lump sum on the final paycheck following the last scheduled workday, or to have the balance paid out over a period of time, not to exceed six weeks. Vacation accrual stops on your last scheduled workday. If you have a balance of earned and unused vacation time, t we will pay it out as long as you have given a proper 2 week working notice and were not let go. Paid vacation time is counted as hours worked for overtime and compensatory time off purposes.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid vacation time.

### Alternate Paid Vacation Schedule

In the event that at the time of hire and based upon an individual's experience and competitive nature of the job market for a particular position, additional vacation upon hire up to 3 weeks in total may be granted by the City Manager or Board of Public Works General Manager.

During such instances, vacations will be awarded on an employee's anniversary date in accordance with the following schedule:

Service Years Based on Anniversary Date	Number of Weeks
Upon hire	3 Weeks
Upon completion of seven (7) years of service	4 Weeks
Upon completion of seventeen (17) years of service	5 Weeks
<u>Upon completion of twenty-three (23) years of service</u>	<u>6 weeks</u>

## Paid Personal Leave Days

Regular Full-time employees are provided with four (4) paid personal leave days on their hire date and each successive anniversary of that date. Once a Regular Full-time employee completes five (5)ten (10) or more years with the City, they will be provided with one (1) additional paid personal leave day on their anniversary date. If these personal days are not used within the year that they are issued, they will be forfeited.

A full paid personal leave day is eight (8) hours per day at the employee's regular straight time hourly rate at the time the leave is taken, excluding any premiums. For a salaried employee, personal leave pay is at their regular salary rate. The use of personal leave days is flexible to the employee but subject to approval by the Department Head within the operational needs of the department. personal leave if you have a balance of earned and unused personal leave time, we will pay it out as long as you have given a proper 2 week working notice and were not let go. Paid personal leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

When leaving employment, any earned but unused personal leave will be paid , provided that you give an official two-weeks' notice and work the full notice as scheduled without using any paid or unpaid leave during this period. For employees retiring, there is an option to receive the personal leave payout as a lump sum on the final paycheck following the last scheduled workday, or to have the balance paid out over a period of time, not to exceed six weeks.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid personal leave days.

## Paid Sick Leave (Earned Sick Time Act)

All employees earn paid sick leave at the rate of 1 hour per 30 hours worked each calendar year. For purposes of this policy, 'hours worked' includes time off on paid vacation, paid personal leave, paid sick leave, paid holidays, paid bereavement leave, and paid jury duty. This paid sick leave is to be used to cover eligible absences under Michigan's Earned Sick Time Act (ESTA). For planned absences, we ask that you call in or notify your supervisor within 7 days. For unplanned absences, we ask that you call in or notify your supervisor 30 minutes before the start of your shift or as soon as practicable.

Paid sick leave can be used for ESTA qualified absences in increments of no less than 15 minutes. ESTA qualified absences include:

- The employee's or the employee's \*family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or

- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition of using earned sick time.

*\*For purposes of ESTA, the definition of "family member" includes a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child. Family members also include grandparents, grandchildren, biological, foster, and adopted siblings. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.*

Regular Full-time employees roll over earned and unused paid sick leave into their paid sick leave bank at the end of the calendar year, however the rollover balance cannot exceed 144 hours in a calendar year. Regular Part-time employees roll over earned and unused paid sick leave into their paid sick leave bank at the end of the calendar year, however the rollover balance cannot exceed 72 hours in a calendar year. All employees may use the amount of paid sick leave earned plus their available paid sick leave roll over balance.

Paid sick leave is paid at the employee's regular straight time hourly rate at the time the sick leave is taken, excluding any premiums. For a salaried employee, sick leave pay is at their regular salary rate. Time taken on authorized sick leave will first be deducted from available sick leave credits. An employee who has used all their sick leave may use accumulated vacation leave with approval for sick leave purposes. All new hires will begin to accrue paid sick leave upon hire. It is important to note that Seasonal employees have a 120-day wait period before they are eligible to use paid sick leave. Paid sick leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

For sick leave over 3 consecutive days, we may request documentation. If documentation is requested, employees have up to 15 days to comply. We will comply with all ESTA requirements. Upon employment separation, earned and unused paid sick leave is forfeited, and no payout is provided. If an employee is rehired within 2 months, their paid sick leave balance at the time of employment separation will be restored.

We prohibit retaliation against employees for using Paid Sick Leave for ESTA qualified reasons. This includes up to 72 hours of ESTA protected leave for Regular Full-time employees and a prorated amount for all other employees based on actual hours worked. This policy is designed to comply with the Michigan Earned Sick Time Act. We reserve the right to modify this policy to ensure continued compliance with changing regulations. Full details of ESTA can be found on our workplace Labor Law posters, which are located in the employee common areas of each facility. See your supervisor for additional details.

## Holidays

We celebrate holidays and grant holiday time off to employees on the following holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Generally, if a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. However, at the beginning of each calendar year, the City will assign the dates when New Year's Day, Independence Day, Christmas Eve and Christmas Day will be observed if they happen to fall on a weekend.

Regular Full-time employees will receive 8 hours of holiday pay that will be calculated based on the employee's straight time pay rate. Regular Full-time employees will be paid 8 hours of holiday pay. To be eligible you must work or be on approved paid time off the scheduled workday before and after the holiday to receive holiday pay.

If you are on layoff or unpaid leave of absence you are not eligible for holiday pay. Holiday time does count towards the calculation of overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

Regular Full-time, Hourly employees who are scheduled to work on a paid holiday will receive one-and-a-half (1.5) times their regular rate for all hours worked. In addition, they will receive 8 hours of straight holiday pay at their regular rate. Regular Part-time, Hourly employees who are authorized to work on a holiday will receive two-and-a-half (2.5) times their regular rate for all hours worked. All time worked on a recognized holiday must be approved in advance by the Department Head.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid holiday time.

## Bereavement Leave

This is paid time off for the loss of your immediate family member. Regular Full-time employees may request to take up to 3 consecutive workdays of paid bereavement leave. Compensation is based on your straight time pay up to eight hours per day. For paid bereavement time off, "immediate family member" is defined as current spouse, child, mother, father, brother, sister, grandparent, grandchild, and any dependent residing in your home (this includes any stepfamily members or family in-law members under these designations). You may also use bereavement leave to attend the funeral or memorial service of a coworker. Time off on bereavement leave must be properly recorded on your timesheet. If the person doesn't fall into this category, you can request to take available paid time off or request unpaid leave.

Bereavement leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid bereavement leave.

## Jury Duty

We support our community by providing time off when you are summoned for Jury Duty. We offer paid Jury Duty leave for our Regular Full-time employees and Regular Part-time employees. Should you be called to serve, please provide your supervisor with a copy of the summons as soon as you become aware of the request to serve so we can begin making scheduling arrangements. We will pay the difference between your normal base wages (based on your normal work schedule) and jury duty pay. You will need to provide your supervisor with documentation of your compensation received for performing jury duty. The total number of days for which jury duty is payable will be determined by the City on a case-by-case basis. If a portion of your jury duty does not conflict with work hours, you are expected to report to work for the remainder of your shift. If you are in a key role that it would be a hardship to accommodate your absence, we will submit a letter on your behalf to seek a postponement of your civic duty. Jury Duty is counted as hours worked for overtime and compensatory purposes.

## Family Medical Leave Act

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid FMLA for:

- A personal serious health condition, childbirth, or to care for the employee's newborn child, newly adopted child, newly placed foster child, or a child, parent, or spouse with a serious health condition. This is referred to in this policy and the FMLA Q & A Section as "Regular FMLA."
- Family members of military personnel under certain qualifying circumstances. This is referred to in this policy and the FMLA Q&A Section as "Servicemember FMLA."

You are eligible for FMLA if you have worked for the City for at least one year and you worked at least 1,250 hours during the 12-month period before the commencement of your leave. Of course, the circumstances requiring your absence from work must also fall within the scope of this policy. In our Workplace Compliance section, we have an FMLA Q & A Section to address some common questions and definitions. If you have questions on FMLA, please contact the Human Resources . Please note that FMLA and Earned Sick Time Act (ESTA) have different documentation and reporting requirements. Generally, if you are using FMLA, it also qualifies as ESTA. There are situations where you can use ESTA, but it does not qualify for FMLA job protected leave. In all cases where FMLA applies, you must work with the Human Resources to accurately determine eligibility and properly record usage.

## Unpaid Leave of Absence

We understand there are situations that may arise in which you wish to take time away from work without pay. We offer an unpaid leave of absence which is approved unpaid time away for medical, personal, military, or crime victim reasons. There is no waiting period for a medical related unpaid leave of absence request. However, if the reason for the unpaid leave of absence request is not related to a medical issue, the employee needs to have completed one year of continuous service with the City to be eligible to request an unpaid leave of absence for non-medical related reasons. All employees may be required to use earned and unused vacation time, paid personal leave days, or paid sick leave days to cover their absence before using an unpaid leave of absence. Please note, employees who are on military service-related leave are not required to use available paid time off.

Please submit your request in writing with the dates of leave and reasons for the necessity of the leave to Human Resources for review. If the request is medical related, we will require additional documentation. Approval of an unpaid leave of absence may be subject to several factors like anticipated workload requirements and staffing considerations. Generally, the City will normally only consider up to six weeks of leave. Additional leave will need to be requested and approved as reasonable accommodation for a qualified individual with a disability. Keep in mind, during your leave you will not accrue benefits such as paid time off or holiday pay. Upon return to active employment, you will resume the accrual of benefits in accordance with our policies.

If you are participating in the group insurance plans, keep in mind all benefits are subject to the terms, conditions, and limitations of the applicable Plans. This means in some cases the insurance company may not allow you to remain enrolled in the plan while you are on your leave of absence. In this type of situation, COBRA will be offered to you. If you are participating in the group insurance plans and have available paid time off to use for your leave of absence, we will deduct your portion of elected benefit premiums as a regular payroll deduction. If your leave of absence is unpaid, you must contact Human Resources to arrange your portion of the benefits premium payment to maintain your benefits.

Upon return from medical related leave, we will require a signed release from a qualified primary care physician or specialist letting us know you can safely perform your essential duties of your position. Even when your leave of absence is approved, we may not always be able to return you to the same position. We will attempt to return you to a similar position in which you are qualified. Unfortunately, we cannot guarantee reinstatement in all cases. If you fail to return at the end of your approved leave of absence, we will consider this job abandonment and a voluntary resignation. Once an employee resigns or fails to return to work, the benefits will end effective on their termination date.

## Short-Term Disability

We provide Regular Full-time employees with Short-Term Disability coverage. Note: Any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this manual.

## Long-Term Disability

We provide Regular Full-time employees with Long-Term Disability coverage with a 180-day elimination period at the rate of sixty percent (60%) of weekly earnings not to exceed four thousand five hundred dollars (\$4,500) per month. Note: Any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this manual.

## Donation of Vacation and Personal Leave Time

We recognize that employees may experience a medically related emergency, either personally or with an immediate family member that results in a need for additional time off from work in excess of their available vacation, sick leave, or personal leave. To address this need, employees may voluntarily donate accrued and unused paid vacation or personal leave time from their unused balances to their co-workers who need additional paid time off.

A medical related emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a current spouse, or child. The value of the vacation or personal leave time donation will be based on the receiving employee's regular straight time wage at the time of the leave. Employees who receive donated vacation or personal leave time may receive no more than 240 hours (6 weeks) within a rolling 12-month period.

Employees who would like to voluntarily donate their vacation or personal leave time must complete the Donation of Vacation/Personal Leave Time Request Form and submit the form to the City Manager or Board of Public Works Generalist Manager for review and approval.

The minimum number of vacation or personal leave hours that an employee may donate is eight (8) hours. Employees who are currently on approved leave of absence cannot donate their vacation or personal leave time. Employees cannot borrow against future vacation or personal leave time to donate.

## Child Adoption Benefit

Regular Full-time employees who have satisfactorily completed twelve (12) months of employment immediately prior to taking a child into their care are eligible to receive an adoption benefit of up to \$1,500 per child. The amount payable will be made to a state licensed adoption agency or reimbursed to the employee upon submittal of documentation that the employee paid the State licensed adoption agency in full.

The reimbursement request must be made within 30 days of adoption. Employees wishing to utilize this benefit shall inform the City in writing at the start of the adoption process.

## Tuition Reimbursement Program

The City of Zeeland offers a tuition assistance benefit to employees who wish to continue their education or training. This program is designed to support professional development and career growth within the City.

### Eligibility and Approval

- Tuition reimbursement is available to full-time employees
- Prior to enrolling the approval process must be completed
  - Employee must first submit the Request for Tuition Reimbursement Form, available from Human Resources, to their supervisor and Department Head for overview of the coursework.
  - The Department Head should then review the request with Human Resources. The Human Resource representative will review the request and submit to the City Manager or Board of Public Works General Manager for final approval.
- Coursework must:
  - Be aligned with the employee's career path within the City

- Be offered by an accredited institution
- This policy applies to tuition costs only. Books, fees and other expenses are not covered unless specifically recommended for approval by HR and then approved by the City Manager or Board of Public Works General Manager.
- Successful completion of courses of study under this Tuition Reimbursement Program must not be construed as a guarantee of advancement or as a guarantee of wage increment.

#### Reimbursement Guidelines

Reimbursement amounts cannot exceed the IRS limits in a calendar year. Employees receiving tuition reimbursement by signing the Request for Tuition Reimbursement Form will agree to a repayment schedule. If an employee voluntarily ends employment with the City of Zeeland before three years from the date of the training completion, must return a proportionate amount of their reimbursement, as follows:

- Full reimbursement to the City for less than one year
- 2/3 reimbursement for less than two years
- 1/3 reimbursement for less than three years

Reimbursement will be provided upon submission of:

- Invoice for the course
- Proof of grade (official transcript or other acceptable documentation)
- All required documentation provided to Human Resources within 30 days of course completion or grade assignment

Reimbursement amounts are based on the final grade received:

- A: 100% reimbursement
- B,B+,B-: 90% reimbursement
- C,C+,C-: 75% reimbursement
- Below C-: No reimbursement

Human Resources will issue a check request to the Finance department once all documentation has been received and reimbursement amount has been determined.

The Tuition Reimbursement Program is designed to offer all employees of the City, regardless of the operating segment in which they are employed opportunities to improve job capabilities by reimbursement of tuition expenses incurred while taking additional training. The major premise of this program is that only the training programs offering direct benefit to the City, as determined by the Review Committee, will qualify for reimbursement.

The procedure is as follows:

- The program is limited to full time employees with at least one full year of active service to the city.
- Selected courses or training programs must relate to the employee's present position or foreseeable future position, as determined by the Review Committee. The Review Committee consists of the employee's Department Head, the City Manager/Board of Public Works General Manager, and the Mayor/Board of Public Works Board Chair. The Department Head is in the best position to determine the training that will best benefit his or her department. Through periodic meetings of the committee, the scope of training allowable within the department and throughout the City may be kept uniform.
- Types of training included under this program:
  - Courses not required by the employer, yet directly beneficial to the employee's work capabilities.
  - Training approved by the Review Committee to prepare the employee for new or higher levels of responsibility.

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The Review Committee, after consulting with the Department Head, may allow additional types of training to meet the special needs of the department.

- The training program or educational institution must be accredited by the North Central Association of Colleges and Schools of Higher Learning Commission, an accredited high school, a nationally recognized professional group offering training leading to a diploma, license, or certificate of completion, recognized correspondence school, trade or technical school, or adult education courses.

- Courses are to be taken on the employee's own time. For training that would conflict with the employee's working hours, it will be the responsibility of the Review Committee to determine whether the proposed training is necessary enough to come under the category of "employer requested training". The present program provides only for reimbursement of tuition expenses. Travel expenses and other costs incidental to the training do not qualify for reimbursement.
- Training taken by the employee at the employer's request, such as (but not limited to) police and fire training, will not qualify for this program. Employer requested training includes such activities as conferences, workshops, and meetings of professional organizations in which participation is authorized through the budgetary process.
- Employees who take advantage of this program and subsequently terminate employment with the City before three years from the date of the training completion, must return a proportionate amount of their reimbursement, as follows: full reimbursement to the City for less than one year, 2/3 reimbursement for less than two years, and 1/3 reimbursement for less than three years.
- A formal request for financial assistance must be submitted to the Department Head in advance of actual course work. The Department Head will then submit in writing his or her rationale supporting the employee's request to the rest of the Review Committee. After consultation with the Department Head, the committee will act upon the employee's request. Department Head disapproval of an employee's request may be appealed by the employee in writing directly to the Review Committee.

The formal request should include:

- Employee's name and department.
- Educational institution he or she wishes to attend.
- Description of course desired.
- Beginning and completion date of training.
- Statement of how the training will benefit the employer and the employee's performance.
- Cost of tuition.

- Upon satisfactory completion of the course, the employee must furnish a copy of the receipt of full payment as well as a copy of his or final grade or certificate of completion. Grade of "B" or better (3.0 or better on a scale of 4.0) at 75% of tuition expenses. Grade of "C" or better (2.0 or better on a scale of 4.0) at 50% of tuition expenses. Anything less than a grade of "C" or satisfactory work will not qualify for reimbursement.
- Total tuition reimbursement may not exceed \$1,350.00 per individual per fiscal year.
- Employees who are receiving, or are eligible to receive, any other financial assistance for education (e.g. scholarships, G.L Bill) are not eligible for dual benefits for the same course by virtue of this program. However, supplemental benefits will be considered.
- Successful completion of courses of study under this Tuition Reimbursement Program must not be construed as a guarantee of advancement or as a guarantee of wage increment.
- Employees wishing to take more than one course of training in relation to the attainment of a degree, license, certificate, or advancement of position, must submit an outline of future training courses for the approval of the Review Committee. In this way, the committee can inform the employee in advance whether the course he or she wishes to take will qualify in the program. The emphasis of the program is on compensating the employee for training he or she takes on his or her own time which results in direct benefits to the City.
- The Review Committee will administer the allocation of tuition reimbursement monies so that all interested employees and departments of the City will have the opportunity to share equitably in the program and in these funds, subject to budgetary limitations established for this program.
- The Treasurer/Finance Department shall maintain the necessary records to monitor the financial status of the Tuition Reimbursement Program.

## Longevity Pay

In recognition of your length of service to the City, the City will pay Regular Full-time employees as follows:

### Schedule Plan Amount

1-4 Years	5-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
\$0	\$750500	\$1,75000	\$1,250000	\$1,500250	\$1,750500

- Longevity pay will be distributed to employees in a single check, once a year during the month of December.
- Calculation of years of service will be based upon service through December 31st of each year.
- Employees who obtain a leave of absence or terminate their employment with the City, shall receive longevity pay pro-rated on the number of weeks worked in that partial year.
- For employees who obtain a leave of absence. The anniversary date of employment shall be extended by all leave of absence time for the purpose of computing years of service. The date of record for calculating longevity shall be an employee's most recent hire date.

## Employee Assistant Program (EAP)

The City of Zeeland Employee Assistance Program (EAP) is a completely confidential program which provides assistance to employees and their families for personal problems of a medical, emotional, financial, family or substance abuse nature, or other personal problems which may cause or lead to poor performance on the job. These services may be accessed by the employee or a member of the employee's family.

The City pays a fee amount per employee each year to the EAP provider who administers the program. Each employee or family member is entitled to two free consultations per year for this fee paid by the City. If the employee elects to have the services proceed beyond these initial consultations, he or she must pay for them on a fee for service basis. Again, it should be stressed that any of the services provided at an employee's request are completely confidential. No one else will have access to names or any other data about employees using the program.

As an employee, you will receive a membership card containing information on accessing the program along with a seven day a week, 24 hours phone number to call if you wish to utilize the program. If you have questions, please contact the Human Resources' Office.

## Retirement Gift

In the interest of uniformity, the following guidelines will be observed regarding parting gifts for retirees:

- Upon retirement, a ten (10) year full-time employee or part-time employee with 20 years will receive a check or gift certificate in the amount of 312.5% of the Allowable Rate in the City Council's Employee Appreciation Policy Directive.
- In addition to the check or gift certificate noted above, retiring full-time employees having worked for the City less than thirty (30) years and more than ten (10) years or part-time employees working more than 20 years, will be entitled to an open house/reception at the City's expense. The Department Head along with Human Resources and the City Manager or Board of Public Works General Manager will plan the event, which will include cake, cookies, ice cream, coffee, punch, napkins, table cover, plates, cups, utensils, mints, nuts, and decorations. An internal department luncheon will be funded by the department. The expenditure limit for meals shall be the number of participants in the event times 40% of the Allowable Rate in the City Council Employee Appreciation Policy Directive. A budget will be formulated each fiscal year by Management to accommodate the events.
- Full-time employees retiring after thirty (30) or more years of continuous service will be entitled to an open house/reception (noted above) and a retirement dinner (instead of an internal department luncheon). Expenditure limit for the dinner shall be the number of participants in the event times 60% of the Allowable Rate in the City Council Employee Appreciation Policy Directive. Additionally, the retiree will receive a gift (selected by the City Council or Board of Public Works) in an amount not to exceed 800% of the Allowable Rate in City Council's Employee Appreciation Policy Directive. This gift is in addition to the check/gift certificate noted above.
- The Human Resources department~~The City Manager or Board of Public Works General Manager~~ will coordinate and monitor the application of these guidelines to ensure their consistent and reasonable use on an ongoing basis.

## Benefits for Retired Employees

The City may provide post-retirement benefits to its retirees at its discretion and is not obligated in any manner to provide any post-retirement benefits in addition to the pension plan benefits. The post-retirement benefits currently provided by the City are set forth in the City of Zeeland/Zeeland Board of Public Works Retiree Benefit Policy Statement. The City reserves the right to amend or terminate these benefits at any time.

## Inclement Weather and Facility Closures

We understand that there may be situations that arise such as severe weather, power outages, or police advisories in which we may decide to close a facility. Should a situation occur where we feel the safety of our employees is at risk, the City Manager and/or the Board of Public Works General Manager will make the decision to close the facility. In this case, we will notify all employees of the closure. If the facility that you work at is closed before the start of the workday, you will not receive pay for the day of closure since no work was performed.

## Equal Employment Opportunity

Because of our high standards and continual strides for excellence in service and performance, it is most important that we are staffed with the best qualified individuals for each position. In keeping with these high standards, it is our policy to grant equal employment opportunity to all qualified persons based on merit and qualifications, without regard to sex (including sexual orientation, gender identity or expression, or pregnancy), race, color, religion, national origin, age, height, weight, marital status, disability, veteran status, genetic information (including family history), or any other classification, characteristic, or activity protected by applicable law. Reach out to your supervisor if you witness or experience activities that do not align with our EEO policy.

## Harassment & Discrimination – Prevention & Reporting

We expect all our employees to conduct themselves with dignity and respect for fellow employees, visitors to the workplace, the public and others. Each employee has the right to work in an environment free from harassment and discrimination in any form, from any source. Harassing anyone, including but not limited to unlawful harassment such as sexual or racial harassment, will not be tolerated. Unlawful harassment is serious or pervasive unwelcomed conduct, whether verbal, physical or visual, that is based on a person's race, color, religion, sex (including sexual orientation, gender identity or expression, or pregnancy), Sage, national origin, height, weight, marital status, veteran status, disability, genetic information (including family history), or other protected category, characteristic, or activity protected by applicable law.

Harassment includes:

1. **Sexual Harassment** – Making unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and has explicit or implied impact on decisions related to an individuals' relationship with us.
2. **Hostile Environment Harassment** – When such behavior impacts the work environment, where individuals feel intimidated or offended, we consider that contributing to a hostile work environment and therefore is not acceptable behavior. Do not use or share comments, gestures, jokes, pictures, or materials that make a negative impression of protected categories or characteristics. These behaviors are not aligned with our core Values and are not workplace appropriate.

We believe it is important that all employees feel comfortable, valued, and respected in the workplace and experience a work culture that is free of harassment and discrimination. If you witness or encounter unacceptable behavior from a co-worker, leader, vendor, etc. and you feel comfortable discussing it with them, we encourage you to inform the harasser directly that the conduct is unwelcome and must stop. While we strive to foster positive and respectful relationships and encourage open communication with one another, we also recognize and support that there may be situations in which you do not feel comfortable going directly to the harasser, or the situation does not improve, so we have established an

effective complaint process, which is outlined below. This policy applies to interactions with our team, vendors, and others who conduct business with us. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## Complaint Procedure for Discrimination or Harassment

We hope that these guidelines help prevent discrimination and harassment. In the situation where you personally have been subjected to or witness discrimination or harassment, we ask that you report it immediately to your supervisor. If the supervisor is the source of the alleged discrimination or harassment, or the employee is otherwise uncomfortable reporting it to your supervisor, the employee should report the problem to your Department Head.

If you feel this line of reporting is not appropriate under the circumstances, you should contact Human Resources. Regardless it is always an option to report concerns to the City Manager if you work for the City, and if you work for the Board of Public Works, contact the Board of Public Works General Manager, or the Chair Person of the City's Personnel Committee. We will give serious consideration to any report and investigate thoroughly, promptly, and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment or discrimination from the workplace.

No employee will be retaliated against for expressing concerns or making good faith complaints. Anyone found to be engaging in any type of harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

## Whistleblower Protection

Protecting Whistleblowers is an essential component of an ethical and open work environment. Whistleblower protection should be viewed as a way to improve transparency, by protecting whistleblowers from retaliation and a mechanism for giving management the opportunity to learn about unethical or unlawful practices directly from their employees. Effective Whistleblower protection helps foster a work environment in which all employees are held accountable, thereby improving performance and empowering employees.

If you reasonably believe that some policy, practice, or activity of the City is in violation of law, you may file a written complaint with Human Resources along with either the Board of Public Works General Manager or City Manager. It is the intent of the City to adhere to all laws and regulations that apply to the City's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Human Resources or either the Board of Public Works General Manager or City Manager and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The City will not retaliate against an employee who, in good faith, has raised a complaint against some practice of the City, or of another individual or entity which whom the City had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The City will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the City that the employee believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

## Drug and Alcohol-Free Workplace

Part of our commitment to a safe and healthy workplace is our commitment to a drug and alcohol-free workplace. We expect your commitment to this important effort and insist you report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, marijuana, or cannabis derived substances. Whenever you are working, are operating a City

vehicle or personal vehicle for City business, are present on City property, or conducting work on behalf of the City offsite, you are prohibited from:

- Being impaired by alcohol or a controlled substance. This includes the licensed use of marijuana, recreational marijuana, or cannabis derived substance, or other prescribed substances.
- Using, possessing, buying, distributing, storing, or selling a controlled substance.
- Having a detectable level of alcohol, marijuana, or a controlled substance in your system or having the odor of alcohol, marijuana, or a controlled substance on your body.

No prescription medication may be brought upon City property or offsite work location by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and such drug shall be used only in the manner and quantity prescribed. Bringing marijuana, alcohol, and illegal drugs is never acceptable. If you use prescription or over-the-counter medication that may produce work restrictions or affect your ability to perform your job safely and effectively, you must report this to their supervisor and be prepared to produce the original container if asked. Such reports will be treated as confidential. If you have any questions regarding the use of any medication while working, see your supervisor.

The City has established a Prohibited Substances Policy regarding the unauthorized use of prohibited substances. This policy is attached as Appendix B.

## We May Ask You to Take a Substance Test

You may be asked to submit to a test for alcohol or substances at our expense, for random screenings, pre-employment, if we suspect you have used or have metabolites present in your system, including following an on-the-job incident that compromised our safety standards. If your conduct or behavior causes reasonable suspicion, you will be directed to take a substance test, including post-accident situations or near miss incidents, whether or not they reported an injury or illness. You may also be required to submit to a test if required under a Federal or State law or regulation. If you fail or refuse to cooperate fully, or you substitute or adulterate any sample related to our request for testing, we will treat the test results as positive and may terminate your employment.

The City maintains an Employee Assistance Program which provides help to employees who seek assistance for alcohol and/or substance abuse and other personal or emotional issues. We may also, at our discretion, look for other alternative correction actions such as rehabilitation, final warnings, etc. Please refer to the additional guidelines that are outlined in Appendix B of this Employee Handbook. Appendix B also includes DOT compliance related information.

## We Strive to Provide a Healthy Work Environment

We strive to provide a healthy environment. We perform routine cleaning of our facility to provide a clean work environment and ask all employees to take proactive steps to help us maintain a clean & healthy work environment. Employees are expected to engage in good hygiene practices while at work. Some general items include frequent handwashing with soap and water, wipe and disinfect your work area, and cover your mouth whenever you cough or sneeze, monitor your temperature when you are not feeling well, and discard used tissues properly in waste baskets.

The health and wellbeing of our employees is very important to us. There may be situations where there is a public health pandemic that could impact our workplace. As such, we want to take precautionary steps to prevent the spread of communicable diseases that can be prevented. There may be points in time in which we may require masks, social distancing, remote work, and limiting travel depending on the specific circumstance that our workplace and/or community is experiencing. Some positions may require the use of Personal Protection Equipment (PPE), it is expected that you will follow the established procedures.

Should you become unwell, please take your personal health and the health of others into consideration before coming into the workplace. Should you be displaying symptoms of a potential health pandemic, we ask that you call your supervisor before coming into work. We will work with you to better understand your situation (including vaccination

status) and take into consideration if there are any CDC, OSHA, and local health department guidelines to guide next steps.

Please note, we reserve the right to request a formal test and results for any unplanned absences that are related to pandemic health symptoms. If you test positive to a highly contagious virus that could be transferable in the workplace, we ask that you disclose this information to us so that we can follow our internal prevention and communication protocols and properly account for the time away from work. Unless otherwise notified, our normal attendance and leave policies will remain in place. We will work with you to guide you through how the time away from work will be handled.

Your point of contact for handling an infectious disease-related absence will be your immediate Supervisor, or Department Head, who will consult with Human Resources along with the City Manager if you work for the City or the Board of Public Works General Manager if you work for the Board of Public Works.

## Smoking and Vaping

To help create a healthy environment for our employees and members of the community, you should avoid consuming any form of tobacco in all enclosed areas where members of the public are invited or permitted. This includes:

- common work areas, lobbies, conference, and meeting rooms
- employee lounges, restrooms, cafeterias, hallways, stairs, and elevators
- auditoriums and classrooms
- medical facilities
- private offices
- vehicles owned or leased by the City and occupied by more than one employee or the public
- all other enclosed areas or facilities under the City's control

"No Smoking Areas" include the area within 25 feet of any entrance, operable window, and ventilation system of all locations where smoking is prohibited under this policy. Smoking is prohibited in No Smoking Areas, and receptacles for smoking materials shall not be used or placed within No Smoking Areas. "Smoking" or "Tobacco" includes, but is not limited to, cigarettes, chewing tobacco, E-Cigarettes, Vapors, etc. If you need to identify a designated smoking area, please check with your supervisor.

Keep in mind, drugs of any kind are not allowed. Do not attempt to smoke or vape controlled substances. If you are in violation of this policy, you may subject to discipline and to civil fines or penalties under the Michigan Clean Indoor Air Act and the Ottawa County Smoke-Free Indoor Air regulation.

## We Do Not Tolerate Weapons and Threats

Under no circumstance may you bring any type of weapon or threat of violence to the workplace. We have a zero-tolerance policy. This includes City property, City work sites, or any location where you are performing work. Personal vehicles used for business purposes are considered a work location for the purposes of this policy. This applies to all employees, including individuals with a Concealed Pistol License, with the exception of certified Police Officers. If you are aware of any violations of this guideline, we expect you to immediately notify your supervisor.

Keeping our workplace free from weapons and threats of violence is a responsibility that we all share. All reports of weapons or threats will be fully investigated.

## Safety & Security

We reserve the right to search any City or employee property when there is a reason to suspect improper activity. At our facilities, we may search or inspect desks, lockers, computers, employees' cars, purses, bags, backpacks, or any item we deem necessary to protect the employees and the City. We will not search an employee's personal property without the employee's permission. If an employee refuses such a request, however, the employee will be subject to disciplinary action. Depending on your position or the facility you work at, you may be issued an ID badge, and it is expected that you

will wear this ID badge in the required areas. Video surveillance may also be used throughout the City's facilities and City property including, but not limited to work areas, warehouses, parks, entrances, parking areas, and vehicles to detect, or prevent, illegal or inappropriate activity on City property.

You may not enter into or remain in restricted access areas except when on duty or reporting for work, unless approved by the City. Similarly, you may not allow visitors (including your family members) to enter restricted access areas unless authorized by the City. Some of our facilities may require any guest, non-employee, or family member to sign in upon arrival. At all times, if you have a visitor, the non-employee must be accompanied by you or another employee.

Employees must perform their jobs in a safe and conscientious manner. Safety guidelines based on common sense and State and Federal guidelines have been established. Creating safety risks or potential accident situations will not be tolerated. Safe conduct is expected at all times. For positions that fall under DOT regulations, it is expected that employees are aware of and follow established DOT guidelines as defined in your department's safety manual for their position. If you have any questions, contact your supervisor.

More specific safety and security policies and guidance are contained in the City's Safety, Loss, and Risk Management Manual and appropriate Department Building and Security Booklets. Employees are expected to be aware of and follow the guidelines provided in these booklets.

## Hazardous Substances

We have established a procedure to inform employees about hazardous substances used in the workplace, to comply with State and Federal laws. A Material Safety Data Sheet is published for each substance. The "MSDS" outlines proper handling, storage, labeling and emergency requirements. MSDS's are available to you.

If you would like to review the MSDS, please see your supervisor. If you have a chemical safety concern, please discuss this with your supervisor.

## Honest and Direct Communications

When there are disagreements in the workplace, we commit to treating you like an adult and working directly with you on the open issue. We believe in honest feedback on performance and an open exchange of ideas when there are differences of opinion in the workplace. When this occurs, our approach is direct and based on establishing a clear set of expectations for you. You should not be surprised by feedback, and we expect you to listen well and take advantage of these learning and coaching moments.

Your supervisor is normally the first person with whom you will want to consult whether the matter is a problem or complaint, or an idea or suggestion. You are also encouraged to discuss any matter of concern with the Department Head. If it is not practical or appropriate to discuss the matter with your supervisor or with the Department Head, you are encouraged to speak directly to the City Manager if you work for the City or the Board of Public Works General Manager if you work for the Board of Public Works, along with Human Resources.

Our disciplinary processes are fair, and we strive to understand the cause of performance or behavior outside of our accepted norms. If a situation arises, we may take corrective action with you that could include anything from a simple coaching conversation, a written warning, or up to and including termination of your employment.

The type of disciplinary action taken will be aligned with each situation, and the disciplinary actions are not necessarily "steps" of a process.

All employees who have successfully completed their orientation period and who are covered by this handbook have access to the Dispute Resolution Procedure which is attached as Appendix A. This is the exclusive means of resolving employee-employer disputes. Should you believe that you were disciplined or terminated for insufficient reasons, you are entitled to use the Dispute Resolution Procedure to obtain a review of your discipline or termination. That procedure is your exclusive remedy and the Personnel Committee's decision on whether or not to uphold, modify or overturn any discipline or termination decision is final and binding.

## Personnel Committee

The Personnel Committee is a committee appointed by the Mayor and approved by the Council. The Personnel Committee consists of members from the City Council and Board of Public Works. The committee has responsibility for oversight of policies and procedures related to employee-employer relations.

The Personnel Committee meets periodically to discuss personnel policies, procedures, wages, benefits, and related matters. The date and time of meetings are posted. To permit employees to attend and participate in discussion of matters that do not require confidentiality, a standing agenda item will be "Employee Comment." This time shall not include matters that should be dealt with as part of the Dispute Resolution Procedure.

## Personal Relationships in the Workplace

We are committed to hiring the most qualified employees, and we welcome and appreciate employee referrals. However, mixing work with relatives or other close personal relationships can get complicated. We want to provide a positive working environment for all employees. This means that employees involved in close personal relationships may not work in the same department, or report directly, or indirectly to each other, without approval. If the relationship is established after employment, we will review the reporting structure to identify if there is a potential conflict of interest, and if necessary, try to reassign one of the employees involved. However, if a conflict of interest is confirmed and we are unable to provide a reassignment, we may need to terminate the employment of one of the individuals. You must notify your supervisor promptly of any relationships with employees or potential employees, to avoid any possible conflicts of interest.

## What We Expect from You

Most of what we expect from you mirrors what you can expect from us. We believe that our success requires dedication to our City, our community, and you. In short, we expect you to honor those commitments and do your part to create a great place to work.

## Do Your Best Each Day

The only way for all of us to succeed is for each of us to put forth our best effort each day. Focus on doing your job and following the guidelines and rules we have set forth. Work intelligently, safely, and collaboratively. Focus on goals and accomplishments, not blame when things do not go as planned. Our time is our most valuable asset, please use your time wisely to ensure maximum benefit to the City and the community for their investment.

## Community Relations

All employees are responsible for promoting the very best relationships with the people we serve. To achieve this end, you must keep the needs of our constituents in mind and always project a professional and businesslike image. If situations arise beyond your ability to handle, consult with your supervisor.

## Employee Conduct

In any successful City organization, there is a need for guidelines and expectations to be followed by all employees. You are expected to conduct yourself at all times in a manner consistent with respect for fellow employees, the City, vendors, and our constituency, and in a manner consistent with efficient and safe operations. Any employee's actions which are inconsistent with these standards cannot be tolerated if our City is to be successful and therefore will not be tolerated. Please note that protections under Title VII, and ADA, FMLA, ESTA, and other applicable federal, state or local law that applies to individuals with a disability or a serious health condition are also reviewed and taken into consideration when determining the course of action for each situation. We would like to reiterate that nothing in this policy and handbook is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon any of your legal rights, which we respect and will protect regardless of any interpretation of the general language of this policy and handbook. If you

have questions related to discipline or termination, please refer to the Honest and Direct Communications policy in the Employee Handbook.

The lists below are for example purposes and are not all-inclusive since it is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The City has the right to discipline or terminate employees for reasons considered by the City as warranting discipline or termination.

Examples for discipline and/or termination include, but are not limited to:

- Incompetent, unable to perform job duties as directed, even with assistance, guidance, instructions, or training
- Performance which consistently falls below expectations despite efforts to improve through a performance improvement plan or continuous feedback
- Insubordination, refusal or failure to follow reasonable instructions or perform job duties, sometimes paired with aggressive or disagreeable language or behavior, or other disrespectful conduct
- Regularly arrives late to work, returns late or leaves early for breaks, takes more days off than allowed, leaves the workplace without authorization from a supervisor, walks off the job, fails to call in properly when late or missing work (two days of no call – no show is treated as a voluntary resignation of employment).
- Theft or inappropriate removal or possession of property
- Falsifying of City related records or documents, tampering with or unauthorized removal or disposal of City-related records, or sharing confidential information with others who are not privy of the information
- Sexual harassment or discrimination acts towards City employees, constituents, or vendors
- Fighting or any act or threat of violence towards City employees, constituents, or vendors
- Threatening, bullying, intimidating, coercing, or interfering with others
- Possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs on City premises, while on duty, operating equipment, or operating a personal or City-owned vehicle for City business purposes
- Negligence, improper conduct, or misuse leading to damage or destruction of City-owned property or to employee-owned property or equipment used for work purposes
- Falsifying of timekeeping records including improper recording of time, or having another employee completing someone else's timecard or logging someone else in/out for work
- Using workplace resources for personal benefit without proper approval
- Failure to meet orientation period requirements
- Unauthorized possession or use of weapons or other dangerous materials such as explosives or firearms on City time, property, or vehicles
- Engaging in immoral, indecent, or illegal acts
- Restricting or interfering with production or influencing another to do so
- Operating City-owned or rented vehicles without authorization
- Violation of safety or health rules or safety practices, or causing hazardous or unsafe working conditions
- Providing false information regarding work-related accidents, injuries, or illnesses
- Violation of City's Drug and Alcohol-Free Workplace Policy and Prohibited Substances Policy
- Violation of City's Protect Confidential Information Policy
- Violation of City's Smoking or Vaping Policy

Other types of conduct may also lead to termination based on the severity and frequency of the unacceptable action or behavior. Depending on the situation and circumstances, the City may decide to impose discipline less than discharge, at its discretion. Some examples are as follows:

- Gambling on City time or property
- Removal or defacing of any material on City bulletin boards; posting of unauthorized materials
- Failure to observe parking or traffic regulations
- Unauthorized use of City-owned technology, (computers, phones, mail system, or other City-owned equipment)
- Loafing or sleeping on the job outside of approved emergency response situations
- Sloppy or non-quality work; failure to work efficiently and in a productive manner

- Failure to report to your supervisor all accidents or injuries at work
- Unauthorized entry into City-owned facilities or premises during non-working hours or accessing other unauthorized, restricted, or prohibited City-owned areas
- Violation of City's Solicitation and Distribution policy
- Failure to properly complete timecard or records
- Refusal or failure to accept overtime assignments or working overtime without proper authorization
- Failure to cooperate in a City-related investigation
- Failure to maintain and keep equipment, vehicles, and work areas in a clean and organized manner
- Personal actions or comments towards others that are made in a defamatory nature, such as untrue statements, gossip, or rumors
- Other violations of policies, conduct or behavior deemed by supervision as unacceptable or inappropriate

## Attendance Matters

Being on time and ready to work each day is critical. While your schedule may vary, our daily business operations run from 8:00 AM – 5:00 PM. When you are tardy or absent from work unexcused, it creates challenges for your coworkers and leaders as adjustments to staffing and schedules must be made. To minimize this disruption, we expect that you will have an excellent attendance record. When you are forced to miss work, you need to make sure you have communicated (via phone call or text) to your supervisor regarding what is causing your absence at least 30 minutes before your expected start time. If you are going to be late, you need to communicate with your supervisor by the start of your scheduled shift what is causing your delay. Please note, if your reason for missing work is due to reasons that may be covered under another policy or leave provision, you must still follow any established call-in process with reason for absence. Refer to the Paid Sick Leave policy in this Employee Handbook for specific notification requirements for reasons that qualify as Earned Sick Time Act.

If you do not have available paid time off to cover your absence, you will be subject to disciplinary action. The City may request a written statement from your physician confirming your inability to work. If you develop a pattern of missing work or being late for situations that are not protected under applicable handbook policies, you can expect a conversation regarding what you can do to eliminate this problem. Failure to correct poor attendance is not acceptable. Should you stop coming to work and fail to call us for two consecutive workdays to let us know, we consider this to be job abandonment and your resignation of employment, unless there is an extreme circumstance that prevented you from providing notice (i.e., employee is incapacitated and unable to give notice).

## Telecommuting (Remote Work) Policy

Telecommuting allows employees to temporarily work at home, on the road or in a satellite location for all or part of their workweek. The City/Board of Public Works considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City of Zeeland or Zeeland Board of Public Works.

In the event of an emergency such as a weather disaster, pandemic, medical related issue, or some other unique circumstance identified by the City Manager or Board of Public Works' General Manager, the City/Board of Public Works may enable or require employees to temporarily work from home to comply with Federal, State, County orders and/or to ensure business continuity. Please refer to the City's Covid19 Preparedness Plan and Pandemic Illness Response Plan for guidance on the potential requirement of remote work during things such as a public health emergency.

### Scope:

This policy applies to all City of Zeeland/ Board of Public Works' employees whose position with the City/Board of Public Works has job responsibilities that are appropriate for a temporary telecommuting arrangement and can be performed from a home office environment. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's

schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

**Procedure:**

When it is mutually beneficial to the City/Board of Public Works and the employee, and approved by the employees' direct manager, the City of Zeeland/Board of Public Works may approve the option to temporarily work remotely. Final approval shall be granted by the City Manager/Board of Public Works' General Manager or their designee (employees' direct manager). Preparations should be made by employees and managers in advance to allow for remote work in emergency circumstances. This may include appropriate equipment needs, such as hardware, software, phone, and data lines. Equipment supplied by the City/Board of Public Works will be maintained by the City/Board of Public Works. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City/Board of Public Works accepts no responsibility for damage or repairs to employee-owned equipment. The City/Board of Public Works will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only and only by the employee.

The City Manager/ Board of Public Works' General Manager and IT staff are available to review equipment needs with the employee's manager to provide support to employees in advance of telework situations. The employee will establish an appropriate, designated work environment within his or her home for work purposes. The City/ Board of Public Works will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

**Security:**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City/Board of Public Works and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety:**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the City's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

**Time Worked:**

All telecommuting employees will be required to accurately record all hours worked using the City's timekeeping system. For non-exempt (hourly employees) personnel, hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

**Requirements and Conditions:**

While telecommuting, employees shall:

- Remain accessible at any time during their work schedule.
- Check in with their supervisor to discuss status and open issues.
- Be available for teleconferences, phone calls, and meetings as scheduled.
- Be available to come into the office if a business need arises.
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location.

Employees should not assume any specified period of time for telework arrangements, and the City/Board of Public Works may require employees to return to regular, in-office work at any time. The supervisor reserves the right to assign work as necessary at any time. The employee's duties, obligations, job responsibilities, and standards of performance remain the same as when working at the regular work location. Employees understand that all terms and conditions of employment with the City/Board of Public Works remain unchanged, except those specifically addressed in this policy.

Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or loss of telecommuting privileges. Upon termination of employment with the City/Board of Public Works, the employee shall return all City/ Board of Public Works' equipment and documents within five days of termination of employment.

## Use Technology Wisely

Whether it is the City email, a cell phone, computer, portable device including storage devices, a blog, tweet, or whatever, we expect you to be aware that when you are using our technology, it is intended to be for business purposes and is owned by the City or may have licensing and usage restrictions. Non-job-related use must be reasonable and must occur during non-working time. You should have no expectation of privacy when using our systems or networks, as we retain the right to monitor activity and access any stored information.

We take pride in our City and expect that you will as well. When referencing the City or identifying yourself as an employee, we appreciate it if you make it clear that your opinions are yours alone, and that you are not speaking on our behalf. Also make certain that you do not disclose information which is confidential or proprietary (e.g., information regarding products, pricing, technology, business strategies, etc.). Do not use our technology to threaten, harass or defame the City, your colleagues, or our community or to otherwise violate any of the policies set forth in this Handbook.

Be safe with the technology we assign to you as well as your personal devices that are used for work. Computers, phones, and tablets are all expensive and can be a source of distraction. Make sure you maintain these items well, use passwords to protect our information, and avoid leaving devices unattended in public places or vehicles. Report any lost, damaged, or stolen items immediately to your supervisor, including if it was your personal device that you use for work. Additional policy details regarding the use of technology can be found at City/BPW Network "T" Drive> HR Resources> Policies> Information Technology or you may obtain them from your supervisor. It is also expected that employees will review and adhere to these additional policy guidelines. When driving for City-related business purposes, learn and obey the laws related to using mobile electronic devices and driving. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and other mobile electronic devices when driving for City-related business purposes. Nothing in this policy is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon employee rights protected by law.

## Do Not Drive Distracted

All employees are expected to learn and obey the laws regarding the use of cell phones and mobile electronic devices while operating a vehicle. Michigan law requires that you may not hold or physically support a mobile electronic device while operating a vehicle to do any task, including, but not limited to the following:

- Send or receive a phone call.
- Send, receive, or read a text or email message.
- View, record, or transmit a video.
- Access, read, or post to a social media/networking site.
- Browse or use the internet.
- Enter information into GPS or navigation system.

Do not do anything that requires you to physically support a cell phone or mobile electronic device while operating a vehicle. Holding a cell phone or mobile electronic device also includes physically supporting it with "any part of your hands, arms, or shoulders." In addition, do not attempt to do any of these items while being stopped at a red light or stop sign. Instead, pull off the road completely, come to a complete stop in a safe location, and put the vehicle in "Park" or turn it off so that you can safely perform the task.

Please note that on-duty first responders, such as police, firefighters, and emergency medical technicians are exempt from Michigan's distracted driving law. While first responders are exempt from Michigan Distracted Driving Laws, we still encourage limiting the use of mobile electronic devices to only when necessary to perform your emergency responder duties. Please note in the event of an emergency, there is an exception for everyone if you need to call or text 911 to report an emergency or seek help.

You may use your GPS or mobile electronic device for navigation purposes or to make phone calls, but only if you are using a hands-free mode, such as mounting it to the vehicle's dashboard and using voice commands to control the device or connecting your mobile electronic device to the touch screen that is built into your vehicle. Always give your full attention and drive with caution when operating a vehicle. Driving is a visual task and non-driving activities that draw your eyes away from the roadway should always be avoided. If you receive a citation while driving for City-related business, you are responsible for any fines or fees related to the incident. Should your position be subject to DOT regulations, you may be subject to additional guidelines. If your role requires you to use a mobile electronic device while operating a vehicle and you have questions or need assistance with how to comply with vehicle connectivity, see your supervisor. Full details regarding Michigan's Distracted Driving law can be found at <https://www.michigan.gov/msp/divisions/ohsp/distracted-driving>.

## City-Provided Cell Phones

Employees who serve in positions that require close contact with the City throughout the day may be required to be available by cell phone. As a result, designated employees will either be provided with a City-owned cell phone or receive a cell phone stipend for a portion of their personal cell phone plan. Your supervisor will let you know if your job duties regularly require you to be accessible on short notice, have expanded work hours, or other job-related factors that require you to routinely utilize a cell phone to enhance your ability to perform your job duties.

If your responsibilities require you to drive while working, you are expected to learn and obey the laws related to using mobile electronic devices and driving. It is also expected that you adhere to the "Do Not Drive Distracted" policy in this Employee Handbook. Additional policy details regarding the use of city-provided cell phones can be found at City/BPW Network "T" Drive> HR Resources> Policies> Information Technology or you may obtain them from your supervisor. It is also expected that employees will review and adhere to these additional policy guidelines. Should your position be subject to DOT regulations, you may be subject to additional guidelines.

## Personal Cell Phones

We expect your full attention while you are working. Although you may occasionally have to take care of personal matters during the workday, you should try to conduct such personal business before or after the workday, or on your scheduled break. Regardless of when any personal call or text is made, it should be infrequent and kept short. Cell phones should never be used while operating any equipment. While in the Office area, cell phones must be kept on silent or vibrate and must not be a distraction. Having personal cell phones is a privilege that can be revoked if abused. The City is not responsible for the loss, theft or damage of personal cell phones.

## Respect City Property

Our facilities and equipment are an extension of who we are. Take pride in them and help maintain them. Keep your work area and desks clean and clean up after yourself in the common areas including the kitchen and bathrooms. Our electronic files are valuable assets to the City. Keep all files saved in the appropriate folders. Delete old versions that don't have long term value to maximize computer file storage space.

## Respect City Vehicles - Including Rental Cars

Some jobs require the use of City-owned vehicles as a regular part of your job, while others will only use them occasionally. Whether the vehicle is owned by us, or we rent it while on work related travel or business, we expect vehicles to be respected. Keep the vehicles clean, never smoke in them, and avoid aggressive driving. Anyone operating a City-owned vehicle must have the proper and valid driver's license. City policies and state law mandates that seat belts be

used at all times when driving or riding in a city-owned vehicle. Also, employee driving records are subject to evaluation at any time by the City. If you have accumulated 5 points or more, you are required to notify your supervisor and driving of a city-owned vehicle may be suspended. If your driver's license has been suspended, revoked, or denied, you are required to notify the City immediately and you may not drive.

While driving on City-related business, employees are expected to observe all safety, traffic, and criminal laws. If you receive a citation while driving on City-related business, you are responsible for any fines or fees related to the incident. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and mobile electronic devices when driving. More specific safety rules, along with general vehicle use guidelines are contained in Appendix E of this Employee Handbook.

## Use of Personal Vehicle

The City cannot be responsible for injuries or property damage resulting from accidents or mishaps that occur when employees use their own automobiles for City-related business. It is the employee's responsibility to carry the minimum level of automobile insurance, and to maintain and carry a valid driver's license. While driving on City related business, employees are expected to observe all safety, traffic, and criminal laws. If you receive a citation while driving on City related business, you are responsible for any fines or fees related to the incident.

Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and mobile electronic devices when driving for City-related business. If you will be driving with a community or City member in your car for work purposes, make sure it is clean and presentable.

## Maintain a Positive Appearance

We expect you to arrive at work in appropriate attire that is safe and appropriate for your job. You are expected to present a neat, clean and tasteful appearance. We expect you to use good judgement in selecting your attire and recommend you err on the side of being more dressed up than not. If you are dressed outside of these guidelines, you should expect your, or any other supervisor, to send you home without pay to change.

You should never:

- Wear provocative, revealing, ripped or damaged clothing.
- Wear clothing with offensive language that may be perceived as threatening, discriminatory, or in poor taste.
- Wear workout clothes such as athletic shoes, shorts, tank tops, yoga pants, spandex, sweatshirts / sweatpants, T-shirts, or any other workout attire.

Some departments may allow denim to be worn. If you are allowed to wear denim, you need to make sure you still look appropriate and your denim is in good shape (no fading, rips, frayed, etc.) and fits appropriately.

## Uniforms, Protective Clothing and Equipment

Certain positions and departments require uniforms, protective clothing, and equipment. You must follow these guidelines at all times. Please see your supervisor to confirm requirements for your position. Upon separation of employment, uniforms must be returned in good condition.

## Solicitation and Distribution

While you are working, we ask that you refrain from soliciting your coworkers on behalf of any individual, organization, club or cause, except in connection with a City approved or sponsored event. This policy includes handing out literature or posting information during employees' working times, in areas that are designated for employees only, inviting non-employees into employee only areas or using the City's email for personal reasons. Please notify your supervisor if you observe any questionable or unauthorized solicitation or distribution taking place on City property.

In keeping with our City's values and belief in good stewardship, the sole exceptions to this policy are charitable and community activities supported by the City and City-sponsored programs related to our services, such as time authorized by the City to solicit funds for the United Way.

## Avoid Conflicts of Interest and Moonlighting

One of the challenges with conflicts of interest is knowing when one exists. Here is a simple test: if it appears that there could be a conflict of interest between what you do for us as an employee and some other interest, there is a conflict of interest. If one of these or similar situations arises, we expect you to bring it to your supervisor's attention.

Some simple examples to be mindful of:

- Working directly for community members in any capacity
- Having a relationship with a relative (spouse, brother, in-law, etc.) where the relationship can influence business such as purchasing, contracting, etc.
- Having a seat on a board or agency that could impact the City

“Moonlighting” (having a second job outside of your job with us) can also provide a conflict of interest. Some City operations are considered essential services, such as utility, street maintenance and public safety. Due to the nature of these services, secondary employment which unreasonably interferes with an employee’s ability to carry out these services is not permitted unless authorized. In order to minimize any potential conflict of interest, the City provides the following guidelines:

- City employees of departments providing essential services shall receive Department Head approval regarding secondary employment.
- Full-time employees shall give primary commitment to their work responsibilities for the City when secondary job responsibilities cause a conflict of interest.

If these conditions cannot be met and maintained, the employee will be asked to resign either City employment or secondary employment.

## Protect Confidential Information

In your role, you will undoubtedly come across confidential information and personal identifying information (PII). This could include information such as pricing data, trade secrets, patents, employee data, community member data, software, legal documents and correspondence, social security numbers, credit references, personal identification numbers, medical documentation, government-issued cards, banking information, etc. We expect you to realize the sensitive nature of this information and protect its confidential nature by refraining from keeping or distributing any of this information outside of the City.

All printed confidential information and PII must be kept in locked, confidential files. If you have confidential data printed, make sure you dispose of it properly by shredding any paper documents. All electronic files with social security numbers and PII must be password protected. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs or PII (including documents that contain any SSNs or PII) or to keep, view, use, copy, disclose, or distribute another person’s SSN or PII, or in any other way disclose another’s SSN or PII. If you have access to social security numbers and PII, you may not share or transmit to others unless there is a reasonable, necessary legitimate business purpose. If you have questions regarding the confidential nature of data, contact your supervisor for additional support.

## Maintain Your Personal Information

We expect that you will help us manage your personal data. You are required to complete the Employee Change of Status Form and submit to the Human Resources within 30 days of any change of personal data, including but not limited to, name, marital status, address, phone, change in dependents, emergency contacts, and other items that affect

employment status, benefit eligibility, or emergency situations. All such information should be kept up to date for benefit purposes or emergency situations.

## Follow Our Workplace Accident, Injury, or Illness Process

We are dedicated to providing a safe working environment for you but realize that occasionally a work-related accident, injury, or illness may occur. Injuries and illnesses that arise out of, or in the course of employment will be covered under the provisions of the Workers' Compensation Act. Injuries caused by intentional or willful misconduct will not be compensated through Workers' Compensation.

### **Reporting an Injury or Illness:**

- If you have sustained a work-related injury or illness (no matter how minor) you must report it promptly to your supervisor.
- You and your supervisor will complete an Employee Accident Reporting Form as soon as possible after the accident.

### **Seeking Medical Treatment:**

If medical treatment is necessary, your supervisor may provide minor first aid or direct you to the appropriate medical facility. Avoid using a hospital emergency department for nonemergency cases. Instead, any non-critical or minor medical attention should be initially handled through our designated Occupational Health Center.

Currently, we utilize Corewell Health Zeeland Community Hospital for all work-related injuries/illnesses, whenever possible.

#### Non-emergency, Non-critical or Minor Treatment:

Corewell Health Occupational Health Zeeland Community Hospital

8333 Felch St, Suite 100A, Zeeland, MI 49464

Hours: Monday – Friday 7:00am – 5:00pm

Call 616-391-2778 to schedule or schedule online appointment at <https://www.clockwisemd.com/groups/240>

#### After Hours/Weekend/Urgent Care Level of Treatment:

Corewell Health Occupational Health Urgent Care Zeeland Community Hospital

8333 Felch St, Suite 100A, Zeeland, MI 49464

Phone: (616) 772-7562

Hours: Monday – Sunday 8:00am – 8:00pm

#### Emergency Department Level of Care Treatment:

Corewell Health Emergency Department Zeeland Community Hospital

8333 Felch St

Zeeland, MI 49464

Phone: (616) 772-4644

Hours: 24/7

#### 1. Life-Threatening Injuries

If the injury is severe or life threatening, 911 must be contacted immediately for emergency medical services.

The employee's supervisor shall be notified and shall coordinate a City representative to go with the employee to the hospital and provide any information the hospital may require. The City of Zeeland/ Zeeland Board of Public Works will also contact the employee's emergency contact if the employee is unable to do so on their own.

#### 2. When a workplace injury occurs, please use your best judgement in seeking the safest method of care for the employee. We have provided the chart below to help provide you with some examples to assist with determining the appropriate method of care and transportation based on the nature of the presenting injury:

Employee Transport to a Medical Facility	Calling 911
Minor Soft Tissue Injury	Head Injury/ Loss of Consciousness
Minor Joint/ Back Injury	Amputation
Minor Laceration	Severe Laceration/ Uncontrolled Bleeding
Minor Poisonous Plant Exposure	Compound Fracture
Minor Potential Fracture	AED/ CPR Use

3. Following the initial incident write-up, the employee's supervisor shall further review the Employee Accident Report, include any witnesses and their statements, document root causes and corrective actions.
4. If the employee is unable to fill out the Employee Accident Report on the date of the injury, the employee's supervisor shall complete the Employee Accident Report with as much information as possible.
5. Failure to immediately report an incident, injury, or suspected injury, and complete the Employee Accident Report may result in counseling or discipline, as well as potential denial of related claims by the City of Zeeland/ Zeeland Board of Public Works workers' compensation insurance company.

#### **Denial of Medical Treatment**

Any employee who denies initial medical treatment, regardless of perceived level of trauma, is subject to a fitness for duty examination. The employee's supervisor shall organize this fitness for duty examination with the City of Zeeland/ Zeeland Board of Public Works' facility.

If an employee denies a fitness for duty examination, they will not be medically cleared to perform any type of work, and the failure to perform their essential duties will result in discipline or termination.

#### **Reporting of Occupational Injuries and Illness to MIOSHA**

1. The City of Zeeland/ Zeeland Board of Public Works is required to report any work-related incidents that result in an amputation, loss of an eye, or in-patient hospitalization of any employee within **24 hours** of the incident. To make a report, the City of Zeeland/ Zeeland Board of Public Works will complete the Employee Injury/Illness Incident Report Form online at <https://forms.leo.state.mi.us/miosha-incident-report>. Questions regarding the form are to be directed to 844-464-6742. Once the form is submitted, an email response from MIOSHA will be sent to the Human Resources with the report number. An alternative reporting method is to call the MIOSHA Severe Injury Report Line at 844-464-6742, Monday through Friday, 8:00am – 5:00pm or leave a message after hours. Employers can call the MIOSHA Information Systems Section at 517-284-7788 for information about recording injuries and illnesses.
2. The City of Zeeland/ Zeeland Board of Public Works must report all work-related fatalities/catastrophes within **8 hours** after the death to the current MIOSHA fatality line of 800-858-0397.

#### **Your Responsibility for Treatment:**

- If you have ongoing treatment, report to your supervisor after each appointment with the treating physician to provide a status report to Human Resources along with any medical documentation and billing information.
- It is your responsibility to comply with all written instructions given by the treating physician both at work and at home. Failure to do so could result in discontinuation of any Workers' Compensation benefits.
- You should schedule your doctors' appointments either before or after work hours if possible. Employees must notify their supervisor in advance of any appointments scheduled during work hours.

#### **Return to Work:**

- We will consider opportunities to accommodate work restrictions ordered by the employee's treating physician or primary care physician (PCP). Only written work restrictions provided by the treating physician or PCP will be considered. The written work restrictions must be provided to the supervisor prior to the employee returning to work so the supervisor can review the restrictions and determine if they can be accommodated.
- The employee must provide their supervisor with notice of "No Restrictions" from the treating physician or PCP in order to be allowed to return to full duty work. We may require a Fitness for Duty form completed by the treating physician or PCP validating that the employee is cleared to return to work without any restrictions.

## Travel and Expense Reimbursement

We will reimburse you for expenses incurred on behalf of the City and for reasonable travel expenses. Please use good judgement when selecting flights (booking early, selecting lowest fares) and when selecting restaurants. If you use a personal vehicle for business purposes, you will be reimbursed for mileage at the IRS standard reimbursement rate. If carpooling is an option, every effort must be made to reasonably reduce expenses for multiple travelers. Commuting is not considered a reimbursable travel expense. Alcohol is not considered an approved expense.

Detailed receipts for all expenses are required and your supervisor is required to sign off on your City of Zeeland Expense Form submission. Expenses must be submitted within a reasonable timeframe. If you have any questions about these guidelines, ask your supervisor prior to travel or entertaining. Failure to follow these common-sense guidelines may result in you losing your ability to travel or entertain for work, which may impact your ability to perform your job. Additional details may be found in Appendix F included in this Employee Handbook.

## Enjoy Your Break or Mealtime

Being able to take a break or break for a meal during the workday is important. These breaks allow you to rest and return to your job with renewed focus. We are committed to providing employees with reasonable break periods that conform to legal rules as well as the focus of the City. This includes providing reasonable break times and designated location for nursing mothers. When working on individual tasks, we request you manage your breaks to allow you to meet your work objectives. Breaks may not be added to your lunch or dinner hour or accumulated in any manner, unless you have obtained approval from your supervisor.

If you work a shift of eight hours or more, you will be provided with one 15-minute paid break in the first half of your shift and one 15-minute paid break in the second half of your shift. Due to the nature of your position, from time to time, your paid break time may be disrupted in order to assist or help provide service. An unpaid lunch break may also be provided depending on your position. Your supervisor is responsible for scheduling your break periods. Unpaid breaks should not be considered hours worked for purposes of time entry or payroll.

## You May Need to Work Overtime

On occasion, we must work overtime to complete a job to meet internal or external workload requirements. Therefore, you are expected to work overtime when required. For Hourly or other Non-exempt employees, overtime work should be authorized in advance by your supervisor. We strive to provide you with as much advance notice as possible regarding upcoming overtime. Overtime compensation or compensatory time off is paid to Non-exempt employees in accordance with Federal and State Wage and Hour laws. Overtime pay and compensatory time off is based on actual hours worked. All hourly employees authorized to work overtime are paid overtime pay which is calculated at time-and-a-half, or compensatory time off for worked performed (including approved time off on paid sick leave, vacation, call-out, jury duty, bereavement leave, personal leave, and holidays) in excess of forty (40) hours per work week. On-call hours are not included as hours worked for overtime pay or compensatory time off. Please note there is an exception for Hourly Non-Exempt Fire Department employees regarding overtime pay and full details can be found in Appendix H in this Employee Handbook.

Exempt employees are not eligible for overtime, though they may be required to work some weeks in excess of 40 hours. Supervisors are not typically paid overtime compensation; however, should there be an abnormal situation over an extended period of time, as determined by the Board of Public Works General Manager for those exempt employees working for the electric or water utilities, or by the City Manager of all other exempt employees, then additional compensation may be paid in addition to the exempt employees' salary. No additional compensation shall be paid unless approved in writing by the Board of Public Works General Manager or the City Manager.

## Compensatory Time Off

Regular Full-time Hourly employees may upon agreement receive compensatory time off in lieu of overtime pay for any hours worked that qualify for overtime as defined in the “You May Need to Work Overtime” policy. The decision to allow employees to receive compensatory time off shall be made by each Department Head or supervisor. All arrangements to receive compensatory time off are subject to the following limitations and procedures:

- You must document Compensatory time on your payroll time sheet. Your immediate supervisor, Board of Public Works General Manager or City Manager, as applicable, shall approve any compensatory time prior to its entry into the payroll system. The Finance Department shall be responsible for maintaining a uniform system to account for compensatory time and shall have the authority to prescribe the methods utilized on the time sheets.
- For each one (1) hour of overtime worked, one and one-half (1.5) hours of compensatory time will be credited up to a maximum of 40 credited hours (26.5 hours worked equals 40 hours compensatory time) at any one time during a single fiscal year. Any hours accumulated in excess of 40 hours shall be paid in cash at your regular rate of pay during the appropriate pay period so that the accumulated amount of compensatory time does not exceed 40 hours. Please note there is an exception for Hourly Non-Exempt Fire Department employees and full details can be found in Appendix H in this Employee Handbook.
- Accumulated compensatory time will not be carried over from one fiscal year to the next. All accumulated compensatory time available at the end of the fiscal year (June 30) shall be paid at your regular rate of pay. This payment shall occur at the last regularly scheduled payroll period for the fiscal year.
- Upon promotion, termination, resignation, or retirement, you will be paid for all accrued compensatory time, at the higher of:
  - your final regular rate of pay, or
  - The average regular rate of pay received by you during the last three years of your employment.
- If you desire to use accrued compensatory time to be absent from work, you must request from your supervisor, the Board of Public Works General Manager or City Manager, as applicable, at least two working days in advance of the requested time off. Requests will be approved unless it is determined that your absence during the requested time off would unduly disrupt the operations of your department.
- Please note that not all compensatory time will be considered “qualified overtime” under the Fair Labor Standards Act (FLSA). Beginning January 1, 2026, all compensatory time earned will be coded as “qualified” or “unqualified” for payroll purposes. This coding will determine whether the time qualifies as overtime for tax purposes FLSA rules.
  - The FLSA mandates that non-exempt employees receive overtime pay at a rate of at least one and one-half (1.5) times their regular pay for all hours worked over 40 in a standard workweek. Departments with fluctuating “work periods” from 7 to 28 days (ie. Police and Fire) will follow separate guidelines established by the U.S. Department of Labor.

## On-Call Procedure

When a Regular Full-time Hourly employee is placed “on-call” at a time other than their scheduled work shift, or is “on-call” during a holiday, the employee shall receive two (2) hours of pay at time and one-half of their regular straight time rate for each Friday, Saturday, Sunday or holiday on standby or one (1) hour of pay at a time and one-half of their regular straight time rate for each Monday, Tuesday, Wednesday or Thursday on standby. There will be no duplication of payments or pyramiding of overtime.

A Regular Part-time Hourly employee placed “on-call” shall receive two (2) hours of pay at regular straight time for each Friday, Saturday, Sunday or holiday on standby or one (1) hour of pay at regular straight time rate for each Monday, Tuesday, Wednesday or Thursday on standby.

An “on-call” employee agrees to be available for special calls outside their regularly scheduled working hours by remaining at their residence, or if elsewhere, by leaving word with their immediate supervisor as to where they may be reached. Time spent “on-call” shall not be considered hours worked or accrued hours for the Earned Sick Time Act.

If called out, Regular Full-time Hourly employees “on-call” will receive, in addition to standby pay provided above, a minimum of two (2) hours pay at overtime rate for each such call or for actual hours whichever is greater. Two (2) or more consecutive call outs may be considered as one call out within the meaning of this provision, providing in such case the time intervening between the separate calls shall be considered and paid as time worked. If called out, Regular Part-time Hourly employees “on-call” will receive, in addition to standby pay provided above, regular straight time pay for the actual hours worked as a result of the call out. Failure of an “on-call” employee to be available for a call out will result in forfeiture of standby pay described above for that day. In addition, the employee will be subject to discipline if the employee lacks sufficient reason for the failure to be available.

## Staff Reductions

Budgetary circumstances may result in a temporary or permanent reduction in the size of the workforce. Making such decisions is not easy. However, the City will attempt to identify employees who are the most qualified to perform the work available based on qualifications, productivity, attendance, general performance record and other factors the City considers relevant in each case.

## When You Leave, Leave with Dignity

Your employment with us may end either by your choice or ours since we are an “at-will” employer, which means our employment relationship can stop anytime with or without notice and with or without reason. We remain committed to managing the activities around the end of your time with us with dignity and respect, regardless of the circumstances that led up to the ending of employment. The end of your employment with us is either a:

- Voluntary Resignation – you provide us with written notice of your decision to leave our employment (including retirement). We ask that you provide us with a minimum of two weeks’ working notice. We will work with you to establish your last day of active employment based on the City’s current needs.
- Involuntary Termination – the decision to end your employment is made by the City and is typically effective immediately upon notification.

When you leave the City, you are required to return all City property (uniforms, keys, key card, computers, cell phones, etc.). You will receive communication from us that outlines how your final pay will be processed and any other benefit information that applies under the applicable law. [Regular group insurance ends on the day active employment ends.](#)

## Workplace Compliance Policies

We strive to be a great employer that complies with the applicable state and federal employment laws. This section reviews the ones that apply to our City and are a basis of what to expect from us.

## Pre-Employment Screenings

We conduct criminal background checks and social security number verification for all employees as a condition of employment. Criminal background checks include County, State, and Multi-State criminal record checks. As required by position, employees may also be subject to Employment Credit Checks as permitted by State law. Individuals that drive for us as a requirement of their position are subject to a Motor Vehicle Record check. Pre-employment physicals or drug screens may also be required as a condition of employment for certain positions.

## Work Authorization

It is our intention of to only hire individuals who are US citizens or aliens authorized to work in the United States. We therefore make reasonable, good faith efforts to verify that all applications are properly authorized for employment.

## Social Security Number Privacy

You are required to have a Social Security Number (SSN) to be employed by us so that we can make adequate tax reporting. We take each employee’s privacy very seriously and maintain a strict policy to protect the confidentiality of

SSNs that are obtained by, or provided to us and/or our employees, members, contractors, agents, and representatives in the course of their employment, activities, or services performed on behalf of the City. Employees with access to social security numbers must not share or transmit to others unless there is a reasonable, necessary legitimate business purpose. All electronic files with social security numbers must be password protected, and any printed documents must be kept in a locked and confidential location. When documents containing SSNs are no longer needed and are to be discarded, such documents must be disposed of in a manner that ensures the confidentiality of the SSNs. The City of Zeeland has developed a practice for shredding, electronically deleting, or otherwise disposing of confidential records, including documents containing SSNs.

## Access to your HR File

Should you want to review or need a copy of your HR file, please put your request in writing and submit it to the Human Resources . We will make a copy for you. We may ask you for reimbursement of copy expenses.

## Electronic Signatures

We strive to reduce paper usage and encourage workflows that efficiently use technology to send, receive, and obtain signatures on City related documents. Your electronic signature provides the same full legal effect under federal and state law, so whenever you use the electronic signature method, you are still responsible to take the time to review, understand, and ask questions about any document before signing electronically. Once a document has been electronically signed, you will have access to the document by contacting your supervisor and requesting a copy of the signed document. If you prefer to “opt out” of using the electronic signature method and sign documents in a traditional fashion, please see your supervisor for details.

## Michigan's Marijuana Laws

At our workplace, we follow Federal law and do not recognize the Michigan State law regarding use of marijuana for recreational or medical uses. We are a drug free workplace and employees may be subject to random, pre-employment, reasonable suspicion, and post incident drug testing.

## Understanding Family Medical Leave Act (FMLA) Q&A

### ***When can I take FMLA?***

Eligible employees may use FMLA for one or more of the following reasons:

- The birth of a child and care for a newborn child;
- To care for a newly adopted child or a child recently placed in the employee's home for foster care;
- To care for a spouse, child, or parent (but not an in-law) who has a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
- When there is a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on covered active duty (or has been notified of an impending call to covered active duty) in the Armed Forces; or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating.
- Family leave to care for a newborn child, or for the adoption or foster care placement of a child, must be completed within 12 months of the birth, adoption, or placement of the child.

### ***Definitions***

#### Regular FMLA

“Serious health condition” – An illness, injury, impairment or physical or mental condition that involves (1) inpatient care; (2) a period of incapacity requiring continuing treatment by a health care provider; (3) a period of incapacity due to pregnancy or for prenatal care; (4) a period of incapacity or treatment for chronic or permanent/long-term conditions; or

(5) a period of absence to receive multiple treatments by a health care provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than three consecutive calendar days.

By way of example, “continuing treatment by a health care provider” includes a period of incapacity of more than three consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that requires treatment two or more times by a health care provider or treatment once by a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider.

Unless complications arise, the common cold, flu, upset stomachs, headaches, earaches, routine dental problems, and cosmetic treatments are not “serious health conditions.”

#### Servicemember FMLA

“Covered servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. A “covered servicemember” is also a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Outpatient status” – the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient; or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Serious injury or illness” – in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves), at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

“Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. “Covered active duty” means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law.

#### ***How much leave is available under the FMLA policy?***

When leave is due to a “Regular FMLA” leave of any kind, an eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose, which qualifies for a leave under the FMLA Policy. The 12-month period is calculated backwards from the date the requested leave commences.

When leave is due to a qualifying exigency under the “Servicemember FMLA,” an eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose, which qualifies for a leave under the FMLA Policy. The 12-month period is calculated backwards from the date the requested leave commences. When leave is to care for an injured or ill Servicemember under the “Servicemember FMLA,” an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the Servicemember. Leave under this paragraph will be available only during a single twelve-month period. Combined leave under this paragraph may not exceed 26 weeks in a single 12-month period. The 12-month period is calculated backwards from the date the requested leave commences.

If spouses are both employed by the City and both are eligible for FMLA, spouses may take up to a combined total of 12 weeks of FMLA in a 12-month period due to qualifying exigencies under the “Servicemember FMLA” or for the birth and

care of a newborn child, the placement of a child in the spouses' home for adoption or foster care, or the care of a seriously ill parent under the "Regular FMLA." When leave is to care for an injured or ill Servicemember under the "Servicemember FMLA," and both spouses are eligible for FMLA, spouses may take a maximum combined total (with other FMLA-qualifying leave) of 26 weeks in any 12-month period. These limitations do not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition.

***Do I need to take FMLA all at once, or can I use it intermittently?***

FMLA necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced-schedule basis (e.g., by taking leave in separate blocks of time, or working fewer hours in a day or days in a week), but only if such a schedule is needed for medical reasons (including the employee's own serious health condition or the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition). Employees are required to provide notice of the need for absence as soon as possible. Appointments/treatments, where possible, should be scheduled during non-work hours. Employees should give advance notice of treatment dates as soon as the appointment is scheduled with the physician. Employees are required to meet the attendance policy notice requirements on days when they will be late or absent due to FMLA covered reasons when taking intermittent leave.

In the case of caring for a newborn, adopted or foster child, intermittent FMLA or a reduced schedule leave requires prior approval by the City. The City's consideration of such requests will include several factors, such as the length of the requested leave, the nature of your job, your existing and proposed work schedule, and the City's business needs.

If FMLA is requested on an intermittent or reduced-schedule basis, the City may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodate recurring periods of absence, or to a part-time schedule.

***When should I give notice of my need for FMLA?***

If the need for FMLA is foreseeable, you must give at least 30 days' notice of your intent to use the leave (i.e., for the birth of a child, adoption, foster placement or planned medical treatment for yourself or a family member).

When the need for FMLA is unexpected, you must provide notice as soon as possible after the need for the leave is known – within two (2) days unless extraordinary circumstances make giving such notice impossible.

When requesting leave, you must supply sufficient information to the Human Resources to be aware that FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave.

Finally, you must cooperate with all requests from the Human Resources for information regarding whether absences are FMLA-qualifying. Failure to comply may result in leave being delayed or denied. Notice for leave due to the active duty of a family member must be provided as soon as reasonable and practicable.

***What kind of documents do I need to provide the City?***

**Certification Related to Medical Reasons**

If you are requesting Regular or Servicemember FMLA due to a serious health condition or to care for a parent, child, or spouse, you will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that you are needed to care for the ill family member and for how long. You must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Human Resources or your request for FMLA may be delayed or denied.

The certification must contain the following information:

- The date on which the serious health condition began;
- The probable duration of the condition;
- The medical facts regarding the condition;
- A statement that the employee is unable to perform the essential functions of their work, what work, if any, the employee can perform, or that the employee is needed to care for a spouse, parent, or child;
- An estimate of the time required to recover or care for a spouse, parent, or child; and

- **In the case of intermittent leave:** the date and duration of treatment, whether a reduced schedule is required, for how long the leave is needed, the frequency of the incapacity, the estimated number of treatments, the treatment dates, and the expected recovery period. After you submit the required medical certification, the City may require -- at its option and its own expense -- that a medical certification be obtained from a health care provider of the City's own choosing to verify the need for the requested FMLA. If the first and second medical certifications differ, the City may require, at its option and its own expense, that a third certification be obtained from a third health care provider who is jointly selected by the prior two health care providers. The third medical certification will be final and binding on both parties. The City may also require periodic medical recertifications at its own expense. Failure to provide updated medical certification may result in your leave being denied and/or your FMLA being terminated.

#### ***Certification Related to Covered Active Duty***

If you request Servicemember FMLA leave for a qualifying exigency, you may be required to provide appropriate documentation from authorized military personnel verifying that you are needed to assist the Servicemember, and the duration of leave required.

#### ***Is ESTA & FMLA the same?***

No, the Earned Sick Time Act (ESTA) has different eligibility requirements, documentation requirements, and is not job protected leave. ESTA is time away using earned paid sick leave and can be limited to 72 hours per year and absences and usage increments are subject to handbook policy rules. Family Medical Leave Act (FMLA) goes through a different request, eligibility, and tracking process as outlined in this section. If you are unsure of what type of leave to request, please seek guidance from the Human Resources .

#### ***Is FMLA paid or unpaid?***

All leaves under FMLA are unpaid. If you are eligible for FMLA, the City may require you to use any unused vacation, personal leave, sick leave, and any other leave recognized by the City concurrently with your FMLA. If FMLA continues after you exhaust your available paid time off, the remainder of the leave will be unpaid.

All leaves recognized by the City, including but not limited to workers' compensation, vacation, disability, sick leave, personal leave, Earned Sick Time Act (ESTA) purposes, or other general leaves of absence run concurrently with FMLA.

#### ***What happens to my benefits when I'm on FMLA?***

During the period of approved FMLA, your health insurance will continue uninterrupted, but if you contribute toward your coverage, you must make arrangements to continue your contributions during the term of your leave.

You may request that the City cover the cost of your contribution if you have no income during the period of your leave; however, all such payments made by the City on your behalf must be repaid at the conclusion of your leave. Basic life, short-term, and long-term disability insurance will also be continued during the term of FMLA. If you are purchasing any supplemental insurance under the group policy, you must make arrangements to continue your contributions for these benefits to continue your coverage during the term of your leave. The Human Resources will provide you with specific information regarding all necessary arrangements when you request FMLA. Service is considered uninterrupted for purposes of calculating eligibility for vacation, personal leave, or sick leave upon your return from FMLA.

#### ***Should I expect to communicate with the City during my FMLA?***

Yes. The City may send notices and forms to you via email and may contact you over the phone to determine your status and your intention to return to work. Once the City receives notice that the employee "read" the email, the employee will be considered to have received the information. While on FMLA, you are required to report to the Human Resources regarding your status and your intention to return to work.

#### ***What happens when I return to work?***

When you return from FMLA, you will be reinstated in your prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. If you are on FMLA due to your own serious health condition, you will be required to provide a fitness-for-work certification upon your return. This requirement applies to you at the time you request FMLA.

If you fail to return to work on the first business day after your FMLA has expired, you will be considered to have voluntarily quit. In addition, if you do not return to work upon the completion of approved FMLA for reasons other than the onset, continuation, or recurrence of a serious health condition of yourself or your parent, child or spouse or other circumstances beyond your control, the City will require repayment of the City contribution to your insurance premiums paid during the FMLA leave. This includes not only amounts paid to cover your co-pay contribution, but also the share ordinarily paid by the City.

Acceptance of another job while on FMLA without the prior written approval of the City Manager or the Board of Public Works General Manager will result in the cancellation of the leave and the termination of the employee's employment.

***In what situations could an FMLA leave be terminated?***

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the City of an intent not to return from leave;
- The employee fails to return a medical certification as required;
- The City honestly believes that the employee fraudulently obtains FMLA leave or misuses FMLA leave;
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the City's approval during FMLA leave.

***What should I do if I feel that my FMLA rights have been violated?***

Please report this immediately to the Human Resources . Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint.

***What happens if my leave needs to extend past what is allowed under FMLA?***

If you have exhausted your FMLA entitlement and cannot return to work due to your medical condition, you may request additional non-FMLA leave. Such a request must be made as soon you are aware that additional leave will be required. Upon receiving such a request, the City will work with you to determine whether the request is reasonable. Such determinations will be made on a case-by-case basis and will involve factors such as the length of leave, the clarity of the return date, and the operational needs of the City. Neither re-employment nor reinstatement to your previous position is guaranteed.

***What if I am off on a workers' compensation leave?***

If you have a work-related illness or injury that qualifies as a "serious health condition" under this policy, time away from the job for which you receive Workers' Compensation payments will be considered an FMLA leave and will reduce your entitlement accordingly.

***Should I disclose genetic information when I provide information pursuant to this policy?***

No! If the City requests health-related information pursuant to FMLA, it is not requesting information regarding the employee's or a covered family member's genetic information. For these purposes, "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Military Leave

Armed Forces of the United States, the National Guard and/or Reserve will be granted unpaid leaves of absence in accordance with federal and state laws governing such leaves. Please let your Department Head know as soon as possible if you have a military service obligation. Should you be called to service, your employment with us will not be impacted. Your absence will be handled under our Unpaid Leave of Absence policy.

## Americans with Disabilities Act & Michigan Persons with Disabilities Civil Rights Act

We are committed to complying with all applicable provisions of the Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, so long as you can perform the essential functions of the job with or without accommodation. If an employee believes that accommodation of a disability is necessary to perform the essential functions of a position, employees must notify us of this need as soon as the employee knows or reasonably should have known of the need for accommodation. Michigan law requires that all requests for accommodation are put in writing within 182 days. All requests for reasonable accommodation must be referred to the City Manager or the Board of Public Works General Manager.

In accordance with State and Federal law, we may not always provide the specific accommodation required by an employee if alternate reasonable accommodation is available and effective. We may also decline to provide accommodation where it would be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on the City or other employees.

## Pregnant Workers Fairness Act

We comply with the Pregnant Workers Fairness Act by providing approved reasonable accommodations to an employee's known physical or mental limitation related to pregnancy, childbirth, or related medical conditions.

If you need to request accommodation related to pregnancy, childbirth, or a pregnancy-related medical condition, please contact the City Manager or the Board of Public Works General Manager. As part of the accommodation request process, we will evaluate your request based on your specific situation. There may be situations where we request that you provide us with additional information (medical information, etc.) regarding the need and nature of your possible accommodation. Your participation and timely cooperation in the accommodation request process is important and appreciated.

We may decline to make an accommodation if it is considered to be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on us as the employer, or to our customers or other employees. Please direct all inquiries to the City Manager or the Board of Public Works General Manager.

## PUMP Act

We comply with the PUMP Act by accommodating breastfeeding employees who need to express breast milk for their nursing child during their workday. Beginning after the birth of the nursing child and continuing until the child's first birthday, we will provide you with reasonable unpaid break times to express breast milk as well as provide you with a designated private area for this purpose.

When using your designated paid break times provided by the company to express breast milk, you will be compensated in the same way that other employees are compensated for break times. It is important to note that if you are an employee who is paid based on hours worked, and you extend your break beyond the designated break time or need to take additional breaks to express breast milk, the additional break time is unpaid time if you are completely relieved of your work duties. If applicable, we will notify you if breaks for breast milk expression must be recorded on timesheets.

Onsite refrigeration is available for the storage of breast milk. Breast milk must be labeled with your name and the expiration date of the breast milk before it is stored in the refrigerator, or we may dispose of it. When using the provided refrigeration, you also assume all responsibility for the safety of the milk.

Please contact the City Manager or the Board of Public Works General Manager to develop your reasonable break schedule, identify your designated private area, and to fully understand how we will support your needs to express breast milk during working hours.

## NLRB

We believe in the value of being able to collaborate with one another, to openly communicate, to look at individual circumstances and to quickly respond to emerging needs. We are committed to having a safe work environment, fair treatment, competitive pay and benefits, and a mutually respectful relationship. We value each of your personal situations and perspectives and should anything arise that you have suggestions, comments, or concerns with, we ask that you come to us so that we can better understand. With all this said, we still want you to know your rights as required under the federal Labor Relations Board.

Section 7 of the National Labor Relations Act (the “Act”) guarantees covered employees the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from those activities. It is an unfair labor practice for an employer to interfere with, restrain, or coerce employees in the exercise of these rights.

Nothing in this Handbook should be viewed to impact, or will be interpreted, applied, or enforced in a way that infringes or interferes with employees’ exercise of their rights under the National Labor Relations Act, including the right to: (1) discuss wages and other working conditions with co-workers or a union; (2) act with one or more co-workers to improve working conditions by, among other means, raising work-related complaints directly with the Organization or a government agency, or seeking help from a union; (3) picket, depending on the purpose and means used; (4) take photographs or other recordings in the workplace, together with co-workers, to document or improve working conditions, except where an overriding employer interest is present; (5) organize a union to negotiate with the Organization concerning employees’ wages, hours, and other terms and conditions of employment; (6) form, join, or assist a union, such as by sharing employee contact information; (7) talk about or solicit for a union during non-work time, such as before or after work or during break times, or distribute union literature during non-work time, in non-work areas, such as parking lots or break rooms; (8) wear union hats, button, t-shirts, and pins in the workplace, except under special circumstances; and/or (9) choose not to engage in any of these activities.

## Workers’ Compensation

The City carries insurance to cover the cost of work incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported promptly to your supervisor, after which an insurance claim will be filed as necessary.

## Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your eligible dependents the opportunity to continue health insurance coverage under our group health insurance plan in certain situations where coverage would otherwise be lost. Group Health insurance ends on the day active employment ends. In the event a covered employee is no longer eligible for group health benefits due to the employee’s resignation, termination, reduction of hours, etc., COBRA may provide the right to health coverage for up to 18 months. You will receive a written notice of your rights in the event of one of these situations. Covered dependents of an employee who becomes ineligible for health coverage as a result of the employee’s death, divorce or legal separation, enrollment for Medicare benefits, or when a dependent ceases to be eligible for coverage under the terms of the plan may be eligible to continue group health coverage for up to 36 months. For further information, contact the Human Resources .

## Health Insurance Marketplace

In addition to rights and eligibility under COBRA, individuals who have lost group coverage may also shop for coverage on the Health Insurance Marketplace to find and compare private health insurance options. Some of these options may cost less than COBRA continuation coverage, and in some cases, individuals may also be eligible for subsidies or tax credits to offset the cost of coverage. You should compare your other coverage options with COBRA continuation coverage and choose the coverage that is best for you.

You have 60 days from the time you lose your group insurance coverage to enroll in the Marketplace. That is because losing your group health coverage is a “special enrollment” event. After 60 days your special enrollment period will end, and you may not be able to enroll, so you should take action right away if you want to enroll in the Marketplace. In addition, during what is called an “open enrollment” period, anyone can enroll in Marketplace coverage.

Please note, if you sign up for COBRA continuation coverage, you can switch to a Marketplace plan only during a Marketplace open enrollment period. You can also end your COBRA continuation coverage early and switch to a Marketplace plan if you have another qualifying event such as marriage or birth of a child through something called a “special enrollment period.” Be careful though - if you terminate your COBRA continuation coverage early without another qualifying event, you’ll have to wait to enroll in Marketplace coverage until the next open enrollment period and could end up without any health coverage in the interim.

Once you’ve exhausted your COBRA continuation coverage and the coverage expires, you’ll be eligible to enroll in Marketplace coverage through a special enrollment period, even if Marketplace open enrollment has ended.

If you sign up for Marketplace coverage instead of COBRA continuation coverage, you cannot switch to COBRA continuation coverage under any circumstances. To find out more about enrolling in the Marketplace, such as when the next open enrollment period will be and what you need to know about qualifying events and special enrollment periods, visit [www.HealthCare.gov](http://www.HealthCare.gov).

## APPENDIX

# Appendix A – Dispute Resolution Procedure

The City is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action, discharge or the interpretation or application of City policies. This procedure is the exclusive means of resolving these issues. The Personnel Committee's decision is final unless the employee's claim is based on an alleged violation of State or Federal law, in which case the employee has access to the arbitration procedure. The arbitration policy and procedure regarding these claims applies to all City Employees, including those represented by Unions.

### *Fair Treatment Procedure*

If you have a question about interpretation or application of City policies, are in disagreement with a fellow worker or supervisor, feel you have been treated improperly, or some problem has not been resolved to your satisfaction, you may follow the Fair Treatment Procedure as defined below without fear of being criticized or adversely affected in any way.

**Step One:** Request a meeting with your immediate supervisor to discuss the problem in hopes of resolving the issue informally. If the matter is not resolved to your satisfaction you may proceed to Step 2.

**Step Two:** Present the matter to your Department Head and again discuss the problem and try to reach a solution. During this presentation to the Department Head you may act alone or with your immediate supervisor. A decision from the Department Head must be given to you within two (2) working days. If you still disagree with the solution, or a reply is not received, you may proceed to Step 3.

**Step Three:** Forward the matter, in writing, to [Human Resources](#), the City Manager, the Board of Public Works General Manager or designated representative who will investigate the matter thoroughly. A decision will be given to you within five (5) working days. If you still disagree with the solution, or a reply is not received, you may proceed to Step 4.

**Step Four:** Forward the matter in writing to the Personnel Committee who will place it on the agenda for the next committee meeting. If the meeting is not scheduled to occur within 30 days of the date of the written request, a special Personnel Committee meeting will be scheduled. Note: An employee may request that this meeting be in a closed session pursuant to the Open Meetings Act where the matter relates to the employee's discipline, suspension, dismissal, or personnel evaluation.

A decision from the Personnel Committee will be given to you within 10 working days from the date of the meeting. This decision is the sole and exclusive remedy and is absolute and binding.

In those cases which involve an employee's disciplinary time off or discharge, the employee may proceed directly to the City's Disciplinary Time Off/Discharge Review Procedure, avoiding Steps One, Two, Three and Four.

### *Disciplinary Time Off/Discharge Review Procedure*

This procedure is the sole and exclusive remedy for an employee who is disciplined, received disciplinary time off or is discharged and who claims that the discipline or discharge violated any of the following: any City Policy or obligation; any local, state, or federal civil right or anti-discrimination statute; any tort or contract right; any other statute or common law right.

Any employee who is disciplined, received disciplinary time off or is discharged may have the City's decision reviewed by the Personnel Committee. The employee must file a written request for review as soon as possible, and in no event later than six (6) months after the date of the disciplinary time off or discharge. (Even within the six-month period, delays in filing may be considered by an arbitrator as offsets to any back pay or benefits). The meeting with the Personnel

Committee will be held in confidence if the employee desires. The written request must include a statement of what specific rights the employee believes were violated. The Personnel Committee's decision is final and binding on the employee if the employee's claim is based on the City's Proper Treatment Policy or any other City Policy. If the claim is based on a violation of State or Federal statute, regulation or common law, any civil rights or antidiscrimination law, the Personnel Committee's decision may be appealed to arbitration as follows: The employee has one hundred eighty (180) days from the date of the Personnel Committee's decision to make a written request for arbitration. The written request should be delivered to the City Manager or the Board of Public Works General Manager and will include a deposit of \$200 for full-time and \$100 for part-time employees which will be applied to the arbitrator's fees and expenses.

The arbitrator will be selected by mutual agreement of the employee and the City. If, for any reason, agreement on an arbitrator is not reached within thirty (30) days from the employee's request for arbitration, an arbitrator will be selected from a panel of seven (7) experienced labor and employment arbitrators supplied by the American Arbitration Association ("AAA"). The parties will alternatively strike names from the AAA panel until one name (the arbitrator) remains. The arbitrator will decide the time and place for a hearing. The procedure and hearing will be conducted according to AAA Rules, and, in addition, the arbitrator shall have the authority to order either party to provide information which the other party needs to prepare and present their case.

At the arbitration hearing, the employee will have the opportunity to rebut the evidence presented by the City and the employee may present witnesses and evidence to support their case. The arbitrator will decide, in writing, all of the claims and issues properly raised under this Disciplinary Time Off/Discharge Review Procedure. If the arbitrator decides in favor of the employee, the arbitrator may order any remedy(ies) authorized by the applicable law and supported by the facts of the case.

For the first two days of the hearing and for related services and expenses, the employee will be responsible for one-half of the arbitrator's fees and expenses up to the \$200 or \$100 maximum limits described above. The City will pay the balance of the arbitrator's fees and expenses. All additional related fees and expenses for the part of the hearing which lasts more than two days shall be shared equally by the employee and the City.

Except as otherwise provided by law or this procedure, the employee and the City will each be responsible for their own costs including attorney's fees. If the employee decides to be represented by an attorney, the employee will notify the City at least thirty (30) days before the arbitration hearing. If the employee does not choose to be represented by an attorney, then the City will not be represented by an attorney.

This review procedure, including an appeal to arbitration and the decision of the arbitrator, is the employee's exclusive remedy in the case of all types of claims which are covered by this procedure. It is final and binding on both the City and the employee, and fully enforceable in court.

If any part of this Disciplinary Time Off/Discharge Review Procedure is found to be unenforceable, the remainder of the procedure shall continue in full force and effect.

# Appendix B – Prohibited Substances Policy

December 2023

## I. PURPOSES OF THE POLICY

This Policy is established to: (1) ensure a safe environment for employees and customers and the public; (2) protect City and employee property; (3) increase productivity, efficiency, and quality of service; and (4) enhance operational security.

## II. APPLICATION

A. This Policy applies to all non-union City employees.

B. Definition

- I. “Driver” means any employee who: (1) operates a commercial motor vehicle on public highways which has a gross vehicle weight rating of 26,001 or more pounds, or transports hazardous material in a quantity requiring placarding under federal law, or is designed to transport 16 or more passengers including the driver; and (2) is subject to the driver qualification requirements under federal law (including possessing a Commercial Driver’s License).
- II. “Impaired” by alcohol means having a breath alcohol concentration of 0.02 or higher.
- III. “Reportable accident” means an accident involving (1) death, or (2) where the Driver received a citation for a moving traffic violation, and there was an injury requiring immediate medical treatment away from the scene of an accident or towing of a vehicle away from the scene of an accident.
- IV. “Possession” of alcohol does not include possession of a substance which is manifested and transported as part of a shipment.
- V. “Safety-sensitive functions” is defined as all tasks associated with operating, physically controlling, securing, servicing, maintaining and/or attending to vehicles owned, leased or used by the City.

## III. WHEN THE POLICY APPLIES

The Policy shall apply to employees when they are on City time or on City premises. It also covers certain specified conduct that takes place outside of City time and off City premises. For the purposes of this Policy, City “premises” is defined as all property, facilities, land, building, structures, fixtures, installations, automobiles, trucks, and other vehicles, whether owned, leased or used by the City. City “time” is defined as any period when an employee is on duty, is performing, expected to be performing, or is ready to perform duties for the City, whether or not the employee is at his or her regularly assigned work location.

## IV. PROHIBITED CONDUCT

A. On City Time or Premises

- I. Unauthorized use, consumption, possession, distribution, solicitation, or sale of a prohibited substance (as defined in Section V).
- II. Storing any prohibited substance in a locker, desk, office, automobile, or other repository.
- III. Being impaired by controlled substances (as determined by a positive drug test) or alcohol.
- IV. Refusing to submit to a search when requested by the City consistent with the requirements of this Policy.
- V. Refusing to sign a statement agreeing to abide by the City’s Prohibited Substances Policy.
- VI. Failure to report to the City the use of a prescribed drug which may alter the employee’s behavior or physical or mental ability. Failure to keep prescribed medicine in its original container.

B. Off City Time or Premises

- I. Possession, use, consumption, distribution, solicitation, or sale of a prohibited substance that adversely affects the employee’s work performance, their own or others’ safety at work, or the City’s regard or reputation in the community.
- II. Use or consumption of alcohol within four (4) hours before reporting for duty to perform Driver or other safety-sensitive functions.

- III. Refusing to sign a consent form authorizing testing and release of results to the City. Failing to submit a sample for testing without valid medical explanation when requested by the City consistent with the requirements of this Policy.
- IV. A Driver's use or consumption of alcohol within eight (8) hours following a reportable accident, or until alcohol testing is completed.
- V. Substituting or adulterating any body, substance, or specimen submitted for testing, or falsely representing that the body substance or specimen is the employee's own sample.
- VI. Failing to adhere to the requirements of any drug or alcohol treatment or rehabilitation program in which the employee is enrolled.

#### V. PROHIBITED SUBSTANCES

Marijuana, illegal drugs, and other controlled substances (including trace amounts) which have the effect of altering the physical and/or mental abilities of the employee, including any substance the possession, sale, distribution, or use of which is unlawful pursuant to federal, state, or local laws or regulations.

Alcohol, which is defined as alcoholic beverages and any beverage, mixture, or preparation, including any medication, containing alcohol.

Prescription drugs which are known to or may impair a person's work performance, or which have not been legally obtained or are not being used for its intended purpose or in its prescribed manner or quantity – except as provided in Section VI.

#### VI. PRESCRIPTION DRUGS AND OTHER MEDICATIONS

- A. Employee Responsibility. An employee using a prescription drug or over-the-counter medication, which is known to or may impair work performance, is responsible for being aware of any potential effect such drug may have on their judgment or ability to perform duties and for reporting such use to their supervisor prior to beginning work.

An employee may be disqualified from working while using such medication until the City is provided with a copy of the prescription, the name of the physician prescribing the medication and a statement from the physician describing the effects of the medication and indicating that the medication will not affect the employee's ability to safely perform duties of their position without creating a risk of harm to themselves, others, or city property.

If any employee fails to comply with the prescription restrictions stated in this section, neither a physician's prescription nor other medical reason will be an acceptable excuse. A violation of this section may be treated as any other violation under this Policy.

- B. Employee Affirmative Duties

- I. An employee shall inform their supervisor prior to using any prescription or over-the-counter medication that has the potential to impair performance on the job.
- II. Each prescription drug container shall be in the employee's name and shall be used only as directed by the employee's physician.
- III. An employee is responsible for informing their supervisor about any other substance which inhibits their ability to competently or safely perform their job.
- IV. An employee shall possess only enough medication for their regular work shift. NOTE: The City at all times reserves the right to have its physician determine if a prescription drug or medication impairs work performance and may restrict the employee's work activity accordingly.

#### VII. IMPLEMENTATION AND ENFORCEMENT OF POLICY

#### A. Testing

Employees are subject to testing for prohibited substances. Testing will be administered to detect levels of alcohol and, at a minimum, the following controlled substances and/or their metabolites: marijuana, cocaine, opiates, phencyclidine and amphetamines.

- I. Drug testing will utilize urine specimens via the split sample method except when circumstances require (or federal regulations do not prohibit) testing of other body substances. All positive drug test results shall be reviewed by a Medical Review Officer ("MRO"). In the event of a positive drug test result, the MRO shall make reasonable attempts to contact the employee, who shall be given an opportunity to discuss the results with the MRO. Within 72 hours of notification by the MRO, the employee may request that their split sample be tested by an independent certified laboratory. The employee shall be responsible for making arrangements and paying for the retest.
- II. Alcohol testing will utilize breath specimens analyzed by an evidential breath testing device (EBT) except when circumstances require (or federal regulations do not prohibit) testing by other means, such as saliva or blood testing.

#### B. All Employees

Testing to assure compliance with this Policy may be administered to any employee in the following circumstances:

- I. As a condition of consideration for employment.
- II. Any time during the first six (6) months of employment.
- III. If the City has reasonable suspicion to believe that an employee has unauthorized possession of or has used, consumed, sold, purchased, solicited, or distributed prohibited substances on the City premises.
- IV. Any time following conviction of a crime involving a prohibited substance.
- V. Following an accident or incident in which safety precautions may have been violated or careless acts may have been performed that cause reasonable suspicion for substance abuse.
- VI. Reasonable Suspicion: Reasonable suspicion for drug/marijuana/alcohol tests exists when an employee's appearance, behavior, speech, breath, or body odors indicate the use or effects of alcohol, marijuana, or drugs. If an employee who is selected for reasonable suspicion testing does not require immediate medical attention, the City will provide transportation to a specimen collection site. If necessary, the City will also attempt to make arrangements for suitable transportation to the employee's home following testing. An employee who is required to take a reasonable suspicion test is considered unqualified to work and will be placed on immediate unpaid suspension, pending the results of their test(s). If the test results are negative and if the tested employee has fully cooperated with the testing, the employee will suffer no loss of pay or benefits as a result of the testing.
- VII. While an employee is subject to a "Last Chance Agreement."
- VIII. Random tests for non-drivers will normally only be administered when required by law or regulation or a "Last Chance Agreement" as provided for in Article IX. The City, however, reserves the right to institute such testing.

#### C. Drivers and Employees Performing Safety-Sensitive Functions

The City is required by federal law and/or regulations of the Department of Transportation ("DOT"), Federal Highway Administration ("FHWA") or other agency to conduct drug and/or alcohol tests to Drivers and employees who perform safety-sensitive functions under additional conditions or times as follows:

- I. Pre-Employment/Pre-Duty: Drug testing is required before a prospective or current employee can be placed into a position which includes driving or performing other safety-sensitive functions. Prior to testing, the individual will be notified of the required drug test, instructions to follow, and an explanation of the collection procedures. Individuals will be required to:

- a) take and pass a drug test, which means a negative drug test result; and
- b) sign a form authorizing the City to obtain all positive drug test results, alcohol test results of 0.04 or higher, and refusals to be tested from each employer for whom the individual performed driving or other safety-sensitive functions within the previous two years. A prior positive drug test result, alcohol test of 0.04 or higher or refusal to test may disqualify the applicant from further consideration for the position.

II. Post-Accident: A Driver must submit to a post-accident drug and/or alcohol test as soon as possible after a reportable accident. Such an employee must contact their immediate supervisor or other City official immediately following the accident and remain readily available for testing. Failure to do either will be considered a refusal to submit to testing unless the delay results from a need to arrange for medical attention or to obtain assistance in responding to the accident.

A Driver will be administered a drug and/or alcohol test as soon as practicable following a reportable accident. However, an alcohol test may be administered any time within 8 hours, and a drug test within 32 hours, following the accident.

An employee who submits to drug and/or alcohol test at the direction of a law enforcement officer is required by the City to contact their supervisor (or other City official) immediately and provide the City with the name, badge number and telephone number of the officer who conducted the testing.

A Driver who is required to submit to post-accident drug and/or alcohol test may, at the City's sole discretion, be assigned to non- safety-sensitive duties or placed on unpaid suspension while awaiting test results.

III. Random: The City is required by the DOT/FHWA to test Drivers at random and without prior notice. The City will administer random tests at an annual rate of up to 50% (controlled substances) and 10% (alcohol) of Drivers. (These percentages are subject to change based upon DOT/FHWA requirements.) Each Driver will have an equal chance of being selected for testing during each selection period and may be selected more than one time per year. Therefore, Drivers are subject to random testing at any time throughout the year. When a Driver selected for random testing is notified, they must immediately report to the specimen collection site.

IV. Return-to-duty and Follow-Up: As described in Section VII D, any employee who violates this Policy will be subject to discipline, up to and including discharge. However, at the City's sole discretion, any Driver with a confirmed drug test result, alcohol test result of 0.04 or higher, or a refusal to submit to testing may be returned to driving or other safety- sensitive functions provided that the employee is first evaluated by a substance abuse professional (SAP) who will determine what assistance, if any the employee needs in resolving problems associated with substance abuse. The employee will be further evaluated to determine compliance with any rehabilitation program prescribed by the SAP. The employee must also undergo and pass a return-to-duty test for alcohol and/or drugs and be subject to a minimum of 6 unannounced follow-up drug and/or alcohol tests over the 12 months following return-to-duty (the SAP can require additional testing for up to 60 months). The employee will also be subject to a Last Chance Agreement, as described in Section IX.

D. Consequences of Engaging in Prohibited Conduct

The City reserves the right to impose disciplinary action, up to and including discharge, upon an employee who engages in any violation of this Policy. At a minimum, the following provisions will apply:

- I. Alcohol Concentration of 0.02 – 0.039. If an employee has a breath alcohol concentration of 0.02 or greater but less than 0.04, they will be removed from work duties. A Driver will not be permitted to operate a City motor vehicle or perform any safety-sensitive function until the start of the Driver's next regular shift, but in any event, no less than 24 hours.

- II. Alcohol Concentration of 0.04 or Greater. If an employee has an alcohol concentration of 0.04 or greater, the employee will immediately be removed from all duties. At the City's sole discretion, the employee may then be subject to the Return-To-Duty and Follow-Up testing provisions described in Section VII C.4.
- III. Positive Drug Test. If an employee has a confirmed positive drug test result, they will be immediately removed from all duties. At the City's sole discretion, the employee may then be subject to the Return-To-Duty and Follow-Up testing provisions described in Section VII.C.4.
- IV. Refusal/Failure to Submit to Testing. A refusal to submit to a drug and/or alcohol test, failure to provide adequate sample without valid medical explanation, or engaging in conduct that otherwise obstructs the testing process (including substitution or adulteration of samples) is considered equivalent to a positive drug test result and/or alcohol test result of 0.04 or greater, and carries the attendant consequences of each.

#### VIII. INVESTIGATION

- A. Searches. An employee's personal property will not be subject to a search unless there is reasonable suspicion to believe the employee is in possession of prohibited substances while on City time or premises, unless otherwise required by law or regulation [or a Last Chance Agreement.] The City reserves the right to inspect the contents of any City property being used by the employee at any time.
- B. Employee Privacy. Testing and Searches will be conducted with due regard for the personal privacy of each employee and integrity of the testing process.
- C. Refusal. No employee search will be conducted without the employee's consent. However, an employee who refuses to submit to a search will be subject to disciplinary action up to and including discharge.

#### IX. SUBSTANCE ABUSE PROBLEMS AND LAST CHANCE AGREEMENTS

Details about the City Employee Assistance Program

An individual discharged for a violation of this Policy may, at the City's sole discretion and without precedent, be offered the opportunity to enter into a "Last Chance Agreement". The primary objective of a Last Chance Agreement is to rehabilitate an employee who has or may develop alcoholism, drug dependency, or health or behavioral problems.

Questions regarding this policy should be directed to the City Manager or the Board of Public Works General Manager.

# Appendix C – Salary Increase Plan

## *Non-Union Employees and Clean Water Plant Union Employees*

1. Wage increases will be effective July 1<sup>st</sup> of each year based on the employee's overall performance rating from their Employee Performance Evaluation that will normally occur in the previous 6 months.
2. New hires, or employees that transition into a new position, who have not completed one full year of service as of the July 1<sup>st</sup> increase date will receive a prorated portion of the increase for each full month of service (equivalent to 1/12 of the increase).
3. The City of Zeeland's salary range plan shows minimum, midpoint, and maximum salaries.
4. Salary ranges are based on internal and external comparison and evaluation where the competitive benchmark (approximately the median or 50<sup>th</sup> percentile of comparable/similar positions) is approximately the midpoint of the scale.
5. When an employee is hired at the minimum salary range and displays strong performance or higher, an entry level hourly employee can generally expect to advance to the midpoint of the salary range in approximately three years. Employees who are salaried or in hourly skilled trade positions may require more time to reach the midpoint salary range due to the broader wage range spread. The following is a sample of the wage increase progression relative to individual employee performance. The sample annual wage increase chart below will be updated annually to reflect market wage adjustments (consistent with budgetary constraints).

Sample Data	Overall Performance Rating	Position in the Range (Compa-Ratio)						Sample Data
		<85%	85-95%	96-105%	106-115%	116%-Max	>Max	
	Exceptional Performance	10.0%	9.0%	5.0%	3.5%	3.0%	1.5%*	
	Strong Performance	9.0%	8.0%	4.0%	3.0%	2.5%	1.0%*	
	Needs Development	6.0%	4.0%	2.0%	1.5%	1.0%	0.5%*	
	Unacceptable	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%*	

\* At no time will a wage increase result in an employee exceeding the maximum salary range of the position. If, however, a market adjustment to a position occurs which results in an employee's wage above their maximum, the >Max column will be utilized until the individual returns within the position's salary range.

An individual who joins the City that already possesses some or all of the necessary experience and/or qualifications (above the minimum requirements) may start at a salary above the minimum salary range with the City Manager or BPW General Manager's approval.

Progression of an individual's salary past the midpoint salary range is based on a combination of how many annual review cycles an employee completes and their performance rating each cycle. Consistent ratings of "Strong Performance" or "Excellent Performance" generally allows an employee to progress beyond the midpoint and toward the maximum of the range during their career. Special compensation exceptions may occur based on exceptional performance over an extended period of service, a high desire of management to retain the employee, possession of special certifications and/or qualifications beyond the requirements of the position that are of value to the City, or a limited availability of workers in the appropriate labor market possessing the necessary skills and abilities for the position.

6. Advancement of an employee above the increases listed in the updated annual wage increase chart would be at the discretion of the City Manager or BPW General Manager. The total dollars available for these purposes in a given fiscal year would be determined by the Personnel Committee and approved by the BPW Board and/or by the City Council during the budget approval process.
7. Salary ranges (minimum, midpoint, and maximum) and individual salaries may be adjusted annually to reflect changes in the wage market.

# Appendix D – City of Zeeland / Zeeland Board of Public Works Retiree Benefit Policy Statement

As of March 1, 2025

1. **Purpose.** The purpose of this retiree benefit policy is to:
  - a. Provide eligible retirees and their spouses with access to Employer group health and life insurance coverage; and
  - b. Provide an Employer contribution to the monthly cost for eligible retirees.
2. **Retiree Eligibility.** You are eligible for the retiree benefits described below if you satisfy all of the following requirements:
  - a. You are a participant in the City of Zeeland Pension Plan or the City of Zeeland Defined Contribution Plan and you retire after attaining “normal retirement age” as defined in the applicable Plan<sup>¶</sup>;
  - b. Immediately prior to your retirement, you are eligible to participate in Employer’s group health plan and group term life insurance plan as an employee; and
  - c. You do not elect COBRA continuation coverage with respect to Employer’s group health plan as a result of your retirement.
3. **Benefits.** If you are eligible for retiree health benefits, you are eligible to continue to participate in the same medical, prescription drug and dental benefits currently offered to actively-working employees if you are under the age of eligibility for Medicare based on age (i.e., currently age 65).

At the time you become eligible for Medicare based on age, you are no longer eligible for retiree medical and prescription drug benefits under Employer’s group health plan for active employees (but dental benefits continue). This is true even if you do not enroll in Medicare. However, at that point, you are eligible for a Medicare supplement benefit under Employer’s group Medicare Supplement Plan. You may participate provided that you are enrolled in Medicare Parts A and B.

If you are eligible for retiree life insurance benefits, you are eligible to continue to participate in the group life insurance plan offered to actively-working employees with a retiree death benefit of \$5,000.

Employer may contribute to the cost of the retiree benefits described in the preceding three paragraphs in accordance with Section 7 below.

\* Currently, “normal retirement age” under both the Pension Plan and the Defined Contribution Plan means the later of age 62 or the fifth anniversary of the date on which the participant began to participate in the Plan. However, in the case of the Pension Plan, there is a special rule for participants who are employed in the police department. For these participants, normal retirement age means:

1. If the participant has an hour of service on or after July 1, 2004, the later of age 55 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan;
2. If the participant has an hour of service on or after July 1, 1998, but not after June 30, 2004, the later of age 58 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan; or
3. If the participant does not have an hour of service on or after July 1, 1998, the later of age 60 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan.

For this purpose, a participant is “employed in the police department” if the participant is a police officer or the participant has the rank of sergeant.

4. **Dependent Eligibility for Retiree Health Benefits.** Your spouse can elect to enroll in Employer's retiree health benefits if your spouse was married to you immediately prior to your retirement and was eligible to participate in the Employer's group health plan immediately prior to your retirement. If you marry after retirement, your new spouse is not eligible for retiree health benefits.

A spouse of a retiree is eligible to continue to participate in the same medical, prescription drug and dental benefits currently offered to actively-working employees if the spouse is under the age of eligibility for Medicare based on age (i.e., currently age 65). At the time the spouse becomes eligible for Medicare based on age, the spouse is no longer eligible for retiree medical and prescription drug benefits under Employer's group health plan for active employees (but dental benefits continue). This is true even if the spouse does not enroll in Medicare. However, at that point, the spouse is eligible for a Medicare supplement under Employer's group Medicare supplement plan. The spouse may participate provided that the spouse is enrolled in Medicare Parts A and B.

Employer may contribute to the cost of the retiree health benefits for your spouse described in the preceding two paragraphs in accordance with Section 7 below.

5. **Enrollment.**

- a. You must elect retiree benefits for yourself and your spouse within 30 days of your retirement from Employer. If coverage is not elected within this time period, it will not be available. This election occurs by contacting Employer and completing and returning the necessary application forms and also by paying any required contributions (see Section 7).
- b. However, if you or your spouse are eligible for other health coverage at the time of retirement (e.g., due to your subsequent employment or your spouse's employment or retirement or through an individual policy), your election to enroll in Employer's retiree health benefits may be deferred and elected later when there is a loss or termination of that other coverage. In such a case, Employer's retiree health benefits will then be available for the affected individual(s) by applying to enroll within 30 days of the loss or termination of the other health coverage.

Further, if you do not elect retiree health benefits before becoming eligible for Medicare based on age and you seek to enroll in retiree health coverage upon becoming eligible for Medicare based on age, enrollment is permitted within 30 days of your initial Medicare eligibility date, regardless of whether you were enrolled in other health coverage during the "gap" period (between the date of your retirement and the date you became eligible for Medicare based on age).

- c. Your spouse may not enroll in Employer's retiree health benefits if you do not enroll. In other words, if you want coverage for your spouse, you must also enroll.

6. **Other Employer Group Health Coverage.** If you or your spouse become eligible for other employer group health coverage while enrolled in Employer's retiree health benefits (e.g., as an employee or the dependent of an employee or retiree), you may elect to terminate retiree health coverage through Employer and enroll in the other employer group health coverage. If the other employer group health coverage is subsequently lost, the affected individual(s) may re-enroll in Employer's retiree health benefits provided enrollment occurs no later than 30 days following the loss of the other employer group health coverage.

7. **Cost of Retiree Benefits.**

- a. **Retirees.**

- I. **Retiree Health and Dental Coverage Before Retiree Becomes Eligible for Medicare Based on Age and Retiree Life Insurance Coverage.** Retirees are required to pay 100% of the cost of coverage before the retiree becomes eligible for Medicare. Employer does not contribute to the cost of a retiree's coverage before the retiree becomes eligible for Medicare. The same rules apply to the coverage of a retiree's spouse who is not eligible for Medicare. Employer does not contribute to the cost of a spouse's coverage before the spouse is eligible for Medicare. Rather, the retiree is responsible for 100% of the cost of his or her spouse's pre-Medicare coverage.

II. Retiree Health and Dental Coverage Upon Becoming Eligible for Medicare Based on Age. Employer contributes to the cost of a retiree's coverage once the retiree is entitled to Medicare if the retiree had at least 15 years of continuous full-time service with Employer prior to retirement. The retiree is also required to contribute to the cost of this coverage. Employer will communicate to the retiree the retiree's required contribution amount for the retiree's coverage each year (which may change each calendar year). Employer will pay for up to a 3% increase in the cost of coverage from the prior calendar year. Any cost increase in excess of the 3% increase must be paid by the retiree. Despite anything in this policy to the contrary, the retiree's dollar contribution toward coverage in the prior calendar year, as a percentage of the total monthly premium for coverage, will become the minimum percentage to be paid by retirees with respect to their future monthly premiums in later calendar years.

III. Spouses. As of the date your spouse becomes eligible for Medicare, an Employer contribution will be made for the spouse's dental benefit and group Medicare supplemental coverage if the retiree had at least 15 years of full-time continuous service with Employer prior to retirement. Employer will pay 50% of the amount Employer contributes for an eligible retiree towards your spouse's dental benefit and group Medicare supplemental coverage. Employer will communicate to the retiree the retiree's required contributions for the spouse's coverage each year (which may change each calendar year).

b. Payment. With respect to participation in the retiree benefits described in this policy statement, you and your spouse may participate provided that you timely pay your share of the cost. Your required share must be paid on a monthly, after-tax basis. Payment is due in advance on the first day of the month. If payment is not received within 30 days of the first day of the month, coverage will automatically terminate. Partial payments will not be accepted.

8. Termination of Retiree Insurance. Participation in Employer's retiree benefits will terminate on the earliest of the following dates:

- a. The first day of the month following the month for which any required premium is due but not paid.
- b. The date as of which the individual (retiree or spouse) voluntarily cancels coverage.
- c. The date as of which the individual (retiree or spouse) dies. In the event of death, Employer must be notified as soon as possible. If the spouse dies, the retiree remains eligible. If the retiree dies, the spouse remains eligible for health benefits.
- d. The date as of which the individual establishes permanent residency outside the United States.
- e. In the case of a spouse, the date of divorce (but then the spouse may elect COBRA continuation coverage).
- f. The date as of which the individual's coverage is terminated for cause (e.g., due to fraud or misrepresentation in an application for participation or in a claim for benefits).

If an individual's coverage terminates, the individual shall in no circumstances become subsequently eligible for any retiree health benefits offered by Employer.

9. The Vantagecare Retirement Health Savings Plan. Employer established the Vantagecare Retirement Health Savings Plan ("RHS Plan") effective July 1, 2009. The RHS Plan is a retirement health savings plan under which Employer makes a contribution to an account established on behalf of each eligible participant who is working in full-time employment for Employer.

- a. Eligibility for the RHS Plan. You will become a participant in the RHS Plan if you are a full-time employee and you satisfy one of the following requirements:
  - I. You are hired on or after July 1, 2009; or
  - II. You were employed by Employer prior to July 1, 2009 and elected participation in the RHS Plan through the opportunities offered by Employer during the months of June 2009 and June 2011.
- b. Employer Contribution to the RHS Plan. Employer will make a contribution on behalf of all RHS participants who are full-employees. The amount of the contribution is \$1,500 per year as of July 1, 2009, plus annual increases equivalent to cost-of-living adjustments in wages set by Employer. If you are a full-time employee

who is eligible for this Employer contribution, a pro-rata portion of the annual contribution will be made to your RHS Plan account on a bi-weekly basis.

- c. Effect of Participation in RHS Plan on Eligibility for Retiree Health Benefits. As an RHS Plan participant, you may enroll in the retiree health benefits under Section 3 of this Policy Statement if the following conditions are met:

- I. The eligibility requirements in Section 2 are satisfied; and
- II. You pay for 100% of the cost of the benefit in accordance with established procedures.

If you enroll in the retiree health benefits, you may use your RHS Plan account towards the cost of coverage. However, as an RHS Plan participant, you are not eligible for the Employer contribution to the cost of coverage provided under Section 7 of this Policy Statement.

- d. Effect of Participation in RHS Plan on Eligibility for Life Insurance Benefits. RHS Plan participants will be eligible for retiree life insurance in the same manner as other retirees, as described in Section 3.

- e. Eligibility to Request Reimbursements Under the RHS Plan While Working for Employer. A participant is eligible to request reimbursement from the RHS Plan for any eligible health expenses after he or she separates from service (even if separation from service occurs before satisfying the eligibility requirements in Section 2). However, if such individual is subsequently rehired by Employer, he or she is not eligible to request reimbursements during the period of reemployment.

- f. Right to Opt Out of Coverage Under the RHS Plan. After a RHS Plan participant separates from service, he or she has the right to opt out of coverage under the RHS Plan. Such opt out is permitted at any time by providing written notice to Employer. However, the balance of the participant's account as of the date of the opt out will be immediately forfeited and will not be restored under any circumstances.

10. HIPAA. This policy statement shall be considered separate from Employer's group health plan for actively-working employees and thus, the HIPAA special enrollment rules in Employer's group health plan shall not apply to retirees or their spouses or dependents subject to this policy statement.

11. No Vested Rights. Retirees and their spouses are not vested in their rights to any retiree benefits offered by Employer. Employer reserves its right to amend or terminate retiree benefits at any time.

This policy statement supersedes any prior descriptions of Employer's retiree benefit program which may be set forth in any Summary Plan Descriptions or other document.

# Appendix E – City of Zeeland Vehicle Use Policy

Updated December 2023

The use of a City Vehicle is a privilege, and it is the City's policy to insist that employees operate in a safe and economical manner all vehicles owned or used by the City. An employee's responsibilities shall be:

1. Take good care of the vehicles and ensure that the provisions of this Vehicle Policy as amended from time to time and any policy of insurance relating to the vehicles are observed.
2. Be responsible for payment of all fines incurred for traffic offenses and parking fines.
3. Notify the City of any accidents involving the City vehicle (whether or not these take place while the employee is on business) and submit to a drug and alcohol test if following an accident are requested.
4. Notify the city of any accidents involving your personal vehicle being used for City purposes in which you are reimbursed.
5. Immediately inform the City if they are convicted of a driving offense or disqualified from driving.
6. Only City Employees who have been pre-approved by their supervisor may operate a City vehicle.
7. A vehicle must be in safe mechanical condition and any operation of it must not result in vehicle damage.
8. You must be mentally and physically able to drive safely.
9. You must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions. When driving for City-related business purposes, employees must learn and obey the laws related to using mobile electronic devices and driving. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and other mobile electronic devices when driving for City-related business purposes.
10. You may not disable any vehicle safety features.
11. You must be courteous at all times, respecting the rights of other drivers and pedestrians.
12. You and all passengers must wear seatbelts and all other available active restraints.
13. You may not smoke in a City vehicle or permit others to do so.
14. You must have a valid license for the vehicle you are operating from the state in which you live and conform to all the corresponding license requirements. (IE: You must have a CDL to operate those vehicles requiring such.)
15. You must keep a favorable driving record and be willing to permit a periodic review of your driving record (MVR).
16. You may not drink alcohol, use illegal drugs or transport such in a City vehicle.

## Personal Use of City Vehicles:

Unless specifically provided for in an employment contract between the City and employee, City- Owned vehicles are to be used for City business ONLY. Personal use of a City vehicle is prohibited, subject only to the following provision.

City vehicles may be driven home and used as commute transportation to and from work ONLY if pre- approved by the City Manager or Board of Public Works General Manager. Such commute privileges shall be granted based on the following:

1. Solely on business needs and is not intended to be used as a part of an employee's compensation, and;
2. Assigned vehicles may be used for the commute back and forth to work only when either: 1) there is a requirement for travel directly from home, without first reporting to their assigned work location, to one or more locations to perform their job duties to support the City; or 2) the employee requires a special City vehicle and/or carries specialized equipment needed for direct response to emergencies outside of normal working hours; or, 3) there is a demonstrated need for having a City vehicle immediately available for City business or response to emergencies outside of normal scheduled working hours that require travel other than to the employee's normal work location. Employees subject to call out to their normal work location is not always sufficient to support commuting with a City vehicle.

## General City Vehicle Guidelines:

1. City vehicles should not be left illegally parked or parked in areas that could reflect badly on the City.

2. Drivers of assigned City vehicles must maintain a vehicle mileage form and turn it in at the end of each month identifying any approved “commute privileges” meeting the abovementioned criteria as approved by the City Manager or Board of Public Works General Manager.
3. An employee’s use of a City vehicle for any personal purpose, including commuting, results in taxable compensation to that employee.
4. All vehicles are normally parked at the City/ Board of Public Works work location during nonwork hours. Those vehicles parked outside shall be locked.
5. Personal trailers, including boat and recreational vehicles, are not to be pulled with City vehicles.
6. When an employee has been permitted to use a City vehicle for travel to and from their home, the vehicle must not be used for private purposes and the route taken to and from home must normally be the shortest practical one.

**Business use of an Employee’s Personal Vehicle:**

In lieu of using a City vehicle, the City will reimburse the employee at the then current IRS rate for approved business travel. Reimbursement for approved business travel will require appropriate documentation of the miles traveled and the related business purpose.

**If you should have an accident with a city-owned vehicle, you should:**

1. Stop at the scene of the accident, obtain assistance for anyone who may be injured, and report the accident as soon as practicable to the nearest and most convenient police agency.
2. Obtain identification from the driver of the other vehicle, including driver’s license, license plate number, make of vehicle, body style, and other information. Identify yourself to the other driver and the police.
3. Secure names and addresses of injured persons and any witnesses to the accident.
4. Report the accident to your supervisor no matter how small.

# Appendix F – Reimbursement Policy & Guidelines Travel & Other Out-of-Pocket Expenses

May 15, 2017

## AUTHORIZED EXPENSES

1. The City/Board of Public Works shall pay or reimburse City/Board of Public Works Officials and employees for the following expenses incurred while on City/Board of Public Works business: transportation, lodging, meals, reasonable gratuities, baggage handling, parking and conference fees.

## NON-AUTHORIZED EXPENSES

1. Authorized expenses do NOT include expenses of spouses and/or other family members. When a spouse and/or other family member travel with officials or employees, those expenses are the responsibility of the City/Board of Public Works official or employee.
2. Alcohol beverages are NOT an authorized expense.

## POLICY ON TRAVEL EXPENSES

1. Reimbursing City/Board of Public Works employees for gas mileage while using personal vehicles on City/Board of Public Works business is at the current rate authorized by IRS.
2. Carpooling is required when multiple employees are traveling to the same destination to reduce cost, this includes the use of personal or rental vehicles.
3. No first-class air travel.
4. Travel time – not to exceed one (1) day each way. Hourly employees will be paid their regular hourly rate for actual travel time outside their normal working hours if conference, training times, etc., dictate (not just for convenience) such travel times. This includes required weekend travel hours.
5. Limit the transportation expense for out-of-state travel to the cost of air transportation for the City/ Board of Public Works Official. For example, if an employee decides to drive, reimbursement will be limited to the lesser of actual mileage reimbursement, or the amount air transportation would have cost.
6. While at an out-of-state conference, transportation should be limited to public transportation and/or various taxi-type services. A rental car shall only be used if other options are not readily available.

## POLICY ON CONFERENCES

- Department Heads may attend a national conference. Approval by the City Manager/Board of Public Works General Manager prior to attending is required.
- To the extent possible, conferences, seminars, workshops, etc. attended by department heads and employees should be within the State of Michigan or within a 200-mile radius of the City of Zeeland.
- Authorized expenses do NOT include entertainment such as the theater, bowling, golfing, etc. except when such outings are an annual event connected with a departments' professional organization and are included in the registration (not a separate line item when registering).

## POLICY ON MEALS

1. Reimbursement for meals, supported by receipts, is authorized when traveling on official business away from the City of Zeeland.
  - a. In-town meal expense is authorized for the following:
    - I. Council or Board of Public Works and committees of the Council or Board of Public Works when no other convenient time can be arranged.
    - II. Officials or employee authorized to represent the City/Board of Public Works at a community function.

III. Officials and department heads taking a representative of a firm, company or municipality out for a meal (breakfast/lunch) to conduct appropriate City/Board of Public Works business.

IV. In-town meals may NOT be charged on a restaurant tab. Advances may be obtained from the Treasurer's office, or preferably payment made by City credit card.

b. Out of Town meal expense is authorized for the following:

- i. Officials or employees authorized to represent the City/Board of Public Works at a conference or training directly related to individuals' work activities
- ii. Expenses should not exceed the allowable rate determined by the IRS per diem rate under the M&IE

#### GENERAL RULES GOVERNING ADVANCES AND REIMBURSEMENTS

1. A credit card should be used. If a credit card or city check is not used for hotel payment, the tax exemption is lost.
2. Travel advances and/or travel reimbursements (up to \$20) may only be obtained from the City Treasurer, Board of Public Works, or Police petty cash accounts or use City credit card.
3. Use a separate voucher for each official or employee requesting reimbursement.
4. Expense vouchers MUST include the following:
  - a. Itemization of expenses, including advance payment, credit card charges and out-of-pocket expenses. The intent is to collect all expenses for each activity on one voucher.
  - b. Nature of official business.
  - c. Receipts
  - d. Charge Card Receipts
5. Any department head or employee traveling out of town more than one (1) day when attending conferences or meetings must advise their department head or the City Manager/Board of Public Works General Manager, in the case of department heads, in accordance with departmental procedures.
6. Expense vouchers will be audited by the Department Head or City Treasurer staff for accuracy and meeting policy guidelines. Questioned vouchers will be returned to the proper department head for clarification and/or correction prior to payment.
7. Unauthorized expenses processed on travel vouchers will be rebilled to the claimant.
8. Expense vouchers submitted by City Council, Boards and Committees will be reviewed by Human Resources and/or the Department Head responsible to the Board/Committee for approval.
9. Travel expenses or reimbursements which do not fit within these guidelines may be submitted to the City Manager/Board of Public Works General Manager for approval.
10. Departments shall establish individual controls to ensure enforcement of this policy.
11. This policy supersedes all other policies now in effect.

# Appendix G - Funding Policies for Full-Time Employee Health/Rx/Dental Coverage

January 1, 2026

- Employees that are eligible for health insurance that elect the Priority Health 90/70 PPO Versatile Plan through the Western Michigan Health Insurance Pool will pay the premium above the state mandated hard cap.
- Employees that are eligible for health insurance that elect a Priority Health H.S.A. Plan with a \$1,700 deductible for single coverage or \$3,400 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will pay the premium plus the employer H.S.A. contribution amount above the state mandated hard cap. Employees that elect this coverage will receive \$625 toward their H.S.A. for single coverage or \$1,250 for two-person or family coverage. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Employees that are eligible for health insurance that elect Priority Health H.S.A. Plan with a \$2,000 deductible for single coverage or \$4,000 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will pay the premium plus the employer H.S.A. contribution amount above the state mandated hard cap. Employees that elect this coverage will receive \$1,000 toward their H.S.A. for single coverage or \$2,000 for two-person or family coverage. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Employees that are eligible for health insurance that elect Priority Health H.S.A. Plan with a \$3,000 deductible for single coverage or \$6,000 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will not have an employee contribution amount for health insurance IF the plan's premium amount is below the state mandated hard cap. If the plan's premium is above the state mandated hard cap, employees will pay the premium above the state mandated hard cap. If the plan's premium is below the state mandated hard cap, the difference between the state mandated hard cap and the plan premium (determined annually) will be deposited into an employees' H.S.A. account. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Wellness Plan provisions will remain as approved by City Council on June 2, 2011 or as amended by City Council thereafter. Employee Wellness Plan contribution credits not earned by the employee and/or spouse will be added to the employee premium contribution above the state mandated hard caps.
- There is no employee contribution for dental coverage for active employees.
- Employees that elect to opt-out of health/Rx and dental coverage will be paid \$2,500 per year in lieu of taking the coverage from the city. The \$2,500 will be distributed over one year in equal installments with the employees' regular bi-weekly check.

## Part-time Employees Under Patient Protection and Affordable Care Act (PPACA) as of May 6, 2013

The new health care provisions of the Patient Protection and Affordable Care Act (PPACA) mandate that the City provide health coverage to "essentially all" full-time employees. The federal definition of full-time employees includes part-time workers who average thirty (30) or more hours per week. It has long been the City's policy that employees working less than forty (40) hours per week are not entitled to healthcare benefits.

To manage our responsibilities under PPACA, the following policy is adopted:

1. All part-time employees must report actual hours worked. Part-time employees include all persons who receive a W-2 from the City and typically work less than a forty (40) hour work week. Part-time employees include hourly workers, elected and appointed boards and commissions, election workers, reserve police officers, and persons who are paid-on-call or at a flat rate.

2. Management will establish and enforce work schedules that do not allow part-time employees to average thirty (30) or more hours per week during the measurement period.
3. The measurement period will be a twelve (12) month period commencing on October 1<sup>st</sup> of each year and ending September 30<sup>th</sup> of each year, except the first measuring period will be six (6) months beginning May 1, 2013 and ending October 31, 2013.
4. A ninety (90) day administrative period will follow each measurement period. The administrative period will commence on October 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of each year, except the first administrative period will be sixty (60) days beginning November 1, 2013. During the administrative period hours tracked during the measurement period are reviewed to ensure the city continues to meet the PPACA definition of offering health coverage to essentially all full-time employees.
5. IF it is found that the city does not meet the “essentially all” definition of offering health coverage, the city will offer health insurance to the employees that do not receive coverage at the conclusion of the measurement period, but averaged 30 or more hours per week during said measurement period. Health coverage provisions:
  - a. Employees averaging thirty (30) or more hours worked per week during the measurement period are provided notice of their health coverage options.
  - b. Employees eligible for City provided health coverage are enrolled in the plan for the period commencing January 1 of each year unless the employee opts out of the City’s health coverage.
  - c. A twelve (12) month stability period (health coverage eligibility) will commence immediately following the administrative period. It will begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of each year. The first stability period will begin January 1, 2014.
  - d. It is the intent of the city to offer coverage to the employee only (single coverage); the plan will be a 60% actuarial equivalent of the plan currently offered to employees that are classified as full-time by the city (40 hours per week); and the minimum contribution will be 20% toward the premium.

# Appendix H - Zeeland Fire/Rescue Pay Provisions

January 1, 2025

## **Paid On-Call and Duty-Shift Positions**

1. Duty Rate- Members will be paid at an hourly rate approved by City Council during the annual budget process. For each call responded to by the member, they will be paid a minimum of one hour. For time beyond 1 hour, pay will be based on ½ hour increments at the approved hourly rate. The director of the department, or his/her designee, will maintain records on who responds to each call/standby and the amount of time spent at each. City Council will consider adjustments to the hourly rate on an annual basis during the budget process. Duty Rate includes such things as Emergency Calls, Football Standby, EMS/FIRE Standby, Traffic Details & Weather Standby.
2. Training/Event Rate- Members will be paid at an hourly rate approved by City Council during the annual budget process. For each training/event participated in by the member, they will be paid a minimum of one hour. For time beyond 1 hour, pay will be based on ½ hour increments at the approved hourly rate. The director of the department, or his/her designee, will maintain records on who participates in each training/event and the amount of time spent. City Council will consider adjustments to the hourly rate on an annual basis during the budget process. Training/Event Rate includes Meetings/Trainings, Fire Prevention & Parade Driver/Spotters and like events. Participation in these training/events must be approved by the director of the department or his/her designee prior to the event.
3. Daytime Shift Rate- Pay for members filling daytime duty shifts, will be paid at an hourly rate approved by the City Council during the annual budget process. This will be paid in ½ hour increments. City Council will consider adjustments to the hourly rate on an annual basis during the budget process.
4. Duty Shift Standby Rate- Members that are assigned to a duty squad, will be compensated a stipend when they are on duty for remaining in the area and available to respond, at a rate approved by City Council during the annual budget process. The stipend will be limited to one stipend per month. City Council will consider adjustments to this rate on an annual basis during the budget process.
5. The city will pay for the tuition of a new trainee to attend the Fire Academy and obtain MFR certification. Time spent at the academy and MFR training & ZFR mentor program will be on the trainee's own time outside trainee's work hours. -and- Trainees will not be paid an hourly rate except for class or training time at the Fire Academy. If members desire to receive a medical license beyond the MFR level, it will be at their own expense.
6. The city will only pay for continuing education training that a member takes in the Zeeland area, unless attending an approved conference or seminar. Participation in these continuing education trainings must be approved by the director of the department or his/her designee prior to the event.
7. License(s)/Certification(s) above the level of Fire Fighter I/II and MFR, that are obtained by a member attending a department sponsored or paid for class, that was approved by the director of the department, or his/her designee, will be paid for by the city. The director of the department, or his/her designee will determine the need for personnel to attend specialty classes based on needs of the department.
8. Officer training beyond Firefighter I/II will be paid based on the needs of the department and determined by the director of the department. If the need is determined, the city will pay for the class and the member will be paid at the then current training/event rate.
9. Members of Zeeland Fire/Rescue that serve on the Ottawa County Hazardous Materials/Technical Rescue Team will be paid for their service on the respective team per the guidelines outlined in this policy. The total number of Zeeland Fire/Rescue members that will be allowed to serve on these teams will be a maximum of

four. Pay for training sessions will be paid at the current training/event rate. Pay for a response to an incident will be consistent with the current duty rate.

10. Zeeland Fire Rescue Trainee Members (defined as individuals whom have not successfully completed Fire Fighter I/II, MFR, the ZFR mentor program, and not yet approved for full firefighter status by the City Council) will be paid at a half rate for criteria covered in section(s) 1, 2 & 4. This pay rate will meet or exceed the Michigan Minimum Wage Standard; therefore, if the half rate is less than the minimum wage standard, trainees will be paid at the Michigan Minimum Wage Standard effective on that date.
11. Paid On-Call Members will receive an annual contribution into a 457 Plan. City Council will determine the amount of the contribution to the 457 Plan on an annual basis during the budget process.
12. The city's goal will be to have a fully cross-trained department of 30 members. It is acknowledged that until a fully cross-trained department is reached the staffing needs of the department must maintain some flexibility. To enable this flexibility, the department may have up to 33 members (including full-time and paid on-call members), if needed, in order to maintain effective services while it strives to obtain a fully cross-trained staff.

#### **Full-Time Hourly Non-Exempt Fire/Rescue Positions**

This section applies to all those who are classified as Full-Time Hourly Non-Exempt Fire/Rescue. The information below serves as supplemental details regarding Overtime, Paid Vacation Time, Paid Personal Leave Days, Paid Bereavement Leave, and Paid Holidays. Please reach out to your supervisor with any questions.

##### **1. Overtime**

A workweek or workweek period is a seven (7) consecutive day work period. Fire Department employees who are classified as Hourly Non-Exempt and under the Fair Labor Standards Actqualify for the FLSA 541 Fire Department Exemption qualify for overtime pay based on the work schedule the employees is assigned to. Overtime pay is based on the work schedule the employee is assigned to.

Please refer to the chart below for full details regarding overtime:

<b>Fire Department Overtime Schedule</b>		
<b>Work Shift Schedule</b>	<b>Overtime Rate</b>	<b>Hours Per Workweek/Workweek Period</b>
5-Day / 9-Hour Shift	Time-and-a-half	All hours that exceed 45 in one workweek

##### **2. Fire Department Full-time Hourly Non-Exempt Paid Vacation Time**

The amount of paid vacation time you are awarded is explained at the time of offer and is based on your average scheduled hours per workweek, according to the schedule below:

<b>Work Shift Schedule</b>	<b>Years of Service Based on Anniversary Date</b>	<b>Weeks / Hours</b>
5-Day / 9-Hour Shift	Upon Hire	2 Weeks / 90 Hours
	Upon completion of six (6) years of service	3 Weeks / 135 Hours
	Upon completion of thirteen (13) years of service	4 Weeks / 180 Hours
	Upon completion of twenty-three (23) years of service	5 Weeks / 225 Hours
	<u>Upon completion of twenty-nine (29) years of service</u>	<u>6 weeks/ 250 Hours</u>

Up to 90 hours of paid vacation time can be rolled over into the next anniversary year for unique circumstances approved in advance by the City Manager. Please refer to the “Paid Vacation Time” policy in the Employee Handbook for full details that apply to paid vacation time.

### **3. Fire Department Full-time Hourly Non-Exempt Alternate Paid Vacation Schedule**

In the event that at the time of hire and based upon an individual’s experience and competitive nature of the job market for a particular position, additional vacation upon hire up to 3 weeks in total may be granted by the City Manager.

During such instances, vacations will be awarded on an employee’s anniversary date in accordance with the following schedule:

<b>Work-Shift Schedule</b>	<b>Service Years Based on Anniversary Date</b>	<b>Weeks / Hours</b>
<b>5-Day / 9-Hour Shift</b>	Upon Hire	3 Weeks / 135 Hours
	Upon completion of seven (7) years of service	4 Weeks / 180 Hours
	Upon completion of seventeen (17) years of service	5 Weeks / 225 Hours
	<u>Upon completion of twenty-three(23) years of service</u>	<u>6 Weeks/ 250 Hours</u>

### **4. Fire Department Full-time Hourly Non-Exempt Paid Personal Leave Days**

The amount of paid personal leave days you are awarded is explained at the time of offer and is based on your average scheduled hours per workweek, according to the schedule below:

- **5-Day / 9-Hour Shift:** 36 hours of paid personal leave days. A full paid personal leave day is nine (9) hours per day at the employee’s regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Once you complete ten (10) or more years with the City, you will be provided with 9 hours of additional paid personal leave on your anniversary date.

Please refer to the “Paid Personal Leave Days” policy in the Employee Handbook for full details that apply to paid personal leave days.

### **5. Fire Department Full-time Hourly Non-Exempt Paid Bereavement Leave**

Based on your regularly scheduled hours per workweek, you will be eligible for paid bereavement leave as follows:

- **5-Day / 9-Hour Shift:** Up to a maximum of 27 hours of paid bereavement leave. A full paid bereavement day is nine (9) hours per day at the employee’s regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Please refer to the “Bereavement Leave” policy in the Employee Handbook for full details that apply to paid bereavement leave.

### **6. Fire Department Full-time Hourly Non-Exempt Holidays**

The City recognizes the holidays listed below. You will be eligible for holiday pay if you are scheduled to work on the day the City observes the holiday.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

• **5-Day / 9-Hour Shift:** A full paid holiday is nine (9) hours per day at the employee's regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Due to the necessity of being available to provide emergency support to the community, Fire Department positions may be required to work on the City of Zeeland observed holidays listed above. Employees who work on a City of Zeeland observed holiday listed above will receive one-and-a-half times their regular rate for all hours worked on the holiday.

Please refer to the "Holiday" policy in the Employee Handbook for full details that apply to Holidays.

Policy Approved by Zeeland City Council:

June 3, 2019

Amended by Zeeland City Council:

January 1, 2025



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

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## CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Employee Appreciation Policy Amendment

DATE: January 30, 2026

CC: February 2<sup>nd</sup> Council Agenda

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**BACKGROUND:** City Council maintains numerous policies that guide decisions. One such policy is an Employee Appreciation Policy that guides uniformity and budgets for such things as recognizing milestone anniversaries, the annual employee event, training events, project meetings, etc. With the hiring of an HR Specialist, we need to amend the policy to note that our HR Department will help coordinate components of the policy implementation rather than the City Clerk's Office.

Attached hereto is a proposed Amended Employee Appreciation Policy that changes wording from the City Clerk/Personnel Assistant to HR Department. Additionally, while we are updating the policy, we recommend that the referenced Meals and Incidental Expenses rate be updated to the most current rate for our area.

This policy amendment was brought before the Personnel Committee at their January 28, 2026, meeting and they did recommend that City Council approve the policy amendments.

**RECOMMENDATION:** Move to approve the Personnel Committee's recommendation to amend the Employee Appreciation Policy as attached.

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

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Timothy R. Klunder, City Manager

**CITY COUNCIL (OR GOVERNING BODY/COMMISSION)  
POLICY DIRECTIVE**

**INDEX NUMBER:** 23.086 (Amended ~~12-18-23 2-2-26~~)

**DATE:** ~~May 15, 2023~~ February 2, 2026

**BODY:** City Council

**SUBJECT:** Employee Appreciation Policy

**Introduction**

The City of Zeeland/Zeeland Board of Public Works (hereinafter "City") is committed to creating a positive and rewarding culture for all its employees. Some or all of these events may occur during any given fiscal year. Changes to these procedures and guidelines require City Council review and approval. The following are the procedures for establishing the de minimis benefit for each of those approved events.

Maximum allowable expenses for many of these items are defined by using the Internal Revenue Service (IRS) recommended Meals and Incidental Expenses (M&IE) daily rate for Holland, Michigan or nearest comparable city. This number is generally available from the U.S. General Services Administration at its web site [www.gsa.gov](http://www.gsa.gov). The M&IE rate for the period October 20~~25~~<sup>22</sup> through September 20~~26~~<sup>23</sup> is ~~\$74.64~~.00. In the event this rate is discontinued by the federal government, the most recent rate will continue to be used until a replacement is identified. For purposes of simplicity, this daily rate will be referenced as the "Allowable Rate" in the remainder of this document. In no case shall City funds be used to fund alcoholic beverages. The City is responsible for annually budgeting funds for such events in accordance with this policy directive.

An Employee Appreciation Committee consisting of no less than five (5) and no more than nine (9) employees comprised of a cross-section of City and BPW departments shall be established for the purpose of planning major annual all-employee events, to annually review policies related to employee appreciation and engagement, and to recommend revisions or new policies for consideration. One member of the Employee Appreciation Committee shall annually be selected from among the committee members to serve as Chair.

**1. Retirement Awards and celebrations**

The giving and frequency of retirement awards and celebrations is defined in the City of Zeeland Employee Handbook under sections entitled "Retirement Gift" and "Benefits for Retired Employees".

**2. Milestone Anniversaries**

- Upon attaining 25 years of continuous service to the City/BPW, recognition of that service will be made by awarding a commemorative watch in the amount of 450% of the Allowable Rate from a Zeeland Jewelry store. The [Human Resource Department City Clerk/Personnel Assistant](#) will coordinate and monitor the application of this award.
- Upon attaining 30 continuous years of service (and every 5 years thereafter), recognition of these milestone anniversaries may be made with a catered lunch for departmental co-workers and family members. The expenditure limit for meals shall be the number of participants in the

event times 40% of the Allowable Rate. This acknowledgement will be provided to all full-time, regular part-time and Fire/Rescue employees. The department manager, along with the [Human Resource Department](#)[City Clerk/Personnel Assistant](#), will coordinate the application of this recognition for their respective departments.

### **3. Recognition**

A single remembrance can be sent upon the death of a retired or current City employee, their spouse, child, mother, father, brother, sister, grandparent, grandchild, and any dependent residing in your home (this includes any stepfamily members or family in-law members under these designations); or to recognize employees that are unexpectedly hospitalized, or for births of the employee/spouse at an expenditure limit of 150% of the Allowable Rate.

### **4. Meetings**

Refreshments and snacks can be made available for employees during department meetings not to exceed a frequency of once a month and at an expenditure limit of the number of employee's in the department at the time of the event times 30% of the Allowable Rate. The manager or supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

### **5. City Council, Boards, and Commission Meetings**

Refreshments and snacks can be made available for regular and special meetings of City Council, Boards, and Commissions at an expenditure limit of the total number of members and staff participants times 30% of the Allowable Rate. Meals can be made available for regular and special meetings of City Council, Boards, and Commissions at an expenditure limit of the total number of member and staff participants times 40% of the Allowable Rate.

### **6. Training events and project meetings**

Refreshments, snacks, and meals can be made available for employees, guests, and consultants during half-day or full-day training events or project meetings that bridge normal breaks or meal times. The purpose of providing these refreshments, snacks, and meals is to increase the efficiency and productivity of the meeting by minimizing the amount of time spent away from the meeting for breaks and meal periods. The expenditure limit for refreshments and snacks shall be the number of participants in the event times 20% of the Allowable Rate. The expenditure limit for meals shall be the number of participants in the event times 40% of the Allowable Rate. The manager/supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

### **7. Annual Review Event**

An Annual Review Event (e.g., City Council Goal Setting Sessions) is a review of the City's most recent year's accomplishment (major milestones, projects completed, awards received, decisions made, etc) and a look at the current, or upcoming, year's target goals and projects. It can be held at an off-site location and may include a sit-down dinner meal and non-alcoholic beverages or equivalent. The de minimis benefit per employee expenditure limit is 60% of the Allowable Rate.

### **8. Annual Employee Event**

The Annual Employee Event is designed to recognize the contributions made by families in support of all full- and part-time City employees and volunteers. The following individuals, along with their spouse/guest shall be invited to the Annual Employee Banquet: Full-time and regular part-time employees, City Council, Board of Public Works Commission, retirees, City Attorney, Fire-Rescue Director and certified part-time police officers. Allowable expenses are an off-site venue, food and beverage, and deminimis gifts. The de minimis benefit per participant expenditure limit is 100% of the Allowable Rate. The expenditure limit of the off-site venue shall not exceed \$3,000.00. This benefit may be awarded once per fiscal year. The Employee Appreciation Committee will be responsible for coordinating the aspects of this event. Department managers/supervisors will take care and communicate with each other to ensure that employees receive a unique event de minimis benefit only once and are not accidentally counted in multiple departments. This event shall be funded equally by both the City of Zeeland and the Zeeland Board of Public Works.

#### **9. Fire-Rescue Department Annual Employee Event**

An Annual Employee Event is designed to recognize the contributions made by families in support of all Fire-Rescue full- and part-time personnel and a guest. Allowable expenses are an off-site venue, food and beverage, and deminimis gifts. The de minimis benefit per participant expenditure limit is 100% of the Allowable Rate. The expenditure limit of the off-site venue shall not exceed \$1,500.00. This benefit may be awarded once per fiscal year. The manager/supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

#### **10. Boards and Commissions Annual Event**

An annual dinner for Board and Commission members along with, designated members of City staff, and one guest per invited individual is designed to recognize the contributions made by Board and Commission members and their families. Allowable expenses are an off-site venue and food and beverage. The de minimis benefit per participant expenditure limit is 60% of the Allowable Rate. The manager/supervisor in charge of the department affiliated with the Board or Commission will be responsible for coordinating these events provided they have been included and approved in the department's budget. In lieu of the annual event, a gift card shall be provided to all Board and Commission members. The de minimis benefit per employee expenditure limit is 80% of the Allowable Rate.

#### **11. Annual Holiday Employee Gift**

An annual holiday gift shall be provided to all full- and part-time employees. The de minimis benefit per employee expenditure limit is 80% of the Allowable Rate. The gift may be in the form of a gift card or a personalized item, or a combination thereof.



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

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INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Snowmelt Special Assessment Resolution No. 2  
DATE: January 30, 2026  
CC: City Council Work Study and Action Items February 2, 2026

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At your last meeting, staff presented City Council with the Snowmelt Special Assessment report outlining the proposed operation, maintenance, and future replacement costs associated with the downtown snowmelt system. This report included an overview of the total estimated cost, the proposed assessment term, and the properties proposed to be included within the special assessment district.

Based on that discussion, staff are requesting City Council approval of Snowmelt Special Assessment Resolution No. 2. This resolution tentatively determines the necessity of the public improvements, establishes the proposed special assessment district, and sets a public hearing date of February 16, 2026, to hear feedback on the proposed special assessment.

**Recommendation:** City Council authorize Snowmelt Special Assessment Resolution No. 2 which sets a public hearing of February 16, 2026, to hear feedback on the proposed special assessment.

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

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

**RESOLUTION NO. 2**  
*(Snowmelt Special Assessment District, , 2026-1-SM)*

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on February 2, 2026, at 7:00 o'clock p.m., Local Time.

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

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

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

WHEREAS, the City Manager who also is the City Superintendent of the City of Zeeland, has prepared a report concerning certain public improvements, namely a snowmelt system as hereinafter described;

AND WHEREAS, the City Council has reviewed said report;

AND WHEREAS, the City Council of the City of Zeeland tentatively determines that it is necessary to maintain and operate public improvements, a snowmelt system, and to perform certain maintenance on a snowmelt system in the City of Zeeland more particularly hereinafter described in this resolution;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby tentatively determines that the public improvements and the operation and maintenance of a snowmelt system as described more particularly in Exhibit A, attached hereto and made a part hereof, are necessary.

2. The total cost of operating and maintaining said public improvements (a snowmelt system) for the period from July 1, 2026 through June 30, 2028, is estimated to be \$491,841.72, \$86,321.80 which shall be tentatively spread over the special assessment district as hereinafter described and \$405,519.92 which shall be paid by the City-at-large.

3. Said special assessment district tentatively shall consist of all of the lots and parcels of land described in Exhibit B, attached hereto and made a part hereof.

4. That portion of the total cost of the public improvements and of the operation and maintenance of a snowmelt system to be paid by the special assessment district shall be assessed against each and every parcel of land in said special assessment district in accordance with the benefits to be received by each such lot or parcel of land in said special assessment district.

5. The estimated life of such public improvements is not less than the time period of the assessments.

6. The aforesaid report shall be placed on file in the office of the City Clerk where the same shall be available for public examination.

7. The City Council will meet on February 16, 2026 at 7:10 o'clock p.m., Local Time, in the City Council Chambers in the Zeeland City Hall at 21 S. Elm Street, Zeeland, Michigan for the purpose of hearing objections to the making, operating and maintaining of said public improvements, a snowmelt system.

8. The City Clerk is hereby directed to cause notice of said hearing to be published in the Zeeland Record, Zeeland, Michigan, a newspaper of general circulation in the City of Zeeland at least ten (10) full days before the date of such hearing, and is further directed to cause notice of such hearing to be mailed by first class mail to each owner of or person in interest in property in the proposed special assessment district more particularly described in the following notice at the addresses shown on the current assessment roll of the City, at least ten (10) full days prior to the date of such hearing.

9. The notice of said hearing to be published and mailed shall be in substantially the following form:

## **NOTICE OF SPECIAL ASSESSMENT HEARING**

### **REGARDING THE NECESSITY OF AND TO HEAR OBJECTIONS TO THE COSTS FOR THE PROPOSED OPERATION AND MAINTENANCE OF PUBLIC IMPROVEMENTS (A SNOWMELT SYSTEM) AND TO THE INCLUSION OF PROPERTY WITHIN THE PROPOSED DISTRICT**

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

<b>PARCEL</b>	<b>ADDRESS</b>	<b>OWNER NAME</b>
70-17-18-356-063	17 E Main Ave, Zeeland, MI 49464	17 E MAIN LLC
70-17-18-356-034	25 E Main Ave, Zeeland, MI 49464-1701	AT&T
70-17-18-356-025	37 E Main Ave, Zeeland, MI 49464-1701	ZEELAND HISTORICAL
70-17-18-356-027	47 E Main Ave, Zeeland, MI 49464-1761	MRB DEVELOPMENT LLC
70-17-18-356-046	55 E Main Ave, Zeeland, MI 49464-1701	Z & S PROPERTIES LLC
70-17-18-356-045	18 N Elm St, Zeeland, MI 49464	HUNTINGTON BANK
70-17-18-357-047	101 E Main Ave, Zeeland, MI 49464-1757	ZEELAND BNK INVES LLC C&O CORP
70-17-18-357-023	111 E Main Ave, Zeeland, MI 49464	NORTHPOINT PARTNERS LLC
70-17-18-357-024	113 E Main Ave, Zeeland, MI 49464-1735	115 EAST MAIN LLC
70-17-18-357-025	115 E Main Ave, Zeeland, MI 49464-1735	115 EAST MAIN LLC
70-17-18-357-049	119 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC
70-17-18-357-050	121 E Main Ave, Zeeland, MI 49464-1735	3D PROPERTIES LLC
70-17-18-357-051	123 E Main Ave, Zeeland, MI 49464-1768	123 DEVELOPMENT INC
70-17-18-357-052	129 E Main Ave, Zeeland, MI 49464-1735	DSME PROPERTIES LLC
70-17-18-357-037	131 E Main Ave, Zeeland, MI 49464-1735	NORTHPOINT PARTNERS LLC
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70-17-18-357-056	139 E Main Ave, Zeeland, MI 49464	VQUEST PROPERTIES LLC
70-17-18-357-057	141 E Main Ave, Zeeland, MI 49464-1735	VQUEST PROPERTIES LLC
70-17-18-357-033	143 E Main Ave, Zeeland, MI 49464-1735	BRIAN VAN HOVEN TRUST
70-17-18-357-063	145 E Main Ave, Zeeland, MI 49464-1735	VAN HOVEN BRIAN
70-17-18-357-059	149 E Main Ave, Zeeland, MI 49464-1735	3D PROPERTIES LLC
70-17-18-398-044	201 E Main Ave, Zeeland, MI 49464-1737	SUNDAY LUNCH PROPERTIES LLC
70-17-18-398-045	205 E Main Ave, Zeeland, MI 49464-1737	QUALITY COURT LLC
70-17-18-398-046	217 E Main Ave, Zeeland, MI 49464-1737	MDOCK LLC
70-17-18-398-047	225 E Main Ave, Zeeland, MI 49464-1737	MDOCK LLC

70-17-18-398-023	231 E Main Ave, Zeeland, MI 49464-1737	KNOPER RONALD-SHIRLEY
70-17-18-398-014	237 E Main Ave, Zeeland, MI 49464-1737	MICHIGAN PIZZA HUT INC
70-17-18-398-035	243 E Main Ave, Zeeland, MI 49464-1737	LEE & YOO LLC
70-17-18-399-021	303 E Main Ave, Zeeland, MI 49464-1323	ZEELAND CITY OF
70-17-18-399-013	315 E Main Ave, Zeeland, MI 49464	GDP PROPERTIES LLC
70-17-18-399-023	323 E Main Ave, Zeeland, MI 49464-1323	GDP PROPERTIES LLC
70-17-18-399-028	331 E Main Ave, Zeeland, MI 49464-1323	GDP PROPERTIES LLC
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70-17-18-460-019	421 E Main Ave, Zeeland, MI 49464-1325	BA KOBE 1701 LLC
70-17-19-101-044	10 E Main Ave, Zeeland, MI 49464	JCJ HOLDINGS LLC
70-17-19-101-045	16 E Main Ave, Zeeland, MI 49464-1702	JCJ HOLDINGS LLC
70-17-19-101-049	20 E Main Ave, Zeeland, MI 49464-1702	NORTH ST CHR REF CHURCH
70-17-19-101-052	52 E Main Ave, Zeeland, MI 49464-1751	ELIZARDO HOLDINGS
70-17-19-101-047	62 E Main Ave, Zeeland, MI 49464-1702	VANDEPOEL MARY L TRUST
70-17-19-101-053	14 S Elm St, Zeeland, MI 49464-1751	MRB DEVELOPMENT LLC
70-17-19-101-051	16 S Elm St, Zeeland, MI 49464	16 S ELM ST LLC
70-17-19-102-002	110 E Main Ave, Zeeland, MI 49464-1736	BRUMMEL PROPERTIES LLC
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70-17-19-102-032	122 E Main Ave, Zeeland, MI 49464-1736	ZEELAND HARDWARE ETC LLC
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70-17-19-102-043	126 E Main Ave, Zeeland, MI 49464-1736	EQUIT. LEARNING INVESTMENTS
70-17-19-102-034	130 E Main Ave, Zeeland, MI 49464-1736	130 MAIN STREET LLC
70-17-19-102-009	132 E Main Ave A, Zeeland, MI 49464-1736	K & H HOLDINGS LLC
70-17-19-102-035	132 E Main Ave, Zeeland, MI 49464-1736	DONKERSLOOT JAMES-SARA
70-17-19-102-036	134 E Main Ave, Zeeland, MI 49464-1736	6TVZ PROPERTIES LLC-
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70-17-19-102-013	138 E Main Ave, Zeeland, MI 49464-1736	BLACK LAKE CAPITAL LLC
70-17-19-102-014	140 E Main Ave, Zeeland, MI 49464-1736	3D PROPERTIES LLC
70-17-19-102-037	144 E Main Ave, Zeeland, MI 49464-1736	FEEL THE ZEEL LLC
70-17-19-102-038	146 E Main Ave, Zeeland, MI 49464-1736	CADO LLC
70-17-19-102-038	146 E Main Ave, Zeeland, MI 49464-1736	CADO LLC (Private Patio)
70-17-19-102-017	150 E Main Ave, Zeeland, MI 49464-1736	LAKESHORE INVESTOR GROUP
70-17-19-102-018	154 E Main Ave, Zeeland, MI 49464-1774	MM&S HOLDINGS LLC
70-17-19-102-019	156 E Main Ave, Zeeland, MI 49464-1736	NEWZ PROPERTIES LLC
70-17-19-126-021	15 S Church St, Zeeland, MI 49464-1738	FIRST CHR REF CHURCH
70-17-19-126-022	244 E Main Ave, Zeeland, MI 49464-1738	GL RENTALS LLC
70-17-19-103-009	156 E. Cherry Ave, Zeeland, MI 49464	3D PROPERTIES LLC
70-17-18-357-041	26 N Church St, Zeeland, MI 49464	STEENLAND TIM-HOP RANDALL
70-17-18-357-045	146 E Washington Ave, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-001	55 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-009	49 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-011	34 N Centennial St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-043	25 N Church ST, Zeeland, MI 49464	SCFRC-HW-V LLC

TAKE NOTICE that the City Council of the City of Zeeland, Ottawa County, Michigan, whose chambers are in the Zeeland City Hall at 21 S. Elm, Zeeland, Michigan, and whose telephone number is 772-6400, has tentatively determined it to be necessary to make, operate and maintain the following described public improvements in the City of Zeeland:

**Project Description:**

The work of the project is described as follows:

- A. The operational, maintenance and future replacement costs of a snowmelt system under the sidewalks and pedestrian walkways along:
  - i. Main Avenue from State Street through the parcel at 421 E. Main Avenue;
  - ii. Elm Street from Main Avenue to Cherry Avenue;
  - iii. The East and West side of Church Street from Washington Avenue to Cherry Avenue; and,
  - iv. The crosswalks at intersections and mid-block crossings on Main Avenue, Elm Street and Church Street.
- B. The maintenance and future replacement of sidewalks and hard surface in the areas in which the snowmelt system is located;
- C. The maintenance and future replacement of piping, valves and other ancillary items which are necessary to operate a snowmelt system in the above described areas; and,
- D. The operation, maintenance and future replacement of boilers, pumps and related ancillary items which are necessary to operate a snowmelt system in the above described areas.

All such areas are located within the City of Zeeland, County of Ottawa, and State of Michigan. The special assessments for this project do not include the initial costs for the installation and purchase of boilers, piping, valves and other necessary ancillary components of the initial snowmelt system.

The City Council has tentatively determined that the cost of the operation and maintenance of the above-described public improvements is estimated to be \$491,841.72, \$86,321.80 which shall be assessed against the lots and parcels of property described above and \$405,519.92 of which shall be paid by the City at large.

TAKE FURTHER NOTICE that the City Council has caused a report concerning said public improvements to be prepared, which report includes necessary plans, profiles, specifications and estimates of the cost of such public improvements and of the costs for their operation and maintenance, a description of the proposed assessment district and other pertinent information and these reports are on file in the office of the City Clerk and are available for public examination.

**TAKE FURTHER NOTICE THAT THE CITY COUNCIL WILL MEET ON MONDAY, FEBRUARY 16, 2026, AT 7:10 O'CLOCK P.M. LOCAL TIME, IN THE COUNCIL CHAMBERS IN THE ZEELAND CITY HALL AT 21 S. ELM STREET, ZEELAND, MICHIGAN FOR HEARING ORAL OR WRITTEN OBJECTIONS TO THE NECESSITY OF MAKING, OPERATING AND MAINTAINING SUCH PUBLIC IMPROVEMENTS AND THE INCLUSION OF PROPERTIES WITHIN THE PROPOSED SPECIAL ASSESSMENT DISTRICT.**

**ADVICE OF RIGHTS:**

- A. Owners or parties in interest may appear and protest the necessity of the proposed special assessment. An appearance to protest necessity may be made by (1) appearing at the special assessment hearing and by stating on the record one's opposition to the project, or (2) by filing a written statement that one is objecting to the project. A property owner, a party in interest, or a representative of such persons may appear to file a protest. If one files a protest by letter, a personal appearance shall not be required. An appearance or protest by letter must be filed at the hearing, or on or before the date and time of the public hearing.
- B. An owner or person having an interest in the real property to be assessed may file a written appeal of any special assessment with the State Tax Tribunal within thirty (30) days after the confirmation of the special assessment roll. In order to file an appeal with the State Tax Tribunal, a protest must be filed at the hearing held for the purpose of confirming the special assessment roll.
- C. This hearing is a hearing on the necessity of the public improvement. It is not a hearing on the confirmation of the assessment roll. If the proposed project is found to be a necessity, you will be given a second notice for a second hearing to confirm the special assessment roll.

THIS NOTICE is given by order of the City Council of the City of Zeeland, Michigan.

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Kristi DeVerney, City Clerk

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

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

\_\_\_\_\_

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

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

RESOLUTION DECLARED ADOPTED.

---

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 2, 2026, 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.

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Kristi DeVerney, City Clerk

## EXHIBIT A

*(Snowmelt Special Assessment District, 2026-1-SM)*

### **SPECIAL ASSESSMENTS TO OPERATE, MAINTAIN AND REPLACE, IF NECESSARY, A SNOWMELT SYSTEM**

For the Fiscal Years Ending in 2024 – 2026

#### **Project Description:**

The work of the project is described as follows:

- B. The operational, maintenance and future replacement costs of a snowmelt system under the sidewalks and pedestrian walkways along:
  - i. Main Avenue from State Street through the parcel at 421 E. Main Avenue;
  - ii. Elm Street from Main Avenue to Cherry Avenue;
  - iii. The East and West side of Church Street from Washington Avenue to Cherry Avenue; and,
  - iv. The crosswalks at intersections and mid-block crossings on Main Avenue, Elm Street and Church Street.
- B. The maintenance and future replacement of sidewalks and hard surface in the areas in which the snowmelt system is located;
- C. The maintenance and future replacement of piping, valves and other ancillary items which are necessary to operate a snowmelt system in the above described areas; and,
- D. The operation, maintenance and future replacement of boilers, pumps and related ancillary items which are necessary to operate a snowmelt system in the above described areas.

All such areas are located within the City of Zeeland, County of Ottawa, and State of Michigan.

The special assessments for this project do not include the initial costs for the installation and purchase of boilers, piping, valves and other necessary ancillary components of the initial snowmelt system.

## EXHIBIT B

### Snowmelt Special Assessment District, 2026-1-SM:

#### City of Zeeland County of Ottawa, Michigan

PARCEL	ADDRESS	OWNER NAME
70-17-18-356-063	17 E Main Ave, Zeeland, MI 49464	17 E MAIN LLC
70-17-18-356-034	25 E Main Ave, Zeeland, MI 49464-1701	AT&T
70-17-18-356-025	37 E Main Ave, Zeeland, MI 49464-1701	ZEELAND HISTORICAL
70-17-18-356-027	47 E Main Ave, Zeeland, MI 49464-1761	MRB DEVELOPMENT LLC
70-17-18-356-046	55 E Main Ave, Zeeland, MI 49464-1701	Z & S PROPERTIES LLC
70-17-18-356-045	18 N Elm St, Zeeland, MI 49464	HUNTINGTON BANK
70-17-18-357-047	101 E Main Ave, Zeeland, MI 49464-1757	ZEELAND BNK INVES LLC C&O CORP
70-17-18-357-023	111 E Main Ave, Zeeland, MI 49464	NORTHPOINT PARTNERS LLC
70-17-18-357-024	113 E Main Ave, Zeeland, MI 49464-1735	115 EAST MAIN LLC
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70-17-18-357-049	119 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC
70-17-18-357-050	121 E Main Ave, Zeeland, MI 49464-1735	3D PROPERTIES LLC
70-17-18-357-051	123 E Main Ave, Zeeland, MI 49464-1768	123 DEVELOPMENT INC
70-17-18-357-052	129 E Main Ave, Zeeland, MI 49464-1735	DSME PROPERTIES LLC
70-17-18-357-037	131 E Main Ave, Zeeland, MI 49464-1735	NORTHPOINT PARTNERS LLC
70-17-18-357-038	133 E Main Ave, Zeeland, MI 49464-1735	NORTHPOINT PARTNERS
70-17-18-357-065	137 E Main Ave, Zeeland, MI 49464-1735	WOODEN NICKEL PROPERTIES
70-17-18-357-056	139 E Main Ave, Zeeland, MI 49464	VQUEST PROPERTIES LLC
70-17-18-357-057	141 E Main Ave, Zeeland, MI 49464-1735	VQUEST PROPERTIES LLC
70-17-18-357-033	143 E Main Ave, Zeeland, MI 49464-1735	BRIAN VAN HOVEN TRUST
70-17-18-357-063	145 E Main Ave, Zeeland, MI 49464-1735	VAN HOVEN BRIAN
70-17-18-357-059	149 E Main Ave, Zeeland, MI 49464-1735	3D PROPERTIES LLC
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70-17-18-398-046	217 E Main Ave, Zeeland, MI 49464-1737	MDOK LLC
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70-17-18-398-023	231 E Main Ave, Zeeland, MI 49464-1737	KNOPER RONALD-SHIRLEY
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70-17-19-101-044	10 E Main Ave, Zeeland, MI 49464	JCJ HOLDINGS LLC
70-17-19-101-045	16 E Main Ave, Zeeland, MI 49464-1702	JCJ HOLDINGS LLC

70-17-19-101-049	20 E Main Ave, Zeeland, MI 49464-1702	NORTH ST CHR REF CHURCH
70-17-19-101-052	52 E Main Ave, Zeeland, MI 49464-1751	ELIZARDO HOLDINGS
70-17-19-101-047	62 E Main Ave, Zeeland, MI 49464-1702	VANDEPOEL MARY L TRUST
70-17-19-101-053	14 S Elm St, Zeeland, MI 49464-1751	MRB DEVELOPMENT LLC
70-17-19-101-051	16 S Elm St, Zeeland, MI 49464	16 S ELM ST LLC
70-17-19-102-002	110 E Main Ave, Zeeland, MI 49464-1736	BRUMMEL PROPERTIES LLC
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70-17-19-102-036	134 E Main Ave, Zeeland, MI 49464-1736	6TVZ PROPERTIES LLC-
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70-17-18-398-001	55 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-009	49 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-011	34 N Centennial St, Zeeland, MI 49464	SCFRC-HW-V LLC
70-17-18-398-043	25 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC



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## INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members

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

SUBJECT: 17 East Main Boiler Design Contract Amendment

DATE: January 30, 2026

CC: City Council Work Study and Action Items February 2, 2026

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At its July 7, 2025 meeting, City Council approved a professional services contract with GMB for the design of the boiler plant at 17 East Main to support current and future snowmelt expansion. As design work progressed, an unforeseen condition was identified that requires modification of the originally approved contract scope.

Midway through the design process, it was discovered that the proposed vertical chase intended to be used for boiler venting had already been fully occupied by venting equipment serving the restaurant located at 17 East Main. As a result, the original venting approach was no longer feasible. To address this condition, GMB was required to redesign the venting system and reorganize the layout of the boiler equipment within the basement.

These changes were not known or reasonably identifiable at the time the original contract was approved and represent a changed condition encountered during design. To keep the project moving forward and aligned with the planned snowmelt expansion schedule, the redesign work should move ahead as part of the overall design effort.

Staff will continue to work with all parties involved to determine an appropriate allocation of these additional costs. However, approval of the amended design services is necessary at this time to maintain project momentum and avoid schedule impacts.

Attached to this memo is Amendment No. 1 from GMB outlining the additional design services and associated cost increase required to address the revised venting system and equipment layout.

**Recommendation:** City Council approve Amendment No. 1 to the professional services agreement with GMB, in the amount of \$29,670, increasing the total contract amount to \$199,230.



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

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

January 28, 2026

Mr. Kevin Plockmeyer  
**City of Zeeland**  
21 Elm Street  
Zeeland, MI 49464

**RE: Amendment to Proposal for Professional Services  
17 E Main Boiler Plant Design**

Dear Mr. Kevin Plockmeyer:

GMB Ecosystem of Teams (GMB) is pleased to continue our work for the City of Zeeland (Owner). Please find following our proposal for professional services (Proposal).

**SCOPE OF WORK**

We understand that the City of Zeeland desires to construct a boiler plant in the basement level at 17 E Main Street to provide hot water heating for the upcoming snowmelt expansions.

GMB proposes to provide professional design services for the first phase of a boiler room to support the Zeeland municipal snowmelt system. This design will be developed to integrate with the existing snowmelt infrastructure located at Howard Miller Library and will be planned with future system expansion in mind. The proposed boiler room will be designed to accommodate the following snowmelt infrastructure expansion:

- Church Street from Washington to Central – Construction in 2026
- Elm Street from Main to Washington – Construction in 2027

The system will not be designed with capacity to support all outlined future snowmelt expansion but will be planned with provisions to allow ease of additional components that can support the additional heating capacity when it's necessary. GMB understands the anticipated future system to include an additional estimated 95,000 square feet of sidewalk as follows:

- Church Street from Washington to Central – Construction in 2026
- Elm Street from Main to Washington – Construction in 2027
- Sidewalks in North and South Parking Lots – Construction estimated in 2030
- Washington Avenue from State to Maple – Construction estimated in 2033
- East side of State from Main to Washington – Construction estimated in 2035
- Centennial – Construction estimated in 2035
- Cherry from Church to Centennial – Construction estimated in 2035

Services will include:

- Field Investigation: Cursory review of existing conditions to verify installation of proposed systems for Mechanical, Plumbing, Structural, and Electrical.
- Documentation: Development of construction plans and specifications for the purpose of soliciting bids. GMB will prepare the full scope in one document package (one plan set, one specification set). GMB anticipates the following as part of an overall construction document deliverable:
  - Mechanical: Boiler system design documents including layout, piping, venting, gas connections, equipment, details, flow diagrams, controls diagrams, and schedules. This

also includes HVAC design to heat and ventilate the boiler room. This does not include changes to the building's existing HVAC or gas systems, service, risers, or fire protection.

- Plumbing: Boiler system related design documents including make-up water connections to existing building water riser. This does not include changes to building water supply service, riser configuration, or sanitary system.
- Electrical: Boiler system related design documents including electrical connections to added equipment, metering, and panelboard design. This does not include changes to the building's existing electrical service, panelboards, lighting, or relocation of existing equipment.
- Structural: Boiler system related design documents including necessary structural accommodations such as equipment pads, support for hanging equipment and piping, and support for penetrations of ductwork and piping through the floor and walls. This does not include design changes to the existing building structural support system.
- Architectural: Code plan related to boiler room and affected spaces. Additional documentation is not anticipated; however, GMB will provide minor architectural changes in the basement as a result of the new boiler system. Architectural support is necessary for documentation of the other discipline design documents and for consultation on visual elements of the building interior and exterior.
- Civil: Survey and design of site utilities is not included. GMB team members will not include civil engineers, but other engineers will coordinate gas, water, sewer, and electric utility service loads and locations with the Owner's civil engineer up to 2 feet away from the building. All scope beyond 2 feet of the building will not be provided by GMB.
- Design Meetings: We are anticipating 2 design review meetings (Schematic Design, Construction Documentation) with the owner to review layout, system components, and scope.
- Opinion of Probable Cost: GMB will provide one Opinion of Probable Cost prior to the completion of Construction Documentation.
- Documentation Submittals and Bidding: GMB will be responsible to get the design reviewed by the state, conduct a pre-bid meeting, provide pre-bid meeting notes, compile bid tabs, conduct a bid meeting with the lowest qualified bidder, and create a contract.
- Construction Administration: GMB will be responsible for reviewing product submittals, attending preconstruction meetings, attending construction progress meetings, monitoring progress of construction, and reviewing pay applications from the contractor as necessary.
- Future System Planning: GMB will provide documentation for future system expansion. This will include a narrative and specific stepped instructions for when additional components need to be added to the boiler system to provide capacity for geographical system expansion. This will also provide calculations and determinations on what snowmelt zones need to be switched over from the Howard Miller Snowmelt System to this new system and what new zones the Howard Miller system can support. All of this documentation will be based on the size and timeline of the additional expansion of 95,000 square feet as listed above.

#### Clarifications & Exclusions

##### Exclusions

- Refer to Mechanical, Electrical, Structural, Architectural, and Civil scope and exclusions above.
- Permitting costs for any third-party reviewers.

### TEAM & CONSULTANTS

The core leadership team will be as follows and will be with the project throughout the duration:

Josh Andree, PE	Project Lead/Mechanical Engineer
Trent DeBoer, PE, CGD, LEED AP BD+C, NCEES	Mechanical Engineer

GMB will assist the owner in determining additional consulting services required for the Project, as needed.

### PROJECT TIMELINE

GMB understands that the City of Zeeland would like the project completed by Winter 2026.

Project Stage	Estimated Completion Time*
Proposal Signed	2 weeks after receiving
Project Kickoff	2 weeks after signature
Schematic Design	February 2026
Construction Documentation	May 2026
Construction Administration	December 2026

### FEE

GMB proposes a fee of **\$199,230** (One Hundred Ninety-Nine Thousand, Two Hundred Thirty Dollars) to provide the scope of services as outlined above. This proposal amendment includes a redesign adjustment of \$29,670 from the original project fee of \$169,560. If the scope of work changes after acceptance of this Proposal and additional services are required, the parties may negotiate an additional lump sum fee or GMB may perform on an hourly basis.

For services that are performed on an hourly basis, the following rates apply:

### STANDARD HOURLY RATES

Executive	\$285.00
Principals / Practice Leaders	\$250.00
Senior Professional	\$250.00
Registered Professionals	\$205.00
Professionals	\$180.00
Construction Administration	\$180.00
Design Technicians	\$135.00
Administrative / Clerical / Intern	\$110.00

Hourly staff charges and expenses subject to change annually.

### REIMBURSABLE COSTS

Expenses incurred by GMB in the performance of the work described in this Proposal are reimbursable and in addition to GMB's fee. Typical reimbursable costs include travel expenses beyond the project area, surveys, scanning of existing drawings, services of special consultants, models, laser scans, printing of over-sized documents, printing of full-sized drawings, 3D printing, CADD file conversions, color prints of documents, renderings and photographs, display boards, out-sourced audio-visual work, special computer programs specific to the project, state permit fees, city permit fees, plan review fees, and similar expenses required to perform the scope of services described in this Proposal. Reimbursable expenses are invoiced at cost, with no-mark up.

GMB will advise you in advance of any reimbursable expenses over \$500.00.

### PAYMENT TERMS

Invoices submitted by GMB monthly are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice.

### OWNERS RESPONSIBILITIES, TERMS & CONDITIONS

The current version of GMB's Standard Terms & Conditions for Architectural and Engineering Services are fully incorporated herein and are hereby made part of this Proposal.

Thank you for the opportunity and we look forward to continuing our relationship with the City of Zeeland.

Sincerely,

**GMB**



Joshua Andree, PE  
**Mechanical Engineer**



Trent DeBoer, PE, CGD, LEED AP BD+C, NCEES  
**Mechanical Engineer**

**PROPOSAL ACCEPTANCE:** To accept this proposal, please sign, date, and return to Joshua Andree at [joshua@gmb.com](mailto:joshua@gmb.com).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Proposal: City of Zeeland - 17 East Main Boiler Plant Design

CC: Rob Den Besten, COO

This agreement made between the **City of Zeeland** hereinafter called the OWNER and GMB Ecosystem of Teams (GMB) agree the **17 E Main Boiler Plant Design** hereinafter called the PROJECT follows:

## SCOPE OF AGREEMENT

The services provided by GMB are limited to those described in the proposal. If any terms set forth in the proposal are expressly in conflict with the terms of this agreement, the terms of the proposal shall govern.

## ARCHITECT'S RESPONSIBILITIES

**Standard of Care.** GMB Ecosystem of Teams will perform its services consistent with the professional skill and care ordinarily provided by licensed architects and engineers practicing in the same or similar locality under the same or similar circumstances. GMB Ecosystem of Teams shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. GMB Ecosystem of Teams shall assist the Owner in determining consulting services required for the Project.

**Changed Conditions.** If GMB Ecosystem of Teams becomes aware of any circumstances that were not originally known, per this agreement, that affect the scope of services, compensations, schedule or other terms of this Agreement, GMB Ecosystem of Teams may request for re-negotiation of appropriate portions of the Agreement. GMB Ecosystem of Teams will notify the OWNER of the changed circumstances necessitating re-negotiation. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

**Additional Services.** Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.

**Opinions of Probable Cost.** If GMB Ecosystem of Teams is contracted to provide opinions of probable cost, the OWNER understands that GMB Ecosystem of Teams has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that GMB Ecosystem of Teams' opinions of probable costs are made on the basis of GMB Ecosystem of Teams' professional judgment and experience. GMB makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from GMB Ecosystem of Teams' opinion of probable cost.

## OWNER'S RESPONSIBILITIES

**Owner Provided Information.** The OWNER shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The OWNER shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. GMB Ecosystem of Teams shall be entitled to rely on the accuracy and completeness of the Owner's information.

The OWNER shall furnish consulting services not provided by GMB Ecosystem of Teams but required for the Project, such as surveying, which could include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

**Changes.** The OWNER agrees to pay GMB Ecosystem of Teams for any changes or additions to the Scope of Services not specifically identified in this proposal. Such additional services may include, but not be limited to, providing or coordinating services of consultants, revisions due to changes in the Project scope, quality or budget, or due to OWNER requested changes in the approved design; Contractor requests for substitutions of materials or systems and providing services necessitated by the Contractor's failure to perform. GMB Ecosystem of Teams will prepare a quote for this additional work which will only be undertaken following Owner's written approval for such additional work.

## USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

## INSURANCE, INDEMNITY AND LIMITATIONS

GMB Ecosystem of Teams maintains General Liability and Professional Liability insurance policies as part of normal business practice. Certificates of insurance are available on request. The OWNER agrees to limit GMB's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to GMB Ecosystem of Teams' negligent acts, errors, or omissions, such that the total aggregate liability of GMB Ecosystem of Teams to all those named shall not exceed the amount of the fees actually paid by the Owner for the particular service which forms the basis of the claimed liability.

**Indemnity.** Subject to the Liability limitation in the paragraph above, GMB Ecosystem of Teams agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of GMB Ecosystem of Teams in the performance of professional services under this Agreement, to the extent that GMB Ecosystem of Teams is responsible for such damages, liabilities and costs. GMB Ecosystem of Teams shall not be obligated to indemnify the OWNER for the OWNER's own negligence.

**Mutual Waiver of Consequential Damages.** Notwithstanding any other provisions of this Agreement, OWNER and GMB Ecosystem of Teams waive claims against each other for consequential damages arising out of or relating to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

**Hazardous Material.** GMB Ecosystem of Teams shall have no responsibility for the discovery, documentation, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

## DISPUTE RESOLUTION

If the Parties cannot reach resolution on a matter relating to or arising out of this Agreement, the Parties shall endeavor to reach resolution through good faith direct discussions between the Parties' representatives, who shall possess the necessary authority to resolve such matter. If the Parties' representatives are not able to resolve such matter, the Parties shall submit such matter to non-binding mediation by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. The cost of mediation shall be shared equally by the parties.

If mediation fails to resolve the claim or dispute, the Parties may then pursue litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

## OTHER PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Nothing contained in the Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or GMB Ecosystem of Teams.



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INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Paw Paw Vegetation Management Contract Award  
DATE: January 30, 2026  
CC: City Council Work Study and Action Items February 2, 2026

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Over the past year, the City has been implementing the first phase of a comprehensive vegetation management plan for Paw Paw Park. This effort was initiated in response to concerns regarding overgrowth, reduced visibility within the park, and the increasing presence of invasive plant species.

The vegetation management plan was intentionally developed as a multi-year approach. Many of the invasive species present in Paw Paw Park require repeated treatments over several growing seasons to be effectively controlled or eradicated.

Year one focused on initial invasive species control, assessment of site conditions, and establishing a framework for ongoing management, while year two will build on that work by continuing targeted treatment of invasive species, monitoring areas previously addressed, and adjusting management strategies as needed based on observed conditions. Continuing into the second year is critical to maintaining progress already made and preventing re-establishment of aggressive species, and pursuing this plan supports the City's long-term vision for Paw Paw Park as a natural, accessible, and well-managed public space.

To complete the second year of work, we recommend entering into a contract in the amount of \$10,000 with the Outdoor Discovery Center, whose staff have the specialized expertise necessary to perform invasive species management and monitoring within sensitive natural areas. Attached to this memo is a proposal outlining ODC's approach to the second year of vegetation management at Paw Paw Park.

**Recommendation:**

Approve a contract with the Outdoor Discovery Center in the amount of \$10,000 for the continuation of the Paw Paw Park Vegetation Management Plan for its second year.



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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

# PROPOSAL FOR CONSERVATION SERVICES

This proposal was created for:

City of Zeeland  
Zeeland, MI 49464



## General Background and Scope of Work:

The purpose of this proposal is to address the management of several invasive plant species throughout the natural areas surrounding the City of Zeeland's Paw Paw foot bridge. Based on initial treatments in 2025, and a recent assessment of the property, we recommend the following invasive species management plan in 2026:

### 1. Invasive Species Management

- Several invasive species are present on the property, including multiflora rose, reed canary grass, spotted knapweed, Asian bittersweet, phragmites, poison hemlock, garlic mustard, autumn olive, and purple loosestrife. These species will be managed using appropriate, site-specific control methods, and the site will be routinely monitored for new or expanding invasions.
  - Although native, select areas of staghorn sumac and grapevine will be strategically managed due to their aggressive growth habits and potential to outcompete and displace other native plants.
- Includes procurement of all necessary permitting to apply herbicides through ELGE and MDARD.

### 2. Monitoring and Evaluation

- General survey of property to monitor the spread of currently managed invasive species, as well as to identify any new invasive species within or outside of current treatment area.
- Aerial and ground photographic observations will provide comparative studies of invasive species to gauge successful control or eradication.
- Evaluation regarding success of invasive species work and proposal for adjustments to work.

**GENERAL NOTE:** Most of the invasive species listed above are highly aggressive and require multiple years of repeated treatment to effectively manage. Chemical application generally needs to be repeated annually for a minimum of 3-4 years in order to achieve desired levels of eradication. Our team will continue to monitor the population and will provide recommendations to the management plan in order to adjust for changing site conditions (if necessary).

#### Timeline:

- Invasive species control will be ongoing as needed throughout the 2026 growing season.

#### Project Cost:

- **Invasive Species Management & Monitoring - \$10,000 (billed in July 2026)**

**Exclusions:** This proposal does not account for the following:

- Removal of fallen or hazard trees on or nearby the trail system.
- Removal of standing dead plant material following invasive species control measures.
- Replacement of damaged lawn, landscape plants, or trees shrubs as a result of nearby invasive species control measures.
- Reseeding of native vegetation following invasive species control measures.

We are happy to provide a quote for additional ecological restoration/native reseeding services upon request.

**Note:** This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform the outlined invasive species management plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.

INITIAL \_\_\_\_\_

**Qualifications:**

ODC Conservation Services staff is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan.
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application.
- Manage 2,500+ acres of natural area across Michigan.
- Combined 30+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, habitat assessment, and ecological restoration.
- Experience overseeing prescribed burns on approximately 10-100 acres of natural area annually through qualified subcontractors, including coordination, planning, and post-burn evaluation.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Advanced wetland delineation certification.
- Experienced GIS professionals.

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.



Tanner Bricker, Conservation Services Director  
ODC Network  
517-398-7800

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If you wish to accept this proposal, please initial each page, as well as sign and date below:

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Signature of Authorized Property Owner/Manager

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Date



INITIAL \_\_\_\_\_



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## CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Organizational Performance Incentive Plan Distribution – 2025 Strategic Action Plan

DATE: January 30, 2026

CC: February 2<sup>nd</sup> Council Agenda

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**BACKGROUND:** In the 2025/2026 Budget City Council authorized up to 1% of base wages for an organizational performance incentive payment. Under the program guidelines (attached), the calculated payment is based on the city's measured performance in relation to our strategic action plan.

Despite a significant amount of time, albeit necessary time, shifted toward working through the oversight of the potential Mead Johnson project and some unfortunate disruptions in service delivery within the City Clerk's Office, our team still managed to make substantial progress, or complete, several action steps in 2025. To name just a few, they included things such as downtown parking management, snowmelt expansion, support for JR Automation, new electric generation planning, financial sustainability report and the hiring of an HR Specialist. With these accomplishments, plus progress on many other action steps and operational goals, based on our assessment of the 2025 Strategic Action Plan scorecard, our city team accumulated 77 points on the 2025 scorecard (attached). For reference, point totals since the program inception have been:

2015	87.14
2016	85.96
2017	93.38
2018	84.81
2019	91.70
2020 (Covid)	62
2021	83
2022	80
2023	85



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2024	87
2025	77
Average	83.36

Under the program's pay calculation methodology, a measured point total of 70 – 79.99, equates to a 90% distribution of the budgeted amount per the program's guidelines. Thus, if approved by City Council, qualifying employees are eligible for a .9% payment (min. \$50) given the 77 points on our scorecard assessment.

As a reminder, the performance incentive payment is a one-time, lump sum payment that does not go into an employee's base wage. Based on the eligible employees under the program guidelines we estimate the total payment will be \$42,000 in the current fiscal year (we budgeted \$46,500).

I want to once again recognize City Council for offering such a program and congratulate city team members on another outstanding year of accomplishments on the annual strategic action plan. As the City's Organizational Performance Incentive Program recognizes, it is our collective efforts and relentless focus on the goals that enable us to achieve such a great number of actions steps on an annual basis. In order to award this payment City Council should authorize the distribution.

**RECOMMENDATION:** I recommend that City Council approves the Fiscal Year 2025/2026 Organizational Performance Incentive payment of .9% based on the measured achievement of the 2025 Strategic Action Plan and the pay calculation methodology outlined in the City's Organizational Performance Incentive Plan.



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Timothy R. Klunder

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## **CITY OF ZEELAND ORGANIZATIONAL PERFORMANCE INCENTIVE PLAN**

### **Program Overview**

The Zeeland City Council annually develops and approves a Strategic Action Plan that outlines broad goals and specific action steps for team members to pursue on a short-term, mid-term, and long-term basis. A component of this annual goal setting process consists of an evaluation of how the city performed on the previous year's Strategic Action Plan. During the annual budget process (prior to Strategic Action Plan measurement), the Zeeland City Council may appropriate a monetary incentive attached to the successful pursuit of the annual Strategic Action Plan.

The philosophy of the city's program is that corporately "all of us are in this together". In other words, the intent of the program is to monetarily recognize city team members' level of achievement on the Strategic Action Plan collectively as one organization and not on an individual or department by department basis. This philosophy is in part based on the existing ability to acknowledge highly successful individual performance as outlined in the City's Salary Increase Plan through individual merit adjustments when funding is available. As such, it is acknowledged that any Organizational Performance Incentive payment authorized in a given year is separate from individual pay adjustments that may be authorized via cost of living adjustments, individual merit increases, etc. Further, it is acknowledged that funding for the Organizational Performance Incentive Plan will be evaluated by City Council during the annual budget process and there is no guarantee of funding availability every fiscal year.

The Organizational Performance Incentive payment provides city team members the opportunity to earn performance pay up to the City Council approved amount. The performance incentive payment will be calculated based on team members' measured performance on the annual Strategic Action Plan. The performance incentive will be a one-time payment to eligible team members and will not be added into team members' base salaries. The intent of the program is to distribute the calculated payment following the measured performance of the annual Strategic Action Plan. This performance measurement typically takes place during City Council's Annual Retreat in January/February of each calendar year. The amount available for any given performance incentive will be set by City Council during the annual budget process prior to the performance measurement calculation.

### **Organizational Performance Incentive Pay Calculation Methodology**

The City's Organizational Performance Incentive payment is based on meeting corporate goals and actions as well as department operational goals that team members are directed to

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pursue as outlined in the City's Annual Strategic Action Plan. The actions and the department operational goals are established each year with input from city administration, approved by City Council, and based on the goals outlined in the City's Strategic Action Plan. The number of specific action steps that are established to meet the goals in the City's Strategic Action Plan in any given year will vary. To help determine the distribution level of the Organizational Performance Incentive payment set in a particular budget year the following scoring system will be utilized to make the payment calculation.

#### Step A

1. A total of 100 points will be used to measure performance on the annual strategic action plan.
2. During adoption of the annual strategic action plan City Council will assign the points available for each action step and operational goal in the strategic action plan. The points assigned to each action step and operational goal may vary from year to year but they will total 100.

#### Step B

1. To determine the point value of each action step/operational goal, City Council will consider things such as the importance of the goal (as determined during the annual goal setting retreat), the amount of resources (time) team members and City Council will need to expend to pursue the action step and/or operational goal, and the timing of the action step (large long-term goals may have smaller actions steps to achieve in a given year). Again, points assigned to each action step/operational goal may vary from year to year.

#### Step C

1. A scorecard will then be developed for each section to assign points for each action step/operational goal based on the point values calculated above.
2. Each action step/operational goal will be measured by either "complete/substantial progress", "progress", or "not progressing as expected". Generally, steps that are complete/substantial progress will be assigned the point level for that particular action step/operational goal, those that show progress will receive a pro-rated portion of the point value, while those that are not progressing as expected will not be assigned any points.



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3. After measuring each action step/operational goal for progress the points will be totaled.

#### Step D

1. To determine the incentive payment distribution amount, the percentage pay maximum approved by City Council will be adjusted per the table below based on the totals earned on the scorecard.

Final Points Earned	Percent of Maximum Awarded
80 to 100 points	100%
70 to 79.99 points	90%
60 to 69.99 points	80%
50 to 59.99 points	70%
40 to 49.99 points	50%
30 to 39.99 points	40%
20 to 29.99 points	30%
10 to 19.99 points	20%
.1 to 9.99 points	10%

#### Step E

1. City Council will have the discretion to adjust the total points earned, and thus the distribution percentage, calculated in Step D based on unique factors such as mid-year goal adjustments, unforeseen budget implications, etc., prior to authorizing any performance incentive disbursement.



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### Organizational Performance Incentive Payments

Organizational Performance Incentive pay will be a one- time payment based on each team member's base salary but it will not be added into a team member's base pay. For example, if the Strategic Action Scorecard calculated a total of 70 points the distribution percentage would be 90% of the percentage pay maximum approved by City Council. If the percentage pay maximum approved by City Council was 1% of salaries in a fiscal year the distribution amount would then be 90% of that amount, or .009% of a team member's base salary. For a team member making \$40,000 that would equate to \$360. Regardless of the above calculation, the minimum payment for any eligible team member will be \$50.

For purposes of this program an eligible team member's base salary will be calculated as follows: the team member's hourly rate as of December 31 of the calendar year for which the strategic action plan is being evaluated will be used. Full-time team members that worked the entire calendar year will have that hourly rate multiplied by 2080 hours. Full-time team members that started after January 1 of the calendar year being evaluated will have the hourly rate multiplied by a pro-rated share of 2080. Part-time team members will have the part-time hourly rate multiplied by actual hours worked in the calendar year being evaluated to determine their base salary.

The payment distribution will follow City Council's approval of the scorecard calculation. The calculation will typically occur at City Council's annual goal setting retreat (January/February) and the approval of the scorecard calculation/payment amount will occur at the following regular City Council meeting if possible.

### Organizational Performance Incentive Pay Eligibility

The program is limited to regular full-time and part-time team members of the City (including bargaining unit personnel).

Newly hired eligible team members that work only part of the calendar year for which the Strategic Action Plan is being evaluated would receive payment on a prorated basis as described in the payments section above. Team members leaving City employment before the end of the calendar year being evaluated would not be eligible for any performance payment.

While the program is based on all city team members defined above being eligible for any approved Organizational Performance Incentive payment, any team member that is denied an individual pay adjustment during the calendar year covering the Strategic Action Plan being evaluated will not be awarded an Organizational Performance Incentive payment.



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<b>Program adopted by City Council</b>	<u>12.21.15</u>
<b>Amendments by City Council</b>	<u>4.18.16</u>
	<u>10.5.20</u>
	<u>2.17.25</u>



# **CITY OF ZEELAND**

## **2025 STRATEGIC ACTION PLAN**

### **SCORE CARD ASSESSMENT**

City Council Goal Setting, January 26, 2026

**City of Zeeland - 2025 Strategic Action Plan Score Card Assessment**

<b>Vibrant Downtown</b>								
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned	
Downtown Parking Enforcement, Leases and Parking Deck	By June 1, 2025, roll out a communication/education/enforcement plan for reliably implementing timed parking in the north and south municipal lots and along Main Avenue. By the end of 2025, pursue preliminary research on parking decks and seek additional public/private parking agreements; as available.	Completed / Always Ongoing. Created a strategy and communication plan to implement timed parking. Roll out of the parking plan has occurred and staff is monitoring the impact of the changes. Our team has conducted parking deck research in neighboring communities and reported the findings back to City Council. Expanded lease with Huntington Bank. Revised leases (Maintenance cost-sharing) with First CRC & SRC. Ongoing negotiations with North Street CRC. Arranged Parking Working Group and met with Parking Consultant.	X			3.00	3.00	
Washington Avenue Corridor Redevelopment	Throughout 2025, support catalyst development at Elm/Washington and begin efforts towards entry level vision plan projects, such as pursuing public/private partnerships and small-scale beautification efforts, such as wayfinding signage.	Suspended. Staff supported pre-development conversations with developer of 44 N. Elm but could not reach an agreement on tax incentives.			X	2.00	0.00	
Visioning for Key Downtown Development Sites	With the assistance of our downtown planning consultants, by July 2025, begin to refresh or create visioning framework to ignite new interest in redeveloping key underutilized parcels; by December 2025, identify and begin adjusting necessary policies/ordinances/incentives applicable to these properties.	Ongoing. Met with Mitch Bakker to discuss ideas for the Medical Office Building. This site is still on the backburner for the developer, but the property owner appreciated the meeting and brainstorming opportunity. Discussed developer-provided parking concepts with the Parking Consultant.		X		2.00	1.00	
Redevelopment of 303 East Main	By the end of the year, work with downtown consultants to develop a variety of vision concepts/development opportunities for this site; identify an appropriate way to package these opportunities and communicate site availability to developers.	Ongoing. Created a majority draft of the RFP, met with one neighboring property owner. Internally decided to pump the breaks a little for capacity reasons. Targeting late winter/spring to complete and release the RFP. Have reached out to adjacent developer for property updates.		X		3.00	2.00	
Snowmelt Expansion	Throughout 2025 pursue snowmelt expansion in the following ways: 1) Have City Council endorse a snowmelt vision plan which identifies the extent of a full snowmelt buildout. 2) Continue to pursue funding opportunities for boiler expansion through tax recapture. 3) Incorporate snowmelt into future construction projects as they align with the snowmelt vision plan.	1) Complete. City Council endorsed a snowmelt vision plan at your March 17 meeting. 2) Complete. Tax recapture for future boilers was incorporated into the Brownfield TIF agreement for 17 East Main. 3) Complete. Snowmelt was incorporated into the Church Street reconstruction project from Washington to Central consistent with the vision plan.	X			3.00	3.00	
Sunday Alcohol Sales	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.	Completed. Council approved an amendment to the alcohol ordinance to all Sunday PM sales. License holders have been notified as to how they can apply for this special permit. The Gritzmaker has received approval and will plan to add regular Sunday hours to their schedule. Vitale's, StrEATs, Tripelroot and La Creme have all indicated that they will apply for the special permit, just to have, if they need it.	X			2.00	2.00	
<b>Strong, Safe &amp; Connected Neighborhoods</b>								
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned	
Anti-Camping Ordinance	By July 1, 2025, develop an Anti-Camping Ordinance for City Council consideration, while also continuing to engage with Project Home throughout the calendar year.	Progress. Actively involved in 2025 with Project Home's efforts on addressing the unhoused population in the greater Holland/Zeeland area. Obtained information from the City of Holland on their Ordinances that relate to unhoused populations. No draft ordinance completed to date.		X		2.00	1.00	

Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Economic &amp; Community Development</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Visioning for Underutilized Properties at Taft and Main	By July 1, 2025, engage owner of commercial and residential properties at Main Ave. and Taft St. in conversation regarding the future use and redevelopment of the sites, and consider development of a subarea/vision plan for the area.	No progress.			X	3.00	0.00
Economic Development Incentive Level of Support Policy	By July 1, 2025, develop a policy that provides a framework for total level of economic support that can be offered for development projects using any combination of available incentives and abatements.	Substantial Progress. Shared draft policy with the Brownfield Authority in October and City Council in November. Positive feedback. Making final adjustments on Policy before bringing back for approval consideration.	X			2.00	2.00
Business Support / Development Preparation for East Riley	Support East Riley development throughout 2025 in the following ways: 1) Prepare for infrastructure improvements including the extension of bike path along the south side of 84th between Fairview and Riley. 2) The paving of 84th between Riley and Washington. 3) The opening of the railroad crossing on 84th at Washington.	Substantial Progress. We are starting the design work for the project and are actively engaged in reopening the crossing.	X			4.00	4.00
Brownfield TIF Policy Amendment	By July 1, 2025, update the Brownfield TIF Policy to address such things as payment of interest, capture of TIF for LBRF, public infrastructure, max. TIF reimbursement as % of project, etc.	Substantial Progress. Shared draft policy with the Brownfield Authority in October and City Council in November. Positive feedback. Making final adjustments on Policy before bringing back for approval consideration.	X			2.00	2.00
<b>Infrastructure &amp; City Services</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/ Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Facility Audit / Space Needs - Priorities and Funding Plan	By the FY27 Budget, with stakeholders and City Council to develop a prioritization and funding plan for the needs of our facilities as identified in the Facilities Condition Audit and Space Use Analysis.	Progress but will not hit the full action step. Awarded a contract for architectural services, but will not have the final report prior to FY27 budget.		X		2.00	1.00
Public Safety Building 2nd Exit	Throughout 2025, secure a first right of refusal for properties identified in the Space Use Analysis which could be used for a 2nd exit.	Progress. First Right of Refusal drafted for impacted properties. Acceptance of agreements not obtained to date.		X		1.00	0.50
Church Street Reconstruction Planning	By August 2025, obligate the project with MDOT to bid the project for construction in 2026. This obligation process includes: 1) Development of a bid set of plans and specifications. 2) Decide on the extent of snowmelt on the project. 3) Work with Zeeland Township to decide on the sanitary sewer trunkline for the project.	1) Complete. Project has been bid and contracts have been awarded. 2) Complete. We incorporated snowmelt on the sidewalks along Church from Washington to Central. 3) Complete. The final agreement has been executed for the project.	X			2.00	2.00
Regional Biosolids Drying Facility	Throughout 2025, we will actively participate with other West Michigan communities to plan for an alternative Biosolids disposal solution that could replace the current land application method as serious PFAS concerns give doubt to the long-term land application practices. We will strive to maintain our overall goal to protect the environment, protect public health, and preserve our water supply.	We have completed our task; however, the task continues (so does our goal). The group has identified the dryer that we want to use. Before we proceed with design engineering, we have hired an air quality consultant (NTH Consultants) to help us work with the EPA and EGLE regarding two objectives. First, to determine if we can use our own Biosolids as a fuel for the dryer and secondly, can we burn the fuel hot enough to destroy PFAS. Meetings with both government organizations have been very encouraging thus far.	X			2.00	2.00
Washington Avenue Beautification	Select a la carte beautification sites from the Washington Avenue Streetscape Study and solicit design plans from professional contractor by September 2025 for implementation in the spring of 2026.	No progress.			X	2.00	0.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
New Electric Generation Capacity	By December 31, 2025, finalize the Zeeland BPW's new generation strategic planning process which includes updating the power supply portion of our Integrated Resource Plan and completing a comprehensive stakeholder engagement process.	Substantial progress. nFrong Consulting, LLC has been engaged to assist in the development of an Integrated Resource Plan (IRP) and facilitation of a stakeholder engagement process. To-date, the IRP is under development and three of four public meetings have been held. This initiative is scheduled for completion in March 2026.	X			3.00	3.00
Master Plan Re-Write	By August 1, 2025, select a firm to assist in a re-write of the City Master Plan.	Partially complete. RFP responses, submitted and reviewed. Expecting a recommendation at February 2026 PC meeting.		X		2.00	1.00
GIS Shared Services	By July 1, 2025, develop a plan for a shared GIS resource to manage both the City and BPW's GIS databases. No later than September 30, 2025, expand the role of the current GIS Technician beyond solely supporting the Electric and Water utilities to also providing services to other City departments.	Completed. The former GIS Technician position has been upgraded to a GIS Analyst role. This resource is currently inventorying GIS data used by BPW and City of Zeeland, with the goal of centralizing GIS functions.	X			2.00	2.00
Supplemental Legal Services	By the end of the year, consider the addition of specialized legal services (i.e., economic development) as a means of reducing the burden on city attorney.	Completed. Engaged with Miller Canfield on economic development support for JR Automation and Mead Johnson	X			1.00	1.00
Underground Electric Distribution Expansion	By June 30, 2026, complete or substantially complete overhead to underground distribution line conversions along Garfield, McKinley, and Harrison Avenues.	Progressing. New underground primary conductors and equipment have been installed on Garfield. The BPW is currently coordinating with customers to transition secondary services to the new underground infrastructure. In the Harrison-McKinley area, all required easements have been secured and the necessary equipment has been procured. Installation of the primary infrastructure is scheduled to begin this spring once ground conditions allow.		X		2.00	1.00
Consolidation of Voting Precincts	In 2025, consolidate the voting precincts from four to two.	Substantial Progress. CC authorized consolidation 12.15.25	X			0.00	0.00
BL-196 Pedestrian Bridge Funding	Throughout 2025, work with the Macatawa Area Coordinating Council to pursue grant opportunities for the BL-196 crossing. In addition, continue to develop a funding source for the bridge project.	Complete. We continue to work with the MACC to identify grant funding sources and submit applications as deemed fit.	X			2.00	2.00

Culture, Parks & Recreation							
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Added Murals	By July 2025, identify 1-2 new small mural locations and the accompanying contracted artist(s) with new mural execution by end of 2025.	Ongoing. We have identified possible mural locations and have met with our past artist to begin brainstorming the process for adding new murals. Hoping to make this a late spring 2026 project.		X		2.00	1.00
Recreation Center	Throughout 2025, identify potential stakeholders in a Rec. Center and engage a consultant to conduct a Feasibility Study on a Recreation Center.	Not progressing as expected.		X		2.00	1.00

Financial Sustainability							
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Financial Sustainability	Work with our Financial Sustainability Plan consultant, Municipal Analytics, to deliver a final report to City Council by July 31, 2025.	Complete but not hit target date. We received a draft copy of the report at the end of July. We presented to council the first meeting of December.	X			2.00	2.00
Bonding Receptivity	In 2025, work with our financial sustainability consultants and City Council to develop a matrix by which we will consider bonding.	Complete. Bonding considerations were presented to City Council at their January 5th meeting.	X			2.00	2.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
<b>Organizational Culture</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Citizen's Academy	By June 30, 2025, conduct a Citizen's Academy aimed at educating Zeeland area residents on the essential functions of local government and municipal services.	Another successful Citizen's Academy was held in April and May 2025, with fourteen participants proudly graduating from this year's class.	X			1.00	1.00
Succession Planning - Department Leadership	By the end of 2025, each department will provide a written succession plan that highlights key functions of department leadership, identify positions that may be able to fill leadership gaps during periods of absence, identify training opportunities necessary to complete skillset, and plan for the overall development of potential talent within the organization to replace department leadership if a leadership vacancy occurs.	No progress to date.			X	2.00	0.00
Personnel (Org-wide safety services and HR support)	By December 31, 2025, evaluate the need for additional human resources services to assist with key functions such as an organizational-wide safety program and to provide general human resources assistance with such things as hiring, policies, etc. Service evaluation may include options such as the addition of a full-time position, consultant services, or other local unit contracting.	Hired City's first HR Specialist in October 2025.	X			2.00	2.00
<b>Operational Goals</b>							
Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Project Files	Organize and update city project files and continue to monitor and update these files on a quarterly basis.	Substantial Progress. Resolutions and Ordinances have been filed and digitized. Contract file index cards have been updated. Other general clean-up of files in City Clerk's Office is ongoing.	X			1.00	1.00
Human Resources Information System	Secure a vendor for a Human Resources Information System (HRIS) that has proven compatibility and existing integration with the BS&A data base. Additionally, consider incorporating a time and attendance function to assist Finance in the manual entry of timecard details.	No action to date.			X	1.00	0.00
Create a Pictorial Directory of All Employees	Create a pictorial directory of all employees to put in a location accessible to all employees in order to provide a great way for all employees to know who each person is, which department they work in and be able to put a face with a name. We were at 50% project completion at the end of 2024 but would like to continue the project to be completed in 2025 and kept current.	Substantial Progress.	X			1.00	1.00
Video Security	Video cameras will be upgraded/installed by 12/31/2025 in various locations at City of Zeeland facilities and parks. Cameras are a deterrent and provide oversight which improves awareness and safety.	Video security is an ongoing project. To date, cameras have been installed at Huizenga Park, North and South Parking Lots downtown, updated cameras in the Library, Cellular Devices installed at all parks for cameras and additional cameras have been approved for Main Street. We continue to address the need for safety, security and parking enforcement with the video management system. The number of installations and updates performed exceeded our original goal for 2025-2026.	X			1.00	1.00
Windows 11 Upgrades	All computer desktops and laptops will be running Microsoft Windows 11 by October 2025. Microsoft Windows 10 will no longer be supported by Microsoft in October of 2025. Upgrading systems will ensure they are supported by Microsoft and continue to receive security updates.	There is a single machine running Windows 10 under the Long Term Support. This means that the device will continue to receive security updates. All other devices have been upgraded to Windows 11 or the device was under refresh and replaced. The goal was met for 2025-2026.	X			1.00	1.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Howard Miller to Public Safety Fiber	A fiber line will be installed from Howard Miller to Public Safety by 12/31/2025. The additional fiber connection will provide redundancy and failover options in the event of an emergency or network impacting event.	Fiber has been installed from the Public Safety building to Howard Miller Library. This connection will provide fiber redundancy for our main buildings and provide opportunity for other uses.	X			1.00	1.00
Select a Website Content Manager & Library Website Redesign	Determine which provider is best for library purposes with input from City IT and Marketing. Work with content manager to streamline website information.	Complete. Library site went live on September 15, 2025.	X			1.00	1.00
Explore Sound-Absorption Options for Library to Treat Acoustic Issues	Obtain multiple quotes from vendors for design, purchase and installation of acoustic panels for wall surfaces, hanging baffles throughout spaces and insulation above ceiling tiles over study room area.	First phase complete. Phase 1: Contracted with Acoustics By Design Engineering specialists to perform acoustic measurements of the existing reverberation time and quantify acoustic reflections in the space. Testing to in January 2026. After testing, a report will be submitted with the findings and recommendations for improving the acoustics, including location, coverage, and product recommendations for acoustic finishes. Phase 2: Collect bids for materials and installation work of recommended acoustic finishes. Phase 3: Choose contractor for work and have work completed.		X		1.00	0.50
Raise Public Awareness of Benefits of Library Services for all Service Areas	Find a library marketing consultant to develop a media campaign to highlight the benefits and services provided by HML to our patrons. Conduct a community marketing campaign to increase patron awareness of the wide variety of benefits accessible through library services.	Complete for 2025. 1) Selected Yellow Lime Creative to develop and manage public awareness campaign throughout Summer 2025. 2) Marketing campaign began in June and continued through August. 3) Marketing strategy efforts include utilizing social media platforms and the website to share personal stories about how the library positively impacts patron lives. 4) Branded stickers and sticky note pads made available at all programs and service desks for patrons. 5) Increased library participation in community events including Pumpkinfest Parade and activities and other local community events in Olive Township, Blendon Township and Zeeland Township.	X			1.00	1.00
Review & Update Current Rental Pricing	Events Coordinator to perform a cost comparison of venue space available for rent in the surrounding area and recommend updates to the current pricing schedule to be considered for FY 26-27.	Complete. 1) Analysis of other local rental venues was tabulated and reported to the City Manager. 2) Recommendations were made to increase the rental rates and possibly introduce a tiered pricing scheme for residents vs non-residents of Zeeland. 3) Price increase proposal will be introduced in the next budget cycle for the Community Center with the recommendation to enact the increases as of July 1, 2026.	X			1.00	1.00
Review & Update Rental Agreement	Have City Attorney Donkersloot review and process necessary changes to the rental agreement for use of the rooms at the Community Center to reflect current practices and contract information.	Complete. Rental agreement has been updated and reviewed and is in place for community renters.	X			1.00	1.00
Review, Update & Print New Promotional Material to Reflect Current Rental Information	Have new Community Center Events Coordinator update the promotional material and have it professionally printed.	Complete. Due to the findings of the rate study recently completed which recommended a price increase and possible tiered set up for residents vs non-residents, the decision was made to postpone the printing of new brochures until the new prices are in effect.	X			1.00	1.00
Public Act 660 Assessing Audit	Obtain a finding of substantial compliance in the 2025 Public Act 660 audit-the State audit of the City's assessing department and practices.	Complete. Finding of substantial compliance received.	X			1.00	1.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
Updated Permit Processing Procedures	By December 31, 2025, work with other departments to develop standard operating procedures for permit processing to include right-of-way, utility and infrastructure reviews.	Complete. Process in place and permit applications updated.	X			1.00	1.00
Launch New UV Building	Successfully launch the new UV building and its equipment without violations, while fine tuning the equipment to perform reliably and efficiently.	Completed.	X			1.00	1.00
MLSS Monthly Operating Standard	Develop a monthly operating MLSS standard that will help meet our NPDES discharge limit as flows continue to climb.	Completed.	X			1.00	1.00
Complete Sidewalk Gaps	Identify and fill in sidewalk gaps as allowed by the annual budget.	Complete.	X			1.00	1.00
School Safety Enhancements	Implement the recommendations of the School Safety Traffic Study at the schools within the city.	Complete.	X			1.00	1.00
Citizen Mailer	Distribute a mailer to all property owners to make them aware of city cleanup procedures and opportunities for them to dispose sticks, leaves, rubbish, etc.	Complete.	X			1.00	1.00
Equipment Inventory	Conduct an inventory count of the Street Department's tools, shop items, vehicles, attachments, and other miscellaneous items and add these records into the Fleetsoft inventory management system.	Complete.	X			1.00	1.00
Hoogland Park	Complete the reconstruction of Hoogland Park by December 15, 2025.	Complete.	X			1.00	1.00
Lawrence Park	Repaint the bowl by November 15, 2025.	Progress. Awarded the project at Council's December 15 meeting and will be completed in the spring of 2026.		X		1.00	0.50
Felch Street Cemetery	Add water spigots to the irrigation system.	Not progressing.			X	0.00	0.00
Splash Pad	Recalk and clean the concrete surface during 2025.	Not progressing.			X	1.00	0.00
Building Maintenance Ticketing System	By the end of 2025, implement a building maintenance ticketing system to better track facilities projects.	Complete.	X			1.00	1.00
Department Staffing Considerations	Develop a sustainable staffing plan to meet current staffing needs.	Complete.	X			1.00	1.00
Purchasing Policy	Update the City's purchasing policy and establish a standard set of terms and conditions.	Progressing. Working on final ordinance amendments.		X		1.00	0.50
Cash Drawer Policy	Develop a cash drawer policy which outlines proper maintenance for the City's various cash drawers.	Complete.	X			1.00	1.00
SARB/Heritage District Ordinance Review	Review SARB/Heritage District ordinances and bylaws to determine if they are still effective.	Reviewed Heritage District bylaws with SARB and with Community Development Director. Reached a plan to move forward with next step City Attorney to prepare official draft ordinance language.	X			1.00	1.00

Action Step	Outcome Indicator	Indicator Assessment	Complete/Substantial Progress	Progress	Not Progressing As Expected	Points Available	Points Earned
New Website	Oversee new website project 2025/2026.	Complete. Website is launched. Will continue to work on tweaks as we get to know the new site.	X			1.00	1.00
New Pistols for Sworn Officers	Decide which weapon manufacturer/model we are considering. Range test weapons to determine suitability for ZPD. Determine which accessories will be included lights/sights/holster. Determine caliber of ammunition. Purchase and deploy new weapons.	1) Decide which weapon manufacturer/model we are considering-Glock 47 MOS. 2) Range test weapons to determine suitability for ZPD-Completed. 3) Determine which accessories will be included lights/sights/holster-In progress. 4) Determine caliber of ammunition-9mm. 5) Purchase and deploy new weapons-Completed.	X			1.00	1.00
Flock Camera System	Coordinate with Holland PD and OCSO to determine best locations for cameras. Determine the number of cameras required to meet need. Establish required MOU's for installation at locations. Contract with Flock for installation.	Completed. Cameras are under contract. One installed and the other is scheduled for installation in January.	X			1.00	1.00
Apparatus Replacement	Zeeland Fire Rescue will establish and apparatus committee to determine the needs for our next apparatus. By the end of 2025, ZFR will complete the specifications for a fire apparatus to replace 1931. Zeeland Fire Rescue will present to City Council in the first Quarter of 2026.	Completed. Apparatus Committee completed recommendation to purchase a Heavy Rescue/Pumper - stock model. Presented to City Council at first meeting in December. Departments expects to seek CC authorization to proceed in first quarter '26.	X			1.00	1.00
Cost Recovery Ordinance	Zeeland Fire Rescue and Zeeland Police will review and update our cost recovery ordinances. By the end of 2025, we will present to City Council and seek final approval.				X	1.00	0.00
Union Contract Negotiations	Oversee the negotiations of new contracts for the Police Union and Clean Water Plant.	New contracts in place be necessary dates.	X			1.00	1.00
Industrial Retention and Support	Coordinate efforts to assist existing industries successfully maintain a presence in Zeeland through the provision of reliable utility services, addressing prohibitive factors to growth, and consideration of economic incentives while also being cognizant of maintaining a balance of community quality of life factors.	Significant progress. Site plan approved for JR Automation with site development in progress. City actively working on BRA support and public infrastructure desired for project. Significant progress on Mead Johnson project. Numerous rezonings in place. Awaiting site plan submittal. Evaluating public infrastructure needs. Working on such things as traffic studies, agreements on playgrounds, etc. to address community desires.	X			3.00	3.00
City Council Policies Review (ongoing from 2024)	Work with subcommittee of City Council to complete review of City Council Policies to ensure relevance and amend as necessary.	No additional progress to date.			X	1.00	0

Timing of Action Steps	Subtotal	Earned
Vibrant Downtown	15.00	11.00
Strong, Safe & Connected Neighborhoods	2.00	1.00
Economic & Community Development	11.00	8.00
Infrastructure & City Services	21.00	15.50
Culture, Parks & Recreation	4.00	2.00
Financial Sustainability	4.00	4.00
Organizational Culture	5.00	3.00
Operational Goals	38.00	32.50
Total Points Available:	100.00	
<b>Total Points Earned on Scorecard:</b>	<b>77.00</b>	
<b>City Council Adjustment (if any):</b>		
		<b>Final Points Earned: 77.00</b>



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

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## CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: 2026 Strategic Action Plan Framework

DATE: January 29, 2026

CC: February 2<sup>nd</sup> Work/Study Session

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On January 26 and 27 City Council and the administrative leadership team met to review accomplishments in 2025 and to set the framework for the 2026 Strategic Action Plan. When we left the planning session on January 27, we had a listing of 48 goals that had been voted upon by Council and our administrative team. While discussion ensued on how many of the 48 goals would be incorporated into the annual strategic action plan, we did not finalize that list. Nor did we spend time determining if the goals fit within existing commitments (vibrant downtown; strong, safe and connected neighborhoods; economic and community development; infrastructure and city services; culture, parks and recreation; financial sustainability; organizational culture) or if new proposed commitments emerged.

Since the end of Tuesday's session, members of our administrative team have been evaluating the ranked goals in order to suggest a framework for the 2026 Strategic Action Plan to City Council at your February 2<sup>nd</sup> work/study session. Based on our evaluation, we suggest the following for City Council's consideration:

- Our recommendation is that City Council maintains goals that received 6 or more votes with one addition of a goal that received 5 – Implementation Plan for New Electric Generation. We have identified these goals on the attached spreadsheet that list all goals with their corresponding vote tally. A few notes:
  - We recommend 4 goals (Washington Avenue related and Parking related) get combined into 2 goals – Washington Avenue and Parking.

- We recommend “concrete recreational games” moves from a goal to more of an operational item.
- With the above recommendations, we would maintain 22 goals (30+ in the previous two years) in the Strategic Action Plan.
- The recommendation to add “Implementation of New Electric Generation” to the goals list is because electric generation would be an ongoing goal from 2025, and because of the significant long-term impacts this will have on our entire community.
- An analysis of the suggested goals (attached spreadsheet) for 2026 would indicate that they do align with the 7 commitments to achieve the Vision (Feel the Zeel) the city has pursued since 2021 (and variations of the commitments in years prior to that). As a reminder, we define those commitments as follows:
  - Vibrant Downtown – Revitalize the heart of the community and encourage a downtown that is financially affordable and competitive, physically attractive, fun and energetic.
  - Strong, Safe and Connected Neighborhoods – Encourage and maintain pedestrian friendly neighborhoods that are attractive, welcoming and inclusive, while offering a variety of housing types including high quality, historically-preserved housing stock that reflects residents’ pride in the community and where social interaction and resident engagement are valued.
  - Economic and Community Development – Lead and facilitate strategic growth that is consistent with the City’s vision by building collaborative relationships and promoting a climate that is accommodating, identifies and utilizes resources to create development opportunities, and is responsive to emerging issues and trends.
  - Infrastructure and City Services – Pursue excellence through the provision of quality infrastructure and comprehensive City services that are well maintained, inclusive and accessible, responsive, efficient and offer good stewardship of public resources.
  - Culture, Parks and Recreation – Provide a robust array of engaging activities and public spaces throughout the community that are accessible, affordable and designed for people of all ages and stages of life. Individuals and families living outside the community will actively seek opportunities to travel to Zeeland for cultural and recreational endeavors.
  - Financial Sustainability – Exemplify long-term financial strength through continuous improvement and innovation, planning for projects/programs beyond inception, diversifying financial resources and holding adequate financial reserves.
  - Organizational Culture – To fulfill the commitments to spread Zeel, support an organizational structure that consistently holds to the City’s core values,



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seeks to build leaders, and celebrates our historic attributes, while also providing an organizational culture that is equitable and inclusive.

We look forward to City Council's feedback on the above recommendations at Monday's work/study session. Should City Council agree with the above recommendations, our administrative team can then further develop the written 2026 Strategic Action Plan. That process will involve input from City Council over the next several work/study sessions identifying each goal's outcome indicator and value statement. Our target is to have the plan completed in late March to early April.

Regarding the written strategic action plan, at the risk of "jumping ahead" a bit, we do foresee a bit of a different layout with this year's plan. As can be noted on the attached goals spreadsheet, numerous goals relate to multiple commitments to achieve our vision. As such, we envision a written plan that does not list goals (actions steps) under each commitment, but rather, the goals will be listed in numerical order (by votes) and we will note each commitment(s) that the goal is helping achieve.

Additionally, while it may seem like semantics, we also plan to note the items that City Council voted to include in the strategic action plan as goals (rather than action steps) and rather than operational goals, we will add "supports". The supports will also note which commitment(s) they are helping to achieve. These supports will be added to the strategic action plan via submission by departments for specific actions they will seek to accomplish in their department and that support a strategic action plan commitment(s). Thus, the written strategic action plan will include "Strategic Action Plan Goals" and "Strategic Action Plan Supports". This will come more into focus when the first draft of the written plan comes before City Council.

On behalf of our leadership team, we once again thank City Council for your time and thoughtfulness through the two nights of goal setting. Our team was very pleased with the amount of discussion that occurred and we feel the proposed goals once again carry us forward in pursuit of our "Feel the Zeel" Vision.

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

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Timothy R. Klunder, City Manager

FEEL THE ZEEL

### CC Goal Setting 1.27.26

Goal	Votes	Downtown		Neighborhoods		Comm Dev.	Econ.	Infrast.	Park/Rec	Financial	Org. Cult	Notes
Washington Avenue Development	13	x				x						Combine
Mead Johnson Implementation	12		x			x	x	x	x			
JR Automation Implementation	12					x	x			x		
Park & Rec Master Plan Update	12							x	x			
Roundabout at Main and Fairview	11						x	x				
Feel the Zel 20th Anniversary Planning	11	x		x		x	x	x			x	
Facility Improvement Plan	10							x				
Regional Biosolids Facility	9			x		x	x	x			x	
Master Plan Rewrite	9	x		x		x	x	x	x			
Funding Mechanisms for Capital Facility Improvements	9									x		
Underground Utilities - State, Washington, Lincoln	9		x					x				
Future Visioning with Schools	9		x					x				
Second Exit From Public Safety Bulding	9							x				
Legal Succession Planning	9							x				
Snowmelt Expansion Phase 3	8	x					x	x				
Business Loop I-196 Beautification	7							x		x		
Finance Staffing	7							x			x	
Succession Planning	7									x	x	
Concrete Rec Games at Parks	7								x			Support goal
Business Loop I-196 Crossing	6		x				x	x	x			
Expand Parking Options	6	x					x	x				Combine
Purchase Property for Washington Ave Redevelopment	6						x					Combine
Main Street Auto Redevelopment	6	x					x					
Parking Ordinance Review	6	x					x	x				Combine
Implementation Plan for New Electric Generation	5						x	x				

Aggressively Pursue Filling Empty Buildings	5
Cherry Ave Medical Office Building Redevelopment	5
Fire/Rescue Staffing	5
Additional Murals	5
Name Recognition Policy	5
Parking Deck	4
Permanent Story Walking	4
Recreation Center	3
Single Refuse Hauler	3
Greater Transparency - Stream Meetings	3
Washington Avenue Beautification	2
Lincoln Avenue Improvements	2
474 W Main Ave Redevelopment	2
Howard Miller Site Reuse	2
HMCC as Welcome Center	2
Huizenga Park Pickleball Court Lighting	2
Unhoused Population Plans	2
Maple St Two-Way Conversion	2
Employee Retention	1
Small Footprint Housing	1
More Pickleball Courts	0
Overnight On street Parking	0
More EV Chargers	0