



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
January 5, 2026, 5:30 p.m.

DISCUSSION ITEMS:

1. Rich Street Lift Station Pump Purchase
2. Financial Sustainability Follow-Up and Bonding Discussion
3. Contract for Lawrence Park Playground Evaluation
4. Architectural Services contract
5. Snowmelt Special Assessment Resolution #1
6. Police Officers Labor Council Collective Bargaining Agreement Amendment
7. Closed Session – pending litigation and attorney/client privilege memo

UPCOMING BUSINESS:

OLD BUSINESS:

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

ANNOUNCEMENTS:



CITY OF ZEELAND
City Council Regular Meeting
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
January 5, 2026, 7:00 p.m.

CALL TO ORDER:

Invocation – Mayor VanDorp
Pledge of Allegiance to the Flag
Excuse absent members (by motion and reason)
Approve additions/deletions to the Agenda
Consent Agenda (page 2)
Public Comment/Visitors
Communications
City Manager's Report

POLICE DEPARTMENT OATHS OF OFFICE

- Police Officer Koichi Magee
- Police Officer Marc DeLeeuw

PUBLIC HEARING:

ACTION ITEMS:

1. Rich Street Lift Station Pump Purchase
2. Lawrence Park Preliminary Design Contract Award
3. Architectural Services Contract
4. FY 25/26 Budget Amendment – Facilities Implementation Planning
5. Snowmelt Special Assessment Resolution #1
6. Police Officers Labor Council Collective Bargaining Agreement Amendment
7. Planning Commission Appointment – C J Otteman

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 and Regular meeting of December 15, 2025,
2. Receive for information draft minutes of the December 9, 2025, Board of Public Works meeting,
3. Receive for information draft minutes of the December 10, 2025, Cemetery/Parks Commission meeting.

Council Meeting
Common Council
December 15, 2025

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

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

ABSENT: Perkins

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

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

The Pledge Allegiance to the Flag

Approve Addition to Agenda

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

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

No Vote: None

Absent: Perkins

Consent Agenda

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

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

No Vote: None

Absent: Perkins

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

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

Public Comment/Visitors

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

Communications

None

City Managers Report

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

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

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

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

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

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

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

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

Public Hearing- Mandu Escapes, LLC Liquor License Application

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

Action Items

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

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

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

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

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

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

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

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

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

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

25.199 **Ordinance 1047 Electric Terms of Service**

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

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

25.200 **Ordinance 1048 Water Terms of Service**

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

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

25.201 **Resolution for Electric Terms of Service**

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

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

25.202 **Resolution for Water Terms of Service**

Motion was made by CouncilmemberTimmer and Supported by Mayor Pro-Tern Gruppen to approve the Resolution for Water Terms of Service

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

25.203 **Lawrence Park Bowl Caulking and Painting Bid Award**

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

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

25.204 **Articulated Tractor Edge Attachment Purchase**

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

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

25.205 **Ordinance 1049 Redistricting Precincts**

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

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

25.206 **HealthSource Wellness Contract**

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

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

25.207 **2026 Goal Setting Dates**

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

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

25.208 **Appointment to City Council Rep. to West Michigan Airport Authority**

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

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

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

Mayor Richard VanDorp III

Kristi DeVerney, City Clerk

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

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

ABSENT: Perkins

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

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

Ordinance 1047, 2026 Electric Terms of Service

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

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

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

Ordinance 1048, 2026 Water Terms of Service

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

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

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

Fiscal Year 2025/202 Audit Review

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

Articulated Tractor Edger Attachment Purchase

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

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

Lawrence Park Bowl Caulking and Painting Contract Award

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

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

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

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

Ordinance 1049, Redistricting Precincts

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

2026 HealthSource Solutions Management Agreement Renewal

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

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

2026 Goal Setting Dates

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

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

West Michigan Airport Authority Representative

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

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

Upcoming Business

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

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


Kristi DeVerney, City Clerk

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

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

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

ABSENT: Commissioners – None

Staff Present: BPW General Manager Boatright; Electric Power Supply & Market Operations Manager Mulder; Electric, Transmission and Distribution Manager Coots; Water Operations Manager Postma, City of Zeeland ACM/Finance Director Plockmeyer, City of Zeeland City Clerk DeVerney

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the minutes of the November 11, 2025, Regular Meeting. Motion carried. All voting aye.

Public Comment

None.

Safety Minute

There was no Safety Minute provided.

25.061 Approve Cash Disbursements and Regular Monthly Transfers

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

Cash and Investments as of : October 31, 2025

	<u>Electric</u>	<u>Water</u>
Receiving	\$ 4,387,021	\$ 1,113,060
Accumulated Debt Service (in Receiving Fund)	-	-
Plant Improvements and Contingencies	12,922,234	13,305,106
Bond and Interest Payment Reserve*	-	-
Totals	<u>\$ 17,309,255</u>	<u>\$ 14,418,166</u>

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: October-25

	<u>Electric</u>	<u>Water</u>
Receiving	(644,645)	(640,900)
Accumulated Debt Service	-	-
Plant Improvements and Contingency	587,000	640,900
General Fund (per charter provision)	57,645	-

Motion carried. All voting aye.

Accounting, Finance & Customer Service Report

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

- September 2025 Customer Metrics
- October 2025 Customer Metrics
- MyMeter Active Accounts
- Sprypoint Billing Software transition
- Holiday power dollars
- November Electric Shutoffs
- Informational – Church Street reconstruction project update

Water Department Report

Water Operations Manager Postma updated the Board on activities, current operations status, and projects which include:

- Meter replacement program
- Galvanized Service Line replacement program
- Water Administration projects
- Other work projects
- Outage Statistics

Transmission and Distribution Operations Report

Manager Coots updated the Board on current activities including:

- New residential developments installation of electric power distribution infrastructure in Prairie Winds West, Eagle Meadows, and Trailside East
- Washington Substation preventative maintenance
- Electrical infrastructure outlook
- T&D Department report

Electric Power Supply & Market Operations Report

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

- Operations & Power supply – October 2025
- Renewable Energy Credits (RECS) – October 2025
- Washington Avenue Generation facility – Title V ROP renewal
- Integrated Resource Plan (IRP) Update & Stakeholder Engagement
- BPW Office remodel & expansion project
- General Facilities work

25.062 Approve MPPA Capacity Sale Recommendation, Planning Year 2026/27

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the Power Purchase Commitment, authorizing the sale of up to 6,500 KW per month of electric capacity deliverable to MISO Local Resource Zone 7 for MISO Planning Year 2026/27. If approved, MPPA will execute this transaction on Zeeland's behalf at a minimum authorized price of \$7.50 per KW-Month for an estimated total revenue of \$585,000.

The BPW's Energy Risk Policy Statement specifies that transaction terms greater than the prompt year but not more than five years are authorized to be made by the Member Authorized Representative (MAR) or designated MAR, after approval by the majority vote of the BPW Power Purchase Committee (PPC). The prompt year is defined as the balance of the current and the entire next calendar year. Motion carried. All voting aye.

25.063 Approve Board of Commissioners 2026 Board Meeting Schedule

Motion was made by Commissioner VanAst and seconded by Commissioner Walters to approve the 2026 Board of Public Works Meeting Schedule. Motion carried. All voting aye.

25.064 Approve Ordinance 1048 to Adopt the Water Terms of Service

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve Ordinance No. 1048 to amend Section 40-124 and Section 40-125 and to Repeal Sections 40-147 through 40-155 of Volume 1 of the Code of the City of Zeeland, Michigan. Motion carried. All voting aye.

25.065 Approve Resolution to Adopt the Water Terms of Service

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the Resolution to adopt the Water Terms of Service effective January 1, 2026. Motion carried. All voting aye.

25.066 Approve Ordinance 1047 to Adopt the Electric Terms of Service

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve Ordinance 1047 to Amend Sections 40-74 through 40-77 and Sections 40-97 through 40-102 of Volume 1 of the Code of the City of Zeeland, Michigan. Motion carried. All voting aye.

25.067 Approve Resolution to Adopt the Electric Terms of Service

Motion was made by Commissioner Cooney and seconded by Commissioner Query to approve the Resolution to adopt the Electric Terms of Service effective January 1, 2026. Motion carried. All voting aye.

Upcoming Events

- **Next Regular ZBPW Board Meeting, Tuesday, January 13, 2025, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- Power Supply Strategic Planning and Stakeholder Engagement Initiative – Stakeholder Working Group Meeting #2, Thursday, January 8, 2026, 4:00 – 6:00 p.m., Howard Miller Library / Community Center West Activity Room (<https://zeelandbpw.com/power-plan/>)
- Holiday Power Dollars Distribution, Monday, December 1 – Friday, December 12, 2025 (<https://zeelandbpw.com/holiday-power-dollars/>)

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to enter into Closed Session at 4:56 p.m. to review the application(s) which were confidentially submitted by one or more applicants to be the General Manager of the Zeeland Board of Public Works. Motion carried. All voting aye.

Motion was made by Commission VanAst and seconded by Commission Walters to return to Open Session at 5:10 p.m. to interview Robert Mulder to be the General Manager of the Zeeland Board of Public Works. Motion carried. All voting aye.

The Commissioners interviewed Robert Mulder, a candidate for the position of General Manager. Mr. Mulder is currently serving in the role of Power Supply and Market Operations Manager for the BPW, a role which he has held for the last seven years. He holds a Bachelor of Science in Electrical Engineering from Kettering University, Flint, Michigan. Mr. Mulder responded to a variety of questions from the Commissioners.

Commissioner Query departed at 5:25 p.m.

25.068 Approve Robert Mulder to be the General Manager Upon Andrew Boatright's Retirement

Motion was made by Commission VanAst and seconded by Cooney to appoint Robert Mulder to be the General Manager of the Zeeland Board of Public Works on the effective date of Andrew Boatright's retirement as the General Manager of the Zeeland Board of Public Works, subject to Robert Mulder agreeing and entering to into an employment agreement for such position. Motion carried. All voting aye.

25.069 Approve Developing and Proposing a Compensation Contract for Robert Mulder

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to have the Chair and Vice Chair of the Board of Public Works develop and propose an employment agreement for Robert Mulder, to provide services as General Manager designee with limited authority during an interim period, and thereafter as General Manager upon the retirement of the current General Manager. It is understood that the Board of the Zeeland Board of Public Works and the Zeeland City Council must approve the said agreement. Motion carried. All voting aye.

Motion was made and supported that the regular meeting adjourn at 5:55 p.m. Motion carried. All voting aye.

Kristi DeVerney, City Clerk

MEETING MINUTES

DATE: Wednesday, December 10, 2025

COMMISSION MEMBERS: John Query, Commission Chair
Thom Parker, Commissioner
Lynette Lam, Commissioner
Ashley Kiekintveld, Commissioner
Sue Lucas, Commissioner

ABSENT: Sally Gruppen, Mayor Pro Tem

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

GUEST: Melinda Whitten, MC Smith & Associates

I. Approval of September 10, 2025, Meeting Minutes

Motion: Thom Parker

Support: Ashley Kiekintveld

All in favor, minutes approved.

II. General Updates

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

- **Vande Luyster Gazebo Design:** Melinda Whitten presented 2 options for a redesign of the existing Vande Luyster Square Gazebo structure. Both have elevated stairs incorporated into the design + ADA accessibility (ramps) and maintain the overall aesthetic of the current gazebo. Option 1 is an octagon shape; Option 2 is a hexagon shape. Commissioners asked questions and provided their first impressions and while they liked the design, they had concerns about the cost (both are in the approximate \$500k range.)

Commissioner Lucas asked for a synopsis of what the master plan involved RE parks-what hasn't been done yet? Kevin Plockmeyer brought up the 2021 COZ 5-Year Parks and Recreation Plan so everyone could look at the priority list created at that time (he also noted that Parks Supervisor Mike Bronkhorst is concerned about the playground equipment at Lawrence Park). This project and playground equipment at Lawrence Street Park are both next on the list (additional pickle ball courts & Hoogland Park improvements having both been completed). Staff will forward this document to commissioners so they can re-visit it as they consider how to proceed and if the vision presented in the gazebo plans is what they wish to pursue.

Kevin Plockmeyer also noted that in a few months (March) he will have a much better idea of how much money could be set aside from a budget standpoint for FY 2027. He will also ask MC Smith to look at options for the playground at Lawrence Park. When asked by Melinda Whitten RE the gazebo plans, commissioners confirmed that the preference is option 1, railings moved from going to the posts to the outside (fancier railing with the diamond pattern), octagon shape with some changes to the roof-pitch. As far as LP playground equipment, Kevin Plockmeyer suggested running some estimates focused on keeping the footprint of the playground the same and what would it be to gut the playground and bring both to the March meeting.

- **Hoogland Park Reconstruction:** This project is complete with a few punch-list items remaining to be addressed.

- **Church Street Reconstruction Project Cemetery Impacts:** This project will begin on January 5, 2026, and this first phase will impact the Lincoln St. Cemetery. Impacts include pond dredging; relocation of the structure used to store green flowerpot holders; tree removals; removal of the Veteran's Monument & flagpoles (by Patten Monument). The contractor will be required to put safety fencing up along both sides of the work areas. Hoping to have this phase cleaned up in time for Memorial Day 2026.
- **Rates & Fees:** Kevin Plockmeyer asked if commissioners would like staff to evaluate rates & fees and they directed staff to do so. Staff will work on getting cemetery rates from surrounding municipalities.
- **Other:** Kevin Plockmeyer reported that the city had a total of 82 park rentals in 2025 (59 public and 23 city events). Staff are also planning to award a bid for the painting of the Lawrence Park Bowl at the next City Council meeting. Commissioner Parker asked Kevin Plockmeyer if anything had been taken out at the Paw Paw Footbridge Park (vegetation management). Yes, the contractor is there regularly, and they continue to tackle the sumac, hoping that the prairie plantings done this fall will begin to establish this spring. He also informed the commission that staff are in the process of getting new lights installed on the bridge as they were damaged by a fire.

III. Burial Report:

Burials: Lincoln: Residents – 5	Non-Residents – 8
Felch: Residents – 2	Non-Residents – 1
Columbarium: Resident – 0	Non-Resident – 1
Sales: Lincoln: Residents – 0	Non-Residents – 0
Felch: Residents – 8	Non-Residents – 10
Columbarium: Residents – 1	Non-Residents – 4

The meeting was adjourned @ 6:20 PM.

NEXT MEETING: Next regularly scheduled meeting is Wednesday, January 14, 2026, at 5:00 PM, however, Kevin Plockmeyer recommended holding off on meeting again until March 2026 (to allow staff to get further along into the FY 2026-2027 budgeting process.)

RECORDED BY:

Susan Moore, Administrative Assistant



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

CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Councilmembers
FROM: Tim Klunder, City Manager
SUBJECT: City Manager's Report
DATE: January 2, 2026
CC: January 5th City Council Meeting

Fire/Rescue Chief Search Committee – Our Fire/Rescue Chief Search Committee will meet on Monday, January 5 to review applications for our open Fire/Rescue Chief position. Our desire is that we will be able to identify candidates to interview over the upcoming weeks.

Liquor License Application – We have received the application from El Ranco for a liquor license. Our team is in the process of reviewing the license. We are targeting a public hearing on the license for Tuesday, January 20, 2026 – a reminder that the city observes Martin Luther King Jr. Day and therefore the January 19 meeting is moved to January 20.

Goal Setting – Please be reminded that City Council's annual goal setting retreat will occur on Monday, January 26 and Tuesday, January 27. The sessions will be held in the City Council Chambers and will start at 5:30 p.m.

Fiscal Year 26/27 Budget – The budget process starts in earnest with the beginning of a new calendar year. Department budget reviews with our administrative leadership team will occur during the week of February 9. Budget review sessions with City Council will occur on Monday, March 30, Tuesday, March 31 and if necessary, Wednesday, April 1.

Planning Commission – Due to the New Year's Day holiday, the Planning Commission will hold their regular monthly meeting for January on January 8 @ 5:45 p.m.

FEEL THE ZEEL



Should you have any questions or concerns with the information contained herein, or any other city related matter, please do not hesitate to call upon me. Thank you.

Timothy R. Klunder, City Manager



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

MEMORANDUM

TO: Mayor VanDorp and City Councilmembers

FROM: Doug Engelsman, CWP Superintendent

SUBJECT: Rich St. Lift station pump

DATE: December 19, 2025

CC: January 5, 2026, Agenda

Background

The Zeeland Clean Water Plant (CWP) utilizes two 7.5 hp Flygt pumps at the Rich Street Lift Station. One pump operates as the primary unit to maintain wet well levels, while the second serves as a redundant backup in the event of pump failure. In 2011, the two existing Flygt pumps were purchased and installed at the Rich St. lift station. Each pump is called to activate approximately 31 times per day, resulting in more than 11,000 starts each annually. After more than 15 years of continuous service, these pumps are approaching the end of their optimal lifecycle for this application, increasing the risk of mechanical or electrical failure.

Proactively replacing one pump under planned conditions allows CWP staff to control procurement costs, schedule installation during normal work hours, and avoid the higher costs associated with emergency response and unplanned downtime. The removed pump would then be rebuilt and retained as a ready-to-use spare pump which would significantly reduce response time in the event of a pump failure.

The CWP has consistently followed this strategic asset management approach, particularly as suppliers no longer maintain inventory levels they once did. The proposed replacement pump currently carries an estimated 16-week delivery time. Once the Rich Street Lift Station pump replacement is completed, CWP staff anticipates the transmission system will be well positioned for reliable operation for several years.

The status of other CWP lift stations is as follows:

- **103rd (Valley)** – This approach was performed in 2025
- **State Street** – This approach was performed in 2024
- **Roosevelt** – This approach was performed in 2023
- **Washington** – This approach was performed in 2018
- **Royal Park** – Both pumps replaced in 2016 during lift station rebuild
- **CWP Lift Station** – Both pumps replaced in 2016 during lift station rebuild

Under normal City policy, CWP staff obtains a minimum of three quotes for equipment purchases. However, all seven lift stations within the city utilize Flygt pumps, which are widely recognized for their reliability and performance in wastewater applications. Given the critical nature of these pumps and the operational benefits of maintaining consistency in parts, service, and maintenance across the City's transmission system, CWP staff is requesting a waiver of the three-quote requirement for this purchase.

Recommendation

CWP staff respectfully requests that City Council waive the requirement to obtain a minimum of three quotes and authorize the purchase of one 7.5 HP Flygt pump from Kennedy Industries, as outlined in the supporting documentation, in the amount of \$20,818.00. Funding for this purchase will be provided from the Transmission Equipment Maintenance line item.

Warmest Regards,

A handwritten signature in blue ink that reads "Doug Engelsman". The signature is fluid and cursive, with the first name "Doug" and last name "Engelsman" clearly legible.

Doug Engelsman
Clean Water Plant Superintendent

QUOTATION		
DATE	NUMBER	PAGE
11/25/2025	0067691	1 of 2

B ZEE075
I CITY OF ZEELAND
L 21 S. ELM
T dengelsman@cityofzeeland.com
O ZEELAND, MI 49464

Accepted By: _____
Date: _____
PO#: _____
Ship To: _____

ATTENTION:

DOUG ENGELSMAN 616-772-0873 DENGELSMAN@CITYOFZEELAND.COM

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
QUOTE	ZEELAND WWTP RICH PS, FLYGT 3127 REPLACEMENT, WASTE WATER	TJC/AMA	FIELD SERVICE
QTY	DESCRIPTION		

(1) FLYGT NON-EXPLOSION PROOF, DRY-PIT SEWAGE PUMP, MODEL NT3127.060-489 WITH HIGH CHROME IMPELLER AND INSERT RING. RATED FOR 7.5 HP, 3 PHASE, 230 VOLT WITH 4X4 DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLE. PUMP EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLE.

(1) FLYGT MINI CAS SEAL FAIL/HIGH TEMP MONITORING RELAY

(1) SET OF GASKETS

NET PRICE FOR ABOVE MATERIAL: \$20,818.00

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE FOR THE INSTALL OF (1) NEW FLYGT NP 3127 PUMP, (1) NEW FLYGT MINI-CAS. START UP, TEST RUN, AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$3,900.00

NET PRICE INCLUDING MATERIAL AND FIELD SERVICE: \$24,718.00

OPTIONAL VFD ADDER:

(1) ABB ACQ580, 240VAC / THREE PHASE, WALL MOUNTED, NORMAL DUTY, 7.5HP, NEMA TYPE 1

NET PRICE: \$2,009.00

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN ONSITE FOR THE REMOVAL OF EXISTING VFD, INSTALL OF (1) NEW ACQ580 VFD. TEST RUN, AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$2,000.00

NET PRICE INCLUDING MATERIAL AND FIELD SERVICE: \$4,009.00

QUOTATION		
DATE	NUMBER	PAGE
11/25/2025	0067691	2 of 2

QTY	DESCRIPTION
-----	-------------

PRICE AND LEAD TIME ARE BASED OFF CURRENT MARKET PRICING AND AVAILABILITY AND ARE SUBJECT TO CHANGE. PLEASE NOTE QUOTE IS VALID FOR 30 DAYS.

WE DO NOT INCLUDE: TAX, SITE WORK, CONCRETE, ANCHOR BOLTS, PIPING, VALVES, COVER, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS, KEYS OR START-UP UNLESS LISTED ABOVE.

DELIVERY: ESTIMATED 16 WEEKS AFTER RECEIPT OF ORDER.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR EQUIPMENT.

SINCERELY - ASHLEY ADAMS

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 6/2023) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

QUOTE VALID FOR 30 DAYS. QUOTE DOES NOT INCLUDE ANY TARIFFS OR ESCALATION UNLESS NOTED ABOVE. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE. NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30



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

INTEROFFICE MEMORANDUM

TO: Mayor Vand Dorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Financial Sustainability Study Follow-Up
DATE: January 2, 2026
CC: City Council Work Study Items Agenda January 5, 2026

This memo provides additional context following the Financial Sustainability Study and presentation. Rather than seeking decisions at this time, the intent is to provide information and considerations for Council as you prepare for the upcoming goal-setting process. Goal setting will determine staff priorities for the coming year and future years, making it an important moment to reflect on long-term fiscal strategy, opportunities, and risks.

Current Position and Strategic Considerations

The study reaffirms Zeeland's strong financial foundation, including low debt, healthy fund balances, high-quality services, and disciplined financial management. It also highlights that elevated revenues expected over the next 10 to 15 years from Mead Johnson and JR Automation should be treated as one-time resources. This approach avoids creating ongoing operational commitments that may be difficult to sustain once the Zeeland Generating Station's taxable value declines.

Capital Investment Considerations

As Council prepares for goal setting, the study encourages consideration of long-term capital projects that improve community assets without significantly increasing ongoing operating costs. Categories that may warrant discussion include facility upgrades that extend useful life, enhancements to parks and open spaces, energy efficiency improvements, pathway and mobility investments, and long-term street reconstruction and maintenance.

Park Improvements

The City's Parks and Recreation Master Plan adopted in 2022 outlines a range of park improvement needs intended to maintain and enhance Zeeland's Park system over time. Recent progress has been made through the completion of the pickleball courts at Huizenga Park and the redevelopment of Hoogland Park, both of which were advanced priorities identified in the plan. Looking forward, the master plan identifies additional park reinvestment needs that, at a planning level, are estimated to total several million

FEEL THE ZEEL



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

dollars over the life of the plan, depending on project scope, timing, and phasing. Unfortunately, the City does not have a dedicated funding source for ongoing park improvements, requiring these investments to be evaluated alongside other General Fund capital priorities. To assist in determining future park investments, staff is seeking Council authorization at Monday night's meeting to award a contract for preliminary architectural services at Lawrence Park. This work will provide concept level designs and cost information that can be used, together with the Financial Sustainability Study, to better assess timing, scale, and funding strategies for future park improvements.

Street and Non-Motorized Facility Improvements

Street and bike path improvements represent another significant and ongoing capital priority for the City. While Zeeland does not have a dedicated funding source such as a dedicated street millage, the City has historically invested between \$1.5 million and \$2 million dollars annually in street reconstruction, resurfacing, and non-motorized pathway improvements. Construction costs for these projects continue to escalate, meaning that maintaining current service levels requires increasing capital commitment over time. The City is nearing completion of many of its major street reconstruction projects; however, several high-cost projects remain, including the future reconstruction of Washington Avenue. As Council considers long term financial sustainability and goal setting, the capital required for street and bike path improvements must be evaluated alongside other competing priorities, including facilities, parks, and other capital improvements, to ensure that investment decisions remain aligned with available resources and long-term fiscal capacity.

The City has also evaluated the need for a grade separated non-motorized crossing of Business Loop I-196 near Maple Street and 92nd Avenue through a multi-jurisdictional study led by the Macatawa Area Coordinating Council. That study identifies an elevated pedestrian and bicycle crossing at this location as feasible, with planning level cost estimates ranging from approximately \$7.3 million to \$11.6 million dollars depending on final design, trail connections, and site conditions. Because of the scale and complexity of the project, the City's posture in recent years has been to pursue the improvement only if significant grant funding can be secured, recognizing that successful implementation would require coordination and cost sharing among the City of Zeeland, Zeeland Township, MDOT, and other regional partners. To support this approach, the City has set aside \$1 million dollars to serve as a potential local match should a competitive grant opportunity arise. As Council considers long term priorities and goal setting, key questions remain whether this crossing continues to be a priority project for the community, whether the current wait for a grant strategy remains appropriate, or whether Council wishes to direct staff to pursue a more active approach that would require a greater upfront commitment of local resources.



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

Downtown Parking

The Financial Sustainability Study and the Downtown Zeeland Parking Study performed in 2023 provide useful context for understanding the City's current parking assets, anticipated needs, and long-term capital implications. Together, these documents suggest that while downtown parking supply is generally adequate today, targeted capital investments and careful long-range planning will be important to avoid overbuilding infrastructure that may not be financially sustainable.

From a capital improvement perspective, the City has recently reinvested in its existing parking assets through the repaving of the South Municipal Lot. This investment extends the useful life of a core downtown parking facility that experiences some of the highest utilization in the system. Looking ahead, staff anticipates that the North Municipal Lot will likely require similar reinvestment within the next couple of years to maintain service levels and avoid more costly reconstruction in the future. These types of targeted reinvestments align with the Financial Sustainability Study's guidance to focus on extending the life of existing assets through one-time capital improvements rather than expanding ongoing operational commitments.

The question of constructing a downtown parking deck is occasionally raised in the context of long-term downtown growth. The Parking Study does not identify a current need for structured parking and indicates that existing surface parking, combined with improved management and utilization strategies, can accommodate anticipated near-term demand. The Financial Sustainability Study similarly cautions against large capital projects that introduce significant long term operating costs unless clearly justified by need and supported by sustainable funding sources. Parking decks typically involve substantial upfront construction costs as well as ongoing expenses for maintenance, lighting, snow removal, structural inspections, and eventual rehabilitation, which can place pressure on future operating budgets.

Taken together, the studies suggest that a prudent approach at this time is to continue reinvesting in existing surface lots, monitor downtown development and parking utilization trends, and revisit the concept of structured parking only if future conditions demonstrate a clear and sustained deficiency that cannot be addressed through surface lot expansion, shared use agreements, or parking management strategies. This approach allows the City to preserve flexibility, align capital investments with demonstrated need, and remain consistent with the broader goal of long-term financial sustainability.

Facility Improvements

Last year, the City completed a comprehensive Space Utilization Study to evaluate how existing municipal facilities are being used and to identify improvements needed to support current and future service delivery. Implementation of this work is included in the City's Strategic Action Plan, and Council will be asked to take the initial step in putting the plan into action through the award of architectural services at Monday's.

FEEL THE ZEEL



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

The study identifies a series of renovation, reconfiguration, and targeted addition projects across multiple facilities, with preliminary capital cost estimates totaling approximately \$24 million dollars when fully built out. While these figures represent planning level estimates rather than approved projects, they provide important context as Council considers long term capital priorities. The findings align with the Financial Sustainability Study's guidance to focus on reinvesting in existing assets through largely one-time capital improvements that extend facility life, improve efficiency, and address operational constraints, while carefully managing the timing and financing of these investments to avoid adding unsustainable ongoing operating costs.

Recreation Center Feasibility Study

Earlier in 2025, staff brought forward for Council's consideration the release of an RFP to evaluate the feasibility of a potential recreation center. Council identified the completion of this RFP as one of its goals for 2025, and staff requested Council's affirmation of this goal during the summer of 2025. Now, following the presentation of the Financial Sustainability Study, staff believes it is important to reengage Council in this conversation to ensure that any feasibility study is approached with the most current long-term fiscal information in mind. The study's findings provide updated context regarding operating cost pressures, projected revenue patterns, and the need for careful evaluation of initiatives that may carry substantial ongoing financial commitments.

As Council prepares for goal setting, it may be helpful to revisit how the planned 2025 recreation center feasibility RFP aligns with the findings of the Financial Sustainability Study. The study offers important context that can inform expectations for the feasibility review, including long-term operating cost considerations, fiscal sustainability, and the appropriate timing of new initiatives relative to expected changes in the City's revenue environment. A recreation facility could advance community priorities and improve quality of life, but it typically brings substantial ongoing operating costs such as staffing, utilities, maintenance, programming, and long-term replacement needs. The study advises caution in expanding recurring operational expenses during this temporary period of elevated revenue.

Operating Cost Pressures

The study identifies several areas where operating costs are rising significantly and are expected to continue increasing over time. Fire and Rescue operations have experienced substantial cost growth due to higher call volumes, staffing needs, and increased equipment and capital demands. Cemetery maintenance has also seen notable cost escalation associated with expansion of the cemetery and changes in available labor resources after the cancellation of the inmate SWAP program. Street maintenance represents another major pressure point, with construction-related inflation and higher material costs placing additional strain on General Fund transfers. As Council enters goal setting, these cost pressures, spanning public safety, facility and grounds maintenance, and core infrastructure, underscore the importance of

FEEL THE ZEEL



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

continued evaluation, prioritization, and alignment of any new initiatives with the City's long-term financial sustainability goals.

Bonding Considerations

In addition to the general guidance already provided, the consultant offered a detailed set of questions to support Council's thinking about when bonding may be appropriate and when cash financing may be preferable. These considerations may be useful during goal setting as Council reflects on long-term capital priorities and the timing of major investments.

Key factors highlighted by the consultant include:

- Whether the City has sufficient cash reserves to finance a project directly, or whether saving for several years is feasible without negatively affecting operations.
- The cost of delaying investment, including the impact of inflation and the possibility that postponement could shift a project from repair or improvement to full asset replacement.
- The opportunity cost of dedicating cash to a single project, such as foregone operational improvements, unmet non-capital needs, or loss of opportunities to match outside grant funding.
- How project costs might be allocated between governmental and utility funds, which could improve feasibility and reduce pressure on the General Fund.
- The expected useful life of the asset. Shorter-life assets (fewer than ten years) generally favor cash financing, whereas longer horizons make debt more appropriate.
- Community interest and the potential for voter approval of either a temporary capital levy or a debt levy.
- Whether annual debt service could be supported through existing revenues without increases in taxes or reductions in services, with financial modeling used to assess feasibility.
- Dedicated funding sources (i.e. TIF Financing) could be used to offset debt payments.
- Opportunities to strategically time the issuance of debt so that new payments coincide with the retirement of existing obligations, maintaining consistent expenditure levels.
- Unique financial circumstances that could make bonding more advantageous. In Zeeland's case, the projected 10 to 15 years of unusually high tax collections from



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

ZGS and Mead Johnson may support shorter-term bonding strategies paid entirely within this temporary revenue window.

These considerations, drawn from the consultant's correspondence, provide a framework for evaluating when debt or cash financing may best align with the City's long-term fiscal position and capital priorities.

The consultant's bonding guidance outlines questions that may be helpful during goal setting, including the useful life of proposed projects, cost of delaying improvements, opportunities for cash funding, and whether the temporary revenue environment presents windows for strategically timed borrowing.

Topics for Council Reflection During Goal Setting

To support meaningful direction setting, Council may find it helpful to consider the following questions as part of the goal-setting process:

- Capital investment priorities for the next several years and which categories should be explored in more detail
- Recreation center feasibility and how this fits within the overall findings of the financial sustainability study.
- Preferences regarding bonding, cash financing, or blended approaches tied to long-term fiscal sustainability.
- Operational cost pressures and evaluation, prioritization and alignment of initiatives with long-term financial sustainability goals.

Next Steps

Following goal setting, staff will incorporate Council's priorities into the 2026 Strategic Action plan and prepare for long-term strategy development. We look forward to engaging Council in these conversations both during goal setting and in the years ahead. We appreciate Council's thoughtful involvement in this study and the work you have done over many years to place the City in a strong, financially sustainable position. That foundation provides an excellent framework for the decisions and priorities that will guide Zeeland's future.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

FEEL THE ZEEL



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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Lawrence Park Preliminary Design Contract Award
DATE: January 2, 2026
CC: City Council Work Study and Action Items January 5, 2025

As part of the Cemetery and Parks Commission's ongoing review of upcoming capital park projects, the Commission recently reviewed preliminary designs and construction cost estimates for the replacement of the Vande Luyster Square Gazebo. Those preliminary estimates came in at approximately \$500,000, which was higher than the Commission had anticipated.

Following discussion at their most recent meeting, the Commission reviewed potential scope adjustments to reduce costs. However, the Commission indicated that ideally they would like to maintain the project scope as envisioned in the 2022 Community Parks and Recreation Plan. The adopted Plan identifies the Vande Luyster Square Gazebo replacement and the Lawrence Park playground reconstruction as the next major park projects, and notes that these improvements were ideally intended to occur at roughly the same time.

Given the higher-than-expected gazebo cost estimate, the Commission discussed the condition of the Lawrence Park playground equipment, which is also in need of an upgrade. In order to make a more informed recommendation to City Council regarding the sequencing and prioritization of upcoming park projects, the Commission recommends proceeding with preliminary design development and cost estimates for the Lawrence Park playground.

Completion of preliminary design and updated cost estimates for Lawrence Park would allow the Commission to evaluate overall project scale, timing, and funding impacts before making a recommendation on the appropriate order of future park capital investments. This approach is consistent with the guidance outlined in the Financial Sustainability Study follow-up memo, which encourages the City to focus on one-time capital investments that reinvest in existing community assets while carefully evaluating scope, timing, and affordability relative to other General Fund capital priorities.

To assist with this effort, staff is recommending the use of MCSA Group, Inc., the City's Landscape Architect for park improvement projects. A proposal from MCSA Group in the amount of \$9,440 for Lawrence Park Playground Design Development is attached. This scope includes preliminary design options and an updated order of magnitude cost estimate, which would be presented to the Cemetery and Parks Commission for review and used to support

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352
future Council discussions regarding park capital improvements and long-term financial sustainability.

Recommendation

Approve awarding a professional services contract to MCSA Group, Inc. in the amount of \$9,440 for Lawrence Park Playground Design Development.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



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

December 15th, 2025

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

Re: Lawrence Park Playground Design Development

Dear Kevin,

Pursuant to our conversation, I want to provide you with this proposal for the professional services of MCSA Group, Inc. for Design Development Plans of the playground at Lawrence Park. MCSA Group previously master planned the park in 2021. The city is now interested in proceeding with design development phase for the playground area including a updated order of magnitude cost estimate. This process will help the city determine future priorities for park development projects.

The playground shall generally remain in the same location as to not impact existing and future park features. However, the pathways immediately adjacent and inside the playground may be adjusted to improve accessibility and create additional seating areas for parents. The design shall include combination of wood fiber and poured rubber safety surfacing and have dedicated play areas for older and younger children.

The Design Development plans and cost estimates shall be presented at the Parks and Cemetery Commission Meeting on March 11th, 2025. Pending the city's priorities the project could move into the construction phase as soon as Summer of 2027.

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

1. BASE INFORMATION

- Due to the time of year and snow coverage, MCSA Group will continue to use GIS and Aerial information for the Design Development Plan. MCSA Group will obtain the most current information from REGIS.



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

Kevin Plockmeyer
Lawrence Park Playground Design Development Plan
Page 2 of 3

2. DESIGN DEVELOPMENT

- MCSA Group will develop two different options for the playground.
- Option One will show standard play equipment that is available from most play equipment manufacturers.
- Option Two will show unique products and outdoor natural play.
- Each option will include a rendered site plan, 3d renderings of play equipment, and cost estimates.
- These plans will be reviewed with City Staff. MCSA Group will also attend and present at one Parks and Cemetery Commission meeting.

3. FINAL PLANS

- Following these meetings MCSA Group will make updates necessary to plans and cost estimates. All final documents will provided to the city in pdf format.

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

Design Development Plan	\$9,440.00
Total	\$9,440.00

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

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



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

Kevin Plockmeyer
Lawrence Park Playground Design Development Plan
Page 3 of 3

Sincerely,

MCSA Group, Inc.
Melinda Whitten
Vice-President

Accepted this _____ day of _____ 2026.

Kevin Plockmeyer
City of Zeeland
Assistance City Manager/Finance Director



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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Architectural Services Contract Award and Budget Amendment
DATE: January 2, 2026
CC: City Council Work Study and Action Items January 5, 2025

As part of the City's ongoing work to evaluate and plan for long term facility investments, Council previously authorized completion of a Facilities Condition Audit and Space Use Analysis to better understand the condition, functionality, and future needs of City owned buildings. That work identified a series of potential reinvestment projects across multiple facilities intended to extend useful life, improve efficiency, and address operational constraints.

As presented in the Financial Sustainability Study follow up memo, the City is facing estimates of more than \$20 million in potential building improvement needs over time, and the memo provided additional context for Council's consideration of future capital priorities during goal setting. That memo emphasizes the importance of focusing on largely one-time capital investments that reinvest in existing assets, while carefully evaluating timing, scope, and affordability in light of long-term fiscal conditions. The study specifically encourages thoughtful planning and prioritization of facility improvements prior to committing to major capital expenditures.

To assist Council in moving from assessment to informed implementation planning, staff issued a request for professional services to support prioritization, conceptual refinement, and capital planning for the facility improvements identified in the studies. Three proposals were received in response to the request for proposals, with fees ranging from \$24,000 to \$86,000. A proposal was received from Tower Pinkster, the firm that completed both the Facilities Condition Audit and Space Use Analysis.

Tower Pinkster's proposal builds directly on their prior work and provides continuity from assessment through implementation planning. Because the firm already has a detailed understanding of City facilities, operations, and identified needs, this approach avoids duplication of effort and allows the City to efficiently refine priorities, develop concept level scopes, and prepare cost informed implementation strategies. The proposed work is consistent with the guidance in the Financial Sustainability Study, as it focuses on planning and evaluation rather than committing to construction, and supports informed decision-making regarding timing and funding of future one-time capital investments.

FEEL THE ZEEL



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

The proposal from Tower Pinkster is in the amount of \$24,000 and includes scope elements such as priority refinement, conceptual design and cost validation, and development of a coordinated capital improvement planning framework. This work will provide Council with clearer information regarding project sequencing, potential phasing, and alignment with the City's long term financial capacity before any future construction decisions are considered.

Funding for this work was not included in the adopted Fiscal Year 2026 budget. However, staff believes it is important to complete this implementation planning as Council begins to refine priorities for future facility improvements and capital investments. Consistent with the guidance outlined in the Financial Sustainability Study, this work will support informed decision making before larger capital commitments are considered. Staff therefore recommends a budget amendment within the City Building Fund to support this effort. In addition to the proposed contract amount of \$24,000, staff recommends establishing a total project budget of \$30,000 to account for potential additional expenses or scope refinements that may be identified during the course of the project.

Recommendations

Approve awarding a professional services contract to Tower Pinkster in the amount of \$24,000 for implementation planning services related to the Facilities Condition Audit and Space Use Analysis.

Approve a budget amendment in the City Building Fund establishing a total project budget of \$30,000 for facilities implementation planning.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

REQUEST FOR PROPOSAL | DECEMBER 19, 2025

CITY OF ZEELAND

IMPLEMENTATION OF FACILITIES CONDITION AUDIT AND SPACE USE ANALYSIS



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

Dear Kevin:

TowerPinkster is pleased to submit our proposal to support the City of Zeeland as it advances the next phase of facility improvements across its municipal portfolio. We value our ongoing partnership with the City and appreciate the opportunity to help translate recently completed facility assessments into coordinated, actionable, and cost-effective implementation strategies. Having completed the Facilities Condition Audit and Space Use Analysis, our team brings an unmatched understanding of the City's buildings, operations, and long-term goals, allowing us to begin this phase with clarity and momentum.

Extensive Experience in Assessment-to-Implementation Services: TowerPinkster brings decades of experience helping public-sector organizations move from facility assessments and planning studies into implementation. Because our team completed the City's Facilities Condition Audit and Space Use Analysis, we are uniquely positioned to refine priorities, validate assumptions, and develop implementation-ready scopes without duplication of effort. This continuity supports efficient decision-making, accurate prioritization, and a clear path from identified needs to coordinated facility improvements.

Proven Partnership with Municipal Governments: Our work with municipalities throughout Michigan has strengthened our ability to balance immediate facility needs with long-term operational and capital planning goals. For Zeeland, our recent assessment work provides meaningful insight into how its facilities are used, where improvements can deliver the greatest impact, and how projects can be sequenced to minimize disruption. We bring a responsive, fiscally responsible approach that supports informed decision-making and long-term stewardship of public assets.

Capacity and Availability to Support Ongoing Implementation: TowerPinkster is a full-service design firm with more than 250 professionals across architecture, engineering, interiors, landscape architecture, and technology design. Our depth of resources allows us to support multiple projects concurrently while remaining responsive to changing priorities. From near-term lifecycle upgrades to longer-term capital improvements, we provide integrated expertise to deliver clear, implementable solutions aligned with operational needs and funding considerations.

Thank you for the opportunity to continue working with the City of Zeeland. We look forward to supporting this next phase of work and partnering with City leadership to advance safe, efficient, and well-planned municipal facilities. We welcome the opportunity to discuss our approach in more detail and answer any questions you may have.

Sincerely,



Adam Doublestein
PE, CPMP, LEED AP BD+C
Project Principal | Chief Operating Officer
616.570.4154 | adoublestein@towerpinkster.com

TABLE OF CONTENTS

01	FIRM OVERVIEW	01
02	PROJECT TEAM	04
03	RELEVANT EXPERIENCE	17
04	PROJECT APPROACH	28
05	SCHEDULE	31
06	FEE PROPOSAL	33
07	REFERENCES	35

LOCATIONS:

GRAND HAVEN | MI:

1 South Harbor Drive, Suite 8
Grand Haven, Michigan 49417
phone: 616.456.9944

GRAND RAPIDS | MI:

4 East Fulton Street, Suite 200
Grand Rapids, Michigan 49503
phone: 616.456.9944

KALAMAZOO | MI:

242 East Kalamazoo Ave. SE, Suite 100
Kalamazoo, Michigan 49007
phone: 269.343.6133

NEW ALBANY | IN:

320 Pearl Street, Suite 100
New Albany, Indiana 47150
phone: 812.282.9554

LOUISVILLE | KY:

1941 Bishop Lane, Suite A
Louisville, Kentucky 40218
phone: 502.454.4555

ONLINE:

www.towerpinkster.com

01

FIRM OVERVIEW

OUR STORY



WHO WE ARE

TowerPinkster is an award-winning full-service design firm full of creative professionals committed to collaboration, quality, and integrity.



1953

founded



250+

*full-service
team members*



700

*community
+ civic
projects*



600+

*mixed-use
+ housing
projects*



100+

*design
excellence
+ innovation
awards*

We have been nurturing curiosity since 1953 when our first office opened with just six people. We now have more than 250 of the best and brightest team members who serve clients throughout the region across nine market sectors: cultural and civic, healthcare, higher education, hospitality and retail, industrial, justice, K-12 education, residential and mixed-use, and workplace.

DESIGN APPROACH

TowerPinkster uses imagination, innovation, and integration to create bold, transformative results while providing a focus on superior service and project management. We are committed to the creative design of exceptional, high-performance, sustainable environments for our clients and our communities. We work closely with key stakeholders to design solutions that meet the unique needs of our clients.



FIRM NAME

TowerPinkster is an employee-owned corporation established in 1953.



FIVE LOCATIONS

Kalamazoo, Michigan
Grand Rapids, Michigan
Grand Haven, Michigan
New Albany, Indiana
Louisville, Kentucky



WEB ADDRESS

www.towerpinkster.com



CONTACT INFORMATION

Adam Doublestein,
PE, CPMP, LEED AP BD+C
Project Principal
616.570.4154
adoublestein@towerpinkster.com

OUR STORY (CONT.)

CAPABILITIES

TowerPinkster's full-service approach ensures solutions that are imaginative, innovative and integrated in every aspect of project design. Our firm's capabilities include:



ARCHITECTURE + PLANNING

- Master Planning
- Feasibility Studies
- Facility Audits
- Code Analysis
- Site Selection + Design
- Programming
- Conceptual Design
- Schematic Design
- Design Development
- Construction Documentation
- Construction Administration
- Cost Estimating
- Post-Occupancy Evaluations
- 3D Modeling + Animation



INTERIOR DESIGN

- Space Planning
- Casework / Millwork Design
- Finish + Material Selections
- Signage Design
- Furniture Selection / Layout
- Furniture Audits



MEP / S ENGINEERING

- Mechanical Engineering
- Electrical Engineering
- Structural Engineering
- HVAC / Plumbing Design
- Fire Protection Design
- Lighting + Power Design
- Energy Audits + Modeling
- Telecommunications
- Infrastructure
- Existing Structure Evaluation
- Security + Fire Alarm Design
- Commissioning
- Building Information Modeling



LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING

- Site Master Planning
- Site Evaluation + Assessment
- Rezoning Analysis
- Athletic + Recreation Design
- Landscape / Planting Design
- Storm Water Management / Grading Design
- Signage Design
- Site Circulation Studies
- Hydrology + Hydraulics
- Floodplain Development
- Bank + Channel Stabilization
- Wetland Design + Permitting
- Water + Wastewater Utilities
- River Crossings



TECHNOLOGY DESIGN

- Audio / Visual
- IT Spaces
- Structured Cabling Systems
[Fiber Optics + Copper]
- Security
[Cameras + Access Control]



+ MORE

- TowerPinkster has created successful partnerships with local and national consultants to provide our clients with the best possible team to meet the unique needs of their projects.

OUR VALUES

At TowerPinkster, our values shape every interaction, design, and decision. They keep people, purpose, and partnership at the center of all we do.



CULTURE



COLLABORATION + INNOVATION



EXCELLENCE



STABILITY



COMMUNITY



EMPOWERMENT



LONG-TERM RELATIONSHIPS

ACCOLADES





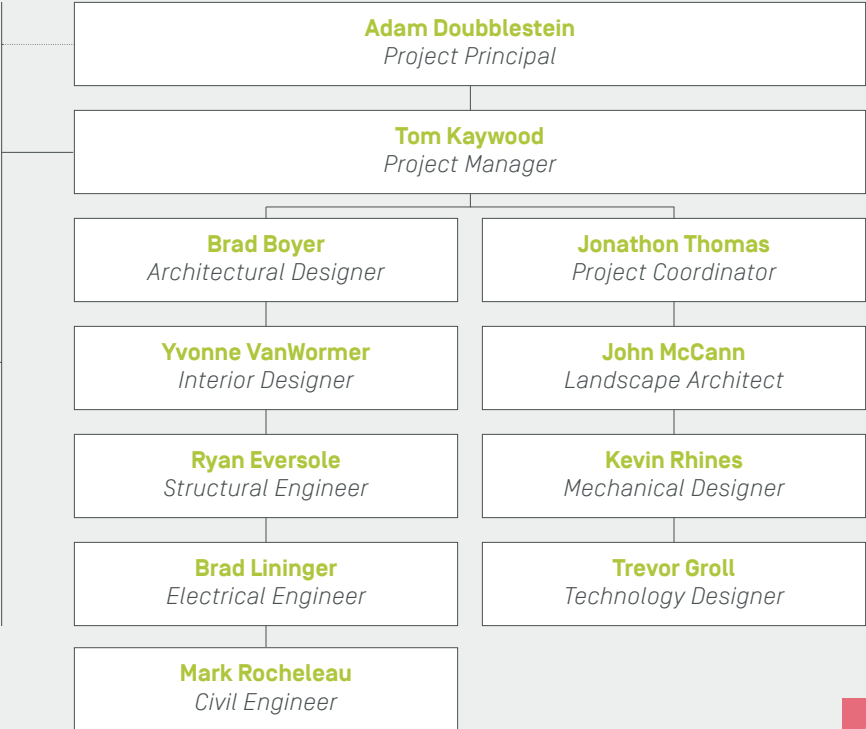
02

PROJECT TEAM

YOUR TEAM



TowerPinkster utilizes a team-centered project delivery process that relies on collaboration and inclusion to deliver successful outcomes. We know that each team member’s perspective adds greater depth to the project. Through active listening and strong communication, we unlock ideas that can spark the excitement to turn your vision into reality. Our team will meet with you several times and share design ideas, listen to your feedback and synthesize those ideas into the concept. This iterative process makes sure that the ideas shared with project stakeholders are vetted and viable.





REGISTRATION

Professional Engineer
Michigan

ASHRAE Certified Commissioning
Process Management Professional
[CPMP]

U.S. Green Building Council
LEED Accredited Professional
Building Design and Construction

EDUCATION

Milwaukee School of Engineering
Bachelor of Science in Architectural
Engineering

PROFESSIONAL AFFILIATIONS

International Ground Source Heat
Pump Association [IGSHPA]
IGSHPA Certified GeoExchange
Designer Training

Association of Energy Engineers
[AEE]

Building Commissioning Association
[BCA]

American Society of Heating,
Refrigerating and Air-Conditioning
Engineers, West Michigan Chapter
Member [2012-present]

Grassroots Government Activities
Chair [2013-present]

ADAM DOUBBLESTEIN

PE, CPMP, LEED AP BD+C

PROJECT PRINCIPAL

Adam is a licensed engineer and ASHRAE-certified Commissioning Process Management Professional with more than 25 years of managing multidisciplinary teams for the design of technically complex buildings in multiple market sectors. His experience spans across design, commissioning, and project management. Adam is skilled in building strong relationships with clients, as well as bringing together design and technical excellence in large-scale projects. His project expertise includes complex building systems, sustainability, and energy management. Adam is actively engaged in various leadership positions within the American Society of Heating, Refrigeration, and Air Conditioning Engineers [ASHRAE].

REPRESENTATIVE EXPERIENCE

City of Zeeland

Zeeland, Michigan

- Space Utilization Study

Barry County

Hastings, Michigan

- Facilities Master Plan
- Barry County Sheriff Department Jail
Facility Replacement

City of Grand Rapids

Grand Rapids, Michigan

- Grand Rapids Public Museum Riverfront
Renovation

Kent County

Grand Rapids, Michigan

- Fuller Street Office Complex
- Medical Examiner Facility
- Training Center
- Sheriff Gun Range Assessment

Livingston County

Livingston, Michigan

- Master Plan

Ottawa County

West Olive, Michigan

- Campus Master Planning

State of Michigan

Various Locations, Michigan

- MDOT Lab Renovation
- VA Housing Concepts
- Department of Treasury Office
Renovation
- Big Rapids Armory Renovation
- New Michigan Veterans Homes
- Handlon Vocational Village
- Parnall Vocational Village
- Northern Region Training Academy
Concept Design
- Mackinac Island Milliken Nature Center
at Arch Rock
- Green Oaks Training Academy
- Women's Huron Valley Heating Study

Van Buren County

Van Buren County, Michigan

- County Facilities Plan



REGISTRATION

Registered Architect
Michigan

Construction Specifications
Institute

Construction Document Specialist
[CDT]

EDUCATION

University of Notre Dame
Bachelor of Architecture

PROFESSIONAL AFFILIATIONS

American Institute of Architects

TOM KAYWOOD

AIA, CDT

PROJECT MANAGER

Tom has more than 30 years of experience leading community, civic, and public-sector projects, with a background spanning commercial, K-12, and higher education facilities. His work focuses on programming, design coordination, and documentation to support clear decision-making and effective project delivery.

Tom served as Project Manager for the City of Zeeland's Facilities Condition Audit and Space Use Analysis, providing continuity of leadership into the implementation phase. He brings a collaborative, disciplined approach to project management, emphasizing clear communication, team coordination, and alignment of scope, budget, and schedule.

REPRESENTATIVE EXPERIENCE

City of Zeeland

Zeeland, Michigan

- Facility Condition Audit

John Ball Zoo

Grand Rapids, Michigan

- Conservation Education Center

Kelloggsville Public Schools

Grand Rapids, Michigan

- Maintenance Building

Mona Shores Public Schools

Norton Shores, Michigan

- Pre-Bond + Implementation Services

Newaygo Public Schools

Newaygo, Michigan

- Middle School Mechanical Upgrades + Interior Improvements
- Vera Wilsie Elementary / Maintenance Facility

Zeeland Public Schools

Zeeland, Michigan

- Adams Elementary
- New Groningen Elementary
- Quincy Elementary
- Woodbridge Elementary
- East/West High School
- Administration Building - 2021 [Series 2]
- Cityside Middle School Roof + Parking Lot Improvements
- Roosevelt Elementary Art Room Renovation
- East High School Classroom Addition
- ECC Mechanical Upgrades and Fire Alarms
- Furniture Design Services
- Community Track



EDUCATION

Lawrence Technological University
Bachelor of Science in Architecture

BRADLEY BOYER

ARCHITECTURAL DESIGNER

Brad brings more than 25 years of professional design experience supporting community and civic projects. For this engagement, he will provide conceptual design leadership and visual communication that help translate facility needs into clear, implementable solutions. He will work closely with City staff and the project team to develop and refine planning concepts, evaluate alternatives, and communicate design intent in a way that supports informed decision-making.

His collaborative approach and ability to clearly communicate complex ideas will support efficient coordination, stakeholder understanding, and successful implementation planning for the City of Zeeland.

REPRESENTATIVE EXPERIENCE

City of Zeeland

Zeeland, Michigan

- Space Utilization Study

Calhoun County

Marshall, Michigan

- Facility Master Plan + Design*

City of Grand Rapids

Grand Rapids, Michigan

- Public Services Master Plan + Design*

Edward Jones

Spring Lake, Michigan

- 118 W Savidge Building Addition + Renovation

Holland Charter Township

Holland, Michigan

- New Community Center

Muskegon Community College

Muskegon, Michigan

- Facilities Assessment, Master Plan Update + ADA Study

Salem Township

Burnips, Michigan

- Township Office + Fire Station Needs Assessment

Village of Spring Lake

Spring Lake, Michigan

- Central Park Refresh

* Denotes experience prior to TowerPinkster



EDUCATION

Lawrence Technological University
Bachelor of Science
Architecture

JONATHAN THOMAS

ARCHITECTURAL PROJECT COORDINATOR

Jonathon supports project teams through clear organization, communication, and coordination across all phases of work. For the City of Zeeland engagement, he will assist with scheduling, meeting coordination, documentation management, and tracking project tasks and deliverables to help ensure the work progresses efficiently and on schedule.

Working closely with the Project Manager and design team, Jonathon helps maintain consistent communication with City staff and supports the preparation of presentation materials and project documentation. His attention to detail and proactive coordination will contribute to a well-organized, responsive project experience for the City.

REPRESENTATIVE EXPERIENCE

Caledonia Community School

Caledonia, Michigan

- Duncan Lake Middle School Cafeteria Renovation

Children's Healing Center

Grand Rapids, Michigan

- New Building*

Commonwealth of Kentucky

Louisville, Kentucky

- Public Health Laboratory

CD Arena

Kalamazoo, Michigan

- Kalamazoo Event Center

Morrison Lake Construction

Fennville, Michigan

- Desloge Stairs

St. Paul the Apostle Catholic School

Grand Rapids, Michigan

- Early Childhood Center*

Village of Spring Lake

Spring Lake, Michigan

- Central Park Refresh

Wheaton Academy

West Chicago, Illinois

- Academic Building*

Zeeland Public Schools

Zeeland, Michigan

- West High School Natatorium Roof
- East High School Classroom Addition

* Denotes experience prior to TowerPinkster



YVONNE VANWORMER

NCIDQ, IIDA, LEED AP

INTERIOR DESIGNER

Yvonne brings more than 20 years of experience supporting complex interior planning efforts across healthcare, corporate, and civic environments. For the City of Zeeland engagement, she will support space planning, interior layout refinement, and functional analysis to ensure recommended improvements align with operational needs, staff workflows, and long-term flexibility.

Having participated in the City's Facilities Condition Audit, Yvonne brings direct familiarity with existing interior conditions and space use. She will assist in refining space configurations, evaluating furniture and interior systems, and identifying opportunities to improve functionality within technology-rich environments.

REGISTRATION

NCIDQ Certified

U.S. Green Building Council
LEED Accredited Professional

EDUCATION

Western Michigan University
Bachelor of Science Interior Design
Minor Art History

PROFESSIONAL AFFILIATIONS

International Interior Design
Association

REPRESENTATIVE EXPERIENCE

City of Zeeland

Zeeland, Michigan

- Facility Condition Audit

Central Michigan University

Mount Pleasant, Michigan

- Grawn Hall Renovation

Dwelling Place

Grand Rapids, Michigan

- 320 Commerce Space Study

Gerald R. Ford International Airport

Grand Rapids, Michigan

- Conference Rooms + International Room
- Federal Inspection Station Renovation

Grand Valley State University

Grand Rapids, Michigan

- DeVos Center Library

John Ball Zoo

Grand Rapids, Michigan

- African Exhibit Expansion

Kent County

Grand Rapids, Michigan

- Fuller Street Office Complex

State of Michigan

Big Rapids, Michigan

- Big Rapids Armory Renovation

Zeeland Public Schools

Zeeland, Michigan

- Adams Elementary
- Lincoln Elementary
- Roosevelt Elementary
- Cityside Middle School
- East/West High School
- Administration Building
- 2024 Bond Facilities Assessment

Zeeland Recreation Department

Zeeland, Michigan

- Interior Concepts



REGISTRATION

Licensed Landscape Architect
Michigan, Ohio

LEED Accredited Professional

EDUCATION

Pennsylvania State University
Bachelor of Landscape
Architecture

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects, National

American Society of Landscape
Architects, Michigan Chapter

Richland Township Planning
Commission, Vice Chair,
2008-present

Gull Lake Community Schools
Board of Education, 2024-present

Gull Lake Community Schools
Foundation Board, 2017-present

* Denotes experience prior
to TowerPinkster

JOHN MCCANN

PLA, ASLA, LEED AP

LANDSCAPE ARCHITECT

John brings more than 26 years of experience delivering site and landscape planning for community and civic projects. For the City of Zeeland engagement, he will support evaluation of site conditions, access, circulation, and exterior improvements as part of the broader facilities implementation strategy. He will work closely with the project team to identify site-related opportunities and constraints that influence project prioritization, phasing, and cost.

John's expertise in regulatory requirements, community engagement, and funding considerations will help ensure that recommended site improvements are practical, coordinated with building upgrades, and aligned with long-term planning goals.

REPRESENTATIVE EXPERIENCE

Catalyst Development

Kalamazoo, Michigan

- Kalamazoo Event Center

City of Traverse City

Traverse City, Michigan

- Parks + Recreations Master Plan

Forest Hills Public Schools

Grand Rapids, Michigan

- New Aquatic Center

John Ball Zoo

Grand Rapids, Michigan

- African Exhibit Expansion

Kalamazoo Valley Community College

Kalamazoo, MI

- ATC Expansion / Renovation

Mattawan Consolidated School

Mattawan, Michigan

- Master Plan
- Site Improvements

Okemos Public Schools

Okemos, Michigan

- District Signage Standards
- Kinawa Foot Bridges
- Cornell Elementary
- Cornell Elementary
- Chippewa + Kinawa Middle Schools

Village of Spring Lake

- Central Park Refresh



REGISTRATION

Professional Engineer
Michigan, Indiana, Kentucky, Ohio

EDUCATION

Michigan Technological University
Bachelor of Science in Civil
Engineering

PROFESSIONAL AFFILIATIONS

American Institute of Steel
Construction

International Concrete Restoration
Institute

Structural Engineers Association of
Michigan

Western Society of Engineers

RYAN EVERSOLE

PE

STRUCTURAL ENGINEER

Ryan leads TowerPinkster's structural engineering team and brings more than 20 years of experience supporting complex building projects across multiple sectors. For the City of Zeeland engagement, he will provide structural evaluation and technical guidance to support prioritization and scope refinement.

Ryan will assist the team in assessing existing structural systems, identifying constraints or opportunities that affect project sequencing, and coordinating structural considerations with architectural and building system upgrades. His experience in structural analysis and construction coordination will help ensure that recommended improvements are practical, durable, and aligned with long-term facility stewardship and capital planning goals.

REPRESENTATIVE EXPERIENCE

City of Zeeland

Zeeland, Michigan

- Facility Condition Audit

City of Grand Rapids

Grand Rapids, Michigan

- Grand Rapids Public Museum Riverfront Renovation

Gerald R. Ford International Airport

Grand Rapids, Michigan

- Conference Rooms + International Room

Grand Rapids Community College

Grand Rapids, Michigan

- Lettinga Hall - Alumni House Renovations
- Raleigh J. Finkelstein Hall Renovation
- 5-Year Capital Outlay Plan

Ransom District

Plainwell, Michigan

- Public Library

State of Michigan

- Big Rapids Armory Renovation
- Handlon Vocational Village
- DTMB Jackson Regional Primary Electrical Powerhouse
- Green Oaks Training Academy New Lodge
- Huron Valley Vocational Village

Western Michigan University

Kalamazoo, Michigan

- Dunbar Hall Renovation
- Paper Pilot Plant Relocation Planning + Implementation
- Waldo Library Ceiling + Lighting Replacement + Commissioning
- Dunbar Hall Utilities Renovation
- Physical Plant Room 130 Renovation
- Campus Wide Tunnel Assessments

Zeeland Public Schools

Zeeland, Michigan

- Cityside Middle School



EDUCATION

Grand Rapids Community College

KEVIN RHINES

MECHANICAL DESIGNER

Kevin brings more than 25 years of experience in mechanical system design and multidisciplinary coordination for complex building projects. His experience includes performing detailed load calculations and system analysis to determine appropriate HVAC strategies, evaluate equipment capacity, and identify opportunities to extend the life of existing systems where feasible. He will work closely with the architectural, structural, and electrical teams to coordinate system upgrades and routing strategies, supporting accurate cost modeling and implementable design solutions that reflect current conditions and operational constraints.

REPRESENTATIVE EXPERIENCE

Catalyst Development

Kalamazoo, Michigan

- Kalamazoo Event Center

Consumers Energy

Ludington, Michigan

- Pumped Storage – HVAC Replacement

Emergent Bio-Solutions

Lansing, Michigan

- Building 32 Power House

Grand Valley State University

Allendale, Michigan

- Central Utilities Building (CUB) Campus Chiller & Pump Replacement
- Eberhard Center Mechanical/HVAC Upgrades
- Lake Huron Hall Renovations
- Henry Hall Lab Renovations
- Padnos Hall Lab Renovations
- Au Sable Hall Renovations

Hart Public Schools

Hart, Michigan

- Athletics
- Spitler Elementary
- High School

Hemlock Semiconductor Corporation

Hemlock, Michigan

- New Emergency Response Center HVAC
- Vehicle Exhaust System
- Warehouse and Office Additions HVAC Systems
- Two-Story Office Addition Mechanical and HVAC Design



EDUCATION

Hope College Bachelor of Science
Electrical Engineering

BRAD LININGER

PE

ELECTRICAL ENGINEER

Brad began his career as an Electrical Engineer specializing in power, lighting, and building systems design. For this engagement, he will support evaluation and refinement of electrical infrastructure, lighting systems, and power distribution strategies to ensure recommendations are reliable, efficient, and aligned with operational needs.

Brad brings experience designing electrical systems for a wide range of facility types, including mixed-use residential buildings, schools, commercial spaces, and light industrial facilities. His detail-oriented approach supports clear coordination with other disciplines and helps ensure electrical improvements are practical, code-compliant, and implementation-ready.

REPRESENTATIVE EXPERIENCE

Andrus Architecture Inc

Birmingham, Michigan

- Ice Sports Arena Renovation + Addition
- Birmingham Ice

Corewell Health

Zeeland, MI

- Zeeland OR Addition

Elevate Studio

Various Locations, Michigan

- First Presbyterian Church of Flint
Renovation
- First Presbyterian Church
- Neland Avenue CRC Addition + New
Elevator
- People's Church Addition + Renovation
- Radiant Life Church Addition

Lowell Department of Public Works

Lowell, Michigan

- New Building

Michigan State Police/Michigan

Department of Technology Management

+ Budget

Various Locations, Michigan

- Ionia EB Weigh Station
- Fowlerville Weigh Station
- Fowlerville Weigh Station Bypass Lanel

Muskegon Community College

Muskegon, Michigan

- Applied Technology Center

Risepointe

Various Locations, USA

- Green Lake Calvary Church - Addition +
Renovation MEPS
- Maryland Community Church Addition +
Renovation



EDUCATION

Valparaiso University
Bachelor of Arts in Specialization in
Music Business

PROFESSIONAL AFFILIATIONS

Audiovisual + Integrated
Experience Association

TREVOR GROLL

CTS

TECHNOLOGY DESIGNER

Trevor is an experienced Technology Designer with over ten years of experience integrating cutting-edge technologies to enhance the functionality, efficiency, and user experience in diverse built environments. He is well-versed in leading technology design efforts for various market sectors and leverages his expertise in audiovisual systems, information technology infrastructure, and smart building technologies to create innovative, future-ready spaces. Trevor's ability to understand and align with client's current and future technology needs allows him to seamlessly integrate technologically advanced solutions in early design phases. He is committed to staying at the forefront of emerging technologies to drive continuous innovation in the intersection of design and technology.

REPRESENTATIVE EXPERIENCE

City of Grand Rapids

Grand Rapids, Michigan

- Grand Rapids Public Museum Riverfront Renovation
- Archives + Research Center Improvements

City of Zeeland

Zeeland, Michigan

- Facility Condition Audit

Gerald R. Ford International Airport

Grand Rapids, Michigan

- Conference Rooms + International Room
- Federal Inspection Station Renovation

Holland Charter Township

Holland, Michigan

- New Community Center

Kalamazoo County

Kalamazoo, Michigan

- Judge Charles A. Pratt Justice Center

Kalamazoo Valley Community College

Kalamazoo, Michigan

- Kalamazoo Valley Museum's Stryker Theatre

Ransom District

Plainwell, Michigan

- Public Library



REGISTRATION

Professional Engineer
Michigan, Colorado

Certified Floodplain Manager

EDUCATION

University of Massachusetts
Amherst Bachelor of Science Civil
and Environmental Engineering

MARK ROCHELEAU

PE, CFM

CIVIL ENGINEER

With over 14 years of experience, Mark provides project management and civil engineering and floodplain development services on a wide variety of projects in the water resources, educational, commercial, healthcare, residential, and environmental realm.

An avid outdoorsmen and conservationist, Mark is passionate about creating an environment future generations are proud of. Mark considers the Muskegon River his home waters for recreating, and is frequently found outdoors when not providing civil engineering services.

REPRESENTATIVE EXPERIENCE

Alger Pediatrics

Grand Rapids, Michigan
Renovation

Bloomington Public Schools

Bloomington, Michigan
• Bloomington Elementary
• Pullman Elementary

City of Grand Haven

Grand Haven, Michigan
• Sluka Softball Field Planning*

City of Louisville

Louisville, Kentucky
• Water Quality Facilities Master Plan*

Edwardsburg Public Schools

Edwardsburg, Michigan
• Primary School
• Intermediate School

Kent County

Grand Rapids, Michigan
• Sheriff's Office Parking Lot Addition

Kent County Road Commission

Grand Rapids, Michigan
• Fish Passage + Culvert Crossing
Analysis*
• Alpine Church Road Widening*

Mendon Community Schools

Mendon, Michigan
• Middle/High School

Morrison Lake Construction

Fennville, Michigan
• Desloge Stairs

State of Michigan

Grand Rapids, Michigan
• Grand Rapids Veterans Home

* Denotes experience prior
to TowerPinkster



03

RELEVANT EXPERIENCE

RELEVANT EXPERIENCE

TowerPinkster has extensive experience helping municipalities and public-sector organizations move from facility assessments and planning studies into coordinated, actionable implementation. Our work routinely involves validating study findings, refining project scopes, prioritizing improvements across multiple buildings, developing conceptual design options, and preparing accurate cost models that support informed capital investment decisions. We have partnered with cities, counties, public safety agencies, and public educational institutions to translate assessment outcomes into phased, fundable projects that address critical needs while supporting long-term operational goals. The following examples illustrate our proven ability to guide public-sector clients through this transition from understanding their facilities to strategically improving them.



Ransom District Library



Judge Charles A. Pratt Justice Center



Jeffersonville Firestation

CAPITAL IMPROVEMENT PLANNING + IMPLEMENTATION

Kent County | Grand Rapids, Michigan

PROJECT CHALLENGE + SOLUTION

TowerPinkster supported Kent County in the development and advancement of a comprehensive Capital Improvement Plan focused on addressing facility needs across a diverse, countywide portfolio. The plan identified and evaluated a broad range of capital projects, including public safety facilities, administrative offices, health and human services functions, parking and site infrastructure, fleet services, and campus-based development opportunities. These projects ranged from small-scale renovations and relocations to major new construction and long-term campus planning initiatives.

The Capital Improvement Plan established a structured framework for translating facility needs into prioritized, actionable projects. This included evaluating existing facility conditions, space utilization, operational inefficiencies, and service delivery requirements, then organizing recommended improvements by scope, schedule, and anticipated budget. The plan addressed both near-term operational challenges, such as undersized or outdated facilities, and longer-term strategic considerations, including consolidation of services, relocation of departments, redevelopment of underutilized properties, and phased campus growth.

Key elements of the plan included programming and planning for new and replacement facilities, interior renovations and space reconfigurations, site development and parking improvements, and evaluation of property acquisition, disposition, and reuse. Cost ranges, schedules, and implementation horizons were identified for individual projects to support informed capital decision-making and sequencing over time. The plan also considered external dependencies, such as lease expirations, interagency coordination, and future service delivery models, ensuring flexibility in implementation.

The Capital Improvement Plan provided Kent County with a clear, phased roadmap for investment. Following adoption of the CIP, priority projects identified through the planning process advanced into implementation, including the Medical Examiner Facility, currently in progress, and the Courthouse Rooms Build-Out.

SIZE:

Various

FIRM ROLE:

Master Planning, Programming

PROJECTS IMPLEMENTED:

Medical Examiner Facility (in-progress), Courthouse Rooms Build-Out



FACILITIES MASTER PLAN + IMPLEMENTATION

Kalamazoo County | Kalamazoo, Michigan

PROJECT CHALLENGE + SOLUTION

Kalamazoo County launched a Facilities Master Planning effort to proactively guide future investment across its facilities while improving service delivery, operational efficiency, and long-term cost control. The plan was developed to support informed capital decision-making by identifying facility needs, evaluating operational relationships, and establishing a framework for prioritization and phased implementation.

TowerPinkster led the planning process in collaboration with a County Steering Committee of administrative staff, elected officials, and department representatives. Through structured working sessions, the team identified goals focused on enhancing public access to services, consolidating courts, improving safety, reducing maintenance and energy costs, and integrating County services. A four-step planning process was used to analyze space utilization, square footage needs, efficiencies, and departmental adjacencies across multiple County functions.

Based on evaluation of multiple scenarios, a hybrid solution was recommended that reduced non-jail facilities to four primary locations. The plan established a phased implementation strategy spanning approximately 15 years, with early actions focused on high-priority needs and longer-term phases addressing deferred maintenance and targeted facility upgrades.

Following the adoption of the Facilities Master Plan, TowerPinkster led several priority projects into implementation, including the Gull Road Justice Complex, the Judge Charles A. Pratt Justice Center, and the Healy Street Center.

SIZE:

Population: 250,704
Facilities: 8

FIRM ROLE:

Master Planning

PROJECTS IMPLEMENTED:

Healy Steet Center [2014], Gull Road Justice Complex [2016], Judge Charles A. Pratt New Justice Center [2024]



Judge Charles A. Pratt Justice Center

LONG-TERM FACILITIES PLANNING

GRAND TRAVERSE COUNTY | GRAND TRAVERSE, MICHIGAN

PROJECT CHALLENGE + SOLUTION

The TowerPinkster team worked with Grand Traverse County and Traverse City to create a plan with a comprehensive initiative aimed at enhancing operational efficiency and public services through a long-term vision. This plan encompasses the repurposing of existing structures, the construction of new buildings, and the strategic consolidation of space to optimize resources and better serve the community.

At the core of this project lies a meticulous and systematic methodology. The overarching goal is to align with both the short-term objectives and the enduring mission of Grand Traverse County and Traverse City. To achieve this, the process begins with a thorough examination and validation of existing facilities.

Multiple planning and design concepts are then developed to address the diverse needs of each facility. Collaboration with construction management partners, Owen-Ames-Kimball [O-A-K], is integral to this phase, as cost models are crafted to correspond with the various conceptual schemes. The focus remains steadfast on functionality and efficiency, ensuring that the facilities not only meet operational demands but also effectively deliver essential services to the community.

Through rigorous vetting by the collective team, conceptual schemes are refined to prioritize functional excellence and operational efficacy. Comparative data serves as a cornerstone, empowering Grand Traverse County and the Traverse City to make well-informed decisions and select optimal design approaches.

SIZE:

Population: 400,000
Facilities: 20

COMPLETION:

Facility Master Plan: 2024
Implementation: Ongoing

FIRM ROLE:

Master Planning, Building Science



PROJECT EXPERIENCE: CAPITAL IMPROVEMENT IMPLEMENTATION THROUGH ISID, TASK ORDER, + ON-CALL SERVICES

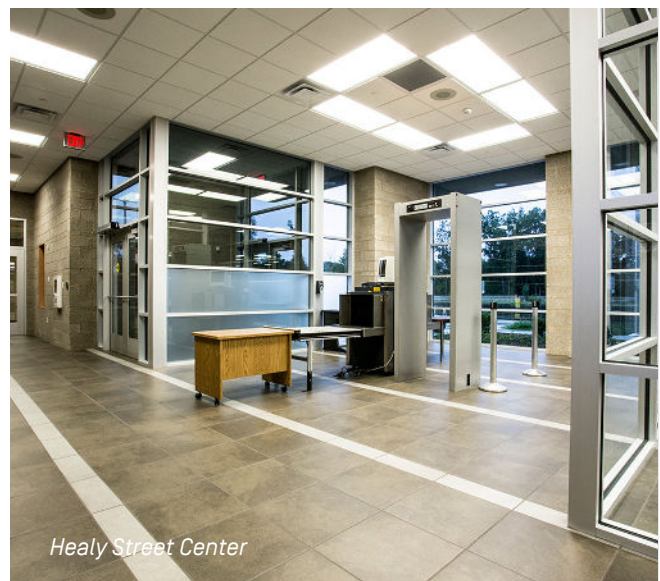
TowerPinkster's Indefinite Services Indefinite Delivery, task order, ongoing, and on-call experience closely aligns with the type of partnership the City is seeking. Through these engagements, we provide continuous, responsive support to public-sector clients managing multiple facilities and evolving priorities. Our role frequently begins with reviewing existing studies or assessments, validating and refining priorities, and identifying near- and long-term needs. From there, we support clients through conceptual design development, cost refinement, and coordinated capital planning, often across multiple projects occurring simultaneously. This delivery model requires a deep understanding of operational constraints, funding considerations, and the need for clear, defensible decision-making. The following examples demonstrate our ability to serve as a trusted, long-term partner, helping clients move efficiently from planning and assessment into implementation while maintaining flexibility to respond to immediate needs as they arise.



Gull Road Justice Complex



Kent County Jail Expansion



Healy Street Center

CAPITAL IMPROVEMENT IMPLEMENTATION: ISID DELIVERY

State of Michigan | Various Locations, Michigan

TowerPinkster has worked with the State of Michigan on more than 100 projects statewide, many delivered through an indefinite-scope, indefinite-delivery architecture and engineering contract. For 14 years, our team has provided general professional design services supporting facility maintenance, alterations, and construction across a diverse portfolio of state-owned facilities. This ongoing delivery model requires rapid evaluation of needs, clear prioritization, and efficient transition from identified issues into scoped, implementable projects.

- Alger Correctional Facility Housing Unit Boiler Replacement
- Baraga Correctional Facility Security Fencing
- Battle Creek VA Medical Center Youth Challenge Building
- Bellamy Creek Correctional Facility Fire Alarm Replacement, Food Service Floor Assessment, Security Fencing
- Brooks Correctional Facility Security Fencing
- Building 44 Fish Testing Lab Facility Renovations
- Camp Grayling Battalion HQ + Barracks Replacement, Simulation Building, Target Maintenance + Storage Building, Observation Tower
- Central Michigan Correctional Facility Personal Emergency Location Systems
- Chippewa Correctional Facility Personal Emergency Location Systems
- Colonial Michilimackinac Visitor Center Redesign
- Cooper Street Correctional Facility Personal Emergency Location Systems
- Cotton Correctional Facility
- Department of Treasury Second Floor Office Renovation
- DHHS Forensic Psychiatry Mechanical + Electrical Improvements
- Department of Military + Veterans Affairs New Veterans Homes Grand Rapids + Detroit Locations
- Fort Custer Simulation Building
- General Office Building Rest Room + Piping Upgrade
- Grand Rapids Home for Veterans Generator Replacement, Water Main Replacement, 4th Floor Remodel
- Green Oaks Training + Professional Development Center + Lodge
- Gus Harrison Correctional Facility Personal Emergency Location Systems, Fire Alarm Replacement
- Handlon Correctional Facility Security Upgrades, Security Fencing + Vocational Schoolhouse
- Ionia Correctional Facility Security Fencing
- Lakeland Correctional Facility PPD System
- Mackinac Island Milliken Nature Center at Arch Rock Plaza
- Marquette Branch Prison
- McLeish Building 4th Floor Remodel
- MDOT Southwest Region Facility Lab Renovation
- MDOT Facilities Assessments
- Michigan Reformatory
- Midland Armory Supply + Classroom Addition
- Mound Correctional Facility Renovations
- Multiple Buildings: Building Automation System, HVAC, Energy Metering + Lighting Controls
- Muskegon Correctional Facility Security Upgrades, Security Fencing, Fire Alarm Upgrade
- MVH DJ Jacobetti Facility Assessment
- Oaks Correctional Facility
- Parnall Correctional Facility Personal Emergency Location Systems, Fire Alarm Replacement
- Parnall Vocational Village
- Saginaw Correctional Facility Fire Alarm System Upgrade
- Shoreline Correctional Facility Security Upgrades
- St. Louis Correctional Facility Security Fencing
- Thumb Correctional Facility Fire System Upgrades
- Walter Reuther Psychiatric Hospital Kitchen Renovation, Water Heater Replacement
- W.J. Maxey Training School + Academic Center
- Juvenile Correctional Facility Renovation + Housing Unit Addition, Site Improvements, Security Upgrades
- Huron Center Correctional Facility Renovations, Site Improvements, Security Upgrades, Security Fencing
- Westshoreline Correctional Facility Security Fencing
- Woodland Center Correctional Facility Infirmary Renovation, Campus Security Upgrades, Campus Boiler Replacement
- Women's Huron Valley Correctional Facility Primary Electrical Study, Fire Alarm Upgrades + Vocational Village

CAPITAL IMPROVEMENT IMPLEMENTATION: VARIOUS CITY PROJECTS

City of Kalamazoo | Kalamazoo, Michigan

PROJECT CHALLENGE + SOLUTION

IT Consolidation and Department 311

The City of Kalamazoo desired to renovate an area on the second floor of the Crosstown facility to consolidate the information technology departments from three existing locations throughout the city into one. The existing finished classroom, conference room, and circulation space were renovated to accommodate the new use. This included the demolition and reconstruction of some partition walls, suspended acoustical ceilings, interior finishes, repositioning, and minor adjustments to the HVAC system, as well as lighting and switching locations. A second piece of this project included remodeling the existing 4th floor of the City Hall to accommodate the city's 311 operations currently being formed.

Administration Building Second Floor Office Remodeling

The City of Kalamazoo wished to renovate a small office space on the second floor of the Harrison Street Administration Building. The existing office space was remodeled to accommodate a new office configuration. This included the removal and reconstruction of partition walls, raised computer floor, minor HVAC diffuser relocation, lighting, and switching modifications.

Stockbridge Facility Renovation

The City needed to create space for 25 employees as a result of an existing lease expiring which housed the Community Planning and Development Center. It was decided to move the employees to the existing City Water Department building, which required a design solution to allow different functions to work together while maintaining separate identities.

TowerPinkster worked closely with the City of Kalamazoo and the individual departments to create spaces that were clearly defined. The existing front lobby is a shared space and was remodeled to provide barrier-free counter service and a walk-up station for customer review and discussions related to residential and commercial projects.

Separate reception stations were also created within the building for different departments; Economic Development, Community Planning and Development, Engineering, Water Department, and The Code Compliance Division. Individual offices were constructed for the management teams of their respective departments and separate office areas were created for each. Parking access was also flip-flopped to create a gated secure parking area for City employees and the large, City-owned construction vehicles were separated from normal vehicular traffic patterns.

Overall, the City was able to save operational dollars by consolidating services from leased space into City-owned property. The City of Kalamazoo Stockbridge Water Department has now been transformed into the "Community Planning and Development and Department of Public Services Center."

City Hall Upgrades

TowerPinkster completed a lighting assessment and energy analysis at City Hall. A written assessment tracked the condition of existing interior and exterior lighting, controls, and wiring. Recommendations included replacing incandescent lamps with LED fixtures. Occupancy sensors were also added to select areas.

SIZE

Administration Building 800 SF
Stockbridge Facility 23,000 SF

COMPLETION

IT Consolidation 2017
Administration Building 2018
Stockbridge Facility 2011

FIRM ROLE

Architecture, Interior Design,
Mechanical Engineering,
Electrical Engineering

CAPITAL IMPROVEMENT IMPLEMENTATION: MUNICIPAL PROJECTS

Kent County | Grand Rapids, Michigan

PROJECT CHALLENGE + SOLUTION

Sheriff Department + Training Center

TowerPinkster conducted a 20-year space needs program at the Sheriff's Department Fuller Street campus. The existing Sheriff Department offices occupied 36,000 square feet of outdated and cramped space comprised of a converted 1950s jail and a 1960s light steel frame addition. It featured tight spaces, poor insulation, poor air quality, and non-barrier-free spaces. Training facilities were outdoors, outdated, located remotely from the department headquarters, and insufficient for modern training for law enforcement and security. Separation of interior public and secure spaces was also weak.

The resulting design incorporated the construction of a 38,000-square-foot addition and the wholesale remodeling of the existing administrative offices. The new and remodeled structures include administration, records management, investigative, road patrol, scientific support, community services, emergency management, evidence storage, accounting, and training. Its state-of-the-art training center features a unique 360-degree live fire "shot house" where law enforcement officers can prepare for real-life scenarios. The training facility is also used by other law enforcement agencies in the region. A separate entrance is provided for their convenient use.

Fuller Street Office Complex

Kent County engaged TowerPinkster to complete the programming, design, and construction of a new office building in its Fuller Street Complex. The new building will offer vibrant new workspaces and modern amenities for employees within various county departments. Our team began by validating the building's preliminary program to verify, confirm, and build upon the various program elements.

Design solutions will be created based on the final program layout and will meet current and projected needs. The design will be functional and highly efficient regarding energy usage and long-term operating costs.

SIZE:

Sheriff Department + Training Center: 74,000 SF

Fuller Street Office Complex: 78,000 SF

COMPLETION:

Sheriff Department + Training Center: 2012

Fuller Street Office Complex: 2018

FIRM ROLE:

Architecture, Interior Design,
Mechanical Engineering,
Electrical Engineering,
Landscape Architecture,
Master Planning, Programming



CAPITAL IMPROVEMENT IMPLEMENTATION: ON-CALL DELIVERY

Gerald R. Ford International Airport | Grand Rapids, Michigan

PROJECT CHALLENGE + SOLUTION

TowerPinkster provided ongoing professional architecture and engineering consulting services to the Gerald R. Ford International Airport Authority from 2013 to 2023 through an on-call delivery model supporting a wide range of airside and landside improvements.

This long-term engagement required continuous evaluation of facility needs, prioritization of improvements, and efficient transition from identified issues into scoped, implementable projects. Working closely with airport leadership and stakeholders, TowerPinkster supported projects from initial definition through design and construction administration. Each assignment began with collaboration to confirm project goals, operational requirements, and constraints, followed by development of clear scopes and construction document packages to support implementation. Our team regularly conducted assessments of existing mechanical, structural, electrical, security, and communications systems to inform recommendations for upgrades or replacements that improved performance, reliability, and long-term facility functionality.

Examples of task orders we have completed:

- Central Boiler Replacement
- Domestic + Heating Water System Analysis
- Emergency Response Doors
- Concourse B Security Power and Data Raceway Improvements
- Monument Signage Study and Replacement
- Office Renovation
- Field Maintenance Exterior Door Replacement
- Administration Office Improvements
- Terminal Door + Gate Counter Replacement
- Structural Analysis
- Egress Evaluation

COMPLETION:

2023

CONSTRUCTION COST:

Various

FIRM ROLE:

Architecture,
Mechanical Engineering,
Electrical Engineering,
Landscape Architecture,
Master Planning,
Construction Administration



CAPITAL IMPROVEMENT IMPLEMENTATION: ON-CALL DELIVERY

Kalamazoo/Battle Creek International Airport | Kalamazoo, Michigan

PROJECT CHALLENGE + SOLUTION

Since 2020, TowerPinkster has partnered with the Kalamazoo/Battle Creek International Airport through an on-call services agreement supporting a broad range of facility planning and improvement efforts. This ongoing engagement has included more than 14 assignments, ranging from facility studies to concept design for critical operational buildings, including a renovated Aircraft Rescue and Firefighting Facility and a new Snow Removal Equipment facility.

Working closely with airport management, TowerPinkster has developed a detailed understanding of facility operations, space utilization, and functional relationships across the airport. Each assignment has begun with evaluation of existing conditions and operational needs, followed by development of concepts and recommendations aimed at improving efficiency, functionality, and long-term performance.

COMPLETION:

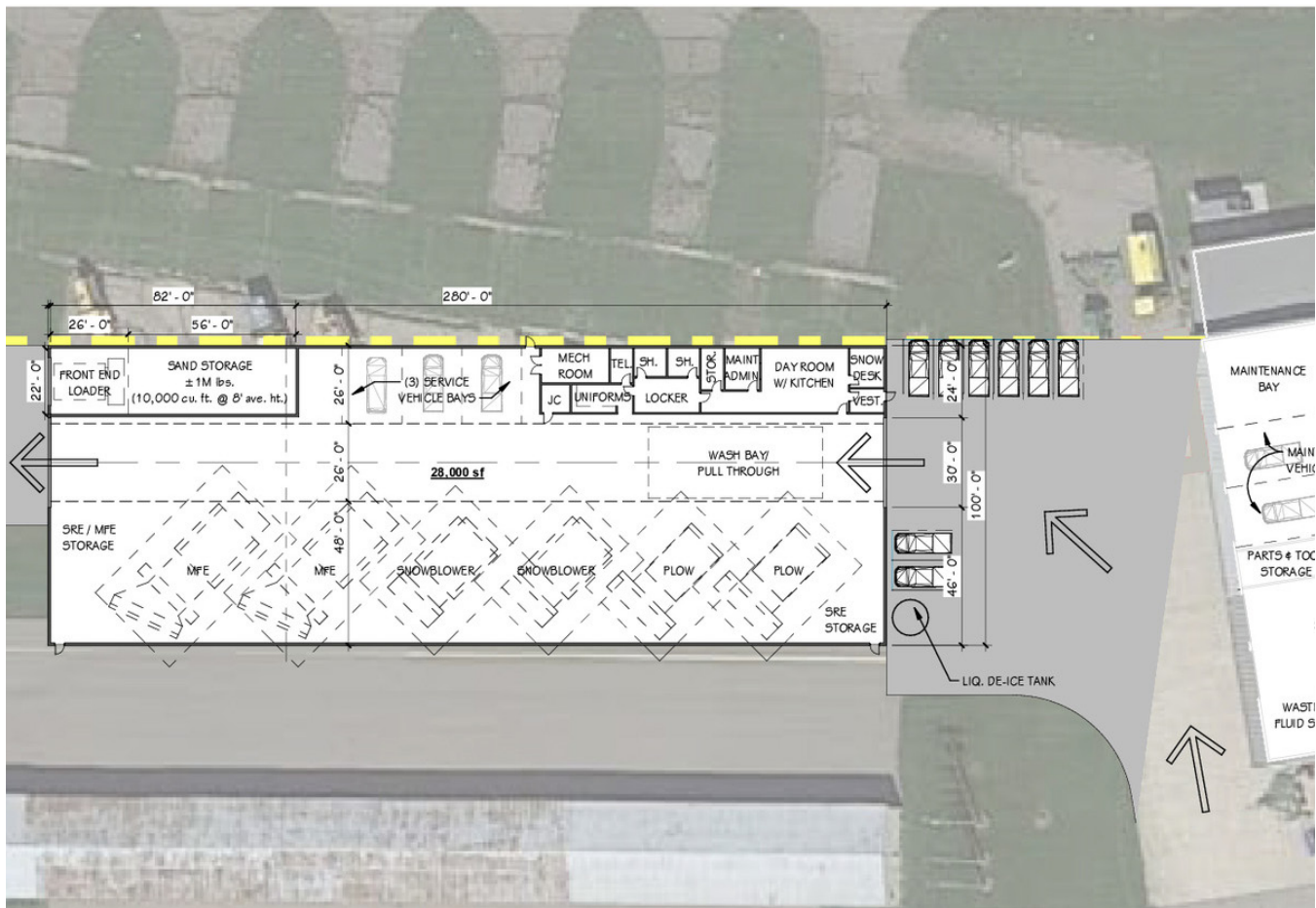
On-Going

CONSTRUCTION COST:

Various

FIRM ROLE:

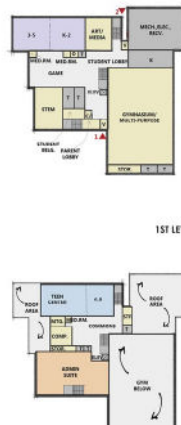
Architecture,
Mechanical Engineering,
Electrical Engineering,
Landscape Architecture



04

PROJECT APPROACH

PROJECT APPROACH



We believe great design is collaborative, evolving from deep engagement with clients, users, and context.



PROJECT APPROACH

FROM ASSESSMENT TO IMPLEMENTATION

TowerPinkster's approach is designed to move the City of Zeeland confidently from assessment to implementation. Because our team completed both the Facilities Condition Audit and the Space Use Analysis, we begin this phase with a deep understanding of the City's buildings, systems, and operational needs. The assessment established a comprehensive foundation developed through stakeholder interviews, facility walkthroughs, document review, and detailed analyses of building systems and space utilization, which now enables us to transition efficiently into prioritization, design refinement, and capital planning.

PROJECT REVIEW AND PRIORITIZATION FRAMEWORK

Our approach builds directly upon the prioritization structure already established in the Facilities Condition Audit. The study categorized needs as Poor, Fair, or Good based on useful life,

condition, safety, and operational impact. This tiered system provides an effective starting point for prioritization and aligns with the City's goals of addressing near-term risks while planning responsibly for long-term stewardship. In this phase, we will refine and expand that framework by incorporating updated cost data and construction market conditions, input from City leadership and facility staff, operational considerations and timing constraints, funding feasibility and long-term capital planning needs, and opportunities for bundling scopes to reduce cost and disruption. The result is a transparent, defensible prioritization model that clarifies which improvements should occur first, which can be phased, and how investments can be sequenced to maximize value.

SCOPE CONFIRMATION AND PRIORITY REFINEMENT

As with our post-approval implementation work for public-sector clients, our first step is to confirm and refine the established scope before advancing recommendations. We work with leadership to review priorities, validate assumptions, and identify any changes in operational needs, timing, or funding context since the original study. This ensures that prioritization reflects current realities and supports efficient, defensible decision-making before projects are advanced.

PROJECT APPROACH (CONT.)



CONCEPTUAL DESIGN DEVELOPMENT AND SCOPE REFINEMENT

The Space Use Analysis included three rounds of collaborative workshops and produced conceptual redevelopment options for each City facility. These concepts were informed by department interactions, public service functions, and desired future configurations. By grounding design development in these established concepts, we can begin testing alternatives, exploring refinement opportunities, and validating scope with City staff. Our design development process will include advancing the conceptual layouts created during the study, evaluating circulation, adjacencies, and public interface needs, assessing mechanical, electrical, plumbing, and building envelope implications, incorporating code, accessibility, and life safety considerations, identifying opportunities to combine system upgrades with operational improvements, and preparing schematic level drawings and narratives where appropriate. Because this work builds on concepts the City has already reviewed, we avoid restarting the conversation and instead move quickly toward viable, implementable solutions.

COST-INFORMED CONCEPT EVALUATION

Our conceptual design process emphasizes early clarity and cost control. We use structured programming tools to document space needs, functional requirements, and system impacts, and we test multiple conceptual options where appropriate. These concepts are paired with iterative cost feedback to allow the City to evaluate alternatives, adjust scope, and confirm alignment with budget and phasing goals before advancing projects further.

IMPLEMENTATION STRATEGY AND CAPITAL PLANNING SUPPORT

The assessment and utilization study included rough order of magnitude costs for each facility, escalation to 2029, and combined project groupings designed to minimize disruption and maximize budget efficiency. These elements provide a meaningful starting point for capital planning. We will build upon this foundation to develop a multi-year implementation roadmap that includes recommended sequencing of improvements across all facilities, alignment of project groupings with funding availability, identification of efficiencies through coordinated scopes, long-range cost forecasting incorporating escalation and contingencies, clear decision points and milestones for City leadership, and graphics and summaries to support Council presentations and public communication. This roadmap becomes a flexible planning tool that helps the City make informed decisions, adapt to evolving needs, and align capital investments with long-term community goals.

PHASING, SEQUENCING, AND IMPLEMENTATION ROADMAPPING

Drawing on our experience supporting large, multi-project implementation programs, we help the City establish a clear path from planning to execution. This includes defining milestone decisions, identifying logical phasing strategies, and sequencing improvements to balance operational continuity, funding availability, and long-term value. Our approach provides flexibility to adjust as priorities evolve while maintaining a clear roadmap for implementation.





05

SCHEDULE

SCHEDULE

The TowerPinkster team is excited about the opportunity to continue working with the City of Zeeland as it advances from facility assessment into implementation planning. Building on the Facilities Condition Audit and Space Use Analysis previously completed by our team, this next phase will focus on refining priorities, developing actionable scopes, and supporting informed capital planning decisions that align with the City’s operational needs and long-term goals.

Our collaborative, team-centered approach emphasizes clear communication and regular coordination with City staff throughout the process. The proposed schedule includes defined milestones and touchpoints to ensure alignment, transparency, and timely decision-making as the City moves toward a coordinated, implementable facilities improvement strategy.

TASKS	FEBRUARY	MARCH	APRIL	MAY	JUNE
Kick-Off + Information Gathering					
Review + Validate					
Meeting					
Prioritize + Phasing					
Concept Design + Cost					
Meeting					
Capital Improvement Planning					
Final Presentation to the City					



06

FEE PROPOSAL

FEE PROPOSAL

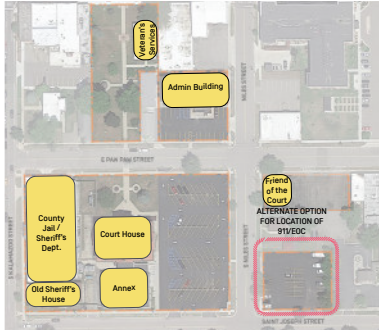
The following fee proposal is based on TowerPinkster’s understanding of the project scope and the services outlined in this proposal. Our fee reflects the level of effort required to support prioritization, conceptual refinement, and capital planning implementation in a collaborative and efficient manner. We have structured our fee to provide flexibility, transparency, and value while aligning with the City of Zeeland’s schedule and decision-making needs.

Kick-Off + Information Gathering	\$2,500
Review + Validate Assessment	\$3,500
Prioritize + Phasing	\$2,000
Concept Design + Cost	\$10,000
Capital Improvement Planning	\$4,800
Final Presentation	\$1,200
Total	\$24,000

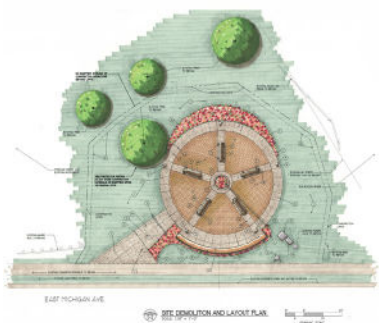
07

REFERENCES

REFERENCES



JOHN FAUL
County Administrator
Van Buren County
269.657.8253
faulj@vbco.org
County Facilities Plan



JEFF CHAMBERLAIN
Deputy City Manager
City of Kalamazoo
269.337.8074
chamberlainj@kalamazoocity.org
Various City Projects



CHRISTOPHER FORSYTH
Deputy County Administrator
Grand Traverse County
400 Boardman Ave
Traverse City, MI 49684
231.922.4780
cforsyth@gtcountymi.gov
Facilities Master Plan



STEVE BULTHUIS
Manager
Holland Charter Township
616.396.2345 Ext 1222
steveb@hct.holland.mi.us
Holland Charter Township New Community Center

The architectural partnership of [TowerPinkster] brought vision, innovation, and technical expertise to the project. Their design not only meets the immediate needs of a modern justice facility but also anticipates the future requirements of a growing and diverse community.

*-Owner Statement
Judge Charles A. Pratt Justice Center*

TowerPinkster

Architecture · Engineering · Interiors



[TOWERPINKSTER.COM](https://towerpinkster.com)



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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Snowmelt System Operation and Maintenance Special Assessment Resolution No. 1

DATE: January 2, 2025
CC: City Council Work Study and Action Items January 5, 2025

It has been two years since the City began specially assessing properties for the operation and maintenance of the downtown snowmelt system. As the initial assessment period comes to an end, it time to renew the snowmelt special assessment to continue the established funding approach. The snowmelt system provides a direct and measurable benefit to properties within the downtown district by improving pedestrian safety, accessibility, and overall functionality during winter conditions, and staff continues to feel that sharing the cost to operate the system with those who receive that direct benefit is appropriate and equitable. This shared cost approach is consistent with the practice of neighboring communities that operate snowmelt systems in their downtown districts. At this stage, staff is seeking City Council affirmation that this remains the preferred funding model moving forward.

In 2023, City Council adopted a snowmelt operation and maintenance special assessment that was structured to recover both the annual cost to operate the system and to plan for long term maintenance and future replacement. The assessment was calculated on a per square foot basis and included two components. The first was a commodity or heating charge of \$.92 per square foot, intended to recover the cost of natural gas used to operate the system during an average winter. The second was a readiness to serve or capital charge of \$1.19 per square foot, intended to fund ongoing maintenance and future replacement of system components such as boilers, pumps, piping, valves, and controls.

When adopting the special assessment in 2023, City Council elected not to levy a special assessment for the capital portion of the costs. Instead, the City set aside approximately \$600,000 as an endowment with the intent of covering the capital charge for the first several years of the special assessment. As a result, the special assessment levied on benefiting properties was limited to the operation and maintenance portion of the costs, and property owners were charged \$.92 per square foot annually. The City at large covered a portion of the overall cost for exempt properties, public areas, and non-assessable parcels.

FEEL THE ZEEL



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

The action being requested at this stage is approval of Resolution No. 1. This resolution formally initiates the special assessment process and instructs the City Manager to prepare a report for City Council. That report includes the necessary plans, descriptions, and detailed cost estimates related to the operation, maintenance, and future replacement of the snowmelt system, an estimate of the life of the improvements, a description of the proposed assessment district, and recommendations regarding the portion of costs to be borne by the special assessment district and the portion, if any, to be borne by the City at large. Upon completion, the report is filed with the City Clerk for presentation to City Council.

Approval of Resolution No. 1 represents the first step in a multi-step statutory process. The adoption of a special assessment requires a total of five resolutions and two public hearings before the assessment may be finalized. Future resolutions will consider the report, establish the assessment district, set a public hearing on the proposed assessment roll, and ultimately confirm the special assessment. It is staff's intention to complete this process in time for the special assessment to be placed on the summer tax bills, which would be consistent with past practice.

Recommendation:

Approve Snowmelt Special Assessment District, 2026-1-SM, Resolution No. 1 which authorizes the City manager to prepare a report to establish a snowmelt special assessment district.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

RESOLUTION NO. 1

(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 January 5, 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 Council of the City of Zeeland tentatively deems it in the public interest, health and welfare to operate, maintain and replace, if necessary, certain public improvements and a snowmelt system in the City as described in the attached Exhibit A;

AND WHEREAS, pursuant to Section 14.6 of the City Charter of the City of Zeeland, the City Superintendent of the City of Zeeland must make a report of these improvements before the City Council may consider proceedings for the making, maintaining, replacing and operation of local public improvements within the City;

AND WHEREAS, the special assessment responsibilities of the City Superintendent have been assigned to the City Manager, and the title "City Manager" shall therefore be used in this resolution and in future special assessment resolutions for this project;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Manager is hereby directed to cause to be prepared a report which shall include necessary plans, profiles, specifications and detailed estimates of the costs, an estimate of the life of the improvements, a description of the assessment district, recommendations as to what portion of the cost of the project must be borne by the Special Assessment District and the portion, if any, to be borne by the City at-large, and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the proposed improvements.

2. When the aforesaid report is completed, such report is to be filed with the City Clerk for presentation to the City Council.

3. All resolutions and parts of resolutions as far 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 January 5, 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.

Kristi DeVerney, City Clerk

EXHIBIT A

(Snowmelt Special Assessment District, 2026-1-SM)

2026 SPECIAL ASSESSMENTS TO OPERATE, MAINTAIN AND REPLACE, IF NECESSARY, A SNOWMELT SYSTEM

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 Central 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 costs to be assessed for the above referenced items shall be for a period of up to ten years. 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.

As a part of the report of the City Manager, a map shall be provided of the snowmelt system and such report shall indicate the phases for the installation of a snowmelt system and the time periods as to when it is expected that parcels will benefit from the installation of a snowmelt system.



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

CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Council Members

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

SUBJECT: Letter of Agreement with Police Officer Labor Council (POLC)

DATE: December 29, 2025

CC: January 5th Council Agenda

BACKGROUND: The Police Officer Labor Council (POLC) and the City of Zeeland entered into a Collective Bargaining Agreement (CBA) effective July 1, 2025. This agreement established contractual guidelines for the Zeeland Police Department.

Article 1, Section 1 of the CBA states:

"The Employer recognizes the Union as the exclusive bargaining representative for all full-time and regular part-time nonsupervisory officers and Sergeant(s) of the City of Zeeland; but excluding special officers, reserve officers, Lieutenant(s), Chief of Police, and all other employees of the City of Zeeland."

Following some confusion regarding the inclusion of "regular part-time nonsupervisory officers" the Union held a vote December 16, 2025, and approved removing this reference from the CBA.

Attached is the Letter of Agreement submitted to the POLC for signature, acknowledging this change.

RECOMMENDATION: City leadership recommends that City Council approve the attached Letter of Agreement with the Police Officer Labor Council on behalf of the City of Zeeland.

Timothy R. Klunder, City Manager

FEEL THE ZEEL

THE CITY OF ZEELAND

and

THE POLICE OFFICERS LABOR COUNCIL

Letter of Agreement – Part-Time Employees

This Letter of Agreement (“LOA”), effective this ____ day of _____, 2026, will confirm the agreement between the City of Zeeland (“Employer”) and the Police Officers Labor Council (“Union”) to modify Article 1, Section 1 of the Collective Bargaining Agreement (“CBA”) as follows:

ARTICLE 1, Section 1. Recognition. The Employer recognizes the Union as the exclusive bargaining representative for all full-time nonsupervisory officers and Sergeant(s) of the City of Zeeland; but excluding part-time officers, special officers, reserve officers, Lieutenant(s), Chief of Police, and all other employees of the City of Zeeland.

This LOA does not alter any other terms of the CBA, all of which will remain in full force and effect.

AGREED TO AND ACCEPTED BY:

UNION:

EMPLOYER:

By:
Its:

By:
Its:

Date:_____

Date:_____

FEEL THE ZEEL



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

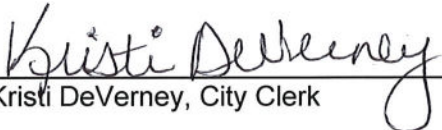
CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Councilmembers
FROM: Kristi DeVerney, Clerk
SUBJECT: Planning Commission Appointment
DATE: December 30, 2025
CC: January 5, 2026 Council Packet

BACKGROUND: There is a vacancy on the Planning Commission due to Rebecca Perkins becoming the Council Representative. C J Otteman has submitted a Consideration for Appointment form to serve on the Planning Commission, filling Rebecca Perkins vacated seat. Mayor Van Dorp is recommending this appointment.

RECOMMENDATION:

Motion and support to approve the appointment of C J Otteman to the Planning Commission with a term expiring January 1, 2029.



Kristi DeVerney, City Clerk



CITY OF ZEELAND

CONSIDERATION FOR APPOINTMENT



Date: November 12, 2025

Name C.J. Otteman
Address 133 E Central Ave
Zeeland, MI 49464
E-Mail cj.otteman@gmail.com

Home Phone _____
Cell Home 616-610-5898
Business _____
Number of Years as a Resident 5
(technically longer!)

Appointment Seeking:

- | | |
|---|---|
| <input type="checkbox"/> Board of Construction Appeals | <input type="checkbox"/> Airport Authority |
| <input type="checkbox"/> Alcohol Review Board | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Cemetery/Parks Commission |
| <input type="checkbox"/> Board of Public Works Commission | <input type="checkbox"/> Local Officers Compensation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Nominating Commission |
| <input type="checkbox"/> Shopping Area Redevelopment Board (SARB) | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> Hospital Finance Committee |

Employed by BHS Insurance

Position held Employee Benefits Advisor

Current memberships _____

Offices held _____

Past memberships _____

Offices held _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience Lifelong Zeeland resident

- Zeeland Citizens Academy 2025 graduate
- Zeeland East grad, Hope grad
- have held leadership positions for various groups in the past (Young Life, Hope College Ministries, baseball, etc)
- involved in the community and connected with residents of all age groups
- passionate about the continued growth and improvement of our community, and want to find a way to become more involved in that

Personal References:

- | Name and Occupation | Address | Phone No. |
|--|--|---------------------|
| 1. <u>Jake Schisler, Dentist</u> | <u>113 E Central Ave, Zeeland MI 49464</u> | <u>989-450-8530</u> |
| 2. <u>Mark Donkersloot, Controller</u> | <u>116 E Central Ave, Zeeland MI 49464</u> | <u>616-928-7445</u> |

Signature 

Internal Use Only:

Information Verified by: _____